

**Government of India**  
**INDIA METEOROLOGICAL DEPARTMENT**  
**( Ministry of Earth Sciences )**  
**Meteorological Watch Office, ATS Complex, Sutar Pakhadi Road, Sahar**  
**CSI Airport, Mumbai 400099**  
**(Through: - DDGM, Regional Meteorological Centre, Colaba , Mumbai 400005 )**

Ref: No. D/I-022 (ISO Cert)/2017 Date:- 1<sup>st</sup> Jan -2018

**NOTICE INVITING QUOTATION FOR ISO 9001:2015 CONSULTANCY**

India Meteorological Department, under ministry of Earth sciences, Government of India, is mandated central government agency to provide Meteorological services for aviation sector at different airports in India as per provisions laid down in ICAO Annex -3.

Meteorological Watch Office (MWO), Mumbai at CSI Airport is one of the such office and is **currently certified for ISO 9001:2008 with the validity of certificate till 8<sup>th</sup> of February 2018 and needs to be upgraded to ISO 9001:2015 with certification extension for further 3 years after required consultancy services / training to key officials.**

Dy. Director General of Meteorology (**DDGM**), **Regional Meteorological Centre ,India Meteorological Department , Government of India , Colaba , Mumbai 400005** invites **sealed quotations for “ hiring Consultancy services ”** in this regard for Aviation Meteorological services being rendered at MWO ,Mumbai including all the associated AMO/AMS ( Aviation Met offices /Aeronautical Meteorological stations) at smaller Airports under its FIR ( Flight Information Region).

Quotation should be submitted in a sealed cover & super scribed as **“Quotation for Consultancy of ISO 9001:2015 certification for MWO, CSI Airport, Mumbai 400099** and addressed to:

**Director In Charge**  
**Meteorological Office,**  
**ATS Complex, Sutar Pakhadi Road , Sahar ,**  
**CSI Airport ,**  
**Mumbai- 400099.**

Contact No:- Tele-Fax 022-26828008 / e mail:- [aviationmomumbai@gmail.com](mailto:aviationmomumbai@gmail.com)

**1.NAME OF WORK:** ISO 9001:2015 consultancy services for Met Services of MWO Mumbai.

**2. Staff Strength:** Approx. 100 plus

**3. Scope:** Met Watch Office (MWO), Mumbai is planning for Re-certification of QMS Certification under ISO 9001:2015 standards, for that the scope includes but not limited to

- a. Providing awareness training to key personnel
- b. Assisting in preparation and review of documentation as per ISO 9001:2015 standard.
- c. Providing internal auditor training to key personnel. Copies of training material and ISO 9001:2015 standards shall be provided to each participant.
- d. Assisting to conduct first internal audit as per ISO 9001:2015 requirements.

- e. Assisting to conduct Management review as per ISO 9001:2015 requirements.
- f. Assisting during re-certification audit conducted by certification body.
- g. Assisting in closure of non-conformities raised during recertification audit.
- h. Any other re certification related work.

**5. Time Allowed:** The Total period of the contract shall be for 15 days starting from the date of award of the work. The QMS re- certification work is required to be completed before 8<sup>th</sup> Feb 2018 since present ISO 2001-2008 certification is valid till 8<sup>th</sup> Feb 2018 only.

## **6. Eligibility Criteria:**

Eligibility criteria for consultancy organization can be as follows.

- a. Consultancy organization must have completed at least 5 projects for provision of consultancy for ISO 9001:2015 documentation and training services. Copies of WO and completion certificates must be submitted with the bid.
- b. Consultancy organization must have at least 2 consultants having certified as lead auditors against ISO 9001:2015. Copies of accredited certificates of consultants shall be submitted with the bid.
- c. Consultancy organization must have office in Mumbai. Copy of address proof shall be submitted with the bid.
- d. Should enclose a self -certified copy of PAN card and GST certificate

## **7. Terms and Conditions:**

- a. The services offered should be inclusive of all incidental and any other charges
- b. No Boarding, Lodging and travelling charges will be borne by IMD (India Meteorological Department ).
- c. The Consultant / agency may visit the work site to ascertain the 'nature/scope' of the work to have full knowledge of the 'said work'. No extra charges consequent on misunderstanding shall be allowed.
- d. The consultant / agency body shall submit a detailed profile of the company including the list of clients to whom such services has been already provided.
- e. Amount quoted must include fees for consultancy services for implementing ISO 9001:2015, QMS documentation suitable for ISO 9001 standards, training fees for Awareness and internal auditors, assistance for certification and surveillance audits.

## **8. Payments:**

- a. No advance payment will be made by IMD (India Meteorological Department).
- b. The fees will be paid on completion of the above work given in this quotation and as per quoted amount by the consultant in the financial quote. The quoted rates shall be net, inclusive of fees including other expenses if any.
- c. Payment shall be credited to Bank account of the firm on submission of ECS Mandate duly filled in and signed in by account holder / banker.

d. The payment shall be made as per table given below-

Sr. No.	Description of work	Amount Payable (% of total amount quoted)
1.	ISO 9001:2015 awareness and internal auditor training	
2.	Document Re-view, Preparation of documents etc and related works including assistance for certification.	
	<b>Total</b>	100 %

### 9. Mode of Submission

Quotations are to be submitted in a sealed cover .**Bid- Quotation for ISO 9001:2015 consultation for MWO , CSI Airport, Mumbai 400099 ”** shall be written on top side

- Quotations can be submitted in person on working days till the date and time indicated at the end of this notice or through post/courier to the address given in beginning of this quotation notice. Only quotations received on or before the last date and time will be considered. MWO will not be responsible for any postal/courier delay or missing/damage of quotation in transit.
- Sealed quotations will be opened at the time and date indicated at the end of this notice in the office of Director In Charge , MWO , Mumbai . MWO reserves the right to accept/reject any quotation or cancel the work in part or full without assigning any reason.
- Quotations received after due date and time shall not be considered.
- Doubts if any regarding quotations etc can be cleared if any party wishes so.
- For any clarification, e-mail can be sent to the Director in Charge on e mail address at

[aviationmomumbai@gmail.com](mailto:aviationmomumbai@gmail.com)

### 10. Compensation for the delay:

If the successful bidder fails to complete the work within time fixed under the contract he shall pay to the IMD without prejudice to any other rights or remedy as may be available to the purchaser, an agreed compensation amount subject to a maximum of 10% of the ordered value .

### 11.Quotation evaluation and Acceptance:

Envelope marked shall be opened in presence of representatives from the firms if present or in presence of nominated gazetted officers of IMD.

Last Date For Receipt Of Quotations: - **Date 16<sup>th</sup> Jan 2018**

**ANNEXURE – ( To be enclosed with quotation)**

To,

**The Director in Charge**

**Meteorological Office,**

**ATS Complex, Sutar Pakhadi road , Sahar ,**

**CSI Airport , Mumbai 400099**

Sub: Declaration for participating in **“ISO 9001:2015 Consultation.**

Sir,

I/We hereby declare that to the best of our knowledge I/We have carefully read and understood scope of the work. Terms & Conditions and mode of submission of completed quotation forms as mentioned in quotation issued by the DDGM , IMD , Regional Met Centre Colaba , Mumbai 400005 , and unconditionally accept the terms and conditions.

I/We also understand that:

- In case the documents submitted by my/out firm/company along with quotation are found inadequate/false/incorrect, the contract is liable to be rejected without assigning any reasons.
- The IMD does not bind itself to accept the lowest quotation and reserve to itself the right of accepting the whole or any part of the quotation and the agency shall be bound to provide the service at the rate quoted.
- IMD reserves itself the right to reject the conditional offer without any reason thereto.

I/We am/are not blacklisted/debarred by any Government of India/PSU/or any other government undertaking/PSU.

Encl:

1. Copies of experience certificates.
2. QCI registration and lead auditor certificates.
3. Copies of PAN card and service tax/GST Number, as applicable.
4. ECS Mandate form duly filled in and signed by account holder / our Banker.
5. Copies of certificate for satisfactory completion of ISO 9001 standards consultancy jobs.
4. Declaration as per Annexure- duly filled and signed by the bidder with seal, address and date.

Yours truly,

(Authorized signatory with date)

Name of consultant with complete postal address.

Total Quoted amount in words in Rs.....

In words Rs .....

Date:

Place:

.....

Signature with seal of the tenderer)

**For Dy. Director General of Meteorology**  
**Regional Meteorological Centre**  
**Colaba , Mumbai 4005**