

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:- 1st Jan -2018

NOTICE INVITING TENDER FOR ISO CERTIFICATION

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 8th 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 “ **Re-Certification services with ISO 9001-2015** ” 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 on or before 21st Jan 2018 which shall be opened on next day in presence of gazetted officials of the department . Lowest one will be intimated immediately within 7 days or so after administrative approval . Quotation in sealed cover & super scribed as “**Quotation for 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

Scope of work:

It is proposed to have services of an accredited ISO Certification Body for ISO Certification of **QMS as per ISO 9001:2015** for MWO Mumbai.

The works involves the following activities:

- 1) Certification Audit of MWO Mumbai and issue of ISO Certification certificate.
- 2) Surveillance Audits (Post Certification)
 - A) Surveillance Audit – I (S1) at the end of first year
 - B) Surveillance Audit – II (S2) at the end of second year

Time Schedule

Time schedule for receipt of certificate is **before 8th Feb 2018** , as existing ISO certification 9001-2008 is valid till 8th Feb 2018. Cost of 3 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters or renewal certificate from the agency concerned. Sealed tender should be in lump sum basic price (inclusive of all duties / taxes). Tender should be inclusive of all kinds of expenditure towards all fees, conveyance cost, accommodation, stationery, printing and any other related expenses. **No advance payments shall be applicable.**

(Signature with seal of the tenderer)

Earnest Money Deposit

The tenders complete in all respects in a sealed cover and super scribed as “Tender for ISO certification (ISO 9001-2015)” which should be submitted on or before the last date 15thJan 2018 in the

Office of the Director in charge Meteorological Office, ATS Complex, Sahar , Mumbai 400099 , Mumbai 400005 .

Contact Tel/Fax022-26828008

e mail – aviationmomumbai@gmail.com

The sealed tenders will be opened on the date next day at the office of the Director in charge , MWO Mumbai in the presence of nominated gazetted officials of the department

Terms and conditions

- To issue certificate of approval for QMS as per ISO 9001-2015 on or before 8th Feb 2018
- TDS will be deducted at source at the time of release of payment. The Contract amount as per this schedule shall only be paid in favor of the quoting firm only.
- The entire operation must be done within a maximum period of 30 days or earlier.

- The Certification Body should be registered and shall have the scope for Certification of similar body.
- DDGM,RMC Mumbai reserves the right to accept or reject any tender without assigning any reason thereof.
- In case of any dispute, the decision of courts in, Mumbai District jurisdiction shall be binding and final. In case of dispute the matter of dispute can be referred to arbitrator appointed by DDGM, RMC Mumbai.
- Competent authority reserves the right to terminate the services of Certification Body at any time without assigning any reason thereof.
- The DDGM RMC Mumbai reserves the right to reject/ accept the tenders at his own discretion and also the right to open tender even if Single Bid is received.
- The successful bidder will be required to sign a contract/agreement.
- Payment shall be deposited in bank account of the certification firm after production of ECS mandate form duly signed / sealed by firm / banker.

(Signature with seal of the tenderer)

Agreement

The successful bidder shall be required to submit an undertaking as per given format.

LIST OF DOUCMENTS TO BE ENCLOSED ALONGWITH TENDER UNDER SEALED COVER

- NABCB Accreditation Certificate/ QCI/ Gov. Certificate.
- Certificate of PAN/Service Tax No.
- Company Registration Certificate.
- Certificate of Experience/Performance in the field, of past 3 years
- Acceptance of Terms and Conditions of IMD

“FINANCIAL QUOTE”

1. Rates Quoted for first Certification: (Rupees _____ only)

2. Rate quoted for first surveillance Audit: _____

3. Rate quoted for second surveillance Audit: _____

4. Rate quoted for renewal Certification at the end of third year: _____

5. Total lump sum amount quoted in Indian Rupees _____ in words _____

- Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services.

- The Lump sum quote should be inclusive of all expenses which the Certification Body may incur while executing the assignment including Travel, Boarding Lodging as required .**Please note Lowest one shall be decided on overall price quoted by the firm as per serial number 5 of the Financial Quote.**

Agrees to the payment terms of the MWO, Mumbai

UNDERTAKING

I/We _____ undertake to abide by all statutory liabilities framed by Government. /MWO Mumbai , the terms and conditions of the tender document and the agreement which shall be signed on the award of the contract.

Signature with seal of the tenderer

SPECIAL CONDITIONS

1. CONDITION UNDER WHICH THIS BID IS ISSUED:

- This Bid is Not an Offer and is issued with no commitment. The MWO, Mumbai reserves the right to withdraw the Bid and change or vary any Part thereof at any stage. DDGM Mumbai also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- The DDGM Mumbai Reserves the right to withdraw this Bid if it determines that such action is in its best interest .
- Timing and Sequence of events resulting from this Bid shall ultimately be determined by the DDGM Mumbai.
- No oral Conversations or agreements with any Official, agent or employee of the MWO, Mumbai shall affect or modify any terms of this Bid and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of this office, shall be superseded by the definitive agreement that results from this Bidding process. Oral Communications by the MWO to bidders shall not be considered binding on the MWO Mumbai , nor shall any written materials provided by any person other than The MWO.
- Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against this MWO, Mumbai or any of their respective officials, agents, or employees arising out of or relating to this Bidding or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof)
- Applicants, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.

2. RIGHT TO THE CONTENT OF THE PROPOSAL: For all the bids received before the last date and time of bid submission the proposals and accompanying documentation of the proposal will become the property of the MWO Mumbai and will not be returned after opening of the proposals. This MWO Mumbai is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. This MWO Mumbai shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. **ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**: By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all the paragraphs of this Bid including all forms schedules and annexure here to and fully informed itself as to all existing conditions and limitations.

4. **EVALUATION OF PROPOSALS**: The bidder's proposals in the bid Document will be evaluated as per the requirement specified in the Bid. The Bidders are required to submit Technical and Financial Bids in single cover. The lowest one will be decided on overall price quoted by the bidder.

5. **LANGUAGE OF PROPOSALS**: The proposal and all correspondence and documents shall be written in English.

(Signature with seal of the tendered)

Ends