

**GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR, KHANAPARA, GUWAHATI-22**

NOTICE INVITING TENDER

No AASC(Project)239/2010/143, Dated Guwahati the April 6, 2013

The Assam Administrative Staff College, Guwahati, Assam invites tenders from certification bodies with National Accreditation Board for Certification Bodies (NABCB) accreditation for ISO 9001-2008 in a two-bid system (technical and commercial bids in two separate envelopes and are to be enclosed in a single outer envelope) for the following work:

Name of work: Hiring of services of certification body (with NABCB accreditation) for ISO 9001:2008 certification of Assam Administrative Staff College, Guwahati.

The following are the terms and conditions:-

Site	Assam Administrative Staff College, (Govt. of Assam), Khanapara, Guwahati.
Scope	All branches /sections of Assam Administrative Staff College, (Govt. of Assam), Khanapara, Guwahati.
Standards	ISO 9001:2008

Last date and time for receipt of tender offer / bid	13.5.2013 (upto 2.00 p.m.)
Time and date of opening of tender offer (Technical bids)	13.5.2013 at 3.00 pm.
Time and date of opening of commercial bid	It will be communicated later on

The tenders should be deposited in the tender box kept in the Administrative Officer's chamber in the administrative building (1st floor) of the Assam Administrative Staff College, Guwahati, Assam

If any of the above said date(s) happens to be a holiday, then that activity shall be done on the next working day.

(A) Technical details: The certification body shall have to provide copies of the following documents at the time of filing tender.

- * IT return / PAN / TAN / TIN
- * Balance sheet / Profit and loss account of last three plans i.e. 2009-10, 2010-11, 2011-2012
- * List of organizations certified by them in North Eastern Region.
- * List of Govt. of Assam organizations certified by the certifying body
- * List of central and state PSUs certified by the certifying body
- * NABCB certificate of accreditation.

(B) Financial details:

CERTIFICATION COSTS FOR 3 (three) YEAR PERIOD:

CERTIFICATION COSTS:

Sl. No.	Head	Value (Figure)	Value (in words)
1st year			
1.0	Registration Fees		
2.0	Document Review		
3.0	Initial Visit		
4.0	Certification		
5.0	Travel expenses (B&L included)		
2nd Year			
1.0	1 st Surveillance/ Periodic Audit		
2.0	Travel expenses (B&L included)		
3rd Year			
1.0	2nd Surveillance/ Periodic Audit		
2.0	Travel expenses (B&L included)		

- Surveillance Audit/Periodic Audit is considered for once in a year.

(C) CERTIFICATION SCHEDULE:

Our organization will intimate the Initial Visit (Pre-audit) and Audit dates at least four weeks in advance. The issue of certificate shall have to be completed within four weeks of satisfactory Initial Audit completion.

(D) PAYMENT TERMS:

- Bills / Invoices shall be submitted in triplicate for releasing payment.
- All payments will be made in DEMAND DRAFT / AT PAR CHEQUE
- On selection of the bidder, an agreement to this effect will be signed by the Director of Training, Assam Administrative Staff College and the selected bidder which shall remain valid during period of the contract. It would also specifically chalk out a payment schedule, which will be prepared on mutually agreed terms and conditions.

(E) OTHER TERMS AND CONDITIONS:

- Date for review of the system documentation coinciding with or followed by an Initial Visit (Pre-audit) at the auditee's premises in order to verify conformity between the system as documented and its implementation will be initiated from our organization.
- The above mentioned rates shall not vary during the period of certification of three years.
- Rates mentioned will be inclusive of all charges including taxes.
- The Director of Training, Assam Administrative Staff College reserves right to cancel or discontinue this work at any time and without assigning any reason thereof.

**Director of Training,
Assam Administrative Staff College,
Jawaharnagar, Khanapara, Guwahati-22.**