

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.
NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE
NEW DELHI – 110020**

LIMITED TENDER ENQUIRY

NSIC/CMR/ISO-CERTIFICATION/18-19

Date: 12.01.2019

Sub: Inviting Expression of Interest for appointment of 'ISO Consultant' as per QMS ISO 9001:2015 standard for assisting Surveillance Audit.

Last date & time for submission of Financial Bid : 4:00PM (IST) on 21.01.2019

Due date & time for opening of Financial Bid : 4:30PM (IST) on 21.01.2019

Sirs,

National Small Industries Corporation Ltd., Okhla Industrial Estate, New Delhi having ISO 9001:2015 Quality Management System for its 58 Offices located pan-India invites Financial Bid for appointment of "ISO Consultant" for assisting in carrying out the Surveillance Audit of the Corporation as per ISO 9001:2015 standard. During the Surveillance Audit, consultant is supposed to take care all the necessary formalities to be taken by the offices under going through the Surveillance Audit. There will be about 19 sites, as per list enclosed, supposed to be audited. The Consultant applying for this assignment should carry demonstrated experiences in the field of offering such services in Government and other organizations.

The Financial bid is to be submitted in sealed cover in the prescribed format super scribing 'ISO 9001:2015 Consultant' on or before the last date of submission. The bidders may participate in the bid opening process.

1. Validity of Offer : The offer should have a validity of 60 days
2. Payment : 100% on completion of 1st Surveillance Audit
3. Completion schedule : As indicated in the scope of work attached.

Bids complete in all respect addressed to the undersigned should reach on or before the due date and time i.e. **4:00PM (IST) on 21.01.2019.**

**General Manager (ISO)/CMR
National Small Industries Corporation Ltd.,
NSIC Bhawan, Okhla Industrial Estate,
New Delhi – 110020**



Bids received after the due date and time shall be liable to be rejected. Bids received through Fax/E-mail will not be acceptable.

Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Once quoted, the Bidder shall not make any subsequent price change, even if any deviation or exception may be specifically stated in the bid. Such price changes shall render the offer liable for rejection.

NSIC reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

Scope of work along with the format of financial Bid are attached.

For any clarifications, you may contact the undersigned at telephone No. 011-26928023 / 26926275 Extn. 255.

Yours faithfully,



(K.S. SIDDIQUI)

GENERAL MANAGER (ISO)/CMR

SCOPE OF WORK – ISO CONSULTANT

1. **Scope of Work:** The scope of work as ISO consultants is to cover all aspects of the certified system according to ISO 9001:2015 and the company's precedents/policies.

Corporate office:

- Risk assessment at zonal/HO levels, analyses, identification of significant risks, risk register compilation and formulation of mitigation plans.
- QMS & data review for compliance to designed system.
- Audit of compliance of all head office functions.
- Closing of gaps, if any, and facilitating corrective action.
- External audit facilitation.

Branch offices and NTSC's:

- Document review & on-site audit of the compliance to designed system.
- Facilitating corrective action on identified gaps before the audit.
- Facilitating external audit.

2. **Visits/travels:** The consultant shall be required to visit about 19 sites/offices pan-India. For any outstation, NSIC will provide local transportation, travelling boarding, lodging & other incidental expenses, etc. equivalent to the level of General Manager.

S#	NAME OF OFFICE	S#	NAME OF OFFICE
1	HEAD OFFICE, (Delhi)	11	INDORE (MP)
2	GURGAON, (HR)	12	JAIPUR (RAJ.)
3	JAHANGIRPURI, (Delhi)	13	BHIWADI (RAJ.)
4	NARAINA, (Delhi)	14	VIJAYWADA (AP)
5	WAZIRPUR, (Delhi)	15	VISAKHAPATNAM (AP)
6	AGRA, (UP)	16	BALANAGAR (TEL.)
7	SALT LAKE, KOLKATA (WB)	17	PUDUCHERRY
8	KOLKATA (WB)	18	HOWRAH (WB)
9	PATNA (BIHAR)	19	RAJPURA (PB)
10	BHOPAL (MP)		

3. **Duration:** Estimated duration 30 - 45 days. The work will be deemed to be completed after successful Surveillance Audit completed by the certification body.

KSSeddy