



TARIFF AUTHORITY FOR MAJOR PORTS

Government of India

INVITES LIMITED TENDER INQUIRY FROM THE CERTIFICATION BODIES FOR ISO 9001:2015 FOR CERTIFICATION AUDIT TO IMPLEMENT ISO 9001:2015 IN TARIFF AUTHORITY FOR MAJOR PORTS

Tariff Authority for Major Ports, a statutory body under Ministry of Shipping, Government of India, invites proposal from interested certification bodies as per the attached list of organizations for certification audit to implement ISO 9001:2015 Certification in Tariff Authority for Major Ports (TAMP). Tariff Authority for Major Ports functions in Mumbai and it has no branches anywhere in India. This document provides the scope of services, bidding terms and conditions.

GENERAL TERMS

1. OBJECTIVE OF THIS TENDER DOCUMENT

The objective of this tender document is to solicit proposals from the interested bidders for participation in a bid process for selection of a Certification Body to obtain ISO 9001:2015 Certification for Tariff Authority for Major Ports. The bids shall be submitted in accordance with the instructions to bidders as enumerated in the bid document.

2. BID / TENDER ISSUING AUTHORITY

This bid / tender is issued by the **Tariff Authority for Major Ports, Ministry of Shipping**, intended to select a potential bidder. TAMP's decision with regard to the selection of the bidder through this tender shall be final and the TAMP reserves the right to reject any or all the bids without assigning any reason therefor.

1	Project Title	Selection of Certification Agency for obtaining ISO 9001:2015 Certification.
2	Project Initiator Details:	
(a)	Organization	Tariff Authority for Major Ports (TAMP)
(b)	Contact Person	Shri D.S.Bhople Administrative Officer (Tel: 022-2379 2013)
(c)	Contact Details	Tariff Authority for Major Ports 4 th Floor, Bhandar Bhavan, Muzawar Pakhadi Road, Mazgaon, Mumbai - 400 010. Tel: 022-2379 2013 Email: ao@tariffauthority.gov.in
(e)	Website	www.tariffauthority.gov.in

3. TENTATIVE CALENDAR OF EVENTS

The following table enlists important milestones and timelines for completion of bidding activities:

S. No.	Milestone	Date and time (dd-mm-yyyy hh:mm)
1.	Release of Tender	01-02-2019 11.00
2.	Last date for submission of Tender	15-02-2019 15.00
3.	Opening of Tender (at the premises of TAMP)	15-02-2019 16.00

4. SCOPE OF SERVICES

ISO 9001:2015 ACCREDITED CERTIFICATION

4.1 GENERAL:

The scope of work is to obtain ISO 9001:2015 Certification for Tariff Authority of Major Ports, Mumbai covering all the sections viz. Administrative Section, Tariff Section, Finance & Accounts Section, IT section consisting of a **maximum of total 36 staff members**. The Certification Agency is required to undertake following tasks:

4.2 TASK-1: PREASSESSMENT AUDIT (Stage-1 Audit)

The Stage-1 assessment shall focus on the planning elements of the standard; Stage 1 assessments are to be conducted at TAMP's premises under certification.

Key elements to be covered are:

- Conducting a site tour in order to identify the significant gaps and confirm the scope boundary.
- A detailed review of the organization's documented system against ISO 9001:2015 requirements and level of understanding and implementation. This includes:
 1. Policies and objectives established
 2. Quality System manual and procedures.
 3. To review the risk assessment methodology, to establish that the set methodology forms a sound basis for the system
- To confirm that internal audit and management review processes are established and that there is a schedule and progress is taking place so that the client is suitably ready for the Stage 2 assessment.
- The scope of registration is reviewed and confirmed.

4.3 TASK-2: FINAL CERTIFICATION AUDIT (Stage-2 Audit)

The Stage 2 assessment focuses on the implementation and effectiveness of the management systems, and in particular upon operational activities and the controls applied for risk and opportunities. It is the assessment where all clauses of the standard are assessed in order to determine effective implementation of the ISO 9001:2015. The current status of internal audit and of management review is confirmed and records are audited as appropriate.

The Stage 2 visit shall also include the following:

- information and evidence about conformity to all requirements of the applicable management system standard or other normative document;
- performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);
- internal auditing and management review;
- At the end of the visit, audit report shall be prepared and submitted detailing the recommendation.
- Any other task required for Certification.
- Issue of ISO 9001:2015 Certificate, which is valid for three years and IAF traceable

4.4 TASK-3: FIRST ANNUAL SURVEILLANCE AUDIT (Stage-3 Audit) & TASK-4: SECOND ANNUAL SURVEILLANCE AUDIT (Stage-4 Audit)

Surveillance assessments shall be carried out at TAMP office on annual basis. For ISO 9001:2015, the first surveillance audit shall be conducted within 12 month of initial certification and second surveillance audit shall be conducted within 24 months of initial certification.

Following must be reviewed at the TAMP office:

- Objectives and Management programme
- Compliance, Complaints and Incidents
- Internal audit & management review
- Corrective actions
- all applicable clauses and activities as per scope

Where an ISO 9001:2015 Auditor is carrying out or involved on a surveillance assessment the following areas should be the main focus areas for his/her assessment:

- Conducting a site tour in order to identify the significant risks & Opportunity.
- A review of the Risk and opportunity management, to verify that the methodology remains sound.
- Ensuring that a system for evaluations of compliance remains in place.

- The scope of registration should be reviewed and confirmed.
- Any other task required in the first surveillance audit.

At the end of each i.e. First & Second surveillance audit, the assessment report shall be prepared and submitted detailing the recommendation and continuation of ISO 9001:2015 Certification for TAMP.

5. TIME FRAME:

The time period for issuance of the ISO 9001:2015 certification will be 1 Month from date of closure of Minor NC, NCs, if any, reported during the audit. The completion period for entire scope of work will be **3 years** from the date of award of work. The Contract may be extended for further period of **3 years** on the same terms and conditions and same payments terms.

6. ARBITRATION

Disputes, if any, between TAMP and the Certification Agency during the currency of the Agreement or after the completion of the work or abandonment thereof shall be settled in accordance with Indian Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules made there under and for the time being in force shall apply to arbitration proceedings under this Agreement. The disputes so raised shall be referred to a panel of two arbitrators, of which one to be appointed by the TAMP and other by the Certification Agency. The arbitration proceeding shall take place in Mumbai only and the same shall be under jurisdiction of High Court of Bombay.

7. No breach of Agreement

- (i) The inability of TAMP to continue the contract shall not be considered to be a breach of, or default under this contract in so far as such inability arises from an event which is beyond the reasonable control of TAMP, and which makes TAMP to continue the contract impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to change in the role of TAMP as per government Orders,

war, riots, civil disorder, earthquake, fire, explosion, or other adverse weather conditions etc.,

- (ii) The TAMP affected by events mentioned at 7.1(i) shall notify the Certification Body of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and discontinue /terminate the contract without any financial liability. The payment due up to the Task that are carried out by that Certification Body will be made.

8.1 FINANCIAL PROPOSAL CONTENT

(i) In the Financial proposal the bidder should quote a lump sum amount inclusive of all expenses and taxes other than GST(In Indian Rupees) for the entire Scope of Services prescribed in clause 4 of the Tender Document in the format prescribed at **Annex-I** in a sealed envelope. The envelope shall bear the title of the assignment "Engagement of Certification Body for certification audit to implement a project for ISO 9001:2015 Certification in Tariff Authority for Major Ports."

8.2 RATES AND AMOUNTS INCLUDE ALL CHARGES INCLUDING TRAVEL AND ACCOMMODATION OF CERTIFICATION BODY STAFF.

- (i) The amount quoted by the Tenderer shall be lump sum and must include all payments on account of taxes (other than Good and Service Tax, payable to the State Government or Government of India).
- (ii) The Certification Body shall at his own expense provide Living accommodation and transport to and from the site of work for his employees. The intention being that the sum quoted in the tender shall be inclusive of all expenses, whatsoever in connection with the completion of the Agreement.(Including Travel, Boarding, Lodging, Local conveyance, etc).

8.3 List of Quality Council of India (QCI) approved Certification Agencies

List of QCI approved certification agencies for Quality Management System (QMS) obtained as on 17.01.2019 from link http://nabcb.qci.org.in/accreditation/reg_bod_qms.php is attached as **Annex-II**

9. INDEMNITY

Notwithstanding that all reasonable and proper precautions may have been taken by the Certification Body, it shall nevertheless be wholly responsible for all damages whether to the works themselves or to any other TAMP property or to the lives or persons or property.

10. TERMS OF PAYMENT


Payment terms for the said work i.e. Certification ISO 9001:2015 is tabulated below:

Sr No	On completion of Stage of Scope of service prescribed in clause no.4 of the tender document	Percentage	Indicative Time Frame for Completion of Tasks
1	Task 1-Preassessment Audit	20% of the contract price	Within one month of award of contract
	Task 2- Final Certification Audit	30% of the contract price	Within three months of Preassessment Audit
	Task 3-First Annual Surveillance Audit	25% of the contract price	12 Months from Initial Certification
	Task 4-Second Annual Surveillance Audit	25% of the contract price	24 Months from initial Certification
	Total	100%	

11. LAST DATE FOR SUBMISSION OF PROPOSAL

The proposal should be submitted in a sealed cover. The last date for submission of proposal is 15 February 2019 at 03.00 pm. Submission of proposals should be addressed to:

**The Administrative Officer
Tariff Authority for Major Ports,
4th Floor, Bhandar Bhavan,
Muzawar Pakhadi Road,
Mazgaon, MUMBAI - 400 010**



**(D.S.Bhopale)
Administrative Officer
Tel.: 022-2379 2013**

LIST OF CERTIFICATION BODIES		
Sr No	Code	Name
1	QM 001	DNV GL Business Assurance India Pvt. Ltd, Chennai.
2	QM 002	Tuv India Pvt. Ltd, Mumbai.
3	QM 003	Bureau Veritas (India) Pvt. Ltd, Mumbai.
4	QM 004	Integrated Quality Certification Pvt. Ltd, Bangalore
5	QM 005	AGSI Certification Pvt. Ltd, Mumbai.
6	QM 006	IRCLASS Systems and Solutions Private Limited, Mumbai.
7	QM 008	BSI Group India Pvt Ltd, New Delhi.
8	QM 009	International Certifications Services Private Ltd, Mumbai.
9	QM 010	TUV Rheinland (India) Pvt. Ltd, Bangalore
10	QM 011	TUV SUD South Asia Private Limited, Mumbai.
11	QM 012	NVT Quality Certification Pvt. Ltd, Bangalore
12	QM 016	URS Certification Ltd, Noida.
13	QM 018	Transpacific Certifications Ltd, New Delhi.
14	QM 020	QMS Certification Services Pvt. Ltd, Bangalore.
15	QM 022	Vexil Business Process Services Pvt. Ltd, Delhi.
16	QM 026	RINA India Pvt. Ltd, Mumbai,
17	QM 027	SGS India Pvt. Ltd, Hyderabad.
18	QM 028	TÜV InterCert Saar India Pvt. Ltd. Bangalore.
19	QM 030	BSCIC Certifications Pvt. Ltd, Haryana.
20	QM 031	SWISS CERT Pvt. Ltd. (Formerly Swiso India Pvt Ltd), Delhi.
21	QM 033	Intertek India Pvt. Ltd, Mumbai.
22	QM 005	AGSI Certification Pvt. Ltd, Delhi.
23	QM 035	ISOQAR (India) Pvt. Ltd, Gujarat.
24	QM 037	Apave Assessments India Pvt. Ltd, New Delhi.
25	QM 039	Tata Projects Ltd, Secunderabad
26	QM 044	Quality Austria Central Asia Pvt. Ltd, Delhi.
27	QM 050	Bureau of Indian Standards, Delhi.
28	QM 051	ACM Certification Pvt. Ltd, Bengaluru.
29	QM 052	Maverick Quality Advisory Services Pvt. Ltd, Ghaziabad
30	QM 055	AITF Management Certification Ltd, Pune.
31	QM 056	OSS Certification Services Pvt. Ltd, New Delhi.
32	QM 057	Equalitas System Cert Pvt. Ltd, New Delhi.
33	QM 058	QUEST Certification (P) Ltd, Chennai
34	QM 059	NQA Certification Pvt. Ltd, Bangalore.

Tariff Authority for Major Ports, MumbaiAnnex-IFINANCIAL BID

Sub.: Tender Inviting Bid for carrying out Certification Audit for obtaining ISO 9001:2015

1. Name of the tenderer :
2. Contact details :
3. Permanent Account No. :
4. Good and Service Tax Number (GSTN) :
(Furnish a copy as well)
5. Price Schedule for ISO 9001:2015 :

Description	Amount in ₹
Certification Audit lump sum charges for ISO 9001:2015 Certification for TAMP for scope of services covered under clause no. 4 of the Tender Document.	
TOTAL *	

* Plus Good and Service Tax as applicable

(In words Rupees _____)

- (Note: 1. The amount quoted is consolidated inclusive of all expenses and taxes .No extra charges are payable towards lodging/boarding/travelling/conveyance etc
2. The price quoted should be less than the Tender value)

Signature of the Tenderer

(Name of the Tenderer with seal of the organization)

TENDER DETAILS

Central Govt. Ministry / Department	Ministry of Shipping
Name of the Tendering Organization	Tariff Authority for Major Ports, Mumbai
Type of Organization	Autonomous Body under Ministry of Shipping , Govt. of India
Tender Title	Selection of Certification Agency for obtaining ISO 9001:2015 Certification
Tender Ref. No.& Date	File No. : I-17017/1/2019-TAMP (636)/VOL-I Dated : 01.02.2019
Product Category	Services
Tender Value (Cap Value)	₹.39,250/-
Tender Document Cost	Nil
Tender Type	Single Bid
Enter Location	O/O the Tariff Authority for Major Ports, Mumbai
Announcement Date	01.02.2019
Last date of Document Collection	15.02.2019 upto 10.00 hrs
Last date of Submission	15.02.2019 up to 15.00 hrs
Opening date	15.02.2019 up to 16.00 hrs
Work Description	Selection of Certification Agency for obtaining ISO 9001:2015 Certification
Pre-Qualification	Tenderer having experience of similar work
Sector	Port Sector Regulatory Authority
State	Maharashtra