

GOVT.OF INDIA
Ministry of Earth Sciences,
India Meteorological Department
Office of the Deputy Director General of Meteorology,
Regional Meteorological Centre, DBAI Airport, Nagpur-440005.
Email: amo.ngp@imd.gov.in/ph.:0712-2282398/2283394

Sub- Tender for Engaging Experienced ISO Certification Agency/Consultancy Firm for Training, Documentation, Internal and External Audit and Award of Certification (ISO 9001 : 2015) for AMO Nagpur and Regional Meteorological Centre Nagpur.

Regional Meteorological Centre, Nagpur is interested in inviting limited sealed tender for Engaging Experienced ISO Certification Agency/Consultancy Firm for Training, Documentation, Internal and External Audit for Award of ISO Certification (ISO 9001 : 2015) for AMO Nagpur and Regional Meteorological Centre Nagpur.

Agencies/Consultation firms may submit the **sealed quotation to this office on or before _____ along with the signed copy of terms and conditions.**

The detail terms and conditions as Annexure-I; Mandate Form as Annexure-II and Commercial bid as Annexure-III are attached with this tender document same can be downloaded from our website (<http://imdnagpur.gov.in>).

The tendering firm shall have to attach all the relevant documents with the tender application, failing which tender will be rejected. In case the date of opening of tender is declared holiday, tender shall be opened in next working day, but tender box will be sealed on schedule date and time.

For Head, R.M.C. Nagpur

RMC Nagpur No. AMO-/

Dated _____

Terms & Conditions

1. The work includes for getting the ISO 9001:2015 certification is training, documentation, internal and external audit and award of certification (ISO 9001:2015).
2. The firm shall provide all kind of support for getting the ISO 9001:2015 certification.
3. The Dy. Director General of Meteorology (RMC), Nagpur reserves the right to accept or reject any or all the quotations without assigning any reasons.
4. In case of any dispute the decision of the Dy. Director General of Meteorology (RMC), Nagpur will be final and binding on all. The arbitration jurisdiction is in NAGPUR and the DDGM (RMC) will appoint the sole arbitrator.
5. The payment will be made only after getting ISO 9001: 2015 certification.
6. No price variation will be accepted at any case.
7. The support of the firm should be available on call basis as and when required.
8. Bill to be produced in the name of DDGM, Regional Meteorological Centre, Airport, Nagpur-440005. Taxes if any may be included.

Name of Firm: _____

Signature of owner: _____

Seal of Firm: _____

NOTE :

(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH THE BID IN THE FOLLOWING ORDER:-

1. Certificate of incorporation / Registration.
2. Copy of terms and conditions duly signed with seal of the firm/organization, in token of acceptance of terms and conditions.
3. Copy of Mandate form in the format given at **Annexure III**

(B) COMMERCIAL BID should be in the format given at Annexure-III and it should contain price and taxes only and no other conditions shall be entertained.

SIGNATURE WITH SEAL OF TENDERER _____

NAME IN BLOCK LETTERS: _____

DATE : _____

Company Name with Full Address: _____

MANDATE FORMELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

...

A. DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED/ IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the Institution responsible. I have read the option invitation letter and agree to discharge responsibility of me as a participant under the Scheme.

(.....)
Signature of Customer

Date:

Certified that the Particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)
Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the department at earliest.

COMMERCIAL BID (ON Company Letter Head)

Date : _____

Subject : Training, Documentation, Internal and External Audit for Award of ISO Certification (ISO 9001 : 2015) for AMO Nagpur and Regional Meteorological Centre Nagpur.

S.No.	Description	Price (Rupees)
1.	Training, Documentation, Internal and External Audit for Award of ISO Certification (ISO 9001 : 2015) for AMO Nagpur and Regional Meteorological Centre Nagpur.	
2.	GST/Any other Tax @	
	Total(Rs.)	
Rupees in words :		

- Quoted rates should be valid for 90 days from the date of opening of the bid.
- If taxes are not quoted in above, it will be treated as inclusive of taxes.

SIGNATURE WITH SEAL OF FIRM _____

NAME IN BLOCK LETTERS _____

Date: _____

Company Name with Full Address: _____
