



# ALLAMA IQBAL LIBRARY UNIVERSITY OF KASHMIR

*Hazratbal Srinagar, Kashmir, J & K-190006.*

**NOTICE INVITING QUOTATION  
FOR  
ENGAGEMENT OF CONSULTANCY SERVICES FOR TRANSITION FROM  
ISO 9001:2008 TO ISO9001: 2015.**

Allama Iqbal Library invites sealed quotations for the consultancy services for Transition from ISO 9001:2008 to ISO 9001:2015 as per the details contained in the tender document which can be had from the office of Allama Iqbal Library or downloaded from the website. [www.Kashmiruniversity.ac.in](http://www.Kashmiruniversity.ac.in).

1. The last date for receipt of sealed Bids: 06.08.2018 upto 1300 hours.
2. Date of opening of bids: 06.08.2018 at 1500 hours.
3. Place of submission of bids: Allama Iqbal Library university of Kashmir  
Hazratbal. Srinagar Kashmir – 19006.

**I/C Librarian**

No. F (tender-ISO) AIL/KU/18

Dated:-27<sup>th</sup> July 2018

**Copy to:**

- 1) Public Relations Officer, for publicity through two prominent local dailies.
- 2) System Engineer, IT and SS, for uploading on the website of University of Kashmir.
- 3) File for record.

**Bid Document**



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**Eligibility Criteria for Pre-Qualification:** The bidder should submit the following required Certificate/ Documents / Information, in support of their bid.

- a) Should possess minimum of three years of consultation experience during last 6 years and should have given consultancy to Government Organizations /PSU/Any other reputed companies , at least in any one of the standards(QMS/EMS/OHSAS).  
Document Proof may be enclosed.
- b) Self Attested copy of GSTIN
- c) Self attested Copy of PAN Card.
- d) Letter of acceptance of all terms and conditions (Format given as Annexure- I)
- e) Signed and Stamped copy of Tender Document .

## **General Terms and conditions**

- I. The Service Provider, whosoever will be the winning bidder, should accomplish the assignment within 1 calendar month from the date of issue of the Work Order and Onsite visit days should be a minimum of 5 days for the Consulting Assignment.
- II. The Service Provider would have to incur all the expenditure towards provisioning of these services for Allama Iqbal Library.
- III. **Payment Terms:** 70% payment will be made only after satisfactory completion of the assignment as per the defined Scope. It may however be noted that 30% of the full payment under Scope for the Consulting Agency will be retained by Allama Iqbal Library till the Certification Audit is completed by the appointed Certification Agency.

## **Scope of Consulting Assignment**

- I. Scope of the Consulting assignment mainly covers Migration of the existing ISO 9001:2008 into the new upgraded version along with implementation of ISO 9001:2015 Quality Management System (QMS) for Allama Iqbal Library
- II. To perform Gap Analysis on the existing documentation for all the departments/sections falling under the defined Scope, against the requirements of ISO 9001:2015 and produce a Gap Analysis Report.



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- III. To plan together with the ISO project team of Allama Iqbal Library (ISO team) on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2015 Certification.
- IV. To develop/update all mandatory procedures as required in ISO 9001:2015 and guide the project team all through its implementation.
- V. To develop customized training course material in softcopy (as well as hardcopy) and conduct all necessary and relevant trainings and the awareness programs that will include.
- VI. To conduct the Internal Auditors' training and guide the internal auditor team in conducting the required number of internal audits.
- VII. To assist in evaluation of the newly implemented ISO 9001:2015 through internal audits followed by the necessary guidance in implementing CAPA and provide a final review on the documents and assisting in closing Internal Audit findings.
- VIII. To assist in coordination of the required Management Reviews prior to Certification.
- IX. To apply on behalf of Allama Iqbal Library for certification, all relevant documents, with the certification agency and provide Certification to the Library.
- X. This is a one time consulting assignment and will be valid till the completion of ISO 9001:2015 Certification of Allama Iqbal Library defined as per audit Scope.
- XI. The application fee, Certification charges, and TA/DA should be included in the rates offered.



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**BID FORM PAGE**

(Table A)

Sr. No	Scope of Consulting Assignment	Onsite Man days Required	Quoted rate
1	Migration to the new upgraded version alongwith Implementation of ISO 9001:2015 for Allama Iqbal Library (including all activities defined under Scope of Consulting Assignment)		
<b>Total Amount in Words:</b>			

**Terms and conditions noted as under:**

- Taxes (All Duty & taxes):** The bid should be **inclusive** of all the applicable taxes, duty and any other outgoing payable to any authority.
- The Total Amount as per Quoted Rate in Table A above only will be considered for Commercial Comparison and is a comprehensive one time activity cost for the Consulting assignment in Allama Iqbal Library, University of Kashmir.
- The Quoted Rate is inclusive of application fee, certification charges, lodging, boarding, travelling charges as may be required during the tenure of implementation and execution of the assignment.
- Allama Iqbal Library reserves the right to cancel the entire requirement without assigning any reason.
- The final decision however on selection of the Service Provider will be at discretion of the tendering authority in Allama Iqbal Library.

**Authorized Signatory with Seal/stamp**



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**Annexure -I**

TO WHOMSOEVER IT MAY CONCERN

Date: -

To,

Librarian

Allama Iqbal Library

University of Kashmir

**Subject:** Letter of Terms & Conditions Acceptance.

Dear Sir,

This is with reference to the tender for “**Response to RFQ for the Appointment of Consultant for Migration to ISO 9001:2015 alongwith Implementation for Allama Iqbal Library**”.

We are agreeable to all the terms and condition mentioned in the tender.

(Name of the Bidder Company)

Authorized Signatory

(Seal & Stamp)