



केन्द्रीय रेशम जननद्रव्य संसाधन केन्द्र
केन्द्रीय रेशम बोर्ड, वस्त्र मंत्रालय - भारत सरकार
राष्ट्रीय सक्रिय जननद्रव्य स्थल (एन.बी.पी.जी.आर., नई दिल्ली द्वारा मान्यताप्राप्त)
Central Sericultural Germplasm Resources Centre
Central Silk Board, Ministry of Textiles - Govt. of India
National Active Germplasm Site (Recognized by NBPGR, New Delhi)

No. CSB/GRC/3(29)/2013/Stores/ 64766.657.

17th July, 2013

To

11 Consultancy Service providers individually - as per list enclosed.

BY SPEED POST

Sirs,
Sub: Quotation for consultancy services to establish ISO 9001: 2008 Quality Management Systems at CSGRC, Hosur, T.N. - Reg.

Quotations are invited from reputed consultant / consultancy organization for providing consultancy in ISO 9001: 2008 Quality Management Systems at CSGRC, CSB, Hosur, T.N. under Central Silk Board, Ministry of Textiles, Govt. of India. The scope of Certification is Conservation of mulberry and silkworm Germplasm, Research & Development, and Administration. The brief profile of CSGRC, Hosur is enclosed as **Annexure-I**.

TERMS AND CONDITIONS:

- The consultant / consultancy organization should have experience in the field of Quality Management Systems and should have assisted reputed organizations for ISO 9001: 2008 Consultancy. The quotation should include the list of companies assisted along with contact details.
- Consultant / consultancy organization should furnish their organization structure along with names, qualification & experience of the experts working for the Quality Management System.
- Rate should be quoted by the consultant / consultancy organization as per the format enclosed **Annexure-II**.
- Rate quoted should be valid for 120 days from date of opening of the quotation and should be inclusive of all charges like travel, accommodation, taxes etc.
- The quotation should be accompanied by an EMD amount of 2% of total amount quoted in the form of demand draft drawn in favour of Director, CSGRC, Hosur (T.N) failing which the quotation will not be accepted. EMD of the successful consultant will be refunded only after successful completion of the work i.e., after receipt of ISO 9001 : 2008 certificate from the Certification Agency. EMD will be forfeited if activities mentioned in Annexure-II are not carried out.

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- No advance payment will be made. Payment will be made as per the schedule indicated below:-
 - 30% of the total quoted amount will be paid after completion of activities indicated in Category I of **Annexure-II**
 - 30% of the total quoted amount will be paid after completion of activities indicated in Category II of **Annexure-II**
 - 30% of the total quoted amount will be paid after completion of activities indicated in Category III of **Annexure-II**; and
 - Remaining 10% will be paid after receipt of ISO 9001: 2008 certificate from the Certification Agency.
- The selected consultant should give 5 % of the total quoted amount as Performance Bank Guarantee after receipt of work order till receipt of ISO 9001 : 2008 certificate from the Certification Agency.
- CSGRC, Hosur will deduct Income tax as per the Income Tax rules while making payment.
- The work indicated in Annexure-II (Category I to III) should be completed within a period of 6 months after the receipt of work order and the consultant is responsible for ensuring system in place and for successful certification.
- The quotation should be submitted in a sealed envelope duly super scribed "Quotation for ISO 9001 : 2008 Consultancy" addressed to the Director, CSGRC, Central Silk Board, Post Box No. 44, Thally Road, Hosur – 635109. Tamil Nadu.
- **The last date of submission of quotation is 12.08.2013 at 11.00 A.M.** Late / delayed quotations will not be accepted in any case. The **quotations will be opened on the same day at 11.30 A.M.** in the presence of authorized representatives of participatory consultancy firm, if present.
- A suitable provision in the bidding document is made to enable a bidder to question the bidding conditions, bidding process and/or rejection of its bid. The reasons for rejecting a tender or non issuing a tender document to a prospective bidder must be disclosed where enquiries are made, as per the provision of Rule 160 (ii) of the GFR 2005.
- **The decision of the Director, CSGRC, Central Silk Board, Hosur, Tamil Nadu to accept or reject the quotation without assigning any reason, is final.**
- Interested consultants / consultancy organizations may contact this office on any working day between **10.30 A.M and 4.00 P.M** and seek further clarifications, if required.

Yours faithfully,

SD/-
DIRECTOR

Encl: Annexure-I and Annexure-II.

✓ Copy to: The Asst. Director (Comp.), CSGRC, CSB, Hosur – for exhibiting this Quotation Calling letter long with Annexure-I and Annexure-II in CSGRC/CPPP web portals. 658"


DIRECTOR

Encl: as above.

PROFILE OF CSGRC, CSB, HOSUR (TN)

Location: Central Sericultural Germplasm Resources Centre, Hosur is situated on the Thally road near TVS Nagar at 3 kms. from Hosur Bus Stand.

Mandate of CSGRC, Hosur :

- Exploration, collection, introduction and conservation of all sericultural germplasm.
- National accessioning and registration of sericultural germplasm resources.
- Quarantine and phytosanitary certification of all incoming and out going germplasm resources.
- Characterisation, evaluation and cataloguing of all the sericultural germplasm resources.
- Collaborate inter and intra-organisational research activities pertaining to germplasm.
- Imparting training on germplasm resource management.
- Promotion of germplasm utilisation within the country.
- Co-ordination of inter and intra-state supply and exchange of all sericultural germplasm resources.
- To protect sericultural germplasm resources from extinction and preserve such national heritage for posterity.

The details of the institute, scientific, administrative member profile can be accessed online at www.silkgermplasm.com

Manpower Details

#	Designation	No
I.	Director	1
II.	Scientists	
1	Scientist -D	1
2	Scientist -C	13
III.	Technical	
1	Asst. Director (Comp.)	1
2	Statistician	1
3	Senior Technical Assistant	1
4	Senior Mechanic	1
5	Technical Assistant	8
6	Assistant Technician	1
IV.	Administration	
1	Asst. Director (A&A)	1
2	Superintendent	1
3	Reporter	1
4	Assistant	1
5	Sr. Library & Infn. Asst.	1
6	Junior Hindi Translator	1
7	Upper Division Clerk	2
8	Lower Division Clerk	2
9	Driver	2
10	Attender	1
11	Safaiwala	1
V	Skilled workers	39
	TOTAL	81

RATE SCHEDULE FOR ISO 9001:2008 CONSULTANCY AT CSGRC, HOSUR.

Name of the Consultant / Consultancy organization	
Full Postal address	
(Contact person)	
Landline Phone number	
Mobile Number	
Fax number	
E-mail	
Website	

Particulars	#	Activity Planning of consultant	Rate (Rs)
Category I	i	The consultant studies the scope of the organization including conservation and R&D activities and administration.	
	ii	Helps to identify the processes, their interactions, prepares required quality manuals based upon organization's practices and processes as per the standard.	
	iii	Counsels to prepare necessary quality system procedures	
Category II	i	Orientation / training programme for all staff in ISO 9001 : 2008 quality management systems.	
	ii	Ensures implementation of ISO 9001:2008 systems	
	iii	Organizes at least two Internal Quality Audits for all departments to know the effectiveness of the system and gaps	
Category III	i	Training for internal auditors, auditing techniques, examination and issue Certificate for the successful staff .	
	ii	Ensures the effectiveness of Management Review Meetings.	
	iii	Helps in taking Corrective Actions and Preventive Actions	
	iv	Necessary formats, actions to bridge the gaps are worked out and actions taken and verified for completeness.	
	v	Ensures the readiness for certification audit by Certification Agency.	
		Total Amount	

Place:

Date:

Signature with seal