

Request for Proposal
for
Appointment of Certifying Authority for
ISO 9001:2015

National Institute of Bank Management (NIBM)

Pune 411 048

Important Information

Address for Communication	The Senior Administrative Officer National Institute of Bank Management NIBM PO, Kondhwa Khurd Pune 411 048
Contact Person	Mr T D John
Telephone No	020-26716525, 26716000
Fax No	020-26834478
Email id	john@nibmindia.org
Date of Issue of RFP	20/05/2016
Last date of Queries	30/05/2016
Last date for receipt of RFP	06/06/2016 up to 5.00 p.m. at NIBM, Pune
Opening of Bid	07/06/2016 at 3.30 p.m. at NIBM, Pune

1. Background

The Reserve Bank of India established National Institute of Bank Management, (hereinafter referred to as NIBM) in 1969, as an autonomous apex institution with the mandate of playing proactive role of a “think tank” of the banking system. The NIBM is recognized by the Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India as a Scientific and Industrial Research Organization (SIRO).

NIBM is floating this Request for Proposal (RFP) to appoint the certifying body for ISO 9001:2015 certification as per scope defined in para 3 below.

1.1 Invitation for Tender Offers

NIBM invites sealed tender offers from eligible certifying bodies to verify and certify quality processes as per ISO 9001:2015 standard.

Place of Opening Tender Offers

National Institute of Bank Management
NIBM PO, Kondhwa Khurd
Pune 411 048

Address for Communication

Senior Administrative Officer
National Institute of Bank Management
NIBM PO, Kondhwa Khurd
Pune 411 048.
E Mail: john@nibmindia.org
Contact Phone Numbers 020-26716525 / 26716000
Fax Number 020-26834478

2. Instructions to Bidders

2.1 Bid System

Bids must be submitted at the same time, giving full particulars in **sealed envelopes** at the NIBM’s address on or before the scheduled date as given above. Envelopes should be securely sealed and stamped.

Envelopes must be super scribed with ““Bid for ISO certification at NIBM” and Name of Bidder.

All Formats and Annexures should be stamped and signed by an authorized official of the bidder company. The bidder should also submit copy of the RFP duly stamped and signed on each page by the authorized official of the bidder company.

2.2 Eligibility Criteria

The bidders must be eligible to certify organizations for compliance with ISO standard and recognized by appropriate authority in India.

2.3 Soft Copy of Tender Document

The soft copy of the tender document will be made available on NIBM's website, www.nibmindia.org. Interested bidder may download it from the web-site. However NIBM shall not be held responsible in any way, for any errors / omissions / mistakes in the downloaded copy.

2.4 Bid Queries

For the purpose of clarification of doubts of the bidders on issues related to this RFP, bidders may contact the person(s) mentioned in address for communication in para 1.1 above.

2.5 Scrutiny of Offers

NIBM will open and scrutinize the commercial offers of the qualified bidders only. The Commercial bids will have to be submitted in the format as per Annexure I. Commercial bids should not have any alteration or overwriting. NIBM may reject or load the financial implication of any alteration, if found into the commercial bid submitted by the respective bidder. The calculation arrived by NIBM will be final and will be binding on the bidders. If any cost item in the commercial bid is found to be blank and not filled with any amount then it shall be considered as zero cost item and the same is offered to the NIBM free of any charge.

The Contract Price quoted by the Bidders should include all costs associated with the Project including any out of pocket/ mobilization expenses, all taxes, charges, levies, cess, VAT, LBT, etc. but excluding service tax.

2.6 No Commitment to Accept Lowest or Any Tender

NIBM shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received, or incomplete offers, without assigning any reason whatsoever. NIBM reserves the right to make any changes in the terms and conditions of purchase. NIBM will not be obliged to meet and have discussions with any bidder, and or to listen to any representations. NIBM reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of NIBM in this regard is final and no further correspondence in this regard will be entertained.

2.7 Format for Bid

The Bid must be made in an organized, structured and neat manner. Brochures/leaflets etc. should not be submitted in loose form. This can be divided into two parts – the first part should contain the documents supporting the eligibility of the vendor to participate in the tendering process as per the eligibility criteria mentioned in the RFP and the second part should contain the details of the proposed project. The suggested format for submission of Bid is as follows:

- (a) Index.
- (b) Covering letter.
- (c) Commercial Bid as per Annexure I
- (d) Compliance of eligibility criteria along with support documents (ref. para 2.2).
- (e) Self-Declaration for being not black listed

2.8 Fixed Price

The Commercial bid shall be on a fixed price basis, inclusive of all taxes and levies at site excluding service tax. No price variation in future relating to any increase in duty and levy of taxes etc. will be permitted.

2.9 Negotiation

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. NIBM, however, will have the discretion to choose to enter into any price negotiations or not.

2.10 Short-listing of Bidders

After scrutinizing the technical bids, NIBM will short-list the technically qualified bidders.

2.11 Order Cancellation

NIBM reserves its right to cancel the order in the event of one or more of the following situations:

- (a) Delay in completion of project beyond the period specified.
- (b) Delay in commencing work within specified time limit.

2.12 Indemnity

Bidder shall indemnify, protect and save NIBM against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of ERP solution developed by him.

2.13 Publicity

Any publicity by the bidder in which the name of NIBM is to be used should be done only with the explicit written permission of NIBM.

