

NOTICE INVITING TENDER (NIT)

V.O. CHIDAMBARANAR PORT TRUST

ISO CELL

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ONLY THROUGH E-TENDERING MODE

TENDER NOTICE NO: ISO-MROIM-PMS-RENEW-VI-20

Electronic Tenders (Single Cover system) are invited by V.O. Chidambaranar Port Trust, Tuticorin from bidders fulfilling the Eligibility Criteria for pre-qualification as stipulated in this notice for the work of **“Acquiring certification on IMS (QMS, EMS & OHSAS)”**.

1	Downloading of Bid document from VOCPT online e-tendering web site.	<i>From 07/01/2021 to 21/01/2021 upto 15.00Hrs)</i> www.vocport.gov.in or https://etenders.gov.in/eprocure/app
2	Last Date and Time for submission of Tenders through on line.	<i>On or Before 15.00 Hrs. on 21/01/2021</i>
3	Date and Time for opening of Price bid	<i>At 15.30 Hrs. on 21/01/2021</i>
4	Contract period	Three years
5	Validity of tender	120 days from the date of opening the Price bid
6	Tender Submission through	E-Tender portal https://etenders.gov.in/eprocure/app

Note:

1	The Bidders are advised to read the whole document carefully and submit their tender/bid strictly meeting with the requirements spelt out in the bid document.
2	While E-tendering all the supporting documents as stated in Terms and Conditions (Documents to be uploaded) have to be signed in each and every page serially numbered along with seal and shall be uploaded by the Bidders and the same will be downloaded by this Port at the time of evaluation. No hardcopies need to be sent to the Port.
3	On submission of bid, if it is found deficient with reference to the requirements spelt out in the bid document, it will be summarily rejected, without assigning any reason.

Scope of work

1. Study of the existing processes, procedures and practices of the Port where Port has already implemented Integrated Management System (IMS) consisting of QMS-ISO 9001:2015, EMS-ISO 14001:2015 & OHSAS 18001:2007 (upgrade to 45001:2018).
2. Policies, objectives and scope of VOC Port to verify and update.
3. Setting objectives, targets and a framework of review and corrective actions for achieving continual improvement in performances.
4. Identifying risks and suitable control measures to verify and update.
5. Developing the required procedures, steps, documentation (manuals) (RART, HIRA, SOP, OCP, Risk Register etc.) on IMS (QMS, EMS & OHSAS).
6. Conducting awareness training and Internal auditor training on IMS (QMS, EMS & OHSAS) when required.
7. Conducting one External renewal audit and two Surveillance audits (Total of 3 years) and issuance of IMS (QMS, EMS & OHSAS) certificate.

Terms and Conditions

1. Only the firm accredited with NABCB along with all the three certifications covering under IMS – QMS, EMS & OHSAS should apply for this tender.
2. Rate: The charges quoted are firm and final.
3. GST: The Rate of Tax shall be quoted separately, and the claim will be admitted subject to production of Registration nos. for registration of your name under GST.
4. Management Representative: Deputy Conservator, Marine Department, VOCPT. The place of work is V.O.C. Port Trust, Tuticorin-628 004.
5. Transportation: Accommodation and local travel at Tuticorin will be arranged by our Port on free of cost and other expenses may be borne by the firm.
6. Necessary instruments, tools, laptop and any other items required may be arranged at the cost of the firm.

7. Payment: 100% payment will be made on completion of Audit to the entire satisfaction of Port authority. The bill, in triplicate duly stamped shall be submitted to the undersigned along with Advance Stamped Receipt for making payment. All the payment will be made through e-payment.
8. Genuineness: In case, the work performed by the Auditors found not suitable by the Management Representative, the auditors may rectify it at his own cost immediately.
9. Income Tax: Income Tax on the rate, as applicable, will be deducted from your bills. The PAN should be furnished along with your bill, failing which, no payment will be made till such time the same is received in this office.
10. It is the responsibility of the auditors to provide the necessary co-ordination in all aspects till completion of the work.
11. Right: The Management Representative & Deputy Conservator, VOC Port Trust reserves the right to accept or reject any tender in full or part without assigning any reasons.

Documents to be uploaded:

- i) Copy of the NABCB accreditation certificate should be enclosed.
- ii) Copy of GST registration certificate of the bidder.
- iii) E-payment - Bank account details of the bidder. (Annexure – I)

Yours sincerely

Sd/- (07/01/2021)

**Management Representative
& Deputy Conservator**

E- Payment

Annexure -I

To
The Financial Advisor & Chief Accounts Officer,
V.O.Chidambaranar Port Trust,
Tuticorin – 628 004.

Sir, we hereby give particulars for payment of the works bill / Advance etc

Sl. No.	Particulars	
1	Name of the company / firm	
2	Address of the company / firm	
3	Name of the work for which payment is made	
4	Estimate No, Agreement No Work order no,	
5	Name of the Bank in which company / firm operating account either with IOB or SBI or Any other Bank (If it is other than IOB or SBI, bank commission plus postage will be deducted)	
6	Address of the Bank	
7	Branch Code No	
8	Type of Account (Whether SB A/c or current A/c)	
9	Account No	
10	IFSC Code No – Bank code	
11	MICR code	
12	PAN No.	
13	GST Identification Number	
14	Name of the Authorised Person	
15	Signature of the authorised person as per Bank	
16	E-Mail ID of Authorised Person	
17	Contact No. Landline/Mobile	

Yours sincerely

(Signature of firm)