



NAVSARI AGRICULTURAL UNIVERSITY
ERU CHAR RASTA, NAVSARI, GUJARAT-396 450

NAVSARI AGRICULTURAL UNIVERSITY
Dr. T. R. Ahlawat
PI & NODAL OFFICER
NAU-CAAST, NAHEP

Contact: 02637- 283452
Email: caastnau@gmail.com

No. NAU/DR/CAAST/Unit 1/PHT/1245/2020

Date: 15/06/2020

To,

Dear Sir/Madam,

Subject: Invitation of quotations for the consultancy service of providing ISO [ISO 22000:2015 (Food Safety Management System) and ISO 9008:2015 (Quality Management System)] Certification

The Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project, Navsari Agricultural University, Navsari invites most competitive quotations in sealed envelope under National Agricultural Higher Education Project (NAHEP) CAAST sub-project entitled “Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari” for below given from reputed sellers.

You are invited to submit your most competitive sealed quotation for the service of providing ISO [ISO 22000:2015 (Food Safety Management System) and ISO 9008:2015 (Quality Management System)] Certification


Details of Services/Materials required for ISO 22000: 2018 (Food Safety Management System) and ISO 9001: 2015 (Quality Management System)

Sr. No.	Services/Materials required for ISO 22000: 2018 (Food Safety Management System)
1.0	ISO 22000: 2018 Implementation consultation
1.1	Process Mapping/ Gap Analysis of the existing system
1.2	Implementation of Requirements of ISO 22000: 2018 including following: <ul style="list-style-type: none">• Context of organization• Interested parties and their expectations• Food safety policy• Food safety objectives• Roles and responsibilities• Defining and documenting risks and opportunities• Documented information• Control and evaluation of external providers• Operational planning• Pre-requisite programs (Cleaning schedules, Suitability of equipments, pest control system, waste disposal system,)• Traceability system• Emergency preparedness and response• Hazard analysis and assessment• Flow diagrams• Selection and categorization of control measures• Validation of control measures• Verification planning• Product recall/ withdrawal system• Management review
1.3	ISO 22000: 2018 Training to all the concerned personnel: 1. Attendees shall receive certificates of participation
1.4	ISO 22000: 2018 Documentation: (Design & Finalization of Documentation System)

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	1. Food Safety Manual 2. HACCP Manual (including Hazard Analysis, Risk assessment, Hazard Control Plans) 3. PRP, SSOPs and other Procedures 4. Formats and Exhibits etc.
1.5	Internal Audit and Management Review: as per requirements of ISO 22000: 2018
2.0	Awareness Training (ISO 9001: 2015) of employees & training on documentation
2.1	GAP analysis / process mapping
2.2	Internal audits and management review
2.3	Document Kit (Includes Quality Manual, Mandatory Procedures, Non-mandatory Procedures, Formats, Exhibits etc.)
2.4	Risk & mitigation
3.0	Other Charges (Visit and Auditing)

1. The quotation should be as per enclosed terms and conditions forwarded by hand/post/courier on/or before the closing date in the name of Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project, Navsari Agricultural University, Navsari – 396 450, Gujarat. **Please mention “Quotation for the consultancy service of providing ISO [ISO 22000:2015 (Food Safety Management System) and ISO 9008:2015 (Quality Management System)] Certification(NAU-CAAST)at Unit - 1” on the top of the envelope.**
2. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.
3. Payments will be done through Cheque/PFMS **after receiving of the certificates in hard copy** and bill in favour of the billing firm.
4. **We look forward to receiving your quotations and thank you for your interest in this project.**


**Principal Investigator &
Nodal Officer NAHEP-CAAST
Sub-Project**

Terms and Conditions

1. **Bid Price**
 - a) The contract shall be as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - b) All duties, taxes and other levies payable on the components shall be included in the total price.
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The prices shall be quoted in Indian Rupees only.
2. Each bidder shall submit only one quotation.
3. **Validity of Quotation**

Quotation shall remain valid for a period not less than 180 days after deadline date specified for submission.
4. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are

 - a) Properly signed; and
 - b) Conform to the terms and conditions and specifications.
5. **Location**

Assignments will be implemented mainly at the Navsari Agriculture University and may involve remote work for training aspect.
6. **Eligibility Criteria for the Consultants:**
 - a) "Consultant" should have experience of carrying out such activities in India in respect of processing of horticultural commodities and their waste utilization.
 - b) "Consultant" should give details of qualification, experience of each of the professionals they propose to engage in the certification.
 - c) The "Consultant" may have to undertake draft report if the information furnished is not found satisfactory to meet the objective and deliverables of the study.
 - d) The "Consultant" shall provide separate reports of the certificate audit.
7. **Award of contract**

The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the evaluated quotation prices.

5.1 Notwithstanding the above, the Purchaser reserves the right to reject all quotations at any time prior to the award of contract.

5.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payment shall be made immediately after completion of Work/Service.
9. Bank Account Details

The Supplier is required to provide the following mentioned information

Name of the Bank and Branch:
Postal Address (with PIN Code):
E-mail and Phone:
Bank Account No:
Account Type:
IFSC Code:
10. All the above said consultancy service should be provided to "Unit 1-Department of Post Harvest Technology, ASPEE College of Horticulture and Forestry, Navsari Agricultural University, Near Eru Char Rasta, Navsari-396450 (Gujarat)" by Courier/Post at above mentioned address only.
11. Consultant has to perform on-site training as per requirements of work.
12. Original dispatch documents are to be forwarded by way of recorded delivery i.e. Registered post/Speed post/Courier in the above mentioned address only.
13. The Vendor/Supplier/Service Provider concerned must bear the PAN number (i.e. Permanent Account Number) and **Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier should be submitted with Quotation.**
14. The bidder is at liberty to be present or authorize a representative to be present at the time of opening of quotation at the time and date as specified in the schedule. The name and address of the representative, who would be attending the opening of the quotation on the bidder's behalf, should be indicated in his/her quotation. Please also state the name and address of the permanent representative, if any.
15. While the purchaser and the vendor shall make every effort to resolve disputes amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction at Navsari, Gujarat. The resultant contract will be interpreted under Indian laws.
16. The firm should quote **only 5% GST (CSGT & SGST) in the bill** as it is our Government Educational Institute and Certificate of Exemption will be provided as and when required or at the time of Completion.

17. The bill price inclusive of all taxes CGST/SGST. **However CGST/SGST should be mentioned separately in the bill.**
18. **Payment Terms:**
100% on submission and acceptance of final report & original copy of the certificate/s.
19. **Rights of Navsari Agricultural University**
- The Navsari Agricultural University, Navsari reserve the rights to accept / reject the offer received without assigning any reasons whatsoever, or may call for any additional information / clarification if so required.
 - The Navsari Agricultural University, Navsari will have the rights to terminate the contract without assigning any reasons. The period of contract may be extended by Navsari Agricultural University, Navsari depending upon the performance of the contractor and the requirements of Navsari Agricultural University, Navsari.
 - The report of study shall be presented to NAU Navsari and Government of India (ICAR) and it will be the property of Navsari Agricultural University. No portion of it shall be shared with any other agency/department or put to any other use by the consultant without explicit knowledge & written permission of the Navsari Agricultural University, Navsari.
 - Overall supervision of the assignments will be evaluated by a committee appointed by Navsari Agricultural University, Navsari.
20. **Court Jurisdiction**
In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Navsari, Gujarat.
21. **You are requested to provide your offer latest by 17:00 hours on 08/07/2020.**
22. We accept above mentioned terms and conditions.

**Signature of Consultant
seal/stamp**

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Letter for Quotation

To,

The Principal Investigator and Nodal Officer
NAHEP-CAAST Sub-Project
O/o Directorate of Research, University Bhavan,
Navsari Agricultural University
Eru Char Rasta, Navsari- 396450

Subject: Quotation for the consultancy service for ISO Certification

Reference: No. NAU/DR/CAAST/Unit 1/PHT/1245/2020 Date:15/06/2020

Dear Sir,

In response to above referred subject, we are submitting our offer for the purchase of chemicals
The details are as under:

1. Name of the bidder:
2. Complete address of the Bidder:
.....
.....

FORMAT OF QUOTATION

Sr. No.	Services/Materials required for ISO 22000: 2018 (Food Safety Management System)	Comply (YES/NO)	Remark
1.0	ISO 22000: 2018 Implementation consultation		
1.1	Process Mapping/ Gap Analysis of the existing system		
1.2	Implementation of Requirements of ISO 22000: 2018 including following: <ul style="list-style-type: none">• Context of organization• Interested parties and their expectations• Food safety policy• Food safety objectives• Roles and responsibilities• Defining and documenting risks and opportunities• Documented information• Control and evaluation of external providers• Operational planning• Pre-requisite programs (Cleaning schedules, Suitability of equipments, pest control system, waste disposal system,)• Traceability system• Emergency preparedness and response• Hazard analysis and assessment• Flow diagrams• Selection and categorization of control measures• Validation of control measures• Verification planning• Product recall/ withdrawal system• Management review		
1.3	ISO 22000: 2018 Training to all the concerned personnel: 1. Attendees shall receive certificates of participation		
1.4	ISO 22000: 2018 Documentation: (Design & Finalization of Documentation System) 1. Food Safety Manual		

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	2. HACCP Manual (including Hazard Analysis, Risk assessment, Hazard Control Plans) 3. PRP, SSOPs and other Procedures 4. Formats and Exhibits etc.		
1.5	Internal Audit and Management Review: as per requirements of ISO 22000: 2018		
2.0	Awareness Training (ISO 9001: 2015) of employees & training on documentation		
2.1	GAP analysis / process mapping		
2.2	Internal audits and management review		
2.3	Document Kit (Includes Quality Manual, Mandatory Procedures, Non-mandatory Procedures, Formats, Exhibits etc.)		
2.4	Risk & mitigation		
3.0	Visit for Auditing and Training		

OUR BEST PRICE TO CONSULTENCY SERVICE FOR ISO CERTIFICATION

Sr. No.	Services/Materials required for ISO 22000: 2018 (Food Safety Management System)	Rate including all taxes (at Navsari)
1.0	ISO 22000: 2018 Implementation consultation	
1.1	Process Mapping/ Gap Analysis of the existing system	
1.2	Implementation of Requirements of ISO 22000: 2018 including following: <ul style="list-style-type: none"> • Context of organization • Interested parties and their expectations • Food safety policy • Food safety objectives • Roles and responsibilities • Defining and documenting risks and opportunities • Documented information • Control and evaluation of external providers • Operational planning • Pre-requisite programs (Cleaning schedules, Suitability of equipments, pest control system, waste disposal system,) • Traceability system • Emergency preparedness and response • Hazard analysis and assessment • Flow diagrams • Selection and categorization of control measures • Validation of control measures • Verification planning • Product recall/ withdrawal system • Management review 	
1.3	ISO 22000: 2018 Training to all the concerned personnel: 1. Attendees shall receive certificates of participation	
1.4	ISO 22000: 2018 Documentation: (Design & Finalization of Documentation System) <ol style="list-style-type: none"> 1. Food Safety Manual 2. HACCP Manual (including Hazard Analysis, Risk assessment, Hazard Control Plans) 3. PRP, SSOPs and other Procedures 4. Formats and Exhibits etc. 	
1.5	Internal Audit and Management Review: as per requirements of ISO 22000: 2018	
2.0	Awareness Training (ISO 9001: 2015) of employees & training on documentation	

2.1	GAP analysis / process mapping	
2.2	Internal audits and management review	
2.3	Document Kit (Includes Quality Manual, Mandatory Procedures, Non-mandatory Procedures, Formats, Exhibits etc.)	
2.4	Risk & mitigation	
3.0	Other Charges (Visit and Auditing)	
	Gross Total	

Gross Total Cost: Rs. (for the all items)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figure) (Rs. amount in words) within the period specified in the Invitation for Quotation.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Consultant

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