

भारतसरकार  
भारतमौसमविज्ञानविभाग  
(पृथ्वीविज्ञानमंत्रालय)  
मौसमकेन्द्र  
विकासभवनपीओ  
तिरुवनंतपुरम - 695 033



GOVERNMENT OF INDIA  
INDIA METEOROLOGICAL  
DEPARTMENT  
(Ministry of Earth Sciences)  
METEOROLOGICAL CENTRE  
VikasBhavan P.O  
Thiruvananthapuram - 695033

## **NOTICE INVITING TENDER FOR ISO CERTIFICATION**

Meteorological Centre, Thiruvananthapuram, Kerala-695033, invites sealed tenders from ISO Certification bodies duly approved by QCI (Quality Council of India) for providing the ISO Certification for QMS as per ISO 9001: 2015 for Meteorological Centre, Thiruvananthapuram. Meteorological Centre, Thiruvananthapuram is an organization working under Government of India, India Meteorological Department, Ministry of Earth Science, providing meteorological services in Kerala state in fulfillment of the requirements as prescribed by World Meteorological Organization (WMO) and comes under the administrative control of Regional Meteorological Centre Chennai. The office at Thiruvananthapuram is one of the 20 Meteorological Centres situated at various state capitals of the country. Meteorological Centre, Thiruvananthapuram caters to the meteorological services of Kerala state and Lakshadweep Islands and comes under the administrative control of Regional Meteorological Centre, Chennai. Presently Meteorological Centre, Thiruvananthapuram has a staff strength of 53 which includes 25 officers for various units.

### **Main Functions of Meteorological Centre, Thiruvananthapuram**

It is the nodal agency for all weather related activities in the state of Kerala. Its functions include:

- ✓ 8 synoptic surface observations at 3 hourly interval starting from 00 UTC and 4 upper air observations (00, 06, 12 & 18 hrs UTC), out of which two are taken using hydrogen filled balloon bound radiosonde/ GPS sonde with meteorological sensors and two with balloon and flag combination and transmitting the data of the same through IMD's Virtual Private Network to HQ at Chennai and New Delhi.
- ✓ Issuing forecasts of various meteorological phenomena like rain, cyclones,

temperature changes etc for the public, farmers etc for a period of five days.

- ✓ Issuing warnings for hazardous weather phenomena like cyclones, heavy rains, strong winds etc, to fishermen community through State authorities of Kerala and to State Disaster Management Authority & to community project officials.
- ✓ Providing weather related information through media and website for the benefit of tourists.
- ✓ Scrutiny and archival of various meteorological data from different meteorological observatories & raingauge stations in the state and use such data over a number of past years for answering various weather related enquiries from different users for research and planning purposes, issuing weather reports of any places of the state for the purpose of Insurance Claim settlement by affected parties, are undertaken by the climatology division of this office.
- ✓ Continuous monitoring of surface ozone.
- ✓ Monitoring of earthquake using state of the art instruments.
- ✓ Measurement of solar & terrestrial radiation, Ultraviolet radiation, Aerosol optical parameters and Black carbon mass concentration are also made by this office
- ✓ Maintaining **15** automatic weather stations in Kerala, one in Lakshadweep Islands and also **30** automatic raingauge stations in Kerala.
- ✓ Periodical inspection of **16** observatories and about **59**raingauge stations all over the state and Lakshadweep Islands. Among these, **10** Surface observatories are maintained by IMD, whereas the Part-time observatories and raingauge stations are located in the premises of State Government Offices, Railways and other organizations.
- ✓ Periodic Inspection of Raingauge stations under Hydrology Project of the State to ascertain the exposure condition and issue correction notice, if any found during the inspection.
- ✓ Regularly issuing Agromet Advisory Bulletins twice a week for the benefit of the farming community in the state by Agromet Advisory Unit of this office.
- ✓ Necessary Meteorological services for air navigation, towards the safety of aircraft operation in the state, is provided by Airport Meteorological Office - the Aviation section of this office
- ✓ Conducting research studies in meteorology and allied disciplines.

The officers and staff of this office have

- Thoroughly undergone the training for implementation of ISO 9001:2015 Quality management Systems within the organization.
- Implementation and execution of ISO9001 has been completed.
- Internal auditors have been trained and internal audits also conducted.
- We have also completed MRM and waiting for the certification.
- We have been assisted and trained by our consultants M/s Nebulous Management Systems Consultant of Ahmedabad represented by Shri A K Ghosh.

### **Scope of work:**

It is proposed to have services of an accredited ISO Certification Body for ISO Certification of QMS as per ISO 9001:2015 for Meteorological Centre, Thiruvananthapuram.

The works involves the following activities:

- 1) Certification Audit of Meteorological Centre, Thiruvananthapuram and issue of ISO Certification certificate.
- 2) Surveillance Audits (Post Certification)
  - A) Surveillance Audit – I (S1) at the end of first year
  - B) Surveillance Audit – II (S2) at the end of second year
  - C) Renewal Certification at the end of third year.

### **Time Schedule**

Time schedule for receipt of certificate is one month from the date of execution of contract. Cost of 3 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters or renewal certificate from the agency concerned. Sealed tender should be in lump sum basic price (inclusive of all duties / taxes). Tender should be inclusive of all kinds of expenditure towards all fees, conveyance cost, accommodation, stationery, printing and any other related expenses.

No advance payments shall be applicable.

## **Earnest Money Deposit**

The tenders complete in all respects in a sealed cover and superscribed as “Tender for ISO certification (ISO 9001-2015)” which should be submitted on or before the last date 6.8.2018 (up To 2.30 PM) in the Office of the Meteorological Centre, Thiruvananthapuram along with an earnest money of 10% of the bid amount or Rs.1000/-, whichever is higher, in the form of Account Payee Demand Draft in favour of Assistant Meteorologist (Admin), Regional Meteorological Centre, payable at Chennai & drawn on any of the Nationalized bank. Please note that tenders not accompanied with requisite earnest money will be rejected outrightly without assigning any reasons / entertaining any correspondence.

The earnest money of the unsuccessful bidders will be refunded without accrual of any interest, in due course of time i.e. after awarding the contract.

The sealed tenders will be opened on the same day i.e. on date 6.8.2018 at Meteorological Centre, Thiruvananthapuram, at 1500 hrs. IST in the presence of bidders or their representatives who wish to be present. In case date 6.8.2018 is declared a holiday, the tenders will be opened on the next working day at the said time and venue.

## **Terms and conditions:**

- To issue certificate of approval for QMS as per ISO 9001-2015 within 30 days of entering with contract.
- TDS will be deducted at source at the time of release of payment. The Contract amount as per this schedule shall only be paid in favour of the quoting firm only.
- The entire operation must be done within a maximum period of 30 days or earlier.
- The Certification Body should be registered and shall have the scope for Certification of similar body.
- The firm shall deposit an earnest money amounting to 10% of bid amount or Rs.1000 (One Thousand Only), whichever is higher, along with tender Bid in the form of Demand Draft in favor of Assistant Meteorologist (Admin), Regional Meteorological Centre, payable at Chennai & drawn on any of the commercial banks which will be re-fundable after finalization of tender. Tender not accompanied with requisite earnest money will be rejected outright without assigning any reasons / entertaining any correspondence. The earnest money of the unsuccessful tenderer will be refunded without accrual of any interest, in due course of time i.e. after awarding the contract.

- Head, Meteorological Centre, Thiruvananthapuram, reserves the right to accept or reject any tender without assigning any reason thereof.
- In case of any dispute, the decision of court in Thiruvananthapuram jurisdiction shall be binding and final. In case of dispute the matter of dispute can be referred to arbitrator appointed by Dy Director General of Meteorology, Regional Meteorological Centre, Chennai.
- Competent authority reserves the right to terminate the services of Certification Body at any time without assigning any reason thereof.
- Head, Meteorological Centre, Thiruvananthapuram, reserves the right to reject/ accept the tenders at her/ his own discretion and also the right to open tender even if Single Bid is received.
- The successful bidder will be required to sign a contract/agreement.
- The successful bidder shall be required to deposit performance guarantee security deposit amounting to 5% of the value of the Financial Bid quoted. No interest will be paid on performance guarantee or EMD.

## **Agreement**

The successful bidder shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs.100/- (Rupees one hundred only) immediately after award of contract.

### **LIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH TENDER UNDER SEALED COVER**

- a. Demand Draft for Rs. 1000/- (One Thousand only) an account of earnest money.
- b. NABCB Accreditation Certificate/ QCI/ Gov. Certificate.
- c. Certificate of PAN/Service Tax No.
- d. Company Registration Certificate.
- e. Certificate of Experience/Performance in the field, of past 3 years
- f. Acceptance of Terms and Conditions of IMD

Sd/-

Thiruvananthapuram  
23.07.2018

K SANTHOSH  
Head

**“FINANCIAL QUOTE”**

1. Rates Quoted for first Certification: (Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

2. Rate quoted for first surveillance Audit: \_\_\_\_\_

3. Rate quoted for second surveillance Audit: \_\_\_\_\_

4. Rate quoted for renewal Certification at the end of third year:  
\_\_\_\_\_

5. Total lump sum amount quoted in Indian Rupees \_\_\_\_\_ in words \_\_\_\_\_

- Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services.

- The Lump sum quote should be inclusive of all expenses which the Certification Body may incur while executing the assignment including Travel, Boarding Lodging as required.

Please note Lowest one shall be decided on overall price quoted by the firm as per serial number 5 of the Financial Quote.

Agrees to the payment terms of the Meteorological Centre, Thiruvananthapuram.

(Signature with seal of the tenderer)

**UNDERTAKING**

I/We, undertake to abide by all statutory liabilities framed by Government/ Meteorological Centre, Thiruvananthapuram, the terms and conditions of the tender document and the agreement which shall be signed on the award of the contract.

(Signature with seal of the tenderer)

## SPECIAL CONDITIONS

### **1. CONDITION UNDER WHICH THIS BID IS ISSUED:**

- i. This Bid is Not an Offer and is issued with no commitment. The Head, Meteorological Centre, Thiruvananthapuram, reserves the right to withdraw the Bid and change or vary any Part thereof at any stage. Head, Meteorological Centre, Thiruvananthapuram, also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. Head, Meteorological Centre, Thiruvananthapuram, Reserves the right to withdraw this Bid if it determines that such action is in its best interest.
- iii. Timing and Sequence of events resulting from this Bid shall ultimately be determined by the Head, Meteorological Centre, Thiruvananthapuram.
- iv. No oral Conversations or agreements with any Official, agent or employee of the Meteorological Centre, Thiruvananthapuram, shall affect or modify any terms of this Bid and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of this office, shall be superseded by the definitive agreement that results from this Bidding process. Oral Communications by Meteorological Centre, Thiruvananthapuram, to bidders shall not be considered binding on the Head, Meteorological Centre, Thiruvananthapuram, nor shall any written materials provided by any person other than the Head, Meteorological Centre, Thiruvananthapuram.
- v. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against Meteorological Centre, Thiruvananthapuram, or any of their respective officials, agents, or employees arising out of or relating to this Bidding or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof)
- vi. Applicants, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.

## **2. RIGHT TO THE CONTENT OF THE PROPOSAL:**

For all the bids received before the last date and time of bid submission the proposals and accompanying documentation of the proposal will become the property of Meteorological Centre, Thiruvananthapuram, and will not be returned after opening of the proposals. Meteorological Centre, Thiruvananthapuram, is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders.

Meteorological Centre, Thiruvananthapuram, shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

## **3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS:**

By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all the paragraphs of this Bid including all forms schedules and annexure here to and fully informed itself as to all existing conditions and limitations.

## **4. EVALUATION OF PROPOSALS:**

The bidder's proposals in the bid Document will be evaluated as per the requirement specified in the Bid. The Bidders are required to submit Technical and Financial Bids in single cover. The lowest one will be decided on overall price quoted by the bidder.

## **5. LANGUAGE OF PROPOSALS:**

The proposal and all correspondence and documents shall be written in English.

(Signature with seal of the tenderer)