



केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
(भारतीय कृषि अनुसंधान परिषद)  
जोधपुर (राजस्थान) 342 003  
फोन/फैक्स: 0291-2785981, 2788706



मिसिल सं. 59(1)ISO 9001: 2008/2013/Admn-IV

दिनांक: 02 जनवरी, 2014

### निविदा सूचना

संस्थान के निदेशक महोदय की ओर से केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान (काजरी), जोधपुर – 342 001, राजस्थान के लिए ISO:9001:2008 प्रमाण पत्र प्राप्त करने हेतु परामर्श सेवा देने को इच्छुक परामर्श सेवा प्रदाता फर्मों से अपनी न्यूनतम दर प्रस्तुत करने हेतु लिमिटेड टेंडर/निविदा आमंत्रित किये जाते हैं। इस संदर्भ में प्री-बीड कॉफेंस दिनांक 22.01.2014 को 11:00 पूर्वान्ह बजे आयोजित की जायेगी। इसका संपूर्ण विवरण संस्थान के वेबसाईट [www.cazri.res.in](http://www.cazri.res.in) पर उपलब्ध है।

अतः संबंधित परामर्श सेवा प्रदाता फर्मों से अनुरोध है कि वे संस्थान की उक्त वेबसाईट से निर्धारित प्रपत्र/प्रस्ताव डाउनलोड कर अमानत राशि के साथ निर्धारित तिथि 22.01.2014 को 10:50 पूर्वान्ह बजे तक संस्थान के स्टोर अनुभाग में प्रस्तुत करें।

सहायक प्रशासनिक अधिकारी  
वास्ते निदेशक

CENTRAL ARID ZONE RESEARCH INSTITUTE  
(Indian Council of Agricultural Research)  
JODHPUR (RAJASTHAN) 342 003

**INVITATION FOR EXPRESSION OF INTEREST TO  
IMPLEMENT A PROJECT FOR ISO 9001:2008 CERTIFICATION**

The Central Arid Zone Research Institute (CAZRI), Jodhpur is a premier research institution for Research, Management and implementation of R & D activities in managing research in Avenues for agricultural activities in hot and cold arid zones in the country. It is functioning under the Indian Council of Agricultural Research (Department of Agriculture Research and Education – DARE, Ministry of Agriculture, Govt. of India).

**PART I: GENERAL TERMS**

**1. GOALS OF THIS EXPRESSION OF INTEREST (EOI)**

The major mandates of Institute are –

Basic and applied research on Avenues for agricultural activities in hot and cold arid zones in the country, utilization, training and transfer of technologies to the beneficiaries

**2. EOI ISSUING AUTHORITY**

CAZRI, Jodhpur invites Expression of Interest for interested ISO 9001 consultants and service providers for providing consultancy services to CAZRI for obtaining ISO 9001:2008

1	Project	Selection of Service Provider for obtaining ISO
2	Project initiator details	Director, CAZRI, Jodhpur (Rajasthan) 342 003
3	Department	CAZRI working under the administrative control of Indian Council of Agricultural Research, Dep't. Of Agricultural Research & Education, Government of India.
4.	Contact Person	Dr. M. M. Roy Director, CENTRAL ARID ZONE RESEARCH INSTITUTE Indian Council of Agricultural Research (ICAR, Government of INDIA) Jodhpur (Rajasthan) 342 003 Phone: 0291 - 2786485 Fax: 0291 - 2788706

5.	Contact person (Alternate)	Dr. R. K. Kaul, Principal Scientist & I/c PME Cell CENTRAL ARID ZONE RESEARCH INSTITUTE Indian Council of Agricultural Research (ICAR, Government of INDIA) Jodhpur (Rajasthan) 342 003 Phone: 0291 - 2786485 Fax: 0291 - 27887062.  Chief Administrative Officer, CAZRI, Jodhpur (Rajasthan) 342 003 Phone: 0291 - 2786485
6	Contact Details	CENTRAL ARID ZONE RESEARCH INSTITUTE Indian Council of Agricultural Research (ICAR, Government of INDIA) Jodhpur (Rajasthan) 342 003 Phone: 0291 - 2786485 Fax: 0291 - 2788706 e-mail: <a href="mailto:director@cazri.res.in">director@cazri.res.in</a>
7	Website	<a href="http://www.cazri.res.in">http://www.cazri.res.in</a>

### 3. TENTATIVE CALENDAR OF EVENTS

The following table enlists important milestones and timelines for completion of bidding activities.

Sl. No.	Milestone	Date and time (dd-mm-yy)
1	Release of Expression of Interest (EoI)	02-01-2014
2	Bidder Conference	22-01-2014 at 11.00
3	Last Date for Submission of written questions by bidders	27.01.2014
4	Response to queries	01-02-2014
5	Last date for submission of EoI response	10-02-2014 at 14:30
6	Opening of EoI Responses	10-02-2014 at 15 hrs.
7	Declaration of Short listed Firms	15-02-2014 at 15 hrs.
8	Opening of financial bids of responsive & shortlisted firms	To be informed letter.

### 4. AVAILABILITY OF THE EOI DOCUMENTS

EoI can also be downloaded from the Office website. The bidders are expected to examine all instructions, forms, terms, project requirements and other details of the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

## 5. BIDDERS' CONFERENCE

Director, CAZRI, Jodhpur will host a bidder's conference at the address given under Contact Details Section 2 above. The Conference is scheduled as per the schedule given in section 3 above. The representatives of the interested organizations (restricted to two persons) may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the EoI. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EoI and the project. The venue for the bid conference will be at the address given in Section 2.

## 6. EOI PROCESSING EARNEST MONEY

**A Refundable processing earnest money for Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft or pay order drawn in favour of ICAR Unit, CAZRI, Jodhpur payable Jodhpur Rajasthan has to be submitted along with the EoI Response. Bids received without or with inadequate EoI Processing Earnest money shall be liable to get rejected.**

## 7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EoI, must be submitted to the Director, CAZRI at the address specified above in Section 2. CAZRI, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the Director, CAZRI website, in which case all rights and obligations of Director, CAZRI and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**The Director, CAZRI, Jodhpur reserves the right to reject any or all tenders/bids in whole or in part without assigning any reasons thereof. The decision of the Director, CAZRI, Jodhpur shall be the final and binding on the agency/ firms in respect of any clause covered under the contract.**

## PART II: SCOPE OF SERVICES

### 8. GENERAL BACKGROUND

Under the performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department is required to prepare a Results Framework Document (RFD). An RFD provides a summary of the most important results that a department/ministry expects to achieve during a financial year. Under RFD, there is a set of mandatory indicators that are common to all departments preparing RFDs. One such important mandatory indicator is obtaining ISO 9001:2008 certifications. Accordingly government departments have to start the work of implementing ISO 9001:2008 requirements. It is envisaged that government departments will need the services of competent consultants to implement the requirements of ISO 9001:2008. This expression of interests (EOI) has been developed to assist government departments select a competent consultant who may be engaged for providing ISO 9001:2008 consultancy services.

**9. The terms of reference for the consultant will include the following:**

- A) To assist the Institute consisting of more than 500 employee and ISO Project team who will be responsible for implementing ISO 9001:2008 requirements.
- B) To determine the scope of ISO 9001:2008 implementation under the first phase, and finalize the same through discussion with the Institute Committee. The consultant should define such a scope for which ISO9001:2008 requirements may be implemented within a time period of maximum four months.
- C) To perform gap analysis of the existing documentation of the department against the requirements of ISO 9001:2008 and produce a gap analysis report.
- D) To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2008 certification.
- E) To develop all mandatory procedures as required in ISO 9001:2008 and guide the ISO project team on implementing the same.
- F) To develop customized training course material in soft copy (as well as hard copy) for conduct of all necessary trainings.
- G) To conduct required trainings that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness programme for all employees.
- H) To advice the ISO management committee on change management and the success factors to support effective implementation of ISO 9001:2008.
- I) To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
- J. To assist in evaluation of implemented ISO 9001:2008 quality management system through internal audits including closure actions.
- K. To offer close guidance in the preparation and review of final documents prior to certification.
- L. To assist in coordination of required management reviews prior to certification.
- M. To guide the ISO project team to take the necessary corrective actions on identified non - conformities and final review of documents.
- N. To guide the ISO project team in making an application for certification
- O. To co-ordinate during final certification of the department and ensure the department is certified by a select certification body
- P. Any other task to ensure the certification of the department
- Q. Submit weekly MIS report to the Director of the Institute with a copy to QCI appointed experts and performance Management Division (PDM), Cabinet Secretariat and ICAR Headquarters.

10. **TIME FRAME:** The ISO 9001:2008 will be implemented in phases. The time period for the first phase will be 4 months from the date of award of the contract.

### **PART III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA**

#### **11. CONDITIONS UNDER WHICH THIS EOI IS ISSUED**

i) This EOI is not an offer and is issued with no commitment. CAZRI reserves the right to withdraw the EoI and change or vary any part thereof at any stage. CAZRI also reserves the right to disqualify any bidder, should it be so necessary at any stage.

ii) CAZRI reserves the right to withdraw this EoI if CAZRI determines that action is in the best interest of the government of India.

iii) Timing and sequence of events resulting from this EoI shall ultimately be determined by CAZRI.

iv) No oral conversations or agreements with any official agent, or employee of CAZRI shall affect or modify any terms of this EoI and any alleged oral agreement or agreement made by a bidder with any department, agency, official or employee of CAZRI shall be superseded by the definitive agreement that results from this EoI process. Oral communications by CAZRI to bidders shall not be considered binding on CAZRI, nor shall any written materials provided by any person other than CAZRI.

v) Neither the bidder nor any of the bidder's representatives shall have any claims what so ever against CAZRI or any of their respective officials, agents or employees arising out of, or relating to this EOI 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.

VII) Each applicant shall submit only one Pre-qualification requirements proposal.

#### **12. RIGHTS 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 Pre-Qualification proposal will become the property of CAZRI and will not be returned after opening of the pre-qualification proposals. CAZRI 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. CAZRI 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.

### **13. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

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

### **14. EVALUATION OF PROPOSALS**

The bidders' proposals in the bid document will be evaluated as per the requirements specified in the EoI and adopting the qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation in support of the qualification criteria specified (e.g., detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

### **15. LANGUAGE OF PROPOSALS**

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

### **16. ELIGIBILITY CRITERIA**

The consultant who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 9001:2008 certification. Previous experience of similar work is essential. The consultant must meet the following minimum criteria:

- a) It is desirable that consultant should have executed minimum five (5) ISO 9000 projects in the government/PSU sector/large public limited organizations.
- b) Consultant should have a minimum of 10 years of professional experience in ISO 9000 consulting.
- c) The team members of the consultant will be qualified lead assessors.
- d) The consulting organizations can also be allowed to bid as a consortium for this project. However in such a situation consultants in individual partner organizations need to have an active role. In such case evidence towards existence and rationale for consortium needs to be furnished.

### **17. DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY**

- a) Contract/work orders indicating the details of assignment client, value of assignment, date and year of award.
- b) Detailed resume of the team leader and team members indicating the details of qualifications and professional experience
- c) Certificate of lead assessor course undergone by the team leader and team member(s).
- d) Completion certificates of previous projects undertaken (Desirable). In case the organization is not able to submit completion certificates, submission of complete contact details (Telephone no, address, organization name) of the contact person where the work has been done is mandatory.

## 18. PROPOSAL SUBMISSION

Interested consultant should submit both technical and financial proposals in two parts, namely:

- a. Technical (As per Annexure A – attached)
- b. Financial (As per Annexure B – attached)

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. Financial proposal to indicate a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “Engagement of Consultant for providing consultancy services for obtaining ISO 9001:2008 certifications of CAZRI, Jodhpur”.

**Important:** The Consultant (Quotationer) shall also satisfy the following conditions:

1. The rates quoted shall be valid for a minimum period of 90 days from the last date fixed for the receipt of quotations.
2. The period of consultancy would be four months from the date of award, bar force majeure.
3. The firm will specify a team of Experts for execution of the work and their CVs are to be provided.
4. The successful bidder has to make presentation before the ISO committee of CAZRI, about the company's services and overall performance.
5. Date, Time and Venue of opening of financial bids of such successful bidders will be intimated as may be decided the Institute.
6. It may be specifically noted that EMD amounting to Rs.5,000 /-(Rupees Five Thousand only) in the shape of demand draft/pay order from any of the nationalized bank in favour of ICAR UNIT, CAZRI, Payable at Jodhpur, along with their Technical Proposal, otherwise the proposal is liable to be rejected.
7. If taxes, duties or any other charges over and above the rate quoted are leviable by the company, the actual/percentage of such taxes/duties/charges should be clearly indicated.
8. If Tenderer does not accept the offer, after issue of letter of award by CAZRI within 03 days, the offer made shall be withdrawn & Earnest money forfeited.
9. Payment will be made by DD/Cheque after satisfactory completion of supply/execution of the assignment and receipt of pre-receipted bills in triplicate.
10. The Director, CAZRI, Jodhpur reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
11. Quotations not complying with the above conditions are liable to be rejected.

## TECHNICAL PROPOSAL CONTENT

Technical Proposal should be prepared considering the terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, time period and any other information to Highlight the capability of the of the consultant.

### Technical Proposal must include:

- a) Brief description about the Consultant
- b. **Consultants experience:** In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment/Project name, description of services provided, appx. Value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments /PSUs /large public limited organizations obtain ISO 9001:2008 May be specifically mentioned.
- c. Approach
- d. Methodology
- e. Work Plan and Schedule
- f. Team\size
- g. Detailed Resume of the team leader and team members of the consultant (with copies of certificates to support qualifications)

## ii. FINANCIAL PROPOSAL CONTENT

- a. 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.
- b. The lump sum cost should be inclusive of all expenses which the consultant may incur while executing the assignment including Travel, Boarding & Lodging of consultant or his team members as required. CAZRI would not pay over and above the quoted lump sum amount.

## 19. THE EVALUATION OF PROPOSAL:

- i. The technical proposal will be evaluated as per the following criteria:

Sl. No.	Description	Break up of marks
1	Past Experience in work of similar nature (Govt./PSU/Large public limited organizations)	50 Marks

1.1	<p>Past experience of similar nature in terms of no of assignments (facilitation in ISO Implementation projects)</p> <p><input type="checkbox"/> Number of assignments: Less than 5 (20 marks)</p> <p><input type="checkbox"/> Number of assignments: 10 (30 marks)</p> <p><input type="checkbox"/> Number of assignments: between 10 and 20 (40marks)</p> <p><input type="checkbox"/> Number of assignments: 20 &amp; above (50 marks)</p> <p>Marks will be awarded based on work order of assignments of similar nature, enclosed along with the Technical proposal</p>	
2	Skills & competencies	40 Marks
2.1	<p>Professional Experience</p> <p><input type="checkbox"/> Between 10 and 15 years (10 Marks)</p> <p><input type="checkbox"/> Above 15 Years (20 Marks)</p>	
2.2	<p>Team leader qualification</p> <p><input type="checkbox"/> Graduation and qualified lead assessor (10Marks)</p> <p><input type="checkbox"/> Post-graduation/Engineering qualification and qualified lead assessor (20 marks)</p>	
3	Team Size	10 Marks
3.1	<p>Team size including team leader</p> <p>Up to 4 ( 5 Marks)</p> <p>More than 4 ( 10 Marks)</p>	
	Total	100 Marks

- ii. Evaluation will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria.
- iii. The technically qualified consultants will be ranked based upon their marks.
- iv. The financial proposals of consultants getting above 70% marks ONLY will be opened and the final selection will be made based upon the lowest cost quoted.
- v. The consultant can bid for any number of projects with Departments but accept award of projects for a maximum five Government organizations under this scheme. Once five projects have been accepted by the consulting organization, it cannot bid for more.

**20. DATE FOR SUBMISSION OF PROPOSAL IS:**

The **last date for submission of proposal is** 10-02-2014 at 14:30.

Submission of Proposals should be addressed to:

**The Director,  
Central Arid Zone Research Institute,  
Jodhpur (Rajasthan) 342 003.**

**Proforma for Technical Bid**

1. Name of Consultant/Firm: \_\_\_\_\_
2. Mailing address: \_\_\_\_\_  
\_\_\_\_\_
3. Permanent address/Regd. Office/Corporate Office: \_\_\_\_\_  
\_\_\_\_\_
4. QCI Registration No: \_\_\_\_\_ (enclose the copy of certificate)
5. Registration status of auditors employed and empanelled: \_\_\_\_\_
6. Professional Experience of Key Personnel in ISO Certification: \_\_\_\_\_
7. Number of auditors and employees of the organization: \_\_\_\_\_
8. Number of lead auditors empanelled by organization: \_\_\_\_\_
9. Capability of the organization shown by brochures and pamphlets: \_\_\_\_\_
10. Sale Tax/Tin No.(As applicable): \_\_\_\_\_
11. Credentials of the organization with respect to accreditations with validity of accreditations: \_\_\_\_\_  
\_\_\_\_\_
12. Financial strength of the Consultant/Firm: \_\_\_\_\_  
\_\_\_\_\_ (Attach Balance Sheet/Income Tax Return, Abridged Financial Statements)
13. No. of successful executed ISO 9000 Projects by the consultant in the government/PSU Sector/large public limited organizations (attach proofs in support): \_\_\_\_\_
14. Past Professional experience in ISO 9000 consulting: (Works executed in the relevant field – attach proofs): \_\_\_\_\_
15. Brief activities planned along with man-hours for the proposed activity-preparing CAZRI, Jodhpur for ISO Certification: \_\_\_\_\_
16. Number of courses of lead auditor, internal auditor etc. of ISO-9001, 22000, 14000 etc. organized by the organization: \_\_\_\_\_
17. Earnest Money Deposit of Rs.5000.00 attached DD/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_

**Signature & Name of personnel authorized by**  
**Organization/Consultancy Firm.....**

**Proforma for Financial Bid**

Consultancy Organization:

LUMP-SUM TOTAL FEE\* = Rs. \_\_\_\_\_ + SERVICE TAX  
(Rupees \_\_\_\_\_ only plus service tax)

Signature & Name of personnel authorized by  
Organization/Consultancy Firm.....

## Agreement

This agreement is made on the date of ..... 2014, between the Director, Central Arid Zone Research Institute (CAZRI), Jodhpur – 342 003, Rajasthan AND name of the consultant with full address: Whereas the Consultant having its office at Address \_\_\_\_\_

\_\_\_\_\_ has been assigned by Director, Central Arid Zone Research Institute (CAZRI), Jodhpur (Rajasthan) 342 003 the task of providing consultancy services for implementing ISO9001:2008 requirements within the Central Arid Zone Research Institute (CAZRI), Jodhpur (Rajasthan) 342 003 whereas name of the consultant has agreed to undertake the assignment on the following terms & conditions:

### **1. Terms of Reference:**

The terms of reference for the consultant will include the following:

1. To assist the CAZRI, Jodhpur consisting of more than **500 employees**, its Management Committee and ISO Project team who will be responsible for implementing ISO 9001:2008 requirements.
2. To determine the scope of ISO 9001:2008 implementation under the first phase, and finalize the same through discussion with the Management Committee. The consultant should define such a scope for which ISO 9001:2008 requirements may be implemented within a time period of one month.
3. To perform gap analysis of the existing documentation of the department against the requirements of ISO 9001:2008 and produce a gap analysis report.
4. To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2008 certification.
5. To develop all mandatory procedures as required in ISO 9001:2008 and guide the ISO Project team on implementing the same.
6. To develop customized training course material in soft copy for conduct of all necessary trainings.

7. To conduct required trainings that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness programme for all employees
8. To Advise the ISO management committee on change management and the success factors to support effective implementation of ISO 9001:2008.
9. To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
10. To assist in evaluation of implemented ISO 9001:2008 quality management system through internal audits including closure actions.
11. To offer close guidance in the preparation and review of final documents prior to certification.
12. To assist in coordination of required management reviews prior to certification.
13. To guide the ISO project team to take the necessary corrective actions on identified non-conformities and final review of documents.
14. To guide the ISO Project team in making an application for certification.
15. To co-ordinate during final certification of the department and ensure the department is certified by a select certification body.
16. Any other task to ensure the certification of the department.

## **2. Time Frame:**

The ISO 9001:2008 will be implemented in phases. The time period to be allowed for the first phase would be 4 months.

## **3. The responsibilities of the Consultant shall include (but not limited to):**

- Carry out all the activities as specified in the terms of reference so as to help the Director, Central Arid Zone Research Institute (CAZRI), Jodhpur – 342 001, Rajasthan in obtaining ISO9001:2008 certification.
- Depute trainer(s)/expert(s) to assist and guide the Director, Central Arid Zone Research Institute (CAZRI), Jodhpur – 342 001, Rajasthan in all the activities and facilitate submission of application to Certification Body of ISO 9001:2008.
- To submit periodic reports to ICAR Headquarters / Institute.

**4. The responsibility of the Government Department (viz. CAZRI on sheep) shall include (but not limited to):**

- Provide all the support to consultant like facilitation in holding meetings, organizing and conduct of training programs, the provision of office facilities, document/record availability and any other requirements for timely completion of the first phase of ISO 9001:2008 implementation.
- To ensure that there is compliance to the requirements as suggested by consultant in a timely manner so that delays in implementation of requirement of ISO 9001:2008 are avoided.

**5. Deliverables:**

**The deliverable will include the followings (but not limited to)**

Project schedule with defined milestones

Gap analysis report as mentioned in terms of reference

Necessary documentation like quality manual, procedures, instructions, records, as required in ISO9001:2008 standard

Customized training modules for all necessary trainings

Internal audits reports

Progress reports of activities covered under terms of reference

**6. Fee**

The lump-sum fees will be Rs. \_\_\_\_\_+ \_\_\_\_\_Service tax.

**7. Payment schedule & conditions**

Payments shall be made according to the following schedule:

25% After the first workshop and briefing to the top management of the department

25%- After completion of documentation

25% - After Completion of conduct of all scheduled trainings

15%- After completion of internal audits

10%-After certification of the CAZRI, Jodhpur

**8. Others**

The Govt., Department shall depute a senior officer for coordination with the consultant in matters related with the project.

If for any reason the work is delayed, the project shall be rescheduled to mutual agreement between government department and the consultant.

All disputes and differences arising out of or in any way touching or concerning this Agreement shall be referred to Secretary of the Department.

Signed on behalf of  
Director,  
Central Arid Zone Research Institute  
(CAZRI), Jodhpur – 304 501,  
Rajasthan

Signed on behalf of  
Consultant

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Name:

Designation:

Designation:

Witnesses:

Witnesses:

- 1.....
- 2.....