



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

**RURAL ELECTRIFICATION CORPORATION LIMITED**

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003  
Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC  
Website www.recindia.com & www.recindia.nic.in

## LIMITED TENDER ENQUIRY

REC/Fin./ISO/2008-09/vol.IV

Dated: 04.11.2008

\* As per list attached

**Sub: Appointment of "Certification Body" for certification of Quality Management Systems as per ISO 9001:2000 standard on Limited Tender Basis.**

**Last date and time for submission of Financial Bid : 1600hrs IST on 14.11.2008**

**Due date and time for opening of Financial Bid :1630hrs IST on 14.11.2008**

Sirs,

REC intends to implement ISO 9001:2000 Quality Management System and obtain ISO certificates from the certification agency for its Claims processing activities in 8 project offices located in different locations in the country.

M/s. Rural Electrification Corporation Limited, New Delhi invites Financial Bid for appointment of "Certification Body" for certification of Quality Management Systems as per ISO 9001:2000 standard. The Financial bid is to be submitted in sealed cover in the prescribed format superscribing ' ISO 9001:2000 'on or before the last date of submission. The bidders may participate in the bid opening process.

- 1. Validity of Offer** The Offer should have a validity of 60 days
- 2. Payment Term**
  - 10% payment will be released upon acceptance of offer
  - 40% payment will be released upon conducting pre-certification/Certification audit.
  - Balance 50% will be released as follows:
    - 20% of total fee will be released upon issue of all ISO 9001:2000 Certificates (8 numbers) as indicated in the scope of work attached.

✚ 30% will be released proportionately on yearly basis after surveillance audit.

**3. Completion Schedule** As indicated in the scope of work attached.

Bids complete in all respects should be addressed to the undersigned, GM(Fin.), Rural Electrification Corporation Limited , Core 4, Scope complex, 7 Lodi Road, New Delhi-110003 on or before the due date and time. Bids received after the due date and time are liable to be rejected.

Bids received through Fax/E-mail will not be acceptable.

Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Once quoted, the Bidder shall not make any subsequent price change, even if any deviation or exception may be specifically stated in the bid. Such price changes shall render the offer liable for rejection.

REC reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

Scope of work along with the format of financial Bid are attached.

For any clarifications, you may contact the undersigned at telephone No. 011 - 24369307

Yours faithfully

Sd/-  
(V.K.Arora)  
General Manager (Fin.)

## **List of Certifying Agencies.**

M/s. Det Norske Veritas  
As(Certification Services , India)  
203, Savitri Sadan 1  
11 PREET VIHAR COMMUNITY CENTRE  
**New Delhi-110092**

M/s. ICRS Management Systems Pvt.Ltd  
808, Suneja Tower-II  
District Centre, Janakpuri  
**NEW DELHI-110058**

M/S URS CERTIFICATION Ltd  
B-8 Dayanand Colony  
Lajpat Nagar –IV  
**New Delhi-110 024**

**Vexil Business Process Services Pvt. Ltd**  
10184 , 3<sup>rd</sup> Floor (Landmark Inn)  
Main Arya Samaj Road  
Karol Bagh  
**New Delhi-110 005**

**BUREAU OF INDIAN STANDARDS**  
Manak Bhavan  
9 Bahadur Shah Zafar Marg  
**New Delhi-110002.**

M/s. BSI Management Systems  
The Mira Corporate Suites (A-2),  
Plot No. 182, Ishwar Nagar,  
Mathura Road,  
**New Delhi – 110 065**

## FINANCIAL BID

Tender No. REC/Fin./ISO/2008-09/1

Sub: Tender for Appointment of Certification Body for the Certification of Quality Management System as per ISO 9001:2000 standard

| Sl. No.                             | Description   | Unit         | Amount in Rupees |          |
|-------------------------------------|---|--------------|------------------|----------|
|                                     |   |              | In Figures       | In words |
| 1                                   | To conduct pre-certification / certification audit as required and deemed fit by the Certification Body including Surveillance and Issue ISO 9001:2000 Certificate individually to 8 Project Offices. | LUMP SUM FEE |                  |          |
| 2.                                  | Rates quoted should include all charges including local transportation, travelling, boarding , lodging & other incidental expenses etc.   |              |                  |          |
| <b>TOTAL</b>                        |   |              |                  |          |
| <b>Add Taxes (specify nature/%)</b> |   |              |                  |          |
| <b>GRAND TOTAL</b>                  |   |              |                  |          |

Date

Signature of the Bidder  
Name & Seal  
Contact Tele. No.

# SCOPE OF WORK – ISO 9001:2000 CERTIFICATION

Rural Electrification Corporation Limited (REC) was incorporated under the Companies Act, 1956, in the year 1969 with the main objective of financing rural electrification schemes in the country. In the year 1998 REC was registered as Non-Banking Financial Company. Presently, REC is a schedule 'A' PSU under the Ministry of Power with NAVRATANA status accorded by the Govt. of India. Business mandate of REC was expanded in the year 2002 to cover the financing of all categories of Power Generation Projects, irrespective of size and location. The mission of REC is to facilitate availability of electricity for accelerated growth and for enrichment of quality of life of rural and urban population and to act as a competitive, client – friendly and development oriented organization for financing and promoting projects covering generation, power transmission and power distribution network in the country.

In April, 2005, Govt. of India launched 'Rajiv Gandhi Grameen Viduytikaran Yojana' (RGGVY) schemes of rural electricity infrastructure and household electrification for the attainment of National, Common Minimum Programme Goal of providing access to electricity to all households in 5 years. REC has been appointed as the Nodal Agency for this scheme.

## SCOPE OF WORK

1. REC had already implemented ISO 9001:2000 for claim processing activities in 9 Project offices located in different parts of the country i.e. Mumbai, Kolkata, Lucknow, Hyderabad, Jabalpur, Bangalore, Vadodara, Chennai & Jaipur. 9 ISO certificates had been issued by the Certifying agency to REC.
2. REC now intends to implement ISO 9001:2000 Quality Management System and obtain ISO Certificates from the Certification Agency for Claim Processing Activity for remaining 8 Project Offices located in different parts of the country i.e., Guwahati, Patna, Shimla, Jammu, Thiruvanthapuram, Shillong, Bhubaneshwar and Panchkula. Manuals similar to those (implemented in 9 Project Offices) have already been adopted & implemented in these 8 Project offices also w.e.f.1.08.2008. Internal Audit is also in hand.
3. We intend to obtain individual ISO 9001:2000 Certification for 8 Project Offices.
4. **The Scope of work for certification body would cover as follows:**
  - a. Conduct pre-certification/certification audit as required to Issue ISO 9001:2000 Certificates individually for 8 Project Offices and deemed fit by the Certification Body.
  - b. Conduct surveillance audit at suitable intervals during the validity of the certificate i.e three years.
5. **Certification Body shall ensure that:**
  - a. The pre-certification / certification audit is started within a week's time after the written request received from REC.
  - b. The time would be an essence of the contract. Certification Body should conduct parallel audit by deputing separate auditors wherever required.
  - c. Since the Certification Body is required to quote in lump sum, all the related expenses including travelling, boarding and lodging have to be borne by Certification Body.

## **6. Completion Schedule:**

Certification Body should ensure to complete pre-certification audit / certification audit within 3 weeks time from the date of request from REC to start the audit.

The work will be deemed to be completed after issue of ISO 9001:2000 Certificates to 8 Project Offices.

To conduct surveillance audit at suitable interval during the validity of certificate issued.