



KERALA AGRICULTURAL UNIVERSITY COLLEGE OF AGRICULTURE

Vellayani, Thiruvananthapuram - 695 522, Kerala

Phone: 0471-2381002 e-mail: deanagri@kau.in,

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No. COAVNY/3198/2025-SP-1

Dated. Vellayani, 10-04-2025

TENDER NOTICE

Sealed competitive tenders are invited from the firms listing in National Accreditation Board for Certification Bodies[NABCB] under Quality Council of India[QCI] for Providing services to College of Agriculture, Vellayani, Thiruvananthapuram for obtaining ISO 21001:2018 certification as per the terms and conditions detailed below.

The College of Agriculture, Vellayani, Thiruvananthapuram-695 522 a constituent college of Kerala Agricultural University, invites Tender from certifying bodies for providing certification services for obtaining ISO 21001:2018 certification for the institution.

Details about the College of Agriculture, Vellayani:

The college is accredited by Indian Council of Agricultural Research, New Delhi till March, 2029. The college is ranked fourth in the Agricultural and Allied Sector of Kerala Institutional Ranking Framework 2024.

College website: coavellayani@kau.in

Number of Departments: 25

Staff and student details:

| Sl. No. | Details | Number |
|------------|-----------------------------|-------------|
| I. | Staff | |
| 1. | Teaching | 90 |
| 2. | Non-teaching | 101 |
| | Total staff | 191 |
| II. | Students on the roll | |
| 1. | B. Sc. (Hons.) Agriculture | 701 |
| 2. | B.Tech Biotechnology | 165 |
| 3. | PG | 273 |
| 4. | Ph.D | 206 |
| 5. | PG Diploma programmes | 19 |
| 6. | Diploma programmes | 66 |
| | Total students | 1430 |

Scope of Work

1. The scope includes obtaining ISO 21001:2018 certification for the Educational Organization Management System to enhance the quality of education offered at the College of Agriculture, Vellayani.
2. The scope of certification shall cover all the courses and departments in the campus situated at Vellayani, Thiruvananthapuram
3. To carry out initial certification audit and two surveillance audits within a period of three years.
4. Schedule is given below:

Pre bid Meeting: 16-4-2025 15:00 Hrs to 16:00 Hrs Contact No. 0471-2381915

Last Date for tender submission: 25-4-2025

Tender opening: 25-4-2025 15:00 Hrs

Stage 1 Audit: 02-05-2025 onwards

Stage 2 Audit: 16-05-2025 onwards

Terms and Conditions

1. Tender should be addressed to 'The Dean of Faculty, College of Agriculture, Vellayani, Thiruvananthapuram-695 522, and shall be submitted with all required details in sealed envelopes superscribing the name of the work on or before 25-4-2025. The Tender will be opened on 25-4-2025 at 15.00 Hrs.
2. Any Tender received after the time fixed on the Due Date is liable to be rejected.
3. Tenders not stipulating period of firmness and with price variation clause and/or subject to the pre-service conditions are liable to be rejected.
4. No representation for enhancement of price once accepted will be considered during the contract period.
5. College of Agriculture, Vellayani reserves the right to reject all or any of the Tender without assigning any reason thereof.
6. College of Agriculture, Vellayani reserves the right to withdraw this contract if the institution determines that such action is not in the best interest of Kerala Agricultural University and also to change or vary any part thereof at any stage.
7. Timing and sequence of events resulting from this Tender shall ultimately be determined by the Dean of Faculty, College of Agriculture, Vellayani-695 522.
8. The bidders are required to submit all required documentation in support of the qualification criteria specified as required for evaluation.
9. College of Agriculture, Vellayani reserves right to select or reject one among the list.
10. The certifying body and the auditors who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 21001:2018 certification. Previous experience of similar work is essential.
 - a. It is desirable that the Auditors Deployed should have audited minimum 10 (ten) ISO certification projects in the Government/PSU sector/ R&D Institute Large public limited organizations.
 - b. The Audit team leader should have a minimum of five years of professional experience in

ISO Certification Audits

c. The team members of the Auditors will be qualified lead assessors and have requisite qualification for auditing of Educational Organisations.

11. The documentary evidence shall be submitted to support eligibility are

a. Proof of copy of Accreditation and listing in National Accreditation Board for Certification Bodies [NABCB] under Quality Council of India [QCI]

b. Detailed resume of the Audit team leader and team members indicating the details of qualifications, professional experience and EA code Certificate of lead assessor course undergone by the team leader and team members.

d. Contract work orders indicating the details of assignment, client, value of assignment, date and year of award for audit of State or Central Government or Large private sector along with testimonials and/or letter of completion.

e. In case the organization is not able to submit completion certificates, submission of complete details (Telephone number, address, organization name) of the contact person where the work has been done is mandatory.

12. The bidder shall submit both technical and financial bids in separate sealed envelopes indicating clearly on envelopes as "TECHNICAL BID" and "FINANCIAL BID". The envelopes containing both the Technical and Financial bids shall be put into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "Tender for providing certification services for obtaining ISO 21001:2018 certification for College of Agriculture, Vellayani",

Technical bid should be prepared considering the Terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time period and any other relevant information

Financial bid (in Indian Rupees) should be the cost for the entire scope of Services. The rate quoted should be firm for the contract period and be **inclusive of all expenses** that the certifying body may incur while executing the assignment, such as a) Fees, b) Travel, c) Boarding & Lodging, and d) GST should be mentioned separately.

13. Payment will be made only after the work is carried out satisfactorily after the successful completion of the Initial Audit and Surveillance audits, respectively, upon receipt of certificate/audit reports.

14. The validity of the offer should be indicated in the Tender.

15. Tender will be considered firm for acceptance for a period of one year from the last date fixed for receipt of filled and duly signed Tender. Bidder is not free to withdraw or modify the Tender during this firm period.

16. The acceptance of this Tender rests with the competent authorities as per the rules of the College of Agriculture, Vellayani who do not undertake to accept the lowest or any particular Tender or assign any reason for the rejection of any Tender.

17. Any further information regarding this Tender, which the College of Agriculture, Vellayani, does not consider to be kept confidential, can be obtained from the Office of the College of Agriculture, Vellayani, during working hours on any day (except holidays) prior to the last date fixed for the receipt of Tender.

18. The rate quoted in the Tender shall be kept valid for 1 year.

19. The maximum period required for the completion of work should be mentioned in the Tender.

20. The final order will depend upon the close scrutiny of the offers by the purchase committee of College of Agriculture, Vellayani.

21. In case of any dispute the jurisdiction shall be Thiruvananthapuram

Sd/-

Dr. Roy Stephen
DEAN OF FACULTY (AGRICULTURE)

To

- 1.KAU website
- 2.Notice board(College,Main gate)

Forwarded/By Order

Section Officer