



OFFICE OF THE CHIEF EXECUTIVE OFFICER
Haldia Development Authority, City Centre, P.O. Debhog
Haldia-721657, Dist: Purba Medinipur

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Memo No.: 1108 /HDA/ I-43/2011

Dated: the 14th September, 2011

Notice inviting Expression of Interest from Accredited certifying agency and consultancy

1. Haldia Development Authority is inviting Expression of Interest from Accredited certifying agency and consultancy for of ISO : 9001 – 2008 certification of sections / functional activities / work areas located in the HDA office at City Centre, Debhog, Haldia under Purba Medinipur District.
2. The scope for consultants may include assessing effectiveness of the existing systems and gap analysis via-a-vis ISO clauses / requirements, conducting awareness programme, documentation, etc. in association with the Internal Group/Officials of the abovementioned office, training of Internal Auditors, Internal Quality Audit, Corrective Action etc. and the lead – up work in preparation for ISO Certification.
3. The eligible Firms / Agencies, having the requisite experience and authorization to act as Consultants / Certifying Agencies for similar institutions may submit their “EOI” giving (a) their experience in the field, particularly in certification of similar institutions, the client and the projects handled / areas covered during the last three years as per Annexure – I (along with relevant documents). (b) Details of their bankers in Annexure – II (along with relevant documents) (c) Details of qualified professionals in Annexure – III (along with relevant documents) (d) Details of accreditation obtained in Annexure – IV (for certifying agencies only) (along with relevant documents). The audited / Provisional financial statements of the last three years (March 2007 – 08, 2008 – 09 & 2009- 10) should also be submitted along with EOI.
4. The applying Firms / Agencies should also submit relevant documents related to IT / VAT / Service Tax returns.
5. The EOI shall comprise of a technical proposal and a financial proposal separately.
6. The EOI technical plan shall comprise inter alia of the Certifying process and time horizon of its implementation incorporating the outcome in a concretized form.
7. All pages of the EOI shall be signed and sealed.
8. The rates submitted should be all inclusive of incorporating lodging, boarding etc.
9. The EOI may be submitted in separate sealed covers in the tender box of HDA which will be kept ready at office of the Chief Executive Officer, HDA. Sealed cover may duly superscribed with appropriate category for which EOI is submitted viz. “EOI for ISO : 9001-2008 Consultancy”, “EOI for ISO : 9001 – 2008 Certification” etc.
10. The EOI shall be submitted by 21st September 2011 up to 2 PM. The EOIs will be opened on the same day at 4:00 PM at the office of the undersigned in presence of authorized representatives of the organizations who have submitted the EOIs.
11. The authority reserves the right to terminate, suspend, and modify the process as well as to accept or reject the EOI without showing any reason.

Chief Executive Officer
Haldia Development Authority