



**Government of India**  
**Ministry of Law and Justice**  
**Legislative Department**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

TO

**IMPLEMENT A PROJECT FOR ISO 9001:2008 CERTIFICATION  
FOR LEGISLATIVE DRAFTING INSTITUTE SECTION (LDI SECTION)  
IN THE LEGISLATIVE DEPARTMENT**

Legislative Department, Ministry of Law and Justice, Government of India, invites Expression of Interest from interested ISO 9001:2008 consultants and Service Providers for providing consultancy services to Legislative Department for obtaining ISO 9001:2008 certification for LDI Section as first phase of its implementation in the Legislative Department. This document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.

## PART I: GENERAL TERMS

**1. GOALS OF THIS EXPRESSION OF INTEREST (EOI):** The objective of this EoI is to solicit proposals from the interested bidders for participation in a bid process for selection of consultants to help the Department to obtain ISO 9001:2008 certification for LDI Section as first phase of its implementation in the Legislative Department.

**2. EOI ISSUING AUTHORITY:** This EoI is being issued by the Legislative Department, Ministry of Law and Justice, intended to short-list potential bidders. Department's decision with regard to the short-listing of bidders shall be final and the Department reserves the right to reject any or all the bids without assigning any reason.

1	Project Title	Selection of Service Provider for obtaining the ISO 9001:2008 for LDI Section as first phase of its implementation in the Legislative Department.
2	Project Initiator Details	Secretary, Legislative Department Ministry of Law and Justice Shastri Bhawan New Delhi – 110001.

3	Department	Legislative Department Ministry of Law and Justice.
4	Contact Person	Shri K.R. Saji Kumar Additional Legislative Counsel Legislative Department Ministry of Law and Justice Room No. 431, A-wing Shastri Bhawan New Delhi – 110001. Tele fax: 011-23383210
5	Contact Person (Alternate)	Shri Radha Krishna Cheekati Deputy Legislative Counsel Legislative Department Ministry of Law and Justice Room No. 415, D-wing Shastri Bhawan New Delhi- 110001. Phone: 011-23389142.
5	Contact Details	Legislative Department Ministry of Law and Justice 4 <sup>th</sup> Floor A-Wing Shastri Bhawan New Delhi-110001.
6	Website	<a href="http://www.lawmin.nic.in">http://www.lawmin.nic.in</a>

**3. TENTATIVE CALENDAR OF EVENTS :** The following Table enlists important dates and timelines for completion of bidding activities:

S. No	Milestone	Date and time (dd-mm-yyyy; hh:mm)
1.	Release of Expression of Interest (EoI)	01.04.2013 (10.00 AM)
2.	Bidders Conference	11.4.2013 ( 3.00 PM)
3.	Last date for submission of written questions by bidders	16.04.2013 (3.00 PM)
4.	Response to the Queries	22.4.2013 (3.00PM)
5.	Last date for Submission of EoI Response	26.04.2013 (5.00 PM)
6.	Opening of EoI Responses	29.04.2013 (3.00PM)
7.	Declaration of Short listed Firms	To be informed later

**4. AVAILABILITY OF THE EoI DOCUMENTS:** EoI can also be downloaded from the [www.lawmin.nic.in/Legis.htm](http://www.lawmin.nic.in/Legis.htm) The bidders are expected to examine all the instructions, forms, terms, project requirements and other details in the EoI document. 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:** Legislative Department will host a bidder's Conference in Delhi at the address given under Contact Details at paragraph 2 above. The Conference is tentatively scheduled as per the schedule given in paragraph 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 paragraph 2.

**6. EOI PROCESSING FEES:** A non-refundable processing fee for Rs. 5,000 (Five Thousand Rupees only) in the form of a Demand Draft or a Pay Order drawn in favour of Pay & Accounts Officer, Legislative Department, payable at New Delhi has to be submitted along with the EoI response. Bids received without or with inadequate EoI processing fees shall be liable to get rejected.

**7. VENUE AND DEADLINE FOR SUBMISSION OF PROPOSALS:** Proposals, in its complete form in all respects as specified in the EoI, must be submitted to the Legislative Department, Ministry of Law and Justice at the address specified above in paragraph 2. Legislative Department, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the Legislative Department website, in which case all rights and obligations of Legislative Department and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **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 the Departments preparing RFDs. One such important mandatory indicator is obtaining ISO 9001: 2008 certification. 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 EOI has been developed to assist Government Departments to select a competent consultant who may be engaged for providing ISO 9001:2008 consultancy services.

**9. TERMS OF REFERENCE:** The terms of reference for the consultant will include the following:-

- (a) to assist the Legislative Department to form a Steering Committee 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 Steering Committee. The consultant should define such a scope for which ISO 9001:2008 requirements may be implemented within a time period of four months;
- (c) to perform gap analysis of the existing documentation of the Legislative 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 Legislative Department on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2008 certification for LDI Section as first phase of its implementation in the Legislative Department;
- (e) to develop all mandatory procedures as required in ISO 9001:2008 and guide the ISO Project Team for implementing the same for LDI Section as first phase of its implementation in the Legislative Department;
- (f) to develop customised 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 advise the ISO Steering Committee on change management and the success factors to support effective implementation of ISO 9001:2008 in LDI Section as first phase of its implementation in the Legislative Department;
- (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 LDI Section of Legislative Department and ensure that the LDI Section of the Legislative Department is certified by a select certification body;
- (p) any other task to ensure the certification of the LDI Section as first phase of its implementation in the Legislative Department; and
- (q) submit weekly MIS report to Top Management of the Legislative Department with a copy to QCI appointed experts and Performance Management Division (PMD), Cabinet Secretariat.

**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. In the first phase, the scope of application will cover LDI Section consisting of a maximum of 10 staff members.

## **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. Legislative Department reserves the right to withdraw the EoI and change or vary any part thereof at any stage. Legislative Department also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- (ii) Legislative Department reserves the right to withdraw this EoI if Legislative Department determines that such 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 Legislative Department.
- (iv) No oral conversations or agreements with any official, agent, or employee of Legislative Department shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of Legislative Department shall be superseded by the definitive agreement that results from this EoI process. Oral communications by Legislative Department to bidders shall not be considered binding on Legislative Department, nor shall any written materials provided by any person other than Legislative Department.
- (v) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against Legislative Department 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 Legislative Department and will not be returned after opening of the pre-qualification proposals. Legislative Department 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. Legislative Department 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 the paragraphs 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 9001:2008 projects in the Government/Public Sector Undertakings/large Public Limited Organisations.
- b) The Team Leader of Consultant should have a minimum of 10 years' of professional experience in ISO 9001:2008 certification process.
- c) The team members of the Consultant will be qualified lead assessors.

The consulting organisations can also be allowed to bid as a consortium for this project. However, in such a situation consultants in individual partner organisations 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 or 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 organisation is not able to submit completion certificates, submission of complete contact details (Telephone Number , address , organisation name ) of the contact person where the work has been done is mandatory.

**18. PROPOSAL SUBMISSION:** Interested Consultants should submit both technical and financial proposals in two parts, namely:-

- (a) Technical
- (b) Financial

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 Certification for LDI Section of Legislative Department*”.

**I. TECHNICAL PROPOSAL CONTENT:** TECHNICAL Proposal should be prepared considering the Terms of Reference, Detailed Approach and Methodology, Activity Schedule and Deliverables, Time period and any other information to highlight the capability 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 or studies undertaken may be provided including assignment or project name, description of services provided, approximate value of assignment, country and location, duration of assignment, name of client, starting and completion dates, names of associates (other than employees), if any. Consultancy experience of helping Government Departments or Public Sector Undertakings or large Public Limited Organisations in obtaining the 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:

- 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 consultant may incur while executing the assignment including Travel, Boarding and Lodging as required.
- Under Phase-1 , two slabs of consultancy fees have been proposed :The upper limit of financial proposal under the two slabs will be as under
  - For manpower up to 100 employees  
Consultancy fees: Rs. 1,80,000 + service tax
  - For Manpower up to 200 employees  
Consultancy fees Rs. 2,50,000 + service tax

## 19. THE EVALUATION OF PROPOSAL

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

S. No	Description	Break up of marks
<b>1</b>	<b>Past Experience in work of similar nature (Govt./PSU)</b>	<b>50 Marks</b>
1.1	Past experience of similar nature in terms of no of assignments (facilitation in ISO Implementation projects) <ul style="list-style-type: none"> <li>• Number of assignments : Less than 5 ( 20 Marks)</li> <li>• Number assignments: 10 (<b>30 Marks</b>)</li> <li>• Number assignments: between 10 and 20 (<b>40 Marks</b>)</li> <li>• Number of assignments: 20 and above (<b>50 Marks</b>)</li> </ul> <p><i>Marks will be awarded based on work order of assignments of similar nature, enclosed along with the Technical proposal</i></p>	
<b>2</b>	<b>Skills and competencies</b>	<b>40 Marks</b>
2.1	Professional Experience (team leader) <ul style="list-style-type: none"> <li>• Between 10 and 15 years (<b>10 Marks</b>)</li> <li>• Above 15 years (<b>20 Marks</b>)</li> </ul>	
2.2	Team leader qualification <ul style="list-style-type: none"> <li>• Graduation and qualified lead assessor (<b>10 Marks</b>)</li> <li>• Post-graduation or Engineering qualification and qualified lead assessor (<b>20 Marks</b>)</li> </ul>	
<b>3</b>	<b>Team Size</b>	<b>10 Marks</b>
3.1	Team size including team leader Up to 4 ( <b>5 Marks</b> ) More than 4 ( <b>10 Marks</b> )	
<b>Total</b>		<b>100 Marks</b>

- Evaluation will be based on documentary evidence submitted by the applicant with respect to evaluation and selection criteria.
- The technically qualified Consultants will be ranked based upon their marks.
- 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.
- The Consultant can bid for any number of projects with Departments but accept award of projects for a maximum five Government organisations under this scheme. Once five projects have been accepted by the consulting organisation, it cannot bid for more.

**20. DATE FOR SUBMISSION OF PROPOSAL:** The last date for submission of proposal is 26.04.2013.

Submission of proposals should be addressed to:

Shri K.R. Saji Kumar  
Additional Legislative Counsel  
Legislative Department  
Ministry of Law and Justice  
Room No. 431, A-Wing  
4<sup>th</sup> Floor, Shastri Bhawan  
New Delhi-110001.