

Government of Goa

**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
SATTARI GOVERNMENT INDUSTRIAL TRAINING INSTITUTE**

HONDA SATTARI - GOA 403530 Phone no. 0832 - 2370242

Website: www.itisattari.goa.gov.in

Email: sattari-iti.goa@nic.in

04/F-51/SGITI/STR/ISO/Certi./Services/2023-24/1055

Date: 05/12/2023

To,

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\_\_\_\_\_  
\_\_\_\_\_

**Sub: Inviting sealed bids for ISO: EOMS:21001: 2018 Consultancy and Certification services reg.**


Sir,

Sealed Bids are invited from reputed company/Firm/Dealer to provide ISO 21001:2018:EOMS Consultancy services including EOMS: Certification to Sattari Government ITI as per scope of work mentioned in attached Annexure and terms and conditions given below:

**Terms and Conditions**

1. The Bids should strictly be on the organization/ firm letter head.
2. Rates should be quoted in figures and words and be valid for a period of six months from the date of opening the Bids.
3. The Institute shall not bear any other cost apart from the rate quoted by the service provider/firm.
4. The successful company /firm should provide the service during the office hours within 10 days of receiving the work order.
5. The Service provider /vendor/ supplier should provide full name and address of the Proprietor / Director/ Partner and the firm/ company/ service provider (as the case may be) on the envelope.
6. The Service provider/vendor/supplier should attach copy of the inquiry letter along with the Bid.
7. The Principal, Sattari Govt I.T.I. has the right to accept or reject any or all the Bid without assigning any reason thereof.
8. The Bids should be sent in sealed cover super scripting "Bid number and subject" so as to reach this office at Sattari Govt. Industrial Training Institute, Honda Sattari Goa 403530 on or before 14/12/2023 before 11:00AM.

Yours faithfully,

  
(Niles P. Gawas)  
5.12.23


Principal

Copy to

1. Stores copy

**ANNEXURE**

Sr. No	Scope of Services	Rate per unit (Rs.)	Total Amount (Rs.)
<b>A</b>	<b>ISO21001:2018:EOMS: Consultancy Services</b>		
	<b>Consultancy Services</b>		
	1. Creating Awareness on above ISO:EOMS:21001:2018.		
	2. Gap Analysis.		
	3. Providing Training on ISO:EOMS:21001:2018. to all your staff		
	4. Providing Training on Internal Audit as per ISO: EOMS:21001:2018.		
	5. Providing Training on Management Review procedure.		
	5. Preparation of Documents/SOPs required for ISO:EOMS:21001:2018.		
	6. Preparation of Documents /SOPs required for ISO: EOMS :21001: 2018		
	7. Designing of Formats required for ISO: EOMS:21001:2018.		
	8. Preparation of Records required for ISO: EOMS: 21001:2018.		
	9. Preparation of Manual required for ISO: EOMS:21001:2018.		
	10. Conducting Internal Audit		
	11. Measurement and Recording of Objectives		
12. Conducting and recording of MRM			
13. Charges for Surveillance Audit 1			
14. Charges for Surveillance Audit 2			
<b>B</b>	<b>ISO 21001:2018:EOMS: Certification</b>		
	1. ISO Registration Fees		
	2. First Stage Audit/ Assessment		
	3. Second Stage Audit / Assessment or Certification Audit: and issue of certificate		
	4. First Surveillance Audit		
	5. Second surveillance Audit / Assessment Fees		
	6. Follow up with Certification Body to carryout Audit		
	7. Follow up with Certification Body in getting Certificate		
	8. Number of Total Employees Teaching Staff :30 Nos Non- Teaching Staff: 05 Nos Number of Trades : 14 Nos Total No. Of Trainees: 515 Nos		
	Total =		
	GST =		
	S. Total =		
	R. Off =		
	G. TOTAL =		

  
 (Nitesh P. Gawas)  
 Principal