

Association of State Road Transport Undertakings



**Inviting Sealed Quotations
from
ISO certification agencies for implementation of
ISO:9001:2015, ISO:14001:2015 & OHSAS:18001:2007
for ASRTU**

Association of State Road Transport Undertakings
ASRTU Bhawan,
Plot No.4-A, PSP Block, Pocket- 14, Sector-8, Dwarka, New Delhi 110077

1. INTRODUCTION

Association of State Road Transport Undertakings (ASRTU) represents 71 Public Sector Bus Transport Organizations (STUs) in India for their common aims & objectives related to public bus transport system. Its member STUs own nearly 1.50 lakh buses and purchase spares worth about Rs.2500 crores a year. ASRTU also invites National Competitive Bids and concludes Rate Contracts (RCs) for automobile spares, accessories and other items in common use with all the STUs. ASRTU's policy is to encourage quality and competition.

1.1 AIM OF THE DOCUMENT

It is proposed to have services of a consultant to assist in obtaining ISO/OHSAS Certification, who can guide and direct to meet the pre-requisite condition for ISO/OHSAS Certification. This will include study of the existing system, People survey, suggestion for changes and preparation of documents; and the complete process till obtaining of the certification is the responsibility of the agency.

1.2 Notice inviting sealed quotations- ISSUING AUTHORITY

Name of officer	:	Sr. Asst. Director (Transport Policy)
Name of Section	:	Transport Policy
Postal Address	:	ASRTU Bhawan, Plot No. 4-A, PSP Block, Sector-8, Dwarka New Delhi-110077 (INDIA)
Telephone Number	:	011-43294294
Fax Number	:	011-43294242, 25361642
During office hours	:	9:30 Hours to 18:00 Hours on all working days from Monday to Friday.
Email	:	asrtu@del2.vsnl.net.in / dt.asrtu@gmail.com
Website	:	http://www.asrtu.org

2. GENERAL DETAIL OF WORKS:

WORK DESCRIPTION

The responsibility of the agency includes the complete process till obtaining of the certification as detailed below:

1. General awareness Training to all staff of ASRTU.
2. Training ASRTU staff on development of work processes/systems & maintenance of records.
3. Technical support for Record management system, Front Office Management system, Store & Stock Management System, Fixed asset management system, File management system, e – governance system etc.,
4. Service Delivery
5. Preparation of Quality Manual, Procedure Manual, Standard Operating Procedures, work instructions, process maps, other related documents, etc.,
6. Conducting internal audit & management review

7. Corrective & preventive actions.
8. Document Audit review
9. Pre-Assessment audit.
10. Certification audit support.
11. To provide for the issuance of ISO:9001, ISO:14001 & OHSAS:18001 certification.
12. Surveillance Audits (Post Certification)

3. FINANCIAL BID:

The Quotation should be complete in all respects in a sealed cover and super scribed as "Quotation for Consultancy for ISO & OHSAS Certification" which should be submitted on or before the last date **30/11/2017**, 3:00 PM in the Office of the Executive Director, Association of State Road Transport Undertakings, ASRTU Bhawan, Plot No.4-A, PSP Block, Pocket- 14, Sector-8, Dwarka, New Delhi 110077.

The quotations will be opened on **01/12/2017** at the office of ASRTU at 3:00 PM.

4. GENERAL TERMS & CONDITIONS OF CONTRACT:

- a. The Time Schedule for the completion of the Work is 60 days.
- b. Final payment towards the process shall be released after the completion of process up to Certification.
- c. Cost of certifications with respect to ISO:9001, ISO:14001 & OHSAS:18001 and their Annual Surveillance Audits (Post Certification) shall be quoted separately.
- d. No Advance payments shall be applicable.
- e. Agencies should submit complete company profile along with PAN No., Company registration certificate/No., GST registration details, experience certificate, list of successful completion of similar works with certificates from such offices (preferably Govt. offices), Company Annual Turnover, Bank Account details & other relevant information, if any.
- f. The successful bidder shall be required to sign the contract agreement with ASRTU on a non-judicial stamp paper of Rs.200/- immediately after the award of contract.
- g. The Quotations receive after the last date & time shall not be entertained.
- h. Any other information in this regard can be obtained from the ASRTU office during office hours.
- i. ASRTU reserves the right to reject/accept the Quotation at its own discretion.