To,

As per list Emel

Speed Post

Sir,

Sub: Quotation for engaging certification agency for continuing assessment /audit ISO 9001:2015 for SSPCs located in West Bengal - Reg.,

=000=
Silkworm Seed Production Centres (SSPCs) located at Berhampore, Kalitha, Raiganj & Dakshinbhananipur in West Bengal State functioning under National Silkworm Seed Organization (NSSO) of Central Silk Board (CSB), Govt. of India is maintaining ISO 9001:2015 Quality Management System. The Interested accredited agencies may submit their quotation to carry out recertification proceedings for a period of three years.

Terms and conditions:

1. The certifying Agency is necessarily to be accredited to any one of the internationally reputed agency.

2. The scope of certification is “Production, sale and supply of silkworm seeds.

3. ISO 9001:2015 certificate is required for SSPCs, located at Berhampore, Kalitha, Raiganj & Dakshinbhananipur in West Bengal State, NSSO, CSB HQ is located at Bengaluru. Top management and MR functions are undertaken at NSSO HQ, Bengaluru and rest of the functions namely Management, Production, Marketing and Administration are undertaken by respective SSPCs.

4. The documents/information which the tenderer would come across in the normal case of this contract should not be divulged/exposed to any other party without the written consent from NSSO.

5. The Certifying Agency shall carryout the Recertification, Continuing assessments audit and surveillance audit for SSPCs located at Berhampore, Kalitha, Raiganj & Dakshinbhananipur at West Bengal State as per the requirement of ISO 9001:2015. Subject expert should necessarily be the part of the audit.

......2.
6. The tenderer should submit the quotation in the enclosed prescribed format (Annexure-1). Rate should be inclusive of all charges like travel, accommodation, DA, taxes etc.,

7. The tenderer shall keep the offer open for a minimum period of 90 days from the date of opening the quotation within which period the tenderer cannot withdraw their offer, subject to the period being extended further, if required (by mutual agreement from time to time)

8. Earnest Money Deposit (EMD): The bid should be accompanied with EMD (Earnest Money Deposit) at 2% of total contract value by means of Demand Draft/Bankers cheque drawn in favour of Director, NSSO, Bengaluru payable at Bangalore, which will not carry any interest. Quotation without EMD will be rejected summarily.

9. The EMD of the unsuccessful bidders will be returned in due course and the EMD of the unsuccessful bidder will be discharged upon the bidders executing the performance security.

10. Performance Security: Successful bidder shall furnish the performance Security equivalent to 5% of the total Contractual value, in the form of Demand Draft or Bank Guarantee within 10 days after the receipt of notification of award of the contract. The Demand Draft or Bank Guarantee towards the performance security shall be drawn in favour of "Director, National Silkworm Seed Organization", payable at Bengaluru.

11. Payments: No advance payment will be made to the selected party and payment schedule after receipt of ISO 9001:2015 certificate from our end will be as under:
   a. Registration fee and initial audit fee.
   b. Surveillance audit fee – second year
   c. Surveillance audit fee – third year

12. The claim for the payment has to be made in duplicate in favour of the Director, National Silkworm Seed Organization, Central Silk Board, Bengaluru -560 068. TDS as applicable will be deducted as per rules. For issue of TDS Certificate, the PAN number is to be furnished.

13. Charges for re-audit, if required, may be mentioned separately in the quotation.

14. The quotation should be submitted in a sealed envelope duly super-scribed "QUOTATION FOR ISO 9001:2015 CERTIFICATION, for SSPC located in West Bengal State" addressed to the Director, National Silkworm Seed Organization, Central Silk Board, 4th Floor, CSB Complex, BTM Layout, Madivala, Bengaluru 560 068.

15. The last date for submission of quotation is 28-11-2019 by 1.00 p.m. Late/delayed quotations will not be accepted in any case. The Technical Bid will be opened on the same day at 3.00 p.m., in the presence of authorized representatives of tendering who choose to participate.

16. Profile of the Silkworm Seed Production Centres is enclose in Annexure – 2.

Contd.....3
17. The Director, NSSO, CSB, Bengaluru reserves the right to accept or reject any quotations without assigning any reason and in case of any dispute, the decision of the Director, NSSO will be final and binding on all concerned.

18. The interested agencies may contact Dr. B.A. Parthasarathy, Management Representative Phone No. 9845250058 on any working day between 10.00 a.m and 5.00 p.m., to seek further clarifications, if any, required.

Yours faithfully,

Encl: As above

Sd/-

DIRECTOR

Copy to:

1. Authorized users of CPP Portal, NSSO-HQ, Bangalore Shri. Debasish Das, Asst. Director (Comp) for information and to display in the CPP Portal.
2. Deputy Director (Comp.), Central Silk Board, Bangalore with a request to display the above enquiry letter in the Central Silk Board Website.

DIRECTOR

(Stamp, 11/11/19)

AD (C)
Name of the Work:

ISO 9001:2015 Single Certificate For SSPCs, located in West Bengal State

**SCHEDULE OF RATES**

(To be furnished by the Tenderer)

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Total amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration fees</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Initial /Certification Audit for SSPCs –Berhampore, Kalitha, Raiganj and Dakshinbhavanipur-First Year</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Surveillance audit – Second year</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Surveillance audit – Third year</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fee for re-audit, if any</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the tenderer

Date:
### PROFILE OF SILKWORM SEED PRODUCTION CENTRES

<table>
<thead>
<tr>
<th>Centre</th>
<th>Contact Person</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laldighi, Bimal Sinha Road, Berhampore- 742101- West Bengal</td>
<td>Dr. Dr. S.N. Bagchi 08900383227</td>
<td>Scientist-D and Head</td>
</tr>
<tr>
<td>Vis Nailhatti, Dist, Birbhum, Kalitha-7311220, West Bengal</td>
<td>Dr. Mana 09434747385</td>
<td>Scientist-D and Head</td>
</tr>
<tr>
<td>P.O. Debinagar, Dist. North Dinajpur, Raiganj-733123, West Bedngal</td>
<td>Dr. Pramod, 08073150327</td>
<td>Scientist-B and Head</td>
</tr>
<tr>
<td>P.O. Fatepurhat, Dist. Uttar Dinajpur, Via Kusmundi, Dakshinbhabanipur- 733129 West Bengal</td>
<td>Dr. Malay Kumar Ghosh 09564517044/ 08918317186</td>
<td>Scientist-D and Head</td>
</tr>
</tbody>
</table>

**Activities of the SSPCs:**

- There are four departments in each SSPC i.e., Production, Marketing Management and Administration.
- Generation / procurement of Seed Cocoons (raw material for preparation of silkworm eggs) through adopted seed Rearer (ASRs) or other SSPCs of NSSO.
- Quality inspection of seed cocoons.
- Seed cocoon purchase in the SSPCs based on quality.
- Processing : deflossing of Seed cocoon, cocoon sorting, cocoon cutting, preservation of cocoons at optimum temperature and humidity conditions, moth emergence, collection of moths, pairing, de-pairing, male moth preservation in cold rooms, arranging for oviposition, mother moth examination for pebrine disease, acid treatment of eggs in the case of Bivotive eggs, surface sterilization of eggs, washing, drying of eggs, accounting of eggs, preservation of eggs in Cold rooms, incubation of eggs, rejection of non-conforming eggs, sale of eggs, etc.
- Proper maintenance of records and accounting in all steps.
- Maintenance of equipment required for above processing.
- Administrative activities.
- The Silkworm eggs are supplied to the Chawki rearing centers /farmers /Department of Sericulture directly or after incubation and black boxing.

### Manpower Details at Silkworm Seed Production Center:

<table>
<thead>
<tr>
<th>#</th>
<th>Designation</th>
<th>Berhampore</th>
<th>Kalitha</th>
<th>Raiganj</th>
<th>D.B. Pur</th>
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<tbody>
<tr>
<td>1</td>
<td>Scientist – D/C/B</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>2</td>
<td>Sr. Technical Assistant</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>3</td>
<td>Technical Assistant</td>
<td>14</td>
<td>10</td>
<td>10</td>
<td>9</td>
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<tr>
<td>4</td>
<td>Field Assistant</td>
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<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Superintendent</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>6</td>
<td>Assistant Supdt.</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>7</td>
<td>Upper Division Clerk</td>
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<td>0</td>
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<tr>
<td>8</td>
<td>Driver</td>
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<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Multi Tasking Staff</td>
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<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Total</td>
<td>22</td>
<td>16</td>
<td>16</td>
<td>19</td>
</tr>
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</table>

1 Time Scale workers