



Government of West Bengal
Administrative Training Institute
Block : FC, Sector : III, Salt Lake
Kolkata : 700106

Memo No. : 16/OSD/ATI/2019

Dated : 09.01.2019

NOTICE INVITING QUOTATION


Sealed quotations for Expression of Interest (EoI) are invited from reputed agencies for consultancy for 1 (one) year which may be extended for another 2 (two) years subject to the satisfaction of the authority regarding preparation of all types of documentation required for maintaining the QMS certification as per ISO 9001:2015 standard.

The Administrative Training Institute is the apex training Institute under Govt. of West Bengal. The Institute is a licensed organization under BIS and it has already attained the ISO 9001:2015 status.

Scope of work :

- (i) Writing Quality Manual and procedure as per ISO 9001:2015 standard
- (ii) Internal Audit & Management Review Meeting
- (iii) Training on QMS and Internal Audit as per ISO 9001:2015 standard
- (iv) Internal Audit on quarterly basis
- (iv) Corrective and Preventive Action Analysis
- (v) Analysis of Data, Process Mapping and Risk analysis
- (vi) Preparation of documents and records as per ISO 9001:2015 standard
- (vii) Implementation of the system in the organization
- (viii) Helpline during Audit
- (ix) Gap Analysis and necessary guidelines for ISO 9001:2015 QMS audit

The quotation should be submitted in a sealed envelope duly superscribed "Quotation for annual consultancy for maintaining ISO 9001:2015 standard" addressed to the Director General, Administrative Training Institute, West Bengal, Block – FC, Sector – III, Salt Lake, Kolkata – 700106. The rate should be inclusive of all taxes. The last date of submission of quotation is 16.01.2019 till 3:00 PM. The Director General, ATI has every right to accept or reject any quotation without assigning the reason whatsoever.



[Sri Arindam Dutta, WBCS(Exe.)]
System Co-ordinator
&
Officer on Special Duty
Administrative Training Institute
West Bengal

Memo No. : 16/1(4)/OSD/ATI/2019

Dated : 09.01.2019

Copy forwarded for information and taking necessary action to :

1. The District Magistrate, North 24 Parganas
2. The Sub Divisional Officer, Bidhannagar
3. The Deputy Director (Administration), ATI
4. The Sr. P.A. to Director General, ATI


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