

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	22-01-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-01-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Research & Development
संगठन का नाम/Organisation Name	Office Of Dg (mss)
कार्यालय का नाम/Office Name	*****
वस्तु श्रेणी /Item Category	Custom Bid for Services - Preparation of detailed OHSMS System Manual & OHSMS System Procedures , Custom Bid for Services - Preparation of OHSMS Operational Control Procedures & required templates/format/works instructions , Custom Bid for Services - Conduct of ISO 45001:2018- Internal Auditor Training Course , Custom Bid for Services - Conduct of Internal Audit and Submission of IQA observation report , Custom Bid for Services - Conduct of Stage 1 and Stage 2 Audit and closure of NCs and recommendation of certification
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> • Hiring Of Agency For ISO Certification Service
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>Certificate (Requested in ATC)</p> <p>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer</p>

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्थित: नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	687940
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	21000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14
---	----

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director, TBRL

Terminal Ballistics Research Laboratory Chandigarh, Department of Defence Research & Development Organisation, Sector-30, Chandigarh
(Director)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated online in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and

based on competitive prices received in Bid / RA process.

4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:<1762857937.pdf>

Payment Terms:<1762857942.pdf>

GEM Availability Report (GAR):<1762858008.pdf>

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:<1762858014.pdf>

Custom Bid For Services - Preparation Of Detailed OHSMS System Manual & OHSMS System Procedures (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Preparation of detailed OHSMS System Manual & OHSMS System Procedures
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडजॉन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	*****	*****PANCHKULA	1	N/A

Custom Bid For Services - Preparation Of OHSMS Operational Control Procedures & Required Templates/formats/work Instructions (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Preparation of OHSMS Operational Control Procedures & required templates/formats/work instructions
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	*****	*****PANCHKULA	1	N/A

Custom Bid For Services - Conduct Of ISO 45001:2018-Internal Auditor Training Course (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Conduct of ISO 45001:2018-Internal Auditor Training Course
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	*****	*****PANCHKULA	1	N/A

Custom Bid For Services - Conduct Of Internal Audit And Submission Of IQA Observation Report (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Conduct of Internal Audit and Submission of IQA observation report
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	***** *****	*****PANCHKULA	1	N/A

Custom Bid For Services - Conduct Of Stage 1 And Stage 2 Audit And Closure Of NCs And Recommendation Of Certification (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Conduct of Stage 1 and Stage 2 Audit and closure of NCs and recommendation of certification
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडओन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	***** *****	*****PANCHKULA	1	N/A

केता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1. Industry partner should comply all the technical requirements and should provide signed and stamped copy of the Scope of Work for technical acceptance of scope of work else their technical bid will be rejected.**
- 2. Non-Disclosure Agreement should be executed by the firm to whom GeM Contract will be placed.**
- 3. The bidder should have successfully implemented the ISO 45001:2018 Standard in atleast one organization for which copy of supply order/contract to be submitted alongwith the proof of implementation of ISO 45001:2018 Standard.**
- 4. The bidder consultancy services rep should have completed the IRCA approved certified ISO 45001:2018 lead auditor training course for which copy of certificate to be submitted along with documentary proof.**
- 5. Before quoting and submission of technical bid the bidder may visit TBRL premises for detailed discussion of the scope of work. Being a special type of intensive and very typical work for which a proper understanding of the job is must, therefore the service provider should get himself completely appraised of the consultancy work and other terms and conditions for respective work. The bidder shall send their request for visit to TBRL Ramgarh Range along with person details at email id : mmg.tbrl@gov.in**
- 6. Industry partner should provide duly filled, signed and stamped of MII Certificate(Local Content Certificate) as per TBRL Format.(format attached)**
- 7. 100 % Payment will be made on pro-rata basis through offline mode as per the completion of the stages of work.**

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of

bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस नियिदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

SCOPE OF WORK

Hiring of Consultancy services for the implementation of ISO 45001:2018 standard and preparation of necessary documents

Terminal Ballistics Research Laboratory intends to implement the Latest international standard for Occupational health & safety management systems as per ISO 45001:2018. Hence there is requirement to avail expert Services to upgrade the documents as per the requirements of new standard and train our team on the relevant concepts, standard requirements and techniques. For this TBRL plans to hire consultancy services to carry out implementation of ISO 45001:2018 and necessary documentation so as to get certification from certification Body in order to achieve the specific business objectives as follows: -

1. **To prepare Quality Management system documentation as per ISO 45001:2018 and Implementation**
 - i. To upgrade QMS documentation as per ISO 45001:2018 and its Implementation
 - ii. Prepare detailed OHSMS System Manual.
 - iii. Upgrade / Prepare Quality System Procedures
 - iv. Upgrade/ Prepare Executive Procedures
 - v. Upgrade/ Prepare OHSMS Operational control Procedures/Divisional Procedures (DP's) -36No.s (approx.)
 - vi. Develop required templates and Formats
 - vii. To provide guidance to evolve Quality Policy and Objectives and process metrics (KPIs).
 - viii. Conduct 01day ISO 45001:2018 - 'Awareness program' for lab
 - ix. Conduct 02days ISO 45001:2018 - 'Internal Auditor training course' for minimum 30 participants
 - x. Conduct ISO 45001:2018- 03days 'Internal auditor training course'.
 - xi. To conduct One Cycle of Internal Audit
 - xii. Participate in Stage-1 Audit
 - xiii. Closure of stage-1 and Stage-2 audit NCs if any and recommendation of certification
2. **DETAILS OF JOBS TO BE CARRIED OUT:** This requires documentation work of preparing central level as well as divisional level documents of all the 36 Divisions (approx.). It also requires physical presence of the consultant at TBRL premises to carry out the documentation & implementation work being restricted in nature of work for all 36 divisions (approx.).
 - A. **JOB No. 01:** Preparation of detailed OHSMS System Manual & OHSMS System Procedures
 - I. Preparation of Quality manual as per ISO 45001:2018 guidelines covering all the details and processes within the lab.
 - II. Preparation of Executive procedures and core technical procedures covering all the core technical processes of the lab.

Note: Being restricted nature of work it also requires physical presence of the consultant at TBRL premises to carry out the implementation and documentation work for all 36 divisions (approx.)
 - B. **JOB No. 02:** Preparation of Operational control Procedures (DP's) & required templates/Formats/work instructions
 - I. Prepare OHSMS Operational control Procedures/Divisional Procedures (DP's) -36Nos. (approx.)

Note: Being restricted nature of work it also requires physical presence of the consultant at TBRL premises to carry out the implementation and documentation work for all 36 divisions (approx.)

JOB No. 03: Conduct ISO 45001:2018- Training

- I. 01day ISO 45001:2018 - 'Awareness program' for lab
- II. 02days ISO 45001:2018 - 'Internal Auditor training course' for minimum 30 participants

C. JOB No. 04: Conduct One Cycle of Internal Audit and submission of IQA report

- I. Conduct One Cycle of Internal Audit and submission of IQA report for all divisions-36 divisions (approx.).

D. JOB No. 05: Conduct Stage-1 & Stage-2 Audit and closure of NC's -if any and recommendation of certification

- I. Conduct Stage-1 for all 36 divisions (approx.).
- II. Conduct Stage-2 Audit and closure of NC's -if any and recommendation for all 36 divisions (approx.).

3. Payment Terms:

Payment will be made on pro-rata basis as per the completion of the following stages of work:

- i. Job-1: On completion of OHSMS System Manual & OHSMS system procedures
- ii. Job-2: On completion of OHSMS Operational control Procedures (DP's) of all 36 Divisions/Groups & submission of one set of required templates/ Formats/work instructions
- iii. Job-3: On completion of 02 days ISO 45001:2018- 'Internal Auditor training course'
- iv. Job-4: On completion of Internal Audit and submission of IQA observation report
- v. Job-5: On successful completion of Stage-1 & Stage-2 Audit and closure of NC's and recommendation of Certification.

4. List of Deliverables:

Hiring of Consultancy services for the implementation of ISO 45001:2018 standard and preparation of necessary documents:

Sl. No	Nomenclature of Services	Qty.
1	Preparation of detailed OHSMS System Manual & OHSMS System Procedures	01 Job
2	Preparation of Operational control Procedures (DP's) & required templates/Formats/work instructions	01 Job
3	Conduct ISO 45001:2018- Internal Auditor training course	01 Job
4	Conduct One Cycle of Internal Audit and submission of IQA observation report	01 Job
5	Conduct Stage-1 & Stage-2 Audit and closure of NC's and recommendation of certification	01 Job

5. Terms and Conditions:

1. Implementation of ISO 45001:2018 at 02 sites at TBRL, Sector-30 Chandigarh and TBRL Range, Ramgarh, Panchkula spread over an area of more than 5000 Acres. All the divisions are situated approximately at a distance of 2-3kms from each other within site-2.

Note: Dual Site, Site1: TBRL Chandigarh and **Site 2:** TBRL Range, Ramgarh, Panchkula.

Total No. of employees at (Site 1 +Site 2) = 550 (100No. + 450No.)

2. Implementation of ISO 45001:2018 in all the 36 divisions (Approx.) of TBRL.
3. The firm should deploy his manpower to carry out all the activities related to the implementation of the ISO 45001:2018 standard.
4. The firm should ensure that all details are available in the division to go for ISO 45001:2018 certification. In case the certification agency seeks more documentation, the consultants should provide support till TBRL gets ISO 45001:2018 certification.
5. All work to be carried out at TBRL premises. TBRL shall provide the necessary workspace.
6. The firm should follow the TBRL work hours (0900Hrs to 1730Hrs, Monday to Friday)
7. The consultancy team must visit TBRL on mutually agreed dates and time for the Audits.
8. TBRL being a sensitive organization under the Ministry of Defence, Confidentiality is absolutely imperative to be maintained and no part of the work would be allowed to be taken out of TBRL premises. Non - Disclosure Agreement should be executed by the firm to whom GeM contract will be placed.
9. The payment is limited to the demand value. No other payments will be made towards travel, stay etc. during the visit.
10. Local transport to commute from their place of stay to TBRL (to and fro) will be provided to the consultancy team during their visits to TBRL.
11. Prior permission for bringing laptops, CDs to be sought at each visit.
12. Smart phones will be completely disallowed inside TBRL premises.

Advance Terms and Conditions

1. The Bidder should have successfully implemented the ISO 45001:2018 standard in at least one organization for which copy of supply order / contract to be submitted along with the proof of implementation of ISO 45001:2018 standard.
2. The Bidder consultancy services rep should have completed the IRCA approved certified ISO45001:2018 lead auditor training course for which copy of certificate to be submitted along with as a documentary proof.
3. **Before quoting and submission of technical bid the bidder may visit TBRL premises for detailed discussion of the scope of work.** Being a special type of intensive and very typical work for which a proper understanding of the job is must, therefore the service provider should get himself completely apprised of the consultancy work and other terms and conditions for respective work. **The bidder shall send their request for visit to TBRL Ramgarh Range along with person details at email id: mmg.tbrl@gov.in.**
4. The bidder should submit the signed and stamped copy of the scope of work for technical acceptance of scope of work else their technical bid will be rejected.

Terminal Ballistics Research Laboratory
Sector-30, Chandigarh

File Number : P-5400/1085

Date : 21/10/2025

Subject : Undertaking for Creation of Custom Bid / BoQ for Goods / Services required on GeM.

1. Goods / Services Required (Please specify the exact goods / services required) : *Hiring of Consultancy Services for the implementation of ISO 45001:2018*

2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable categories) :

3. GARPTS ID (mention GeM Availability Report ID) : *GeM/GARPTS/21102025/146N451VFYW*

4. Categories to which notification was sent :

Category 1: (Category name) *Hiring of Agency for ISO certification*

Category 2: (Category name)

Category 3: (Category name)

5. Undertaking :

I understand that the creation of a custom bid / BoQ is an exceptional process and should only be used when existing categories on GeM are not suitable for the required goods / services.

I, (*SHALU SINGH*, *Officer*), undertake the followings :

- I have conducted a thorough search using the search string mentioned above and determined that existing categories are not appropriate for the required goods / services.
- I have provided an accurate and detailed description of the required goods / services in section 1.
- I have selected the most relevant categories for notification in section 4.
- I am fully prepared to justify the need for a custom bid / BoQ to GeM upon request.

Acct
3/11/25

TD(GM4)
(*J. B. SINGH*)
SC/F'

Shalu Singh
17.10.2025
(Signature)
Name *SHALU SINGH*
Designation *SCIENTIST 'F'*
Demanding Officer

TD (DMM)
10.11.25
FCPAT

Certificate of Local Content

(Refer to Para No.7 of Part-III of RFP)

1. Certified that we are Class-I/Class-II Supplier and local content/value addition details are as under in remarks:

Sr. No.	Description	Remarks
1.	Nomenclature of Item	
2.	Country of Origin	
3.	Make (Mention name of OEM with place of Manufacturing/location of Factory Premises)	
4.	Model (Imported/Made in India)	
5.	Percentage of Local Content (In terms of percentage of total cost of item/purchase)	
6.	Location of Value Addition (Mention Factory location where value addition is done in India)	
7.	Details of Value Addition (List the Manufacturing/type of value addition done in India)	

Note:

1. In case any bidder provides false certificate with respect to local contents, they or their successor(s) will be treated as "Default Bidder". They can be debarred up to two years as per provisions of GFR along with such other actions as may be permissible under Law.
2. If firm doesn't submit this document duly filed, signed and stamped, their bid may not be considered.

Date:

(Authorised Signatory)
With seal