



भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com

सीआईएन/CIN-L63030MH1950GOI008033

Ref: P&A/HR/AUDITOR'S COURSE/2024/01

Dated: 21.11.2024

M/s _____

Subject: Inviting Quotation for conducting IMS Lead Auditor's Course.

Dear Sir/ Madam,

- 1.0 Sealed Quotations are invited by the Shipping Corporation of India Ltd. (hereinafter referred to as the CORPORATION) for IMS Lead Auditor's Course to be conducted at Mumbai from experience parties of having conducted such training for at least one batch each during the last two calendar years (i.e. either 2024, 2023 or 2023,2022). Price bid in Original for this to be submitted in a Sealed Envelope and delivered at the following address before due date and time:

The Dy. General Manager I/c (SP),
The Shipping Corporation of India Ltd,
"Shipping House", 18th floor,
245, Madame Cama Road,
Nariman Point,
MUMBAI-400 021

Sr No	Quotation for Conducting IMS Lead Auditor's Course	Date	Time
1	Price Bid Submission End Date (Latest by submission date)	28.11.2024	1700 HRS
2	Price Bid opening date	28.11.2024	1730 HRS

2.0 Due Date: -

Quotation in sealed envelope should reach to Corporation's office latest by **1700 hrs on 28.11.2024** at the above address.

Quotation received after the due date and time will not be accepted and the decision of the Corporation in this regard shall be final and binding.

Sealed Quotation will be accepted in person/ by Post/ by Courier, however, same will not be accepted by e-mail/fax.

The Price – bid should be submitted in a sealed cover superscribed “ Quotation for Conducting IMS Lead Auditor’s Course, in Mumbai - Due date 28.11.2024 / by 1700 hrs IST” and should bear tenderer’s Name and Address (with Phone no and Email ID) on the bottom left side of the covers.

3.0 Qualifying Criteria

1. IMS Lead Auditor’s Course to be conducted at SCI Head office by experienced parties with relevant industry experience in shipping and logistics & having conducted such training in Shipping Sector for at least one batch each during the last two calendar years i.e. either 2024, 2023 or 2023, 2022).
2. Bidder should have atleast 2 (two) qualified trainers who can conduct above training (please attach their details along with the price bid)
3. Bidders to confirm that their training module covers all the elements brought down in the scope of work (By declaration in the price bid).

4.0 General Instructions to Bidders

1. Bidders may kindly note that it’s a Spot Purchase Enquiry and for Shipping Specific IMS Lead Auditor’s Course.
2. The above training to be conducted at SCI Head Office “Shipping House”, Mumbai.
3. The Price – bid should be submitted in a sealed cover should be superscribed “**Quotation for conducting IMS Lead Auditor’s Course, in Mumbai - Due Date: 28.11.2024 / by 1700 hrs IST**” and should bear Bidders name and address (with Phone No. and Email ID) on the bottom left side of the covers.
4. Bidders should ensure that all pages of the quotation document are serially numbered, signed and stamped and total number of pages indicated in the covering letter.
5. The offer must be submitted as per this Proforma. The bidder will not change the proforma of Price Bid. The price quoted shall be firm and will not be subject to any variation on any account during the validity of the quotation i.e. for 6 months from the final due date of submission of Price Bid.
6. Any changes in the course structure, trainers, or timeline must be communicated in advance and approved by SCI.
7. SCI reserves the right to cancel or modify the scope of work at any stage of the bidding process.
8. This Price Bid invitation Document consist of Total 08 Pages

5.0 The Corporation reserves the right to reject all / any of the quotations, and the decision of the Corporation in this regard shall be final and binding.

6.0 **SCOPE of Work.**

The scope of work includes, but is not limited to, the following:

6.1 Training Program Structure

To conduct a Lead Auditor Course (physical Class Room Training for One (1) batch consisting of (25) Twenty five candidates) covering elements of SCI's IMS which is an integration of following ISO Standards:

- i) ISO 9001:2015 – Quality Management System (QMS)
- ii) ISO 14001:2015 – Environmental Management System (EMS) &
- iii) ISO 45001:2018 - Occupational Health & Safety Management System (OHSAS).

Details of all the elements to be covered of each ISO Standard are given in Sr no 7 below:

The course duration should be a minimum of 5 days (40 hours) including classroom training, practical exercises, final examination and issuing certificates.

Course material and resources should be provided by the selected bidder, both in hard and soft copy formats.

6.2 Training Delivery

- Conduct the course through experienced, certified Trainer for Lead Auditors course with relevant industry experience in shipping.
- The course should be delivered in-person (physical class room training) at SCI's designated location as per SCI's requirements.
- The training shall include interactive sessions, case studies, group discussions, role plays, and mock audits for practical exposure.
- The training provider must supply a detailed syllabus with learning outcomes and methodologies.

6.3 Evaluation and Certification

- Conduct a final assessment to evaluate the participants' knowledge and understanding of IMS auditing principles and practices.
- The training provider shall issue certificates accredited by a recognized certification body to participants who successfully complete the course and pass the examination.

6.4 Target Audience

- The course will be attended by SCI employees. The estimated number of participants in a single batch is upto 25.

6.5 Training Materials and Resources

- Provide comprehensive training materials, case studies, and best practices related to IMS auditing.
- The training provider should ensure that all materials are aligned with the latest revisions of ISO standards.

7.0 Training should cover Elements given below for the ISO Standards specific to our Organisation (Shipping Company).

		ISO 9001:2015	ISO 14001:2015	ISO 45001:2018
1	General			
1.1	Scope and Application	1	1	1
1.2	Certification	-	-	-
1.3	Definitions	3	3	3
2	Context, Leadership and Policy			
2.1	Context of Company	4.1, 4.2, 4.3	4.1, 4.2, 4.3	4.1, 4.2, 4.3
2.2	Leadership and Commitment	5.1	5.1	5.1
2.3	Occupational Health, Safety, Environmental and Energy Policy	5.2	5.2	5.2
3	Planning			
3.1	General	6.1.1, 6.1.2, 8.1	6.1.1, 6.1.4	6.1.1, 6.1.4
3.2	Environmental Aspects	-	6.1.2	-
3.3	Energy Review	-	-	-
3.4	Hazard Identification, Risk Assessment, Actions to address risk and opportunities	-	6.1.1	6.1.1, 6.1.2.1, 6.1.2.2, 6.1.2.3
3.5	Compliance Obligations	8.2.2	6.1.3	6.1.3
3.6	Objectives and Targets	6.2.1	6.2.1	6.2.1
3.7	Planning to achieve objectives	6.2.2	6.2.2	6.2.2
3.8	Planning for change	6.3, 7.1.6	-	8.1.3

3.9	Customer requirements	8.2.1, 8.2.3, 8.2.4	-	-
3.10	Management system	4.4.1, 7.5.1	4.4, 7.5.1	4.4, 7.5.1
4	Implementation and Operation			
4.1	Resources, responsibility, accountability, authority, roles, and	5.3, 7.1.1, 7.1.2	5.3, 7.1	5.3, 7.1
4.2	Infrastructure	7.1.3	-	-
4.3	Environment for operation of shore based and shipboard services	7.1.4	-	-
4.4	Designated Person(s)	-	-	-
4.5	Master's responsibility and authority	-	-	-
4.6	Shipboard Personnel	-	-	-
4.7	Competence, training and awareness	7.1.6, 7.2, 7.3	7.2, 7.3	7.2, 7.3
4.8	Communication, participation and Consultation	7.4	7.4.1, 7.4.2, 7.4.3	5.4, 7.4.1, 7.4.2, 7.4.3
4.9	Control of Documented information	4.4.2, 7.5.2, 7.5.3	7.5.2, 7.5.3	7.5.2, 7.5.3
4.10	Operational Control	8.1, 8.5.1, 8.5.5, 8.6	8.1	8.1.1
4.11	Control of externally provided processes, products and services	8.4.1, 8.4.2, 8.4.3	-	8.1.4
4.12	Property belonging to customers or external providers	8.5.3	-	-
4.13	Preservation of Service	8.5.4	-	-
4.14	Identification and traceability	8.5.2	-	-
4.15	Maintenance of the ship and equipment	-	-	-
4.16	Monitoring and Measuring	7.1.5	9.1.1	9.1.1

4.17	Emergency preparedness and response	-	8.2	8.2
4.18	Design and development of product and services	8.3, 8.3.1,8.3.2 8.3.3,8.3.4, 8.3.5, 8.3.6	-	-
4.19	Eliminating hazards and reducing OH&S risks	-	-	8.1.2
4.20	Management of Change	8.1, 8.5.6	8.1	8.1.3
5	Performance Evaluation			
5.1	Monitoring, measurement, analysis and evaluation	9.1.1, 9.1.2, 9.1.3	9.1.1, 9.1.2	9.1.1, 9.1.2
5.2	Control of Incident, Nonconformity and corrective action	8.7, 10.2.1, 10.2.2	10.2	10.2
5.3	Internal Audit	9.2.1, 9.2.2	9.2.1, 9.2.2	9.2.1, 9.2.2
6	Management Review and Improvement			
6.1	Management Review and Improvement	9.3	9.3	9.3
6.2	Improvement	10.1, 10.3	10.1, 10.3	10.1, 10.3

For any clarification on Price Bid Invitation Documents, Terms & Conditions, Scope of Work including details of elements of each ISO Standards as part of IMS currently implemented in SCI, bidder may write to Mr.Milind Shetye – Email milind.shetye@sci.co.in or get in touch with him on contact No.(022) 2277 2558.

Yours faithfully,
For THE SHIPPING CORPORATION OF
INDIA LTD

"Inviting Quotation for conducting IMS Lead Auditor's Course"

PRICE OFFER

In prescribed format - Price Bid Only

PRICE FORM FOR BIDDERS

(Please see All the Clauses including General Instructions to Bidders in the Invitation for Quotation document and Note below in Price Offer)

M/s. Shipping Corporation Of India Ltd.
"Shipping House", 18th Floor,
DGM-I/C (SP), P&A Division.
245, Madame Cama Road,
Mumbai – 400 021, INDIA.

Ref : Tender No. _____

We _____ hereby certify that we are recognized organization and authorized to conduct Training and Certification for the subject Course / Training for which Quotations are required by The Shipping Corporation of India Ltd and meeting the requirements as per clause no 3.0, 6.0 & 7.0 of the Price bid Invitation Document. We hereby offer to provide service "Conducting Training for Conducting IMS Lead Auditor's Course" as per the price indicated below.

SN	Description	
1.0	Description of Service to be provided	" To Conduct IMS Lead Auditor's Course" and issue Certificates.
2.0	Quantity & Unit of Supply of service	One Batch (Upto 25 candidates)
3.0	Place of providing service (conducting training)	The Shipping Corporation of India Ltd., "Shipping House", 245, Madame Cama Road, Mumbai – 400 021, INDIA.
		In Figures (INR)
4.0	All Inclusive Price for providing IMS Lead Auditors Training and issuing certificates (Excluding GST) in INR	
5.0	GST as applicable in INR	
6.0	Total Price, including GST in INR	
6.1	Total Price, including GST in INR (in words)	

Dated.....

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(Signature of Bidder with Stamp)

NOTE:

1. Above Quoted price shall be all inclusive and No other charges/ conveyance/ out of pocket expenses/ allowances will be payable.
2. The offer must be submitted as per this Proforma. The bidder will not change the proforma of Price Bid. The price quoted shall be firm and will not be subject to any variation on any account during the validity of the quotation i.e. for 6 months from the final due date of submission of Price Bid.
3. No erasures or alterations in the text of the offer are permitted. The bidder shall initial any correction made in the offer.
4. All prices shall be indicated in both figures and words in the space provided for in the format.
5. All other taxes/ duties/ expenditures etc. incurred for delivery of the services and administrative expenses if any, would be borne by the **"bidder only"**.
6. Payment Terms to be maintained for this Quotation as "30 Days" from the completion of Training and Certification and Submission of Invoice.

We agree and abide by the above.

Dated.....

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(Signature of Bidder with Stamp)