



**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: : : DIBRUGARH
DISTRICT :: DIBRUGARH**

**NOTICE INVITING TENDER FOR ISO CERTIFICATE FOR DEPUTY
COMMISSIONER OFFICE, DIBRUGARH.**

Deputy Commissioner Dibrugarh, Assam, invites sealed tenders in Two-Bid from recognized ISO Certificate Bodies duly Accredited by QCI/NABCB for performing Third-Party Assessment/Audit and providing the ISO 9001:2008 Certification to the Department working in areas of Administration/Revenue/Public Service/Information Technology/ Law & Order/ Election etc. Bidders are requested to thoroughly go through the Terms of Reference (TOR) attached herewith, before submitting the proposal. The proposal, complete in all respects, shall be submitted to the following address by Post/ Courier/ Speed Post/ By Hand. E-mail submission of proposals not permitted.

**DEPUTY COMMISSIONER'S OFFICE
P.O. C.R. BUILDING, MILAN NAGAR
DISTRICT- DIBRUGARH
ASSAM
PIN-786003**

LAST DATE FOR SUBMISSION:

TERMS OF REFERENCE

- Review the process of work done by various branches of D.C's Office and its amalgamated establishment Circle Offices etc.
- Recommend and Award of ISO Certification under ISI 901:2008 Standard.

Brief Note on Deputy Commissioner Office, Dibrugarh.

1. *Office of the Deputy Commissioner, Dibrugarh is under Government of Assam, located at Chowkidignhee, Dibrugarh pin-786001.*
2. *There are approximate 300 ministerial staff under Deputy Commissioner's Establishment and 100 employees Lot Mondals working in Revenue Department under D.C's establishment including 7 (Seven) Circle Offices within the district.*
3. *The Branches of D.C's establishment are*
 - i) *Revenue, ii) Magistracy, iii) Development iv) Personnel v) Excise vi) Food, Civil Supplies & Consumer Affairs, vii) Sub-Registrar viii) Accounts. Ix) Election x) Bakijai xi) Nazarat xii) Administration. xiii) Land Settlement xiv) Land Ceiling xv) Land Acquisition. xvi) Relief and Disaster Management xvii) RKGo xviii) Transformation and Development xix) Certificate xx) T.N. Branch xxi) Records and Seven Revenue Circles, Civil Defence, Home Guards.*
4. *Public Services are provided through Certificate Branch (Public Facilitation Centre). The process of receiving and disposing applications are done through online and all certificates are computer generated.*
5. *Land Revenue Certificates like Jamabondi, Chitha, Registration of Deeds, Marriage deed, Sale deeds, Land Sale certificates are fully computerized/digitized and certificates are computer generated.*
6. *Excise, Accounts, Election and FCS&CA have also been digitized and reports/certificates/bill are generated online.*
7. *Complete LAN connection in the whole office premises with access to internet facility.*

TIME FRAME AND OTHER CRITERIA

- The assignment is to be completed within a time frame of one months from the date of the Award of Contract.
- The Certification Body should hold a valid accreditation issued by NABCB/QCI as Certification Body for ISO 9001 -2008 Standard.
- Should also have assessed/awarded certification to at least 3 (three) Central/ State Government Department preferably working in the areas of scientific and Industrial Research.
- Contract/Work/Engagement Orders indicating the details of assignment, client, value of assignment, date & year of award etc.
- Copy of Accreditation by NABCB/QCI.
- The Envelopes containing the Bids shall bear the title of the assignment in the outer envelope "Engagement of Certification Body for performing Third Party Assessment/Audit and Award of certification under ISO 9001 : 2008 Standard to the Department of working in the area under Govt. of India.

**Sd/-
Manas Das, ACS
Sub-Divisional Officer(S)
Dibrugarh**

