

EXPRESSION OF INTEREST (EOI)

Consultancy and Handholding Support for ISO 9001:2015 Quality Management System

The National Institute for Micro, Small and Medium Enterprises (ni-msme), Hyderabad, invites Expression of Interest (EOI) from experienced and competent consultant / agency / firm for providing consultancy and handholding support for its ISO 9001:2015 Quality Management System, in preparation for the forthcoming TUV NORD Surveillance Audit.

Scope of Work

- Review the existing ISO 9001:2015 Quality Management System and identify gaps.
- Assist in updating QMS documents, procedures, and records.
- Conduct internal audit and provide support for corrective actions.
- Conduct awareness/training sessions for staff.
- Conduct a pre-assessment/mock audit before the TUV Nord Surveillance Audit.
- Provide handholding support during the Surveillance Audit.
- Assist in addressing audit observations/non-conformities and closure of corrective actions.

Eligibility

The consultant / agency / firm should:

- Have proven experience in providing consultancy services for ISO 9001:2015 Quality Management Systems.
- Have experience in assisting organisations in preparation for ISO certification/ surveillance audits.
- Have qualified and experienced ISO 9001:2015 consultants/auditors.
- Preferably have experience with Government organizations and at least in one similar govt organization with more than 10 years' experience), Autonomous Bodies, Educational Institutions, or similar organizations.
- Submit documentary evidence of relevant experience and assignments undertaken.
- Interested consultant / agency / firm can download the tender document from the institute website (www.nimsme.org). The tender fee of ₹1,000/- (non-refundable) should be submitted along with tender document. Tenderers should also submit Earnest Money Deposit (EMD) of ₹10,000/- (refundable) along with prequalification documents.

Proposed Duration

The consultant / agency / firm shall commence immediately upon issuance of the work order and continue until completion of the Surveillance Audit and provision of necessary post-audit support.

Considering the scheduled audit date in the month of December 2026, the consultant is expected to mobilize resources immediately and complete the pre-audit activities within the available timeframe.

Proposal to be Submitted

Interested consultant / agency / firm are requested to submit:

- Profile of the consultant / agency / firm.
- Details of relevant ISO 9001:2015 assignments.
- Bank Details along with Cancel cheque.
- Experience in supporting organisations for surveillance/certification audits.
- Credentials and qualifications of the proposed consultant(s).
- Proposed methodology and work plan.
- Details of similar assignments completed.
- Client references/work orders/completion certificates, wherever available.
- Financial quotation inclusive of applicable taxes.
- Any other relevant information.

Evaluation

The proposals will be evaluated based on:

- Relevant experience in ISO 9001:2015 consultancy.
- Experience in surveillance/certification audit preparation.
- Qualifications and experience of the proposed consultant.
- Understanding of the assignment and proposed methodology.
- Ability to mobilize immediately.
- Financial quotation.

ni-msme reserves the right to accept or reject any or all proposals without assigning any reason

Last date for submission: 31st October 2026

Submission of EOI

Interested consultant / agency firms are requested to submit their EOI and financial quotation to:

The Director General
National Institute for Micro, Small and Medium Enterprises (ni-msme)
Yousufguda, Hyderabad – 500045, Telangana