

Kerala State Drugs & Pharmaceutical Limited

(A Government of Kerala Undertaking)

KALAVOOR, ALAPPUZHA-688522

Phone: 04772968184

Email: ksdppersonnel@gmail.com

Expression of Interest for the Implementation of ISO: 9001:2015 Quality Management Systems (QMS) at KSDPL Alappuzha.

Reference No: KSDP/PRS/EOI/2022-23

Dated: 25.06.2022

Amendment in the tender Document KSDP/ PRS/EOI/2022-23

The Existing Clause of Tender Document will be replaced by following

- 1.** 30% of the Payment shall be released on Stage 03, 30% on Stage 07, 30% on Stage 10, and the balance 10% of amount after the completion of scope of work. **Terms & Conditions (11) 5 I Page:**
- 2.** All related documents and written procedures should be made available in English as well as in the Local Language. Further, Awareness Training shall be conducted in Local Language for workers. Refer to **the Stage Number-2. Terms & Conditions (13) 5 I Page:**

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Sealed and superscripted two bid tenders are invited for the following. The last date and time of submitting tender is 04.07.2022 at 5.00PM. Tender Opening Date: 05.07.2022 at 12.00PM

Sl No	Location	Description
1	KSDP Limited Office of Managing Director, Kalavoor, Alappuzha	ISO-9001-2015 QMS (Quality Management System)

**Sd/-
Managing Director**

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KSDPL – is a Kerala Government undertaking Manufacturing and Marketing of essential drugs for the State of Kerala and Common Public in India. The company now wishes to implement ISO 9001:2015 Quality Management System (QMS) for providing awareness on the standard to achieve full compliance to requirements of the standard, in its manufacturing unit situated at Kalavoor, Alappuzha.

In view of this the company is in the need of Consultant/Firm who can guide in the preparation of documentation/system which helps to obtain ISO Certification from a reputed certifying agency in a short possible time.

Brief scope of work: Implementation of ISO 9001:2015 QMS Standard at KSDP Ltd, Alappuzha right from providing awareness on the Standard to achieving full compliance to requirements of the Standard so as to obtain Certification to the Standard by a reputed Certifying Body within a reasonable timeframe.

The Major activities involved in the above work are indicated below with time frame and bidders have to enter the estimated cost for each process.

Sl. No	Module Description	Deliverable	Time Frame (weeks)	Estimated Cost (Rs.)
1	System Study through site visit and Gap Analysis	Gap Analysis Report	01	
2	<u>Awareness Training:</u> 1) Officers: in Two Batch 2) Permanent Workers including Staffs' in 04 Batches. 3) Apprentice Trainees & Casual Workers in 06 Batches	Handouts	One Day (Half Day for each Batch) Half Day each for 25 Employees Half Day each for 25 workers & Trainees	
	Fixing Scope: Quality Policy,			

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3	Quality-Objectives, and Preparation of Quality Management System Manual	QMS Manual	03	
4	Identification and Preparation of QMS Procedures	QMS Procedure	12	
5	Preparation of Work lines/Work Instructions	Guidelines/Work Instruction	02	
6	Preparation of Forms and Formats	Forms & Formats	04	
7	Master List of Records for each Departments	Check List of records for each department	04	
8	Document Control	Document Manual	04	
7	Internal Auditor Training	Certificates to Successful Participants	02 Full Days	
8	Support of Internal Audits and corrective Actions thereof			
9	Support of Management review meeting			
10	Implementation of System		12 Weeks	
11	Adequacy Audit and Corrective actions thereof	Audit Report	04 weeks	
12	Support for Certificate Audit and Corrective actions			

Eligibility Criteria for Bidders

- 1) **Qualification** : Valid Lead Auditor for ISO 9001:2015 QMS from an IRCA-approved Training Body
- 2) **Experience**:

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- a. At least 10 Years of Experience in QMS Documentation, Training, Auditing, and Consultancy in large/medium scale organization after qualifying as Lead Auditor
- b. Experience in providing Consultancy service to at least one State Govt/ Public Sector undertaking, for at least 3 years

Terms & Conditions

3. Tender shall be submitted only once.
4. Tender which consists of separate sealed cover for technical bid and price bid.
5. The cover should be superscripted to the Tender Name and Tender Reference No. should be send to the Office of the Managing Director KSDPL.
6. Technical bid should consist of complete company profile along with Pan No., Company registration Certificate, Experience Certificate, Company Annual turnover, Bank account details.
7. The Technical document should be submitted along with the supporting documents duly signed by the Authority Concerned on all pages.
8. The Price/Estimated cost bid should be filled against each process separately. The total price for the whole scope of work will be taken to arrive at the L1 Bidder
9. The Technical bid/Price bid shall be opened on the specified date and time at the addressed below. Any tender received after the due time will be rejected.
10. If the tender opening date happened to be on a holiday or non working day due to any other valid reasons. The tender opening process will be done on the next working day.
11. 30% of the Payment shall be released on Stage 03, 30% on Stage 07, 30% on Stage 10, and the balance 10% of amount after the completion of scope of work.
12. Agencies/Firms' officials' expense towards the travels, accommodation to be quoted inclusively of the rate.
13. All related documents and written procedures should be made available in English as well as in the Local Language. Further, Awareness Training shall be conducted in Local Language for workers refer to **the Stage Number-2**
14. Only the total price will be considered for arriving at L1 bidder.

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Price Bid Format

Stages	Module Description	Deliverable	Time Frame (weeks)	GST as applicable	Price Ex clu: GST (Rs.)
Stage - 1	System Study through site visit and Gap Analysis	Gap Analysis Report	01	18%	
Stage - 2	<u>Awareness Training:</u> 1) Officers: in Two Batch	Handouts	One Day (Half Day for each Batch)	18%	
	2) Permanent Workers including Staffs' in 04 Batches		Half Day each for 25 Employees	18%	
	3) Apprentice Trainees & Casual Workers in 06 Batches		Half Day each for 25 workers & Trainees	18%	
Stage - 3	Fixing Scope: Quality Policy, Quality-Objectives, and Preparation of Quality Management System Manual	QMS Manual	03	18%	
Stage - 4	Identification and Preparation of QMS Procedures	QMS Procedure	12	18%	

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Stage - 5	Preparation of Work lines/Work Instructions	Guidelines/Work Instruction	02	18%	
Stage - 6	Preparation of Forms and Formats	Forms & Formats	04	18%	
Stage - 7	Master List of Records for each Departments	Check List of records for each department	04	18%	
Stage - 8	Document Control	Document Manual	04	18%	
Stage - 9	Internal Auditor Training	Certificates to Successful Participants	02 Full Days	18%	
Stage - 10	Support of Internal Audits and corrective Actions thereof			18%	
Stage - 11	Support of Management review meeting			18%	
Stage 12	Implementation of System		12 Weeks	18%	
Stage - 13	Adequacy Audit and Corrective actions thereof	Audit Report	04 weeks	18%	
Stage 14	Support for Certificate Audit and Corrective actions			18%	
	TOTAL PRICE				

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Note: Only the total price will be considered for arriving at L1 bidder.

General Details

- 1) Name of the bidder :
- 2) Complete Address of the Bidder:
- 3) Mobile/Contact Number
- 4) E-Mail Address:
- 5) GSTIN:
- 6) Income Tax PAN No:
(Copy to be submitted in the Technical Bid Cover)

PALCE:

DATE:

NAME & SIGNATURE OF THE CONSULTANT/FIRM

(WITH COMPANY SEAL)

(PLEASE NOTE: ALL FIELDS ARE MANDATORY. INCOMPLETE FORMS WILL BE DISQUALIFIED)