

**Kerala State Drugs & Pharmaceutical Limited**

*(A Government of Kerala Undertaking)*

**KALAVOOR, ALAPPUZHA-688522**

**Phone: 04772968184**

**Email: [ksdppersonnel@gmail.com](mailto: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: 11.06.2022**

**Sealed and superscripted two bid tenders are invited for the following. The last date and time of submitting tender is 25.06.2022 at 5.00PM**

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

**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	<b>Awareness Training:</b>  1) <b>Officers:</b> 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	

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

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### **Eligibility Criteria for Bidders**

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

1. Tender shall be submitted only once.
2. Tender which consists of separate sealed cover for technical bid and price bid.
3. The cover should be superscripted to the Tender Name and Tender Reference No. should be send to the Office of the Managing Director KSDPL.
4. Technical bid should consist of complete company profile along with Pan No., Company registration Certificate, Experience Certificate, Company Annual turnover, Bank account details.
5. The Technical document should be submitted along with the supporting documents duly signed by the Authority Concerned on all pages.
6. 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
7. 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.
8. 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.
9. 30% of the Payment towards the implementation of ISO- 9001:2015 shall be released after the successful completion as & when up to Sl. No.6. Balance 70% of the payment shall be released only after the completion of scope of work.
10. Agencies/Firms' officials' expense towards the travels, accommodation to be quoted inclusively of the rate.
11. 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	<b>Awareness Training:</b>  <b>1) Officers:</b> in Two Batch	Handouts	One Day (Half Day for each Batch)	18%	
	<b>2) Permanent Workers</b> including Staffs' in 04 Batches		Half Day each for 25 Employees	18%	
	<b>3) Apprentice Trainees &amp; Casual Workers</b> in 06 Batches		Half Day each for 25 workers & Trainees	18%	
Stage - 3	<b>Fixing Scope:</b> Quality Policy, Quality-Objectives, and Preparation of Quality Management System Manual	QMS Manual	03	18%	
Stage - 4	<b>Identification and Preparation of QMS Procedures</b>	QMS Procedure	12	18%	

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

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	<b>TOTAL PRICE</b>	
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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:

NAME & SIGNATURE OF THE CONSULTANT/FIRM

DATE:

(WITH COMPANY SEAL)

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