

**INVITATION FOR BID TO IMPLEMENT ISO 9001 : 2015 CERTIFICATION
FOR CATTLE FEED PLANT, PATTANAKKAD AND MALAMPUZHA**

Sub : The objective of this tender document is to solicit proposals from the interested bidders for participation in a bid process for selection of consulting firm to help the two Cattle Feed Plants of Milma located at Pattanakkad in Alappuzha district and Malampuzha in Palakkad district to obtain ISO 9001 : 2015 certifications.

1. Qualifying Requirement of the bidder:

- 1) Experience certificate of bidder for having carried out consultancy for certification or re-certification to ISO 9001:2015 of any organization or company with a copy of the certificate. Agencies having a minimum of at least 5 years in the field will be considered.
- 2) Should have carried out work for the Corporate sector. Agencies with experience in Co-operative / dairy sector will be an added advantage.
- 3) Should have an office in Kerala (Address proof to be submitted).
- 4) List of at least two ISO 9001:2015 lead auditors stationed in Kerala. Names, address of the office they are attached to and copy of certificate of lead Auditor.

2. Scope of Work :

Establishing manuals, systems and processes to successfully achieve ISO 9001:2015 certification.

Term of Reference : The terms of reference for the consulting firm will include but not limited to the following :-

- a. To assist the Cattle feed plants to form the Steering Committee and ISO Project team who will be responsible for implementing ISO requirements.
- b. To determine the scope of ISO implementation under the following activities of Cattle feed plants.
 - i. Selection of vendors and external consultants.
 - ii. Management and reporting systems.
 - iii. Financial management and reporting systems.
 - iv. HR Management systems
 - v. Marketing and communications systems
 - vi. Monitoring, evaluation and learning systems
 - vii. Social compliance systems
 - viii. Producer services system

The consulting firm should define such a scope for which ISO requirements may be implemented within a time period of three months.

- c. To perform gap analysis of the existing documentation of the departments against the requirements of ISO and produce a gap analysis report.
- d. To plan together with the ISO project team of the organization on the ways to address the gaps in order to develop the necessary documentation for ISO certification.
- e. To develop all mandatory procedures as required in ISO and guide the ISO project team on implementing the same.
- f. To develop customized training course material in soft copy (as well as hard copy) for conduct of all necessary training.
- g. To conduct required training that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness program for all employees.
- h. To advise the ISO steering committee on change management and the success factors to support effective implementation of ISO.
- i. To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
- j. To assist in evaluation of implemented ISO quality management system through internal audits including closure actions.
- k. To offer close guidance in the preparation and review of final documents prior to certification.
- l. To assist in coordination of required management reviews prior to certification.
- m. To guide the ISO project team to take the necessary corrective actions on identified non - conformities and final review of documents.
- n. To guide the ISO project team in making an application for certification.
- o. To co-ordinate during final certification of the company and do all the necessary acts to get the company certified by a certification body.
- p. Any other task to ensure the certification.
- q. Submit weekly MIS report to top management.

3. Time Frame

The time period will be three months from the date of award of contract.

4. Bid process

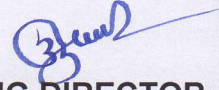
The agency shall submit the bid in two sealed covers - Technical Bid and Financial Bid for each plant separately. The technical Bid shall contain documents to prove the qualifying requirements. The Financial Bid shall be the total amount at which the agency will be able to complete the scope of work in each plant. Separate covers shall be submitted for each plant - Pattanakkad and Malampuzha. Interested agencies may visit the plant before submitting the offer. The agency shortlisted on the basis of Technical Bid may be asked to make a presentation and the agencies selected will be finalised for opening of financial bid. The Financial Bid of the shortlisted agencies will be opened only after the presentation.

5. Payment terms

20% payment	After completion of awareness program, briefing, workshop & documentations.
20% payment	After completion of conduct of all scheduled training.
20% payment	After completion of Internal Audit
40% payment	After issue of ISO 9001 : 2015 certificates by Certification body.

Date for submission of proposal:

The last date for submission of proposal is 22.02.2021, 16.00 hrs. The proposals should be addressed to the Managing Director, KCMMF, Milma Bhavan, Pattom P.O, Thiruvananthapuram. The date for presentations will be informed later. The agencies should inform their address, Email and Contact No. (Mobile No.) for correspondences.



MANAGING DIRECTOR