

**DEPARTMENT OF INDUSTRIAL TRAINING**

KERALA STATE

I<sub>2</sub>/17341/17

Directorate of Training  
Labour Complex, Vikas Bhavan  
Thiruvananthapuram-33  
Dated: 21 /11/17

**RE-TENDER NOTICE**

Sub: Re-Tenders from ISO Certification consultancy agencies for implementation of ISO 29993: 2017 for Government Industrial Training Institutes (ITI) for Women Kozhikode who are already attained ISO 9001-2008

Sealed competitive tenders are invited by the Director of Training from ISO Certification consultancy agencies/consultants for providing the ISO Certification (ISO 29993: 2017) for Government Industrial Training institute (ITI) for Women Kozhikode who are already attained ISO 9001-2008

**Scope of work:**

1. Conduct gap analysis and submit gap analysis report.
2. Preparation of Risk assessment report and risk treatment plan (identify, assess and manage risk)
3. General Awareness Training to all staff of the industrial Training Institute.
4. Training to Internal Auditors on Internal Auditing.
5. Conduct and document learning needs analysis ( needs of interested parties & Learning content & process)
6. Provide technical assistance for designing of learning services (aims and scope of learning services, means of supporting and monitoring the transfer of learning, curriculum planning etc) as per standard requirement.
7. Provide technical assistance for determining provision of learning services (information and orientation, ensuring availability and accessibility of learning resources & learning environment the delivery etc).
8. Document evaluation system
9. Analyze and document competencies related to the delivery of learning services.
10. Preparation of business plan, procedures, standard operating procedures, work instructions, process maps, other related document etc.
11. Technical assistance for preparation of system documentation for financial management and communication management (internal/external) system.

12. Conducting one round internal audit and Management review.
13. Corrective and Preventive actions.
14. Document audit review
15. Pre-assessment audit(onsite)
16. Certification audit(onsite) support
17. To provide for issue of ISO 29993 Certification.
18. Surveillance audit support(Post Certification)
  - a) Surveillance Audit – I (S1)
  - b) Surveillance Audit – II (S2)
  - c) Surveillance Audit – III(S3)

Consultant should spend at least 30 man-days in the institute for initial certification and 6 man days for each surveillance audits. Time schedule of completion of work is 60 days

Final payment towards the process shall be released after completion of process up to ISO Certification. Cost of 3 yearly surveillances should be quoted separately since payment shall be made after receipt of continuation letters from the agency concerned.

Sealed tender should be in lump sum basic price and separate duties/taxes. Tender should be inclusive of all kinds of expenditure towards all fees, transportation cost, software/hardware, stationery, printing and presentation material etc.

No advance payments shall be applicable.

Agencies should submit complete company profile along with PAN No., company registration certificate/No., service tax No, experience certificate, list of successful completion of similar works with certificates from such educational/training institutions, copies of agreements etc., company annual turnover, team size, bank account details. Agencies may give other relevant information.

The tenders should be complete in all respects in a sealed cover and super scribed as “Tender for Consultancy for ISO Certification (ISO 29993-2017)” which should be submitted on or before the last date. **8-12-2017, 3.00 PM** in the Directorate of Training, Labour Complex. P.M.G. Vikas Bhavan, , Thiruvananthapuram – 33 along with an earnest money deposit of **Rs.3,500/-** (Rupees Three Thousand Five Thousand only) as demand draft in favour of the Director of Training. Please note that tenders not accompanied with requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of the unsuccessful tenderers except second and third lowest, will be