

DEPARTMENT OF INDUSTRIAL TRAINING

KERALA STATE

I₂/16178/17

Directorate of Training
Labour Complex, Vikas Bhavan,
Thiruvananthapuram-33
Dated: 13 /07/2017

QUOTATION NOTICE

Sub: Quotation from ISO Certification consultancy agencies for implementation of ISO 9001:2015 QMS for Training Directorate

Sealed Quotation Notice are invited by the Director of Training from ISO Certification consultancy agencies/consultants for providing the ISO Certification (ISO 9001:2015 QMS) for Training Directorate

Scope of work: It is proposed to have services of a consultant to assist in obtaining ISO Certification, who can guide and direct to meet the pre-requisite condition for ISO Certification. This will include study of the existing system, People Survey, suggestion for changes and preparation of the documents; and the complete process till obtaining of the certification is the responsibility of the Consultant, as detailed below:

1. General awareness Training to all staff of the Training Directorate
2. Training to Internal Auditors on Internal Auditing.
3. Technical support for Record management system, Front Office Management system, store and stock management system, fixed asset management system, File management system, e-Governance system, etc.
4. Service delivery.
5. Preparation of Quality Manual, Procedure Manual, Standard Operating Procedures, work instructions, process maps, other related documents, etc.,
6. Conducting one round internal audit & management review.
7. Corrective & preventive actions.
8. Document audit review.
9. Pre-assessment audit (On site)
10. Certification Audit (on site) support.
11. To provide for issue of ISO 9001-2015 Certification.

12. Surveillance Audits (Post Certification)

- a) Surveillance Audit –I (S1)
- b) Surveillance Audit – II (S2)
- c) Surveillance Audit – III (S3)

Consultant should spend at least 15 man-days in the directorate for initial certification and 4 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 Quotation should be in lump sum basic price and separate duties/taxes. Quotation 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 Government offices , copies of agreements etc., company annual turnover, team size, bank account details. Agencies may give other relevant information.

The Quotation should be complete in all respects in a sealed cover and super scribed as “Quotation for Consultancy for ISO Certification (ISO 9001:2015)” which should be submitted on or before the last date **30/08/2017 , 3.00 PM** in the Directorate of Training, Labour Complex, Vikas Bhavan P.O Thiruvananthapuram – 33

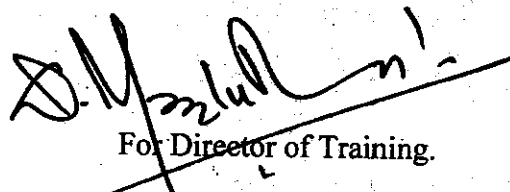
The Quotation will be opened on **31/08/2017** at the Directorate of Training at **3.00 PM**. In case **31/08/2017** is declared holiday, the Quotation will be opened on the next working day at the said time and venue.

The successful Quotation shall be required to sign the contract agreement with the competent authority on a non-judicial stamp paper of Rs.200/- (Rupees Two Hundred only) immediately after award of contract.

Quotation received after due date and time shall not be entertained.

Any other information in this regard can be obtained from the office of the under signed during office hours.

The Director of Training, Directorate of Training, Laour Complex .PMG.Vikas Bhavan P.O, Thiruvananthapuram – 33 reserves the right to reject/accept the Quotation at its own discretion.


For Director of Training.