



**THE PLANTATION CORPORATION OF KERALA LIMITED
(A Government of Kerala Undertaking)
(ISO 9001:2008 Certified Company)**

REGISTERED OFFICE: KOTTAYAM – 686 004

Phone: 0481-2578301 to 2578304,2578306 FAX: 0481-2575133

Website : www.pcklimited.in E-mail : mdpckltd@gmail.com,pckltd@bsnl.in

**Invitation of Expression of Interest & Financial Offer
for**

**Management Consultancy Services for the transition from the
current ISO 9001:2008 version to the ISO 9001:2015 Quality
Management System**

RFQ Reference: MR-1/F-501/ISO/319/16

30.06.2016

Dear Sirs,

1. Request for EOI & Financial Offers

Plantation Corporation of Kerala Limited (PCK) (ISO 9001:2008 Certified Company) is a Govt. of Kerala undertaking, which undertakes cultivation and harvesting produces of various cash crops like Rubber, Cashew and Oil Palm. Also carrying out the production and marketing of **Spices, Cashew Nut, Cashew Apple Juice, Fruits and Fruit Juices, Vegetables, Honey, Fish, Meat, Milk and Milk products along with Administrative Activities at Registered Office.** The administrative and management activities of above operations such as Production Planning & Control, Marketing, Purchase, Stationery, Legal, Secretarial, Finance & Accounts, Construction, Electrical, Mechanical Engineering, Human Resource Management etc. are covered in the quality management system co-ordinated at **Registered Office located at Kottayam, Kerala.(site-1).**

Kallala Latex Factory is one of the manufacturing units located at **Kallala Estate, Angamally, Ernakulam.(site-2)** The products of **Kallala Factory** are Cenex(60% concentrated latex), Skim Crepe and Estate Brown Crepe. Production & Operations, Quality Control, Maintenance, Administration, Materials Management etc. are covered in the quality management system established & maintained at site-2.

PCK Latex Factory is one of the manufacturing units located at **Kodumon Group of Estates, Nedumoncavu P.O., Koddal(Via), Pathanamthitta – 689 693. (Site-3).** The products of **PCK Latex Factory** are Cenex(60% concentrated latex) , Skim Crepe and Estate Brown Crepe. Production & Operations, Quality Control, Maintenance, Administration, Materials Management etc. are to be covered in the quality management system and to be established & maintained at site-3.

Site 2 & Site 3 are having a location difference of 120 Kms. & 70km. respectively from Site-1.

Now we propose for the transition from the current ISO 9001:2008 version to the ISO 9001:2015 version for the above three sites to the above mentioned product categories along with the management system at Registered office. We understand that your esteemed organization have expertise in providing management consultancy services for the same. Accordingly we are pleased to forward this enquiry to you for the submission of your competitive offer (Two bid system).

2. Name of work:

Management Consultancy Services towards ISO 9001:2015 Certification. (Consultancy Services for the transition from the current ISO 9001:2008 version to the ISO 9001:2015 version for the Latex Centrifuging Factory at Kallala, Ernakulam District, Kodumon, Pathanamthitta District & Registered Office at Kottayam).

2. Scope of Quality Management System:

“Collection of Field Latex, Production and Marketing of 60% concentrated Latex (CENEX), Skim Crepe, Estate Brown Creep (EBC), Technically Specified Rubber(TSR-ISNR Grade), Fresh Fruit Bunches of Oil Palm, Spices, Cashew Nut, Cashew Apple Juice, Fruits and Fruit Juices, Vegetables, Honey, Fish, Meat, Milk and Milk products along with Administrative Activities at Registered Office.”

3. About PCK Ltd.

Location : Site 1 - The Registered Office located at Kottayam, 1 km away from Kottayam Railway Station.

Site 2 - Kallala Factory, located at Kallala, Angamally, around 60 kms. from Ernakulam Railway Station and 13 kms. from Angamally Railway Station.

Site 3 – PCK Latex Factory located at Kodumon Group of Estates around 13 Kms. from Adoor, Pathanamthitta District and 35 Kms. from Chengannur Railway Station.

Processes : Purchase/Stationery Management, Materials Management, Production Management, Quality Management, Maintenance Management, Marketing Management, Production Planning & Control, supporting activities like Legal Management, Secretarial Management, Finance & Accounts Management, Construction Management, Electrical & Mechanical Engineering Management, Human Resources, MD's/Chairman's Office Management etc.

Products : Centrifuged Latex (Cenex), Skim Crepe, EBC, Oil Palm and Cashew produces.

	Site 1	Site 2	Site 3
Managers/Officers :	26	2	2
Staff :	22	17	20
Workmen :	3	38	58
Total No. of Employees (188) :	51	57	80

4. Submission of quotations

- a) Two bid system : Bid B (Technical) & Bid C (Price) should be sealed & submitted in another cover Bid (A) along with signed copy of Annexure –I & a Covering Letter / EOI.
- b) Last date : 20.07.2016

- c) Bid No. : 3000
- d) Address for submitting bid : The Managing Director,
Plantation Corporation of Kerala Ltd.,
Muttambalam P.O., Kottayam-4, Kerala
Phone: 0481-2578306
- e) Super Scribe : Bid No.3000– ISO 9001:2015 Quality
Management System – Consultancy Services

5. The following documents are attached with this Letter of Invitation:

- | | |
|-----------------------|------------|
| I. Terms & Conditions | Annexure-1 |
| II. Technical Bid | Annexure-2 |
| III. Price Bid | Annexure-3 |

6. If you require further information on the assignment please feel free to contact:

D.Devapalan,
General Manager (O),
Plantation Corporation of Kerala Ltd.,
Muttambalam P.O., Kottayam – 4
Mob. No. 9496076004
Tel. Phone: 0481-2578164

We look forward in your fruitful participation and thank you for your interest in this tender.

Yours faithfully,
For Plantation Corporation of Kerala Ltd.,


MANAGING DIRECTOR

Annexure- 1

PART A

Terms & Conditions

CONSULTANCY FOR THE TRANSITION FROM THE CURRENT ISO 9001:2008 VERSION TO THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

1. The Plantation Corporation of Kerala Ltd., decided to engage management consultants for ISO 9001:2015 implementation.
2. The proposal is to provide consultancy, training for PCK personnel and equip us in getting certification of ISO 9001:2015 for our Latex Centrifuging Factories at Kallala, Ernakulam district, Kodumon, Pathanamthitta District & Registered Office at Kottayam .
3. The consultants are permitted to make visits in our Factories & Registered Office to study the various aspects of ISO 9001:2015 implementation.
4. The consultants should complete the work with in a period of six months other than unavoidable reasons.
5. The services of the consultants should be in force for a period till the date of successful certification.
6. The consultants should be well experienced having the required know how in implementing the Quality Management System in Plantation Industries.
(Ref. Annexure-II-Pre-Qualification Bid).
7. The period of completion of the Consultancy work till certification should be mentioned in the offer.
8. The list of clients, experience and the back ground of the personnel proposed for the work should be specified in the offer.
9. The consultant should design and conduct ISO awareness sessions for all executives from the core group of PCK Ltd engaged in this assignment.
10. Also the consultants should assist in documentation and impart further training if necessary to the core group.
11. Necessary stationery, secretarial & computer assistance shall be provided by PCK.
12. He should recommend essential changes for the up gradation of the existing methods and practices to meet the requirements of ISO 9001:2015.
13. He should give guidance for the quality policy, objectives and responsibilities to the core group.

14. The financial commitment for the certification body is not included in the scope of this assignment.
15. The consultant should quote the fee for the offer, specifying each item under separate Heads. **(Ref. Annexure III-PRICE BID)**.
16. The offer amount should be valid for a minimum period of six months.
17. After documenting the quality management system, the guidance required for fine tuning the methods and practices should be provided by the consultant.
18. The consultant should conduct in-house internal audit training for the selected personnel of PCK and review the audit reports and suggest corrective actions.
19. The consultant should conduct reviews and suggest corrective actions if necessary before the assessment by the Certification Body.
20. Legal issues if any arising out of this consultancy work shall be at the jurisdiction of the courts at Kottayam.
21. The selection of the consultant will be at the full discretion of the Management.
22. A copy of these tender conditions should be signed, sealed and presented along with the offer as a token of acceptance.

Annexure-II

Part B

Pre-Qualification/Technical Bid

Pre Qualification Criteria

(Management Consultants shall meet the following Technical Specifications).

I. <u>Name any five Public Sector Organizations to which ISO 9001:2000/2008/2015 Consultancy services rendered.</u>	
<u>SL.NO.</u>	<u>NAME OF THE ORGANISATION</u>
II. <u>Name minimum two Public Sector Organizations to which ISO 9001:2015 Consultancy services rendered.</u>	
<u>SL.NO.</u>	<u>NAME OF THE ORGANISATION</u>
III. <u>Name minimum one Public Sector Latex Processing Organization having a turn over above 10 crores to which ISO 9001:2000/2008/2015 Consultancy services rendered. (Preferred)</u>	
<u>SL.NO.</u>	<u>NAME OF THE ORGANISATION</u>

Note: - Necessary documentary evidences such as copies of work orders/completion certificates etc. for the fulfillment of the above PQ Criteria must be enclosed & referred.

Signature :

Name of Bidder :

Designation :

Date :

Seal

Annexure-III
Part C

Financial/Price Bid

Sl.No.	Activity	Details	Amount (Rs)
1	Consultancy Fees & Taxes if any.		
2	Terms of Payment		
3	Conveyance		
4	Food & Lodging		
5	Other Expenses (if any)		
6	Time period for the work till certification		

Signature :

Name of Bidder :

Designation :

Date :

Seal