

Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

TIRUCHIRAPPALLI 620 014



**AN ISO 9001
COMPANY**

NO.BHE:HRM:CANTEEN:ISO22000

Dt. 12th December 2014

Sub: Tender for acquiring ISO 22000 accreditation for our Industrial Canteens – reg.

We are pleased to attach the detailed Tender documents (Tender No: BHEL:HRM:ISO 22000 dated 11th December 2014) for acquiring ISO 22000 accreditation for our Industrial Canteens through appointing an authorized external agency as Consultant.

You are requested to go through the Tender documents carefully and thoroughly.

- The duly filled in Pre-qualification Bid should be kept in a cover neatly wax sealed with suitable superscription on the top of wax sealed Covers as **"Pre Qualification Bid"**. (Please see Annexure B)
- The Price Bid should be kept in a separate cover neatly wax sealed with suitable superscription on the top of wax sealed Cover as **"Price Bid"**. (Please see Annexure C)
- Both the above sealed envelopes shall be placed in another common Cover and wax sealed with superscription **"To work as a consultant for acquiring ISO 22000"** so as to reach the undersigned **ON OR BEFORE 03/01/2015 at 14.00 hrs.** along with the required enclosures.
- In this connection, a Pre-Bid Meeting is hereby fixed at the Office of the undersigned on 22nd Dec 2014 – 10 am and the interested vendors are requested to kindly participate.

The pre-qualification bid will be opened at our Office on **03/01/2015 at 2-30 pm** in the presence of all tenderers who have responded to this tender and opt to witness. Such of those tenderers who are qualified in the pre-qualification bid their price bid will be opened later with prior communication to them.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Ltd.,

Encl: Tender Document

(S Sankararajan)
Sr Manager/HR – Canteens
Contact :: 0431-2577054 / 2575775

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI – 14
HRM – BHEL CANTEENS**

NO.BHE:HRM:CANTEEN:ISO 22000

Dt. 12th December 2014

TENDER DOCUMENT DETAILS

I. DESCRIPTION OF WORK

To acquire ISO 22000 accreditation for our Industrial Canteens through appointing an authorized External Agency as consultant.

II SCOPE OF WORK:

The following processes have been designed to be completed by the Consultant.

- a) Data capture through forms to undertake gap analysis
- b) Implementation Plan
- c) Create Core Team and impart training which includes Internal Auditor Training
- d) Prepare Manual, Procedures and work instructions
- e) Update records for all our canteen functions
- f) To conduct internal audit to identify non compliances
- g) To undergo Corrective and preventive Action
- h) Application submission
- i) To undergo external audit in achieving ISO certification
- j) To obtain the ISO 22000 certification

III IMPLEMENTATION SCHEDULE:

a) In house Training programmes organized by the appointed Agency to all our employees in Canteens	To complete 15 days from the date of commencement of the contract
b) To prepare GAP Analysis with respect to certification requirement	To complete 45 days from the date of commencement of the contract
c) A custom written mandatory certification documents and manuals, Preparation of application document and submission	To complete 60 days from the date of commencement of the contract
d) Training and to complete pre-assessment (Internal Audit)	To complete 90 days from the date of commencement of the contract
e) Certification of Audit by Certification body	To complete 150 days from the date of commencement of the contract

IV GENERAL TERMS AND CONDITIONS:

- a) The consultancy/approved service provider should have three years' experience in all International Quality Certification Standards as a consultant

- b) The L1 rate which includes, consultancy charges, audit fees, auditor's remuneration (not more than three auditors) besides their travel and contingency expenses.
- c) The total consultancy payment as arrived through open tender basis as L1 rate shall be paid as follows:-
- d) i) 25 % of the payment on the contract value shall be released on completion of certification documents and manuals & application document submission.
ii) Another 25 % will be released after the internal audit. However, the balance 50 % shall be paid on completion of all the activities and on receipt of certificate from the appropriate authority.
- e) An unfurnished accommodation, if required by the consultancy, shall be provided on rental basis for the audit team in our township. However, the transport arrangements have to be arranged by the Consultancy from their stay to our area of work and back
- f) During the external audit, the auditors will be provided free accommodation/food
- g) No Earnest Money deposit along with the submission of tender documents.
- h) No Security Deposit needed to be paid at the time of commencement of the work.

V ESSENTIAL CRITERIA TO BE POSSESSED BY THE CONSULTANCY FOR EXECUTING THE ABOVE ACTIVITIES:-

- a) The appointed consultancy should have obtained a minimum of three ISO 22000 certificates to the relevant industries/companies/corporates.

VI CONSULTANCY PERIOD:-

All the above activities may be commenced during mid January 2015 and the whole exercise will be completed on or before 150 days from the date of commencement of the work. LD @ 10 % for contract value will be levied if all the activities are not completed within the above period.

VII. INSURANCE & TAXES

BHEL will not be liable for any Medical attendance, injury / loss of life of the persons engaged by the consultant and a suitable insurance coverage for them will be arranged by the Contractor at contractor's cost.

As per Income Tax Act – Sec.194 J, while making payment to the consultant, the tax will be deducted at source from the final bill from the inception of the date of Contract and to the end period of Contract.

Disputes or differences arising from this Tender or in any manner connected therewith shall be subject to the following disputes resolution mechanism:

VIII ARBITRATION:

Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising. If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by our Head/HR. . All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

iii) The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal. The place of arbitration will be at BHEL Tiruchi only.

For Bharat Heavy Electricals Ltd.,

(S Sankararajan)
Sr Manager/HR – Canteens
Contact :: 0431-2577054 / 2575775

ANNEXURE-B

PRE QUALIFICATION BID FORMAT

NAME OF THE CONSULTANCY IT PAN NO. P.F. CODE NO. ESI CODE NO. CST NO. TIN. NO. SERVICE TAX REGISTRATION NO.		
SL.NO.	CRITERIA	Data of the CONSULTANCY to be furnished.
1	Ownership Details: Single Owner Partnership Ltd. Company (Certificate to be attached)	
2	Head Office Name & address	
3	Name and Address of Branch Office if any	
4	Communication facility like: Fax No. E-mail ID Telephone No. Mobile Phone No.	
5	Total years of Experience in undertaking the consultancy services on ISO 22000 (Please attach proof)	
6	Names of the Institution (A MINIMUM OF THREE) where the ISO 22000 accreditation acquired through your consultancy in the recent three years. (Please attach proof)	
7	a) Details of consultant names, qualification, experience. b) Details of Auditing agency and its registration details.	
8	IT SARAL form copy of the Consultancy	

SIGNATURE OF THE AGENCY
(NAME & ADDRESS WITH SEAL)

Place:

Date:

(The above format may be printed out in the consultancy letter pad and submitted separately through envelope - quotation - " **To work as a consultant for acquiring ISO 22000**" – Pre Qualification Bid.

ANNEXURE – C

PRICE BID FORMAT

NO.BHE:HRM:CANT:2014:ISO 22000

Dt.

We have read all the general terms and conditions as well as the essential criteria as listed in the Tender Documents vide Ref: No.BHE:HRM:CANT:2014:ISO 22000 dated 11/12/2014 and there is no deviation in the tender clauses.

Service Tax when payable will be paid without fail as per Legal Provisions and claimed from BHEL.

Our total charges for all works out to

Rs. _____ (Rupees _____) (inclusive of all taxes)

(The charge includes consultancy fees, preparation of documents, training, internal assessment, final auditor's fee and certification charges)

Signature of the Contractor with Date and Seal

Note:

- The above format to be made out in the consultancy's letter pad.
- To be sent in a wax sealed cover by Speed post / Courier / Registered post well in advance
- Please indicate on the envelop as "quotation for " **Price Bid** – "To work as a consultant for acquiring ISO 22000"