



THE PLANTATION CORPORATION OF KERALA LIMITED
(A Government of Kerala Undertaking)
(ISO 9001:2015 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

ISO 9001:2015 Quality Management System – Re-Certification Services

RFQ Reference: AM/MR-1/F-501/ISO/41

18.02.2021

Dear Sirs,

1. Request for EOI & Financial Offers

Plantation Corporation of Kerala Limited (PCK) (ISO 9001:2015 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 **“Collection of Field Latex, Production and Marketing of 60% concentrated Latex (CENEX), Skim Crepe, Estate Brown Crepe (EBC) and marketing of Crumb Rubber(Technically Specified Rubber(TSR)- ISNR Grade), Oil Palm and Cashew Produces 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, IT, 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-686004.(site-1).**

Kallala Latex Factory is one of the manufacturing units located at **Kallala Estate, Angamally, Ernakulam-683583.(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., Koodal(Via), Pathanamthitta–689693. (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. & 70 km. respectively from Site-1.

The validity of our present ISO 9001:2015 certificate expires on 28.03.2021. Hence we are planning to conduct the **Re-certification audit in the month of March-2021.** Hence you are requested to forward us your financial offer including charges related to **recertification audit and the charges pertaining to the issue of the certificate** (ISO 9001:2015 Certificate upon Re-certification). Accordingly we are pleased to forward this enquiry to you for the submission of your competitive offer (Two bid system).

2. Name of work:

ISO 9001:2015 Quality Management System – Re-Certification Services 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 Crepe (EBC) and marketing of Crumb Rubber(Technically Specified Rubber(TSR)- ISNR Grade), Oil Palm and Cashew Produces 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, IT 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 :	25	3	5
Staff :	30	11	14
Workmen :	0	40	60
Total No. of Employees (188) :	55	54	79

4. Submission of quotations

- a) Two bid system : Duly filled signed copy of Bid (B) (Technical-Part B) & duly filled signed copy of Bid(C) (Price- Part C) should be sealed separately & submitted in another cover Bid (A) along a Covering Letter / EOI.
- b) Last date : 01.03.2021
- c) Bid No. : 5000
- 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.5000– ISO 9001:2015 Quality
Management System – Re-Certification
Services

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

- | | |
|---|--------|
| I. Technical Bid/Technical Terms & Conditions | Part B |
| II. Price Bid | Part C |

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

Justus Karuna Rajan,
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.,

**Sd/-
MANAGING DIRECTOR**

Part B

Technical Bid/Technical Terms and Conditions

ELIGIBILITY CRITERIA: Should have certified at least one Public Sector Plantation Company (State or Central Govt. Under Taking) having an annual turnover above 25 Crores. (Testimonial for justifying eligibility criteria is to be enclosed in the technical bid (Part-B)).

- (1) Both Certification & Surveillance audit to be conducted within four days as detailed below. Number of mandays of certification/upgradation audit can be increased maximum to five; if required.
 - a) 1st day audit (A1) to be conducted at Kallala Factory (site-2) one manday.
 - b) 2nd day audit (A1) to be conducted at PCK Factory (site-3) one manday.
 - c) 3rd day audit to be conducted at Registered Office (site-1) two mandays (A2 & A3).
- (2) The scope of ISO 9001:2015 certificate should be:

“Collection of Field Latex, Production and Marketing of 60% concentrated Latex (CENEX), Skim Crepe, Estate Brown Crepe (EBC) and marketing of Crumb Rubber(Technically Specified Rubber(TSR)- ISNR Grade), Oil Palm and Cashew Produces along with administrative activities at Registered Office.”
- (3) The validity of ISO 9001:2015 certificate released shall be valid for three years. UKAS accreditation is preferred.
- (4) Surveillance audits to be conducted at six monthly intervals (five surveillance audits).
- (5) Auditors / Technical Experts conducting audits having the following competency, is preferred.

Auditor-1

Qualification	Experience
B.Tech(Chemical/Polymer Engg)/M.Sc. Chemistry preferred.	Should have headed Latex Centrifuging Factory / Quality Control Laboratory of Latex Centrifuging Factory of a reputed organization having turn over above 10 crore. (minimum 10 years experience preferred).
B.Tech. (Mechanical Engg.) may also be considered exceptionally.	

Auditor-2

Qualification	Experience
Any Engineering/Management Degree.	Having expertise in heading Engineering/ Commercial division of a reputed organization having turn over above 10 crore. (minimum 10 years experience preferred).

Auditor-3

Qualification	Experience
Chartered Accountant (C.A)/Cost Accountant (ICWA)	Having expertise (minimum 10 years) in heading Finance & Accounts Department of a reputed Private/Public Sector Undertaking having a turn over above 10 crores .

- (6) Audit Itinerary cum Competency Record to be intimated using R-1 prior to all certification/surveillance audits.
- (7) Permanent audit-Itinerary (R-2) to be followed for all certification & surveillance audits.

Deviation (if any):

Accepted the above terms & conditions of Technical Bid

Signature :

Name of Bidder :

Designation :

Seal :

R-1
Audit Itinerary cum competency Record

Date of Audit:

Auditor/ Technical Expert	Name	Contact Phone No:	Qualification	Experience
A1				
A2				
A3				

Note: Attach Biodata of A1, A2 & A3 (Auditor- A1 has to conduct audit at Site – 2 & 3, Auditor-A2 & A3 has to conduct audit at Site – 1)

Acceptance status :

Changes (if any) :

Signature :

Signature of Bidder :

Management Representative

Date :

Date:

R-2

Permanent Audit Itinerary
(Site –2 Kallala Factory-Auditor-A1-Day-1) &
(Site-3-Kodumon Factory-Auditor-A1-Day-2)

Time	Department
9 .00am – 9.15 am	Opening Meeting
9.15 am-10.00 am	Site Tour
10.00 am – 11.00 am	M-16/23 - Production & Operations Management
11 am – 12 noon	M-15/22 - Quality /Inspection/Calibration Management
12.00 noon – 1.00 pm	M-17/24 - Maintenance Management
1.00 pm- 2.00 pm	Lunch Break
2.00 pm – 3.00pm	M-18/25 - Materials Management
3.00pm – 4.00 pm	M-19/26 - Administration Management
4.00 pm – 4.30 pm	Auditor’s Private Review
4.30 pm-5.00 pm	Closing Meeting

A1 – Auditor/Technical Expert

Signature of Bidder

Date:

R-2

Permanent Audit Itinerary
Site –1 (Registered Office- Kottayam)
(Auditor –A2) (Day-3)

Time	Department
9 .30am – 10.00 am	Opening Meeting
10.00 am – 11.00 am	MR audit (MR-1, 2 & 3)-Doc. Review/Internal Audit/ MRM/Quality Objective/Logo (M-20- Apex Manual)
11.00 am – 12.00 noon	M-11 – Civil / Construction Engineering Management
12.00 noon – 1 pm	M-6 – Production, Planning & Control Management (Operations Management)
1 pm – 2pm	Lunch Break
2 pm-3.00 pm	M-4 – Personnel (HRM)& Administration Management
3.00 pm – 3.45pm	M-2 – Marketing Management
3.45 pm.-4.00pm.	Top Management
4.00 pm – 4.30 pm	Auditors Private Review
4.30pm-5.00pm	Closing Meeting

A2– Auditor/Technical Expert

Signature of Bidder

Date:

R-2

Permanent Audit Itinerary
Site –1 (Registered Office- Kottayam)
(Auditor –A3) (Day-3)

Time	Department
9 .30am – 10.00 am	Opening Meeting
10.00 am – 11.00 am	M-3 - Purchase Management
11.00am-11.30am	M-12-Stationery (Purchase & Stores)
11.30 am – 12.30pm	M-1 – Finance, Accounts & Cost Management
12.30pm.– 01.00 pm	M-5 - Company Secretary
1 pm- 2 pm	Lunch Break
2 pm – 2.30 pm	M-9 - Legal Management
2.30 pm-3.00 pm	M-13- IT Management
3.00 pm – 3.30 pm	M-7-M.D’s Office Management & M-8 – Chairman’s Office Management
3.30 pm – 4.00 pm	M-10 - Mechanical & Electrical Engineering Management
4.00 pm-4.30 pm	Auditors Private Review
4.30 pm – 5.00 pm	Closing Meeting

A3 – Auditor/Technical Expert

Signature of Bidder

Date:

Part C

PRICE BID

Sl.No.	Activity	Details	Amount (Rs)
(1)	Certification Charges	(a) On completion of Re-certification audit	
		(b) On receipt of ISO 9001:2015 Accredited Certificate with specified scope upon Re-certification audit.	
(2)	Surveillance Audit Charges	(a) Charge per surveillance audit (six monthly interval)	
		(b) Total charges for five surveillance audits.	
(3)	Total Certification charges	Three year period	
(4)	Other Expenses (If Any)		

(GST shall be paid at extra by PCK Ltd., as applicable at the time of payment.)

Signature :

Name of Bidder :

Designation :

Seal