

Request for submission of Proposal for consultancy work  
to Develop and Implement  
an Integrated QMS &EMS System

**Objective:-**

The Quality Evaluation Laboratory (QEL) of Spices Board (under Ministry of Commerce&Industry,Govt.of India)at Kochi proposes to develop and implement an Integrated Quality and Environmental Management System,as per the ISO 9001:2015 & ISO 14001:2015 Version from the current version(transition work) to a software based management system.

**Background of the activity proposed:-**

The QEL is now certified under ISO 9001: 2008 version and under ISO 14001:2004 version by BSI,India for testing and certifying the spices &spice products for the Quality and Safety aspects,as per existing national/international specifications.The laboratory is also accredited by ISO/IEC 17025:2005 for its competency in testing for chemical and biological field under NABL.The laboratory got its ISO 9001 in the year 1997 and ISO 14001 in 1999 and has a matured system with well documented procedure which runs under the software QUADMAS for ISO 9001 and under Hard copy for ISO 14001.Since the laboratory proposes to upgrade the current two version to 2015 ,and to integrate and work in software mode,the transition work to be commenced in January,2017 and to complete by the mid of 2017.The laboratory proposes to face the next BSI Assessment under the revised version of 2015 for ISO 9001 &14001 systems in October,2017.

**Activities to be undertaken by the Consultant:-**

- (1) A GAP Analysis to be undertaken in December,2016 for both the systems and plan the work accordingly to complete the project by June,2017
- (2) Work in consultation with the firm (M/s Megatrend Systems (P) Ltd.Kochi-18,e mail ID mail@megatrend.co.in) who supports the existing software module(QUADMAS)of the laboratory which needs updation as per the new requirements.
- (3) Upgrading the Documented information system and applicable Legal requirements
- (4) Prepare the simplified Documented procedure to align and integrate the systems
- (5) Implementation of the same under Software and trail run
- (6) Imparting Training to the personnel working in the laboratory
- (7) Imparting Training to the panel of Internal Auditors of the laboratory
- (8) Conducting at least two Internal Audits(IA) with the above personnel
- (9) Preparing the IA summary and NC Closure as per the system requirements
- (10) Preparing the Laboratory for getting the final Certification as per the requirements.

**Terms and Conditions**

For timely completion of the activity, a schedule with terms and conditions are invited from the competent person/organization,with their proof of experiences of successfully completing such projects in firms (preferably in Government Food Analytical Laboratories in India).A separate quote for the financial part with three split-up payment,as per the progress of work, to be included.The expenditure needed for Software updation by M/s Megatrend ,should also be included in the quote.The Board reserves the right for alteration/addition of activities and is liable to cancel the project at any stage.

**Delivery of Proposal:** The sealed Proposal shall be submitted to the designated address either by speed post or by courier, so as to reach our office on or before due date and time.

**Opening of Proposal:** The offers/bids will be opened by a Committee duly constituted for this purpose at the specified place, date and time in the presence of the proposed person or their representatives as may choose to attend. Only one representative per proposal will be allowed to

participate during the opening of the Proposal.

**Rejection of Proposals:** The Spices Board reserves the right to reject any of the proposals received without assigning any reason.

**Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Ernakulam, Kochi

The last date for submission of the Proposal will be at 5.00 PM on 28-02-2017 at the following address

Scientist-D & Head  
Quality Evaluation Laboratory  
Spices Board, Sugandha Bhavan, NH Bye pass  
Palarivattom, Cochin-682025

The proposer must sign and affix seal on every page of the document and furnish a certificate acknowledgement as shown below:

**Acknowledgement by the Proposer**

It is hereby acknowledged that we have gone through all the conditions mentioned above and we agree to abide by them

Signature of the Proposar

Seal of the Company

Date: