



TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021
Phone : 0471 2502163 email: contract@ttpltd.in

CD/CN/KV-08/ ISO/24-25

18.04.2024

Tender Notice

“Annual Contract for ISO 9001:2015 Consultancy”

Sealed tenders are invited from Contractors/Consultants/Service providers in the prescribed format for the work of “**Annual Contract for ISO 9001:2015 Consultancy**”. The tender shall be enclosed in an envelope, sealed and super scribed with Tender No., Date and due date and description as “**Annual Contract for ISO 9001:2015 Consultancy.**” The same shall then be forwarded to **The Manager(Comml), Travancore Titanium Products Limited, Kochuveli, Thiruvananthapuram, Kerala Pin 695 021.**

The tender form can be obtained from the office of the under signed between 9.00 a.m and 4.00 p.m on all working days except Saturdays, after remitting the tender form cost. **Cost of tender form is Rs.407/- + GST @ 18% (Total Rs.480/-).** Tender document can also be downloaded from our website (www.travancoretitanium.com) and shall submit the Tender along with a DD against the tender form cost & EMD in favour of Travancore Titanium Products Limited payable at Thiruvananthapuram.

EMD: Rs. 5092/- (by cash /DD) (refundable)

Sealed Tenders will be received at our office on all working days and the last date for submitting the same is on **03.05.2024** at 12 noon. Tenders received after the due date & time will not be accepted. Fax/email offers also will not be accepted. The bids will be opened on 2 pm on **03.05.2024** in the presence of the tenderers present at that time.

for TRAVANCORE TITANIUM PRODUCTS LIMITED

HOD (Commercial)

Encl: proforma

Signature of the bidder:

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TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021
Phone : 0471 2502163 email: contract@ttpltd.in

CD/CN/KV-08/ ISO/24-25

18.4.2024

Name of work: “Annual Contract for ISO 9001:2015 Consultancy”

1. **Scope of Work:-**

Support service of maintenance of ISO 9001:2015 based Quality Management System (QMS) in TTPL the work involves:

- (i) Effective implementation of new QMS standards of ISO 9001:2015 and ensuring its continual improvement.
- (ii) Follow-up actions and its timely submission of reports to Management.
- (iii) Support for Corrective & preventive actions.
- (iv) Support for Monitoring /Measurement of Key Processes.
- (v) Support for Analysis of Data.
- (vi) Conduct Internal Auditor Training (ISO 9001: 2015).
- (vii) Support for changes to QMS/QMS Documentation.
- (viii) Independent Measurement of Customer Satisfaction.
- (ix) Ghost Customer surveys.
- (x) Independent investigation of problems.
- (xi) Support for Continual Improvement Projects.
- (xii) Independent Performance Appraisals of Dept./Personnel.
- (xiii) Independent Rating of Supplies.
- (xiv) Consultant Audit (Pre-Audit of the QMS prior to Surveillance Audit by Certifying Body or whenever required by TTPL).
- (xv) Conduct Awareness Training for employees.

Terms & Conditions:-

1. The period is for **Three Years** with effect from the date of issue of Work Order.
2. The payment schedule shall be in every quarter against your bill along with recommendation of Officer in charge.
3. The total duration of work is limited to 14 man days per year
4. To & fro pick up facility for the conveyance of Auditors within city limit
5. Experience: Minimum 10 years experience in QMS documentation, training, auditing and consultancy of ISO 9001
6. In support of this, tenderer should submit the **copy of such work orders along with satisfactory completion certificates**
7. All questions, disputes or difference arising under, out of or in connection with this tender shall be decided by the Managing Director (MD) of the Company and his decision shall be final and binding.
8. The Company reserves the right to reject any or all tender or to accept any tender partly or wholly without assigning any reason.
9. The work shall be carried out as per the instruction of Officer in charge of TTPL.
10. The Contractor will be responsible for meeting all statutory requirements of the various labour enactments enforceable in Kerala from time to time and should indemnify and keep in indemnified against all losses and damages sustained by the Company on this regard at all times.
11. **Cost of tender form is Rs.407/- + GST @ 18% (Total Rs.480/-).**
12. **Earnest Money Deposit (EMD) : Rs.5092/- (refundable)**
13. **Exemption in Tender Form Cost and EMD is as per Govt. rules.**
14. **Last date of submission of tender : 03.05.2024 upto 12.00 noon and will be opened at 2.00 p.m.** on the same day in the presence of those tenderers who are present at that time.
15. Evaluation of bid: The evaluation of the bids will be based only on the documents submitted.
16. Documents to be submitted:
 - a. Proof of remittance of Tender fee and EMD
 - b. Proof of experience as per clause 5 and 6
 - c. Tender documents signed in all pages by the bidder
 - d. Copy of GST and MSME registration, if applicable

for TRAVANCORE TITANIUM PRODUCTS LIMITED

HOD(Commercial)

PARTICULARS OF TENDERER

1. Name of the Bidder:

2. (a) Registered office address of the Bidder:

 (b) Address for correspondence:

3. Phone Nos.:

4. Mobile Nos.:

5. E-mail address:

8. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company, Co-operative Society, Other):

9. Registration No.:

10. Year of establishment:
11. PAN:
12. GST Registration No.
13. ESI Registration No.

14. PF Registration No.

15. MSME (if applicable) registration number:

16. Name and address of Proprietor/ Partners/ Directors:

Declaration

We confirm that we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

PROFORMA

Signature of the Bidder:

My lowest rate for the above work mentioned in the Tender No. **CD/CN/
KV-08/ISO/24-25 dated 18.4.2024**

1. Quoted Rate (in figures):Rs.....+ % GST

(In words): Rupees..... +..... %GST

**** Please mention the % of GST at the space given. If not mentioned, the rate will be considered as inclusive of GST.**

Signature of the Tenderer :

Name & Address. :

Phone no. :

Mobile No :

Fax No :

E Mail :