



Tender Document for
Engagement of Consultancy Agency for Certification ISO 22000:2018
at our Dairy Plants Under OMFED



THE ORISSA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.

D-2, SAHID NAGAR.BHUBANESWAR

March - 2022

Cost Rs.1000+ 12% GST



**The Orissa State Cooperative Milk Producers' Federation
Ltd.,D-2, Sahid Nagar, Bhubaneswar-751007.
Phone No: 0674-2544576, 2546030, 2546121, 2540417, 2540273.
E-mail : omfed@yahoo.com Website: www.omfed.com**

NOTICE INVITING TENDER

Ref: 60/DO/Consult/ISO/2022/Vol-II/

Date: 03.03.2022

Tender Notice and Engagement of Consultancy Agency for Certification of ISO 22000:2018 at our Dairy Plants under OMFED

The Orissa State Co-operative Milk Producers' Federation Limited is committed to provide safe and wholesome milk and milk products to the consumers. OMFED invites sealed tenders for engagement of Consultancy Agency for assistance and guidance during Third-Party Assessment/Audit and providing the ISO 22000:2018 Certification, surveillance audits in the Dairy Plants of OMFED for a period of three years from the date of award of the contract as detailed in the subsequent parts of this tender document and subject to the terms and conditions given therein. For details, please refer to our website ***www.omfed.com***. & submit sealed offer in separate envelopes with complete technical details. The tender cost of Rs.1000/- + 12% GST, should reach at the above addressed office latest by 25/03/2022 up to 14.00 hours. The sealed offers shall be opened on the same day at 15.00 hours in presence of interested bidders. For details please visit OMFED website www.omfed.com.

The corrigendum, if required, shall only be published in OMFED website but not in any other media/newspapers.

OMFED reserves the right to accept or reject any or all the tender documents or part thereof without assigning any reason thereof.

Managing Director



The Odisha State Cooperative Milk Producers' Federation Ltd.,D-2, Sahid Nagar, Bhubaneswar-751007.

Phone No: 0674-2544576, 2546030, 2546121, 2540417, 2540273.

Fax : 0674-2540974

E-mail : omfed@yahoo.com Website: www.omfed.com

DETAILS

Tender for	Engagement of Consultancy Agency for certification of ISO 22000:2018 at different Dairy Plants under OMFED
Reference No.	60/DO/Consult/ISO/2022/Vol-II/
Cost of Tender Form	Rs.1000/- + 12% GST
Schedule – I	Objectives
Schedule – II	Scope of work and EMD Deposit
Schedule – III	Eligibility Criteria of Bidders
Schedule - IV	Status of all dairy Plants
Schedule-V	Technical Bid
Schedule-VI	Financial Bid (Consultancy Agency)
Contact Person	Mr. Mritunjay Kumar ,Dairy Operation , Mobile: 7783830953
Last date and time for submission of tender document	Dtd.25/03/2022 till 14.00 hours.
Date & Time for opening of Tender	Dtd.25/03/2022 at 15.00 hours.
Envelop – A	Technical documents to be submitted.
Envelop – B	Financial bid to be submitted.
Address for communication	Managing Director Orissa State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar – 751 007. (Odisha)

Managing Director

**The Orissa State Cooperative Milk Producers' Federation
Ltd., D-2, Sahid Nagar, Bhubaneswar-751007.**

SCHEDULE – I

1. Objective

Performing Document Review/ Assistance and guidance during Initial Audit and Certification Audit/ Assessment and Awarding Certification under ISO 22000:2018 Standard and surveillance audits in Sambalpur Dairy, Balasore Dairy, Rourkela Dairy, Berhampur Dairy, Jeypore Dairy, Bhawanipatna Dairy, Keonjhar Dairy, Salapada Dairy, Dhenkanal Dairy, Angul Dairy plants of OMFED.

2. Submission of Tender

1. The tenderer should duly sign with seal on all the pages of the tender documents.
2. Tenderers alone will be responsible for submission of defective tenders and such tenders are liable to be summarily rejected.
3. The bidder should quote for all items specified in the price bid, else bid will be treated as incomplete and will stand invalid.

SCHEDULE – II

3. Scope of Work for Consultancy Agency

- The consultants shall provide Assistance & Guidance in preparation of FSMS documents for each dairy unit and ensure the Stage-I & Stage-II audits are to be conducted smoothly.
- Initial gap analysis and survey of the existing system.
- Conduct awareness program for all the employees on quality and food safety management system
- Form a steering committee and task-force for documentation
- Identify food safety team, carry out hazard analysis and prepare HACCP plan
- Define policy and establish food safety objectives

- Prepare ISO 22000:2018 documents of food safety management system
- Implementation and training of all personnel in the use of procedures and formats
- Training to employees related to food safety hazards identification evaluation and control and CCPS monitoring
- Train internal auditors for ISO 22000:2018 certification
- Assess the system through first internal audit
- Carry out management review meeting
- Take corrective actions for non-conformities
- Apply for ISO 22000:2018 certification
- Assess the system through second round of internal audit
- Facilitate pre ISO 22000 certification audit by certifying body(Optional)
- Take actions on suggestions given by them.
- Final audit by ISO 22000 certifying body
- Take corrective actions on the non-conformities and audit findings of the certifying body
- Get certified for ISO 22000:2018.

4. Validity

The Documentation activity and Certificate to be completed within a time frame of 4 months from the date of the Award of Contract. The Surveillance Audits will be conducted in subsequent years.

SCHEDULE – III

ELIGIBILITY CRITERIA OF BIDDER

1. Work experience in the relevant field (ISO, Food Safety, HACCP) is compulsory.
2. The consultancy/agency should preferably have the support of the following professionals working full time or part time or on need basis.
3. Must have executed FSMS successfully in Food Sectors.
4. They should have their own Bank account (in the name of the Firm/Agency).
5. Should have assessed/awarded certification to at least 3 (Three) establishments in Food Sector.
6. The consultancy/agency should preferably have the support of the following professionals working full time or part time or on need basis.
 - a. Must have executed FSMS successfully in Food Sectors.
 - b. Dairy Technologist/Food Technologist with Dairy industrial experience in the field of Quality Control and/or Production Section.

- c. Post graduate in Chemistry/Biochemistry/Microbiology with experience in Dairy/Food Industry/HACCP.
- d. Retired Officers of Milk Federation / Food establishment / PSU

General Terms & Conditions

The following is the list of the tasks under the contract assignment. The agency may be entrusted to perform all or the part of the below-listed services.

1. Preparation of Documented Information as per ISO 22000:2018 Standard.
2. Implementation of FSMS in each Dairy Units.
3. Review of the System Documentation based on requirements of ISO 22000:2018 Standard and suggest amendments, if any;
4. Verification of the FSMS Implementation by performing Third Party Assessment/ Audit and submit Audit/Assessment Report;
5. Recommend and Award of ISO Certification under ISO22000:2018 Standard
6. Yearly Surveillance Audits.
7. The rates will be applicable for the entire contract period and no change in the rates will be permitted. The payment will be raised based on the successful completion of stage 1 audit, certification audit and periodic audits as per basis of quoting. (*Quote rate per man-day basis for each dairy **mentioned under Annexure-I.***)
8. The Conveyance, Boarding and lodging expense will be met by Bidders.
9. OMFED will provide access to the data/records and as and when requested.
10. Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date & year of award etc;
11. Unless accepted in writing, the conditions of the tender document will be valid and no extension of time for submission of tenders will be granted on any account.
12. Bidder should carefully study all the tender documents before quoting their rates. No alterations will be allowed after the tender is opened.
13. Late tenders/delayed tenders including postal delay and those not conforming to the prescribed terms and conditions, without Earnest money deposit or tie up with other transactions towards Earnest Money Deposit will not be considered at all.
14. OMFED reserves the right to accept any tender in whole or in part and rejects any or all tenders without assigning any reason. OMFED is not bound to accept the

lowest tender and reserve the right to accept one or more tenders in part. The decision of OMFED in this connection will be final.

Dispute arbitration & final authority.

1. Bid Rejection Criteria

A bid may be rejected if

- i. If the bidder does not meet the pre-qualification/technical criteria and/or non submission of documents specified.
- ii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
- iii. Conflict of interest between the bidder and the OMFED is detected at any stage.

2. Disputes:

- a. The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute if not resolved by mutual negotiation.
- b. Legal dispute if any, concerning to this supply shall be subject to such courts as Exercising civil Jurisdiction over Bhubaneswar.

SCHEDULE – IV

STATUS OF THE DAIRY PLANTS

Name of the Dairy	Processing Capacity	Name of product manufactured	No. of employees working at Dairy	Total employee working
Sambalpur Dairy	1,00,000	Milk, WMC, Sweet Curd, Plain Curd, Butter Milk, Lassi, Paneer, Khoa,, Khira, Ghee, flavoured Milk	Regular – 46 Deputation - 4 Service Provider – 15 Daily Wages – 85	150
Balasore Dairy	80,000	Milk, WMC, Sweet Curd, Plain Curd Paneer, Lassi, Ghee, Rabidi, Chhenapoda, Flavourd Milk, Khoa, Peda	Regular – 34 Deputation - 12 Contractual – 1 Daily Wages - 116	163
Rourkela Dairy	30,000	Milk, Ghee, SFM,WMC, Sweet Curd, Plain Curd Rabidi,Khoa, Paneer, Lassi, Butter Milk, Chhenapoda	Regular – 42 Deputation - 1 Service Provider – 3 Contractual -1 Casual - 1 Daily Wages – 22	70
Berhampur Dairy	30,000	Milk, WMC, Sweet Curd, Plain Curd, Flavoured Milk, Paneer, Khira, Khoa, Ghee, Lassi, Butter Milk	Regular – 25 Deputation - 7 Contractual/Service Provider – 4 Daily Wages – 50	86
Jeypore Dairy	20,000	Milk, WMC, Sweet Curd, Plain Curd, Paneer, Khira, Khoa	Regular – 24 Deputation - 1 Service Provider – 2 Daily Wages - 9 Labour Contractor - 11	47

Bhawanipatna Dairy	30,000	Milk, WMC, Sweet Curd, Plain Curd, Lassi, Butter Milk, Rabidi, Paneer, Ghee	Regular – 15 Deputation - 5 Daily Wages – 38	58
Keonjhar Dairy	30,000	Milk, WMC, Sweet Curd, Plain Curd, Rabidi, Flavoured Milk, Chhenapoda, Butter Milk, Paneer	Regular – 14 Deputation - 11 Daily Wages - 40	65
Salapada Dairy	30,000	Milk, WMC, Sweet Curd, Plain Curd, Butter Milk, Lassi, Paneer, Ghee	Regular – 24 Deputation - 5 Contractual - 16 Daily Wages – 31	76
Dhenkanal Dairy	20,000	Milk, WMC, Paneer, Butter Milk	Regular – 7 Deputation - 6 Daily Wages - 8	21
Angul Dairy	30,000	Milk, WMC, Sweet Curd, Plain Curd, Rabidi, Flavoured Milk, Lassi, Butter Milk, Ghee	Regular – 16 Deputation - 7 Contractual – 5 Daily Wages - 23	51

SCHEDULE - V
APPLICATION – TECHNICAL BID

1. Name of Bidder : _____
2. Cost of Tender Paper : Rs. (Original D/D or M/R is to be enclosed.)
3. Name of Proprietor / Partner / Director : _____
4. Full Address of Registered Office : _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____
5. Full address of Operating / Branch : _____ Office.
Telephone No. : _____
FAX No. : _____
E-mail Address : _____
6. Name & telephone no. of Authorized
7. / person to liaise with Unit(s) : _____
8. PAN / GIR No. : _____ (Attach attested copy)
9. GST Registration No. : _____ (Attach attested copy)
10. Performance/ experience (Minimum 3 Year essential)
Copy of certificate enclosed) : _____
11. Additional information, if any: (Attach separate sheet if required)

Signature of Bidder with Seal

Date:

Place:

SCHEDULE - VI
FINANCIAL BID TO BE SUBMITTED BY
CONSULTANCY AGENCY

(RATES SHOULD BE SUBMITTED IN THIS FORMAT)

Annexure-I

The rate quoted should be individual such as for Assistance and Guidance and Documentation during initial Audit (1st year), Surveillance Audit (2nd year), Surveillance Audit (3rd year) and GST. **Consultancy and Certification by the same body are considered unacceptable.**

Sambalpur Dairy	Description		Total No. of days for Audit	Rate per man days	Total Amount
	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
	Main Audit (Stage-2)				
2nd Year fees during Certification					
Fees for assistance and guidance during 1 st Annual Surveillance Audit					
3rd Year fees during Certification					
Fees for assistance and guidance during 2 nd Annual Surveillance Audit					
Sub Total (for 3 years period)					
GST					
Total					
Balasore Dairy	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
Total					
Rourkela	Description	11	Total No. of days for	Rate per man	Total

Dairy			Audit	days	Amount
	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				
Berhampur Dairy	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				

Jeypore Dairy	Description		Total No. of days for Audit	Rate per man days	Total Amount
	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				
Bhawanipatna Dairy	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				

Keonjhar Dairy	Description		Total No. of days for Audit	Rate per man days	Total Amount
	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				
Salapada Dairy	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				

Dhenkanal Dairy	Description		Total No. of days for Audit	Rate per man days	Total Amount
	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)			
		Main Audit (Stage-2)			
	2nd Year fees during Certification				
	Fees for assistance and guidance during 1 st Annual Surveillance Audit				
	3rd Year fees during Certification				
	Fees for assistance and guidance during 2 nd Annual Surveillance Audit				
	Sub Total (for 3 years period)				
	GST				
	Total				
	Angul Dairy	Fees for assistance, guidance and documentation during Certification Audit along with other scope of work mentioned above	Initial Audit (Stage-1)		
Main Audit (Stage-2)					
2nd Year fees during Certification					
Fees for assistance and guidance during 1 st Annual Surveillance Audit					
3rd Year fees during Certification					
Fees for assistance and guidance during 2 nd Annual Surveillance Audit					
Sub Total (for 3 years period)					
GST					
Total					

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director / authorized signatory of M/s. __, mentioned above, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of Bidder

Name:

Seal:

