



**TRANSFORMERS AND ELECTRICALS KERALA LTD**  
**(A JOINT VENTURE OF GOVT. OF KERALA & NTPC LTD)**  
**ANGAMALY SOUTH P.O, ERANAKULAM DIST- 683 573**

**INVITATION FOR BIDS**

**BID DOCUMENT No. : TELK/C&M/QMS/RA/226/2019**

We are pleased to invite competitive tenders for "Recertification of our Quality Management System in line with ISO 9001: 2015 QMS" strictly as per enclosed terms and conditions and instructions to bidders in sealed covers for the works as mentioned below.

**Bid Synopsis**

- |   |   |
|---|---|
| 1. Name and Address of Owner                          | : Transformers and Electricals Kerala Ltd<br>Angamaly South, Ernakulum Dist, PIN - 683 573.   |
| 2. Name of Project.                                   | : Recertification of our Quality Management System in line<br>with ISO 9001: 2015 QMS   |
| 3. Location.  | : TELK, Angamaly  |
| 4. Nearest Airport.                                   | : Cochin International Airport, Nedumbassery  |
| 5. Accessibility.                                     | : Site is accessible by road, Rail & Air.   |
| 6. Scope of work                                      | : To conduct recertification audit of QMS in TELK in line with<br>ISO: 9001-2015 as per the details given in the<br>information sheet (Annexure-1).   |
| 7. Contract Period                                    | : <b>3 Years.</b> Recertification audit shall be conducted tentatively<br>in Dec 2019/Jan 2020 and another two surveillance audits in<br>the successive years, the schedule of which will be confirmed<br>later |
| 7. Tender document issuing and<br>receiving authority | : Deputy General Manger(C&M)<br>TELK, Angamaly South P.O.<br>PIN- 683573,Ernakulam Dist.<br>Kerala, India.  |
| 8. Tender Fee   | : Not applicable  |
| 9. Earnest Money Deposit (EMD)                        | : Not applicable  |





10. Last date and time for submission of Bids : 22/11/2019, Time up to 4.30 PM

11. Date and Time of Techno-Commercial Bid opening : 23/11/2019, Time at 11.00 AM

12. Bid Validity : 90 days from the opening date.

13. The following are the tender documents:

Cover 1

- i. ANNEXURE 1: Information sheet for Bid. doc No. TELK/C&M/QMS/RA/226/2019
- ii. ANNEXURE 2: Pre-Qualifying requirements
- iii. ANNEXURE 3: Un-priced commercial terms & conditions

Cover 2

- iv. ANNEXURE 4 : Rate schedule format

**NOTES:**

1. Bids shall be submitted in two cover system. Technical bid shall be enclosed in Cover-1 and financial bid shall be enclosed in Cover-2.
2. Price Bid of those bidders who are found qualified as per the pre-qualifying requirements in Cover-1 will only be opened.
3. Bidders are requested to quote the lump sum amounts inclusive of all charges for the travel, stay, local conveyance and other incidental expenses. Net cash out flow of TELK will be the criteria for evaluating the financial bids to decide the lowest bidder.
4. The price bid shall be submitted in Cover-2 preferably submitted in the prescribed rate schedule format enclosed as Annexure-4.
5. Payment will be made through NEFT within 45 days after performing the audit and submission of Bills duly certified by the Engineer in charge of the contract.
6. Un-priced commercial terms and conditions viz; charges quoted for other than the audit fees (if any) (travel, stay, incidental expenses etc), time required for mobilizing the team from the date of issuing work order, advance intimation required for deputing the auditors, payment terms etc shall be furnished along with the technical bid documents (Cover 1)
7. All tender documents shall be submitted along with Cover-1 with signature and stamp of the bidder as a token of its acceptance.

Thanking you,

Angamaly,  
08/11/2019



Yours Faithfully,  
For Transformers and Electricals Ltd Kerala

KALA L.

DEPUTY GENERAL MANAGER (C&M)

REVIEWED

<b>Information Sheet</b>	<b>Date: 24/10/2019</b>
	<b>ISO 9001:2015</b>
	<b>Audit type : RA</b>

Organisation name	TRANSFORMERS AND ELECTRICALS KERALA LIMITED	
Address	Angamaly South P O, Ernakulam District, Kerala. Ph: 0484 2510251	
Website	www.telk.com	
Email	qms@telk.com contracts@telk.com	
Managing Director	Mr. Prasad B	
	Email : md@telk.com	Mobile / Direct no: 0484-2453089
Management Representative (contact person)	Mr. Augustus Walter	
	Email: qms@telk.com	Mobile / Direct no: 9388167002

Scope	Product/Services
Design & development, production, installation and servicing of power transformers, series and shunt reactors, instrument transformers, tap changers and bushings.	Power transformers, Series and Shunt Reactors, Instrument Transformers, Tap Changers and Bushings / Installation and servicing of the above products.

Employee Details	
Total no. of employees as on 01.10.2019	449
Average No. of employees per shift:	
Shift I	278
General Shift	70
Shift II	95
Shift III	6
No. of employees category wise:	
Supervisory level (including management staff)	142
Clerical staff	11
Skilled labour	187
Unskilled labour	109



**PRE-QUALIFYING REQUIREMENTS FOR THE CONTRACT**  
**BID DOCUMENT TELK/C&M/QMS/RA/226/2019**

Sl. No.	Characteristics	Reply/Remarks by the bidders
1.	The certifying body should have recognition from at least one Accreditation body among UKAS or ANAB towards ISO 9001:2015 certification. The supporting document shall be submitted.	Yes/No (supporting document shall be furnished)
2.	The accreditation shall be current and valid on the date of submitting quotation and also on date of placement of contract. The supporting document shall be submitted.	Yes/No (supporting document shall be furnished)
3.	The certifying body should have minimum 20 years of experience in certifying ISO 9001 for the organizations. The supporting document shall be submitted.	Yes/No (supporting document shall be furnished)
4.	Certifying body should have experience in certifying heavy Engineering Industries having employee strength above 400 Nos. and management staff above 60 Nos. The supporting document shall be submitted.	Yes/No (supporting document shall be furnished)
5.	Man days requirement for the recertification audit shall be 5.5 minimum. i.e, 3 man days for 1st surveillance audit and 2.5 man days for 2nd surveillance. Shall be confirmed.	Yes/No
6.	Certifying body shall have 3rd party inspection facility.	Yes/No (supporting document shall be furnished)



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**UN-PRICED COMMERCIAL TERMS & CONDITIONS TO  
BID DOCUMENT TELK/C&M/QMS/RA/226/2019**

Sl. No.	Particulars	Reply/Remarks by the bidders
1.	Whether charges other than audit fee have been quoted in the price bid. If so, state the details.	Yes/No
2.	Applicable GST	
3.	Maximum time schedule for mobilizing the audit team from the date of receipt of order	
4.	Minimum advance intimation required for deputing the audit team	
5.	Payment terms	
6.	Other points if any	



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<b>RATE SCHEDULE TO BID DOCUMENT TELK/C&amp;M/QMS/RA/226/2019</b>			
Sl. No.	ITEM DESCRIPTION	UNIT	BASIC RATE (Rs.)
1	Fee for re-certification audit as per ISO 9901-2015 standard	Lump sum	
2	Fee for issuance of certificate	Lump sum	
3	Fee for 1 <sup>st</sup> Annual surveillance audit	Lump sum	
4	Fee for 2 <sup>nd</sup> Annual surveillance audit	Lump sum	
5	<b>TOTAL BASIC RATE</b>	Lump sum	
6	Charges for travel (if any)		
7	Charges for stay (if any)		
8	Charges for local conveyance (if any)		
9	Charges towards incidental expenses (if any)		
10	Fees for issuing additional copy of certificate with company LOGO (OPTIONAL)	per copy	
11	Fees for issuing additional copy of certificate without company LOGO (OPTIONAL)	per copy	
12	Any other charges (if any)		
12	Applicable GST	%	
14	Remarks (if any) :		
15	Payment Terms :		



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