



**TENDER NOTICE  
FOR FSSA CONSULTANCY**

**FOR  
MRCMPU LTD**



**Malabar Regional Co-operative Milk Producers Union Ltd.**  
Head Office, Peringolam, Kunnangalam (PO), Kozhikode-673 571  
Phone: 0495 2800651, Fax:0495 2800648

NO.MRU: QC:FSS:2011-12

01/02/2012

**TENDER NOTICE:**

Malabar Regional Co-operative Milk Producers' Union Ltd, invite competent tenders from consultants/agencies with good track record for conducting the following works/assignments for a period of one year from 01.04.2012 to 31.03.2013 for the successful implementing /operationalizing FSS Act 2006 at different units, outlets, and milk societies owned/managed by MRCMPU Ltd with the aim to ensure safe and wholesome milk and milk products to the consumers as per the schedule and subjected to the terms and conditions given along with this document.

Please refer to our website for details [www.malabarmilma.com](http://www.malabarmilma.com).

1. Name of Tender :Consultant for FSS Act & Rules Implementation
2. Tender Number :No.MRU:QC:FSS:2011-12  
dtd 01/02/2012
3. Date, time and location of availability of the tender forms : From 05/02/2012 to 17/02/2012 from 10 Am to 3 PM in all working days from Head Office of MRCMPU LTD.
4. Cost of Tender form : Rs.500/- (Inclusive of Tax)
5. Date, Time & Venue of Pre-Bid meeting : 17.02.2012 – 11 AM  
Head Office of MRCMPU LTD
6. Earnest Money Deposit : Rs. 10,000/- (Rupees Ten Thousand only)
7. Date and time of submission : 17.02.2012 up to 2 PM
8. Venue of Submission of tender : Head Office of MRCMPU LTD
9. Date and time of opening : 17.02.2012 at 2.30 PM
- 10.Venue of opening of tender : Head Office of MRCMPU LTD.

The minutes of the pre-bid meeting will form part of the terms & conditions and work/assignment document.

The Malabar Regional Co-operative Milk Producer's Union shall not take the responsibility for any delay in receipt of the bidding document if it is sent by post.

This is only an indicative list of the assessed tasks. The agency may be asked to perform all or the part of the above listed services

**MANAGING DIRECTOR**

**ENCLOSURES:**

**TENDER DOCUMENT**

**GENERAL TERMS AND CONDITIONS**

**DETAILED WORK/ASSIGNMENT DOCUMENT**

**SCHEDULE OF WORK – DOCUMENT TO QUOTE RATES**

# CONSULTANT FOR FSS ACT & RULES IMPLEMENTATION

## TENDER DOCUMENT

### A) SCOPE OF WORK:

The scope of work includes:

- (1) Acquiring license under FSS Act and Rules for various units mentioned in (Annex-I) under MRCMPU Ltd.
- (2) Acquiring registration/licence for milk societies (APCOS)/BMC of Malabar Union coming under the purview of FSS Act and Rules.
- (3) Acquiring registration/ licence for MILMA Dealers/shoppee/parlour of MRCMPU LTD coming under the purview of FSS Act and Rules.
- (4)
  - a. On the basis of FSS Act and Rules, Conduct study and report the inadequacy of various units (as per Annexure-I) in terms of infrastructure and manpower and thereby formulate the gap analysis document.
  - b. Assess the Training need of officers and staff of all the units covered under FSS Act and Rules. Organize a workshop in each unit on understanding & effective implementation of FSS regulation 2011.
  - c. Fixing up of responsibilities for implementing/ensuring that FSS Act and Rules are in place and identifying the responsible officer/staff for proper implementation of FSS Act and Rules in all units (Annexure-I) organization in MRCMPU LTD.
  - d. Formulate a comprehensive integrated pest Management Programme along with a schedule for regular trash removal appropriate for each unit (Annexure-I). Issue guidelines for the development of methodologies for integrated pest Management Programme.
  - e. Formulate Quality system procedure (QSP) for handling milk and milk product for BMCs, Shoppes and Societies.
  - f. Liaison with the office of the Commissioner of Food Safety (Kerala State) and Food Safety Standard Authority of India-Central and Regional office.
- (5) Conduct periodic internal food safety audit of all units (Annexure-I) once in four months and assess the implementation status of the gaps identified by the consultant/agencies and report the same. Assist in developing a Strategic Action Plan for achievement of objectives of food safety.
- (6) The details as mentioned above are indicative only. Any other item/matter not specifically indicated above, which is required to be or may be specified by Rules and Regulations or in respect of which provision is to be made by Rules and Regulations, shall be deemed to have been incorporated with in the scope of the study. The scope of the work includes all preparatory documents required for initiating implementation of the Act. Omission of Specific reference to any of the

activities in the scope of work shall not relieve the agency of its responsibility to provide such consultancy service for operationalizing FSSA. The assignment is required to be completed within the stipulated time of award of work. Consultancy Agency is expected to prepare and executed short term, interim & long plans for operationalizing FSS as per scope of work. Time schedule for various activities for completion of assignments is to be designed accordingly.

## **B) QUOTING RATE:**

**The rate should be quoted in the following format.**

1. Acquiring license under FSS Act and Rules for various units (As per Annexure-I) under MRCMPU Ltd - **lump sum amount excluding license fee (for all Units).**
2. Acquiring registration/license for milk societies (APCOS) of Malabar Union coming under the purview of FSS Act and Rules –**Rate per Milk Society.**
3. Acquiring registration/license for MILMA Dealers of MRCMPU LTD Coming under the purview of FSS Act and Rules-**Rate per Dealer.**
4. On the basis of FSS Act and Rules, Conduct study and report the Inadequacies of infrastructure & manpower in various units and thereby formulate the gap analysis document. Organise a workshop in each unit (Annexure-I) on understanding & effective implementation offs regulation 2011. Fixing up of responsibilities for implementing/ensuring that FSS Act and Rules are in place in MRCMPU LTD at all levels of the organization. Identifying the responsible officer /staff for proper implementation of FSS Act and Rules in all levels of the Organisation. Training needs assessment of officers and staff of all the units covered Under FSS Act and Rules. Implementing the schedule for regular trash removal. Formulate the comprehensive integrated pest Management Programme. Formulate Quality system procedure for handling milk and milk product for BMCs, Shoppes and societies. Liaison with the office of the Commissioner of Food Safety (Kerala State) and Food Safety Standard Authority of India-Central and Regional office: – **lump sum amount.**
5. Conduct periodic internal food safety audit of all units (Annexure-I) once in four months and assess the implementation status of the gaps identified by the consultant/agencies and report the same to the Managing Director of the organization – **lump sum amount per audit.**

The rates will be applicable for the entire contract period and no change in the rates will be permitted.

## **B) ELIGIBILITY CRITERIA:**

1. Work experience in the relevant field is compulsory
2. The consultancy/agency must have the support of the following professionals working full time or part time or on need basis.

- (a) Dairy Technologist with Dairy industrial experience in the field of quality control and/or production section.
- (b) Post graduate in Chemistry/Biochemistry/Microbiology with experience in Dairy/Food Industry/HACCP.
- (c) Retired senior state level Officers of Health Department (Food) not below the rank of District Food Inspector.

The above requirement is minimum and the consultancy/agency is at liberty to engage more experts in the relevant field.

Details of engagement of the above professionals and their consent of engagement must be enclosed with the tender document.

**C) EARNEST MONEY DEPOSIT:**

1. The offer should be accompanied by an **EMD of Rs. 10, 000/-** (Rupees Ten thousand only)
2. The EMD shall be in the form of demand draft in favor of the **MRCMPU Ltd., payable at Kozhikode** or Cash receipt from MRCMPU LTD, Head Office.
3. Offers without EMD will be summarily rejected.
4. The EMD of the unsuccessful quotationers will be released only on finalization of the contract.
5. The EMD of the successful quotationer will be treated as Security deposit, which will be released after satisfactory completion of the contract.
6. No interest will be paid for the EMD for the period for which it lies with the organization.

**D) PERIOD OF CONTRACT:**

The period of contract will be for one year, from 01.04.2012 to 31.03.2013.

**E) JURISDICTION:**

In case of dispute or litigation, the jurisdiction for the same will be Kozhikode.

**F) PRE-BID MEETING**

The Pre-bid meeting is scheduled at the Administrative Office of the Head Office on 17-02-2011 at 11 AM. Attending the pre-bid meeting is desirable. The minutes of the pre-bid meeting will form part of the terms & conditions and work chart.

**H) PAYMENT TERMS**

1. Job-I:-100% payment after receiving the license for all units.
2. Job-II:-100% payment after receiving the license/registration certificate per society.
3. Job-III:-100% payment after receiving the license/registration certificate per dealer.
4. Job-IV:-100% payment after submission of:
  - a) Gap analysis document and its approval,

- b) Detailed report of assigning responsibilities of all officers and staffs,
  - c) Training needs assessment report of all officers and staffs of all the units and to the satisfaction of Managing Director
5. Job 5:-100% payment after submission of internal audit report of all units and chilling plants and to the satisfaction of the Managing Director

**Note:** TA/DA and accommodation to the staffs/consultants engaged by the consultancy shall be borne by agency itself. MRCMPU shall arrange no accommodation.

### **I. General Terms and Conditions:**

1. The Managing Director will disburse payment of eligible amount within 15 days upon receipt of valid bills complete in all respects, after deduction of penalties if any, for unsatisfactory performance. Statutory deductions like Income Tax etc as applicable will be made from the bills as per Government instructions from time to time. Collection and payment of Service Tax will be the responsibility of the Contractor.
2. The Staffs/consultants engaged by the agency/consultant shall obtain prior permission from the unit heads and they are liable to observe all rules and regulations including security rules. The staffs/consultants thus engaged should behave in line with the decorum of the institution.
3. The consultant shall not be eligible for any payment other than the amount calculated as per the rate fixed under the contract, and the consultant shall meet all his statutory liabilities as well as liabilities of wages from this amount. Service tax will be paid on providing service tax registration number.

### **J. Special Conditions including work/assignment document and schedules**

Detailed work/assignment document and schedules regarding the manner in which specified works/assignments under this contract are to be carried out, are shown as enclosures. The consultant shall study these enclosures and make him aware of the nature, frequency and extent of the works involved. Evaluation of whether a particular work/assignment has been carried out satisfactorily will be determined on the basis of the work/assignment document and schedules. The Managing Director reserves the right to accept or reject any or all the offers at any stage of the process with out assigning any reason there of and no claim/dispute on this accept shall be entertained.

**Date: 10-02-2012**

**Managing Director**

**Place: Peringolam**

**MRCMPU LTD**

## **DETAILED WORK/ASSIGNMENT DOCUMENT**

### **1. Acquiring license under FSS Act and Rules for various units under MRCMPU Ltd.**

The work includes preparation and submission of application form for all units (Annex-I), on behalf of MRCMPU LTD to the State/Central Licensing Authority

#### **1.1. Acquiring registration /license from State/Central Licensing Authority**

The license under FSSA should be obtained for all the units for a period of five years as per (Regulation No. 2.1.7) of FSSA Regulations 2011. The registration/license obtaining work of the above units, chilling plants and marketing depots should complete within three months from the date of issue of work order. Formulate the quality system procedures for BMC, Shoppe, dealer point, societies etc.

The consultancy/agency shall coordinate with MRCMPU officials for accurate preparation of documents sought by FSSA Authorities. MRCMPU LTD.

Officials shall provide all the details/documents except the following documents for filing the application form.

- FSMS Plan
- Recall plan of products
- NOC from Corporation/Municipality/Gramapanchayath.

1.4 The license should be obtained for a period of one or five years as per Regulation No. 2.1.7 of FSSA Regulations 2011.

#### **2.0 Acquiring registration/license for milk societies (APCOS) of Malabar Union coming under the purview of FSS Act and Rules**

2.1 The work starts with the verification of document provided by MRCMPU LTD and formulate a list of milk societies, for whom registration/license are to be obtained.

2.2 The acquiring registration/license from State Licensing Authority/Local Registering Authority under FSSA is applicable for all the milk societies.

#### **3.0 Acquiring registration/license for MILMA Dealers of MRCMPU LTD Coming under the purview of FSS Act and Rules.**

3.1 The work starts with the verification of document provided by MRCMPU LTD and formulate a list of milma dealers for whom registration/license are to be obtained.

3.2 The acquiring registration/license from State Licensing Authority/Local Registering Authority under FSSA is applicable for all the milma dealers.

3.3 The consultancy shall co-ordinate with FSS authority and ensure that the system and procedures are followed at unit level as per the norms, modify the same, in case of update of rules from time to time

### The Units under MRCMPU LTD

1	Palakkad Dairy Kallepully (PO), Palakkad-678005
2	Kozhikode Dairy Peringolam – Kunnamangalam P.O Kozhikode.
3	Wayanad Dairy Chuzhali, Wayanad
4	Kannur Dairy Pallikkunnu, Kannur
5	Kasaragod Dairy, Anandasramam Kanhangad Kasaragod Dist
6	Central Product Dairy Naduvattom, North Beypore
7	Milk Chilling Plant Mananthavady (PO) Wayanad
8	Milk Chilling Plant Nilambur Malappuram
9	Milk Chilling Plant Mele Pattambi(PO) Pattambi
10	Milk Chilling Plant Agali (PO), Attappady Palakkad
11	Koothuparamba Marketing Depot Kaitheri Nirmalagiri, Koothuparamba
12	Kottakkal Marketing Depot Chenakkal, Cherussola (PO) Malappuram.
13	Nilambur Marketing Depot Nilambur Malappuram.



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**Tender for consultancy for implementing FSS Act**

1	Name & Address of the Agency		
2	Name & Designation of the person to whom all references shall be made regarding this tender.		
3	Tele Phone No.		
	<b>Job Details</b>	<b>Unit</b>	<b>Rate</b>
1	Acquiring license under FSS Act and Rules for various units.	Per unit	
2	Acquiring registration/license for milk societies	Per Society	
3	Acquiring registration/license for MILMA Dealers	Per Dealer	
4	Gap analysis & other allied works	Consolidated	
5	Conducting of internal food safety audit	Per Audit	
	EMD particulars		
	<b>Name of Bank, DD No &amp; Date</b>	Amount Rs.	
	Signature		