Request for Proposal (RFP)

Consultancy for O H S A S 18001:2007
Occupational Health & Safety Management System

RFP Reference

Dear Sir,

SUB: REQUEST FOR PROPOSAL (RFP)

You are requested to give your most competitive rates meeting the delivery schedule for Consultancy for implementation of OHSAS

ADDRESS OF SUBMISSION OF BID

The offer should reach, Amul Mother Dairy (A Unit Of Gujarat Co - Operative Milk Marketing Federation Limited) Plot No. - 35, Near Indira Bridge, Ahmedabad - Gandhinagar Highway, Village: Bhat, Dist.: Gandhinagar. Pin 382 428, email: pksarkar@amul.coop, sunil@amul.coop.

DUE DATE

30 September 2014

The offer should be sent in sealed cover super scribing on the top left hand corner offer for inquiry REF: DATED: and can be emailed also to pksarkar@amul.coop, sunil@amul.coop. However, hard copy is must. Offer received after due date for whatsoever reason may be liable for rejection.

VALIDITY

Offer should be valid for acceptance, for 60 days from due date of submission of offer.

TERMS & CONDITIONS

PAYMENT TERMS

Shall be strictly as specified below:

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<th>Milestone</th>
<th>Payment</th>
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<tr>
<td>Advance</td>
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<td>On successful completion of Milestone 1</td>
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<td>On successful completion of Milestone 3</td>
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<td>On successful completion of Milestone 4</td>
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All BGs shall be from nationalized bank or ICICI, HDFC, AXIS bank only.

COMPLETION TIME

One year for all plants end of milestone 4 (OHSAS certification by external agency)
**Price Break-up**

Price break-up should be provided as per the list of plants being of different sizes since efforts involvement for different plants may be different.

Detail price break-up must be submitted for progressive payment as well as for calculation of price for addition, deletion, modification in scope.

All applicable charges should be submitted with breakups **plus Service tax (as applicable at the time of raising invoice)** for carrying out Total Safety Audit and shall be paid as per the payment terms against invoice.

This sum shall be inclusive of all financial implication with regard to boarding, loading and traveling expenditure involved for the safety auditors who will be visiting the plants for the purpose. No facilities will be provided towards travelling, boarding lodging etc.

Charges of certification agency also should be quoted.

**Method of Invoicing**

No bill should be raised for less than 15 units at a time.

Invoice must be supported with certification from the respective plants/ unions on the service provided as specified above in the price break-up sheet.

**Invoice to be Submitted to**

Senior General Manager Mother dairy Gandhinagar

**Other Terms & Conditions**

FOR Destination is respective plants as per list attached.

The assignment should be completed as indicated in the scope.

It is not binding on us to accept lowest offer.

Right to reject any or all the offers without assigning any reason is reserved by us.

Offer which are incomplete or not meeting the conditions or only for part items, may liable for rejections.

No queries regarding the status of the offer will be entertained at any time.

The final supplier will be the combined decision of our technical team and management and no reason of final selection will be conveyed to any bidder.

Complete technical details and drawings and complete company profile, client list etc should be submitted.

All your team members should have identity card for getting entry.

Site visit may be necessary to understand complete scope.

No accommodation can be provided by the purchaser.

All laid down discipline must be followed by your all team members working inside the plants.
These are running plants in full capacity. Planning should be made to complete the job with no shut down.

Contracts awarded can be extended for further periods if mutually agreed based on price revision formula if performance is satisfactory.

Yours faithfully,

For Mother Dairy, Gandhinagar

Authorized Signatory
CONSULTANCY FOR IMPLEMENTATION OF
OHSAS 18001:2007
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

OBJECTIVE
Growing need for industrial safety and health for the employees and the community at large and to hold high the brand image of AMUL with increasingly strict legislation and heightened community awareness, we are more than ever looking to achieve and demonstrate sound health & safety performance and risk management. The accepted way of doing that is to develop and maintain a management system based on a recognised standard, and subject it to verification - such as by internal audit and to an independent certification audit. Implementation of OHSAS 18001 in our all 78 units within a period of one year is the objective of this tender for hiring consultancy services from reputed organizations in this field who will incessantly work with our team till the OHSAS 18001 certification (a common, internationally certifiable OH&S specification) is obtained from an authorized certifying agency. Through implementation of OHSAS 18001 our plants must be able to establish and maintain a system to control risks to personnel and others associated with its activities for developing our Health & Safety management system in our all plants. The objective of a standards-based system is to provide a solid base on which our organisation can better comply with them - for now and into the future.

To Provide Consultancy to 78 units of GCMMF Ltd (AMUL) plants for getting certified as OHSAS 18001: 2007 Occupational Health & Safety Management System which includes establishment, documentation and implementation in accordance with the requirements of those international standards till getting certified.

BROAD SCOPE OF WORK
A broad scope is outlined here. But this should not be construed as total scope of requirement. Scope covers each and everything to be included in the scope as may be necessary for statutory and standards requirement for certification of OHSAS 18001:2007 Occupational Health & Safety Management System

To Train and guide staff of plants for getting certified as OHSAS 18001:2007 Occupational Health & Safety Management System on establishment, documentation, implementation, maintenance and improvement in Energy management system in accordance with the requirements of this international standard till getting Certified through providing training at our plant at different stages; helping ,guiding and then checking our documentation; guiding us on implementation, maintenance and improvement in the system training us for internal audits and management review and guidance have o provided till the plant is certified as OHSAS 18001:2007 Occupational Health & Safety Management System.

1. Preparation of Energy Policy
2. Identification of Significant energy Users
3. Fixing of Energy Performance indicators
4. Fixing of Base line for the Energy Performance Indicators
5. Preparation of procedure manuals
6. Preparation of Motor Policy
9. Internal Audit: Training
10. Management Review meeting: Training
11. Helping/Hand holding till Certification

MILESTONE 1: AWARENESS TRAINING ON (OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM)

For the employees of the Company at different levels:

1. Senior Management
2. Middle Management (Implementation Team)
3. Core Implementation Team

METHODOLOGY

MILESTONE 2: GAP ANALYSIS & DOCUMENTATION OF OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

1. Initial S&H Review of Organization, collect and analyze data based on measurement and other data. Identify the areas of significant S&H issues, Identify, Prioritize and record opportunities for improving S&H performance.
2. Based on review of initial S&H review, providing recommendations to identify
3. S&H Baselines
4. S&H Performance Indicators appropriate for monitoring and measuring S&H performance
5. Establishing objective, targets and S&H management action plan in line with S&H policy of the organization.
6. Establishing operational control for significant S&H and S&H management plan for monitoring, measurement and analysis of S&H management actions and performance
7. Identification and evaluation of compliance of legal requirements and other requirements relevant to its S&H.
8. Preparation of the S&H management system documentation as per the requirement of OHSAS 18001:2007 Occupational Health & Safety Management System after taking due consideration if the SWOT analysis results. The Documentation shall include the following:
11. OHSAS 18001:2007 Occupational Health & Safety Management System - for S&H planning, S&H review, setting objectives targets and S&H management action plan, operational control and S&H measurement plan

12. Formats for maintenance of records.

**MILESTONE 3: IMPLEMENTATION**

1. Periodic Implementation Monitoring of the S&H management system in the organization up to the certification audit.
2. Internal auditor’s training followed by written test and on successful completion of training/ test, certificate would be provided to the participants.
3. Presence in the Internal S&H audit conducted in the organization
4. Assistance for conducting S&H Management review meeting.

**MILESTONE 4: CERTIFICATION**

1. Coordination with certification agency for adequacy audit.
2. Recommendation for improvement after adequacy audit.
3. Coordination & assistance for registration audit.

**SCOPE**

To Train and guide staff of plants for getting certified as OHSAS 18001:2007 Occupational Health & Safety Management System on establishment, documentation, implementation, maintenance and improvement in Energy management system in accordance with the requirements of this international standard till getting Certified through providing training at our plant at different stages; helping, guiding and then checking our documentation; guiding us on implementation, maintenance and improvement in the system training us for internal audits and management review and guidance have o provided till the plant is certified as OHSAS 18001:2007 Occupational Health & Safety Management System.

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**Handholding for implementation OHSAS 18001 Health & Safety Management System till certification**
Implementation of health & safety management system - documented system that includes the following elements:

1. A safety policy
2. A programme for training and ensuring competency
3. A framework for involving employees in the management of health & safety
4. The collection, analysis and reporting of safety performance data
5. The identification of hazards in the workplace
6. The assessment of the risk they pose to people
7. The elimination or control of those risks
8. The evaluation of the effectiveness of the control measures
9. Arrangements for emergency preparations and response
10. Systems for monitoring the effectiveness of health & safety arrangements
11. Systems for monitoring the health of workers
12. Systems for the reporting and investigation of accidents / incident
13. Controls over documents and records
14. A programme of internal audits and management review to ensure that the system continues to meet objectives and requirements

Stages of preparedness:

- Understanding requirement and gap analysis
- Planning the system
- Documentation
- Implementation
- Verification
- Integration
- Certification

Health & Safety Management System should address the relevant legislative and regulatory requirements. All jurisdictions specified actual method of consultation, training, incident reporting, emergency responses, health surveillance, and health monitoring and risk management has to be established. OHSAS 18001:2007 Occupational Health & Safety Management System standard or specification for an occupational (or work) health and safety management system should be prepared. All its requirements are to be established as stated in a series of clauses that refer to various aspects of an management system, including: Hazard identification, risk assessment, planning controls, training and awareness, consultation and communication, operational control, emergency preparation and response, incident investigation, corrective and preventive action, control of documents, control of records, internal audits, and management review.

Plants have to develop control measures to meet applicable legal, regulatory and contractual requirements through systemisation and basing those systems on
standards of OHSAS 18001:2007 Occupational Health & Safety Management System. A Gap Analysis and Project Plan may be prepared to guide and record progress. The documentation stage may include preparing:

- Policies
- Various documented procedures
- Health & safety plans
- Forms
- Risk assessments / work method statements and other documents

Documenting a system or the documentation should be appropriate to the nature of our organisations’ activities and the risks associated with its operations. Documents only form a part of a system. They are a means to an end - not an end in themselves. People, their commitment, and the training / resources / methods they are provided with are vitally important. Implementation may include tasks such as risk assessments being performed, and physical risk control measures such as barriers, labelling, signage, and PPE (Personal Protective Equipment). To be of maximum true value, our system needs the broad support of people within our organisation. This is often best achieved with a softly approach - consultation, communication, then participation in introducing changes. Useful guidance to be established like:

1. One senior person should have overall authority and responsibility for managing the system
2. A team of co-ordinators or local representatives can assist them.
3. Consult and communicate with employees
4. Apart from being a requirement of the standard, this can help to allay any fears and suspicions that people may have about the reasons for process and/or organisational change.
5. Participation should be encouraged
6. All employees have a role to play. Workload can be shared and a range of ideas can come from people with different perspectives.
7. Results should be monitored, and the system fine-tuned as you go.
8. Following the principle of Dr. Demings’ PDCA (Plan-Do-Check-Act) cycle, having planned our system and put it into practice, we need to check or verify that it is working effectively.
9. All control systems need feedback mechanisms to help their controllers keep the system on track. Management systems are no exception, and internal audits are their key feedback mechanism. To illustrate the importance of internal audits, they are a mandatory requirement of the OHSAS 18001:2007 Occupational Health & Safety Management System standard. They audits offer a very beneficial and low-cost method to help your organisation maintain compliance, and achieve its objectives. There are also other aspects of verification, including measurement and monitoring, employee surveys, and periodic review by top management.
10. For the new system, or one that has had a major upgrade, it would be good practice to audit the system thoroughly after quite a brief period of
implementation. It is quite likely that a little bit of fine-tuning to your system will be necessary. After that, your audit schedule may be on a risk basis - with those processes that are most important or that have had problems in the past being audited more regularly than others. You may also choose to have an external audit of your system (against a standard such as OHSAS 18001:2007 Occupational Health & Safety Management System) by a Certification body or Registrar.

11. Results of audits and other verification techniques should be fed back to the management Review process, for top management to consider progress, and plan any remedial action or perhaps set new objectives.

12. There are many different ways to develop and maintain a management system based on OHSAS 18001:2007 Occupational Health & Safety Management System in a cost-effective and user-friendly manner. Organisations have many competing calls on their resources - and personnel in particular. So the system needs to be low-impact in terms of the time needed to develop and maintain it. Many a well-intentioned system has fallen by the wayside because its design meant it was too burdensome to keep going. So, as competing demands for resources took precedence, the system gradually fell into disuse. The days of administrators updating multiple hard-copy manuals are now - or should be - long gone.

The tasks needed for the operation of our management system:

- Plan Health & Safety Objectives and Targets and how they will be achieved
- Document policies, procedures, forms, letters etc. with our huge library of samples and templates
- Make documents easily accessible over your intranet or internet - with powerful search facilities to find the right document quickly and easily
- Plan and record document reviews and revisions
- Schedule and record internal audits and other checks
- Plan and record minutes of management review, committee and other meetings, and distribute them
- Maintain records of Health & Safety training - with convenient tools to query refresher training needs
- Assess Health & Safety performance with automated pie and bar charts that have millions of drill-down display and reporting options
- Consider and evaluate risks that might affect your people
- Record accidents, incidents, issues, hazards and suggestions
- Plan preventive / corrective / improvement action and then assign, record and track those actions
- Remind people about tasks that are due / overdue with automated emails
- Escalate overdue actions
Generate pie charts, bar charts and tabular reports

Safety Manager - a comprehensive toolkit for developing a Health & Safety management system based on the requirements of OHSAS 18001:2007 Occupational Health & Safety Management System. The Safety Manager component alone provides a great kickstart to developing or updating our management system with:

- An introduction to the subject of health & safety management systems
- A commentary on the requirements of the standards
- Case studies that illustrate possible methods to comply with those requirements
- Tools to help you plan the development of your own system - based on the standard
- A large quantity of sample documents such as policies, procedures, forms and letters. Just use our familiar word processor to customise those selected for your organisation
- MS PowerPoint presentations for employee training the most comprehensive suite of tools to help you address OHSAS 18001:2007 Occupational Health & Safety Management System and other standards faster, better, and smarter.

The following parameters to be established and evaluated for preparedness of ground for OHSAS 18001:2007 Occupational Health & Safety Management System certification process:

1. Objective
2. Documents
3. Audits
4. Actions
5. Meetings
6. People
7. Training
8. Risk
9. Benchmark
10. Safety Manager
11. Standard Requirements
12. Notes

Clause 4.1 General Requirements Overview

Clause 4.2 OHS Policy

OHS Policy, Explanation of requirements and sample policy statements, Policy statement maintained and accessed via Master Document List

Clause 4.3 Planning

Hazard ID, Risk Assessment, Determining controls, Explanation of requirements, concepts and methods, sample procedures and forms, and training materials Using the Action Form, any user may log a hazard identified in the work environment, and email to a person with assigned responsibility. Risk Assessment form provides matrix-based framework (Likelihood x Consequence = Risk Level), text entry fields
to list controls required/in place, and facility to attach external data such as reports, statistics and photographs. Link is to be set to one or more Action forms to assign responsibility for controls. Legal and other requirements: Explanation of requirements, case study, activity plan, sample procedure, web links to legal and regulatory information. Objectives and programmes: Explanation of requirements, case study, activity plan, sample procedure / other documents / tools shall be recorded in Objective Form. Each objective may be assigned to a responsible person, quantified for priority against up to 4 user-definable drivers, assessed for progress, and include attached documents. Each Objective may generate up to 100 separately tracked Action plans. Procedures and other important documents maintained and made available via Master Document List

Clause 4.4 Implementation and Operation Resources, Roles Responsibility etc

Sample Organisation chart, Table of Authorities, and Job descriptions Competence, training and awareness, Explanation of requirements, sample procedures, induction checklists, and Training records are created for each person in the organisation. These are maintained in the Training Schedule, and may be queried for planning / review purposes. Individual Development Plans may be created for each person in the organisation. This provides a tool for creating personal action plans for health & safety-related development. Password-controlled sign-off by individual and 2 levels of management Communication, participation and consultation: Explanation of requirements, case study, activity plan, example procedure, form, and many standard letters. Dedicated meeting module to schedule and record minutes of meetings, create custom agendas for meeting types such as consultative committee meetings, merge email agenda or minutes. Assign action points (progress on each may be individually tracked). Actions List includes a category for "Raised by Meeting" - enabling the list to be filtered and queried to provide custom reports Documentation: Explanation of requirements, case study, activity plan, sample documents. Control of documents: Explanation of requirements, case study, activity plan, sample Document control procedures Master Document List to provide easy and controlled access to important documents - such as policies and procedures used throughout the system Revision History recording for each individual document Automated archiving facility to look after superseded versions of documents. Global lists of revisions, deletions and distribution Automated scheduling of document reviews and email reminders Operational Controls Explanation of requirements, case study, activity plan, sample procedure and various checklists Master Document List to provide easy and controlled access to important documents Emergency preparedness and response: Explanation of requirements, case study, activity plan, sample procedure and various checklists, Action Form used to record incidents and accidents - with link to generate multiple Injury Forms to record injury details. Other sections of the Action form used to record Action Planned and Action Taken, Master Document List to provide easy and controlled access to important documents
**CLAUSE 4.5 CHECKING**

Performance monitoring and measurement system shall be established. Explanation of requirements, case study, activity plan, sample procedure and various checklists, Benchmark module includes a form to record a score-based assessment of any aspect of the system that you need to measure. All assessments in any category may be compared with each other in a summary report. Evaluation of compliance: Maintain a range of compliance checklists as Audit Records Incident investigation, nonconformity, corrective and preventive action, explanation of requirements, case study, activity plan, sample procedures. Action Form used to record nonconformances, investigations, corrective/ preventive action, root cause analysis etc. Each may be separately assigned, and emailed to a responsible person with attachment if required. Actions List may be queried in numerous combinations to generate custom reports. Control of records Explanation of requirements, case study, activity plan, sample procedures. Records for all modules maintained in centralised, robust SQL server database. Internal audit: Explanation of requirements and sample procedures shall be recorded. Audit Schedule and individual audit records. Facilities shall replicate checklists + Audits training presentation. Each item in an Audit Record may generate up to 100 separately tracked Action plans. Actions List may be queried by those raised at audits to provide custom reports. Auditor training records planned and maintained in Training Schedule and course records. Optional, certified onsite training facilities available

**CLAUSE 4.6 MANAGEMENT REVIEW**

Explanation of requirements and sample procedure

Management reviews scheduled and recorded in Meeting Minutes. Default agenda provided. This may be customised as required. Agenda/ minutes may be emailed to all attendees. A training presentation on meeting management is included. Each Discussion item may generate up to 100 separately tracked Action plans. Actions List may be queried to provide custom reports

**OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

**GENERAL REQUIREMENTS**

Establish an OHSMS for your Organization

Develop an OHSMS that complies with OHSAS 18001.

Document your OHSMS in accordance with OHSAS 18001.

Implement your OHSMS in accordance with OHSAS 18001.

Maintain your OHSMS in accordance with OHSAS 18001.

Improve your OHSMS in accordance with OHSAS 18001

**POLICY REQUIREMENTS**

Develop an OH&S Policy for your Organization
Define your organization’s OH&S policy.
Document your organization’s OH&S policy.
Implement your organization’s OH&S policy.
Maintain your organization’s OH&S policy.
Communicate your organization’s OH&S policy.

**PLANNING REQUIREMENTS**

Analyze OH&S Hazards and Select Controls

Identify OH&S hazards and assess your risks.

Develop a methodology to identify OH&S hazards and assess your organization’s risks.

Establish procedures to identify OH&S hazards and assess your organization’s risks.

Implement your OH&S hazard identification and risk assessment methods and procedures.

 Maintain your OH&S hazard identification and risk assessment methods and procedures.

Reduce OH&S risks by selecting your controls.

Establish procedures to select your OH&S controls.

Implement your OH&S control selection procedures.

Maintain your OH&S control selection procedures

**RESPECT LEGAL AND NON LEGAL OH&S REQUIREMENTS**

Establish procedures to identify and access the legal and non-legal OH&S requirements that apply to your organization.

Respect all legal and non-legal requirements when you establish your organization’s OHSMS.

Keep your organization’s legal and non-legal OH&S regulatory information up to date.

Communicate information about your regulatory OH&S information to all interested participants.

Establish OH&S Objectives and Programs

Establish your organization’s OH&S objectives.

Develop OH&S objectives for your organization.

Implement your organization’s OH&S objectives.

Establish your organization’s OH&S programs.

Develop programs to achieve your OH&S objectives.

Implement programs to achieve your OH&S objectives.
Maintain programs to achieve your OH&S objectives

**IMPLEMENTATION REQUIREMENTS**

Establish Responsibility and Accountability
Ask your top management to accept responsibility for OH&S.
Make sure management demonstrates a commitment to OH&S.
Appoint a member of management to manage and control OH&S.
Make sure that your workers take responsibility for OH&S.

Ensure Competence and Provide Training
Ensure the competence of people who perform tasks that could have an impact on OH&S.
Maintain records which show that people who have an impact on OH&S are in fact competent.
Identify your organization’s OH&S training needs.
Establish OH&S training methods and procedures.
Provide training to meet your OH&S training needs.
Evaluate the effectiveness of your OH&S training activities.
Maintain a record of OH&S training activities and results.
Establish a procedure to make people aware of OH&S.
Implement your OH&S awareness procedure.
Maintain your OH&S awareness procedure.

Establish Communication and Participation
Establish Communication Procedures
Establish an internal OH&S communication procedure.
Develop a procedure to control internal communications.
Implement your internal communications procedure.
Maintain your internal communications procedure.
Establish a contractor and visitor OH&S communication procedure.
Develop a procedure to control how you communicate about OH&S with your contractors and visitors.
Implement a procedure to control how you communicate about OH&S with your contractors and visitors.
Maintain a procedure to control how you communicate about OH&S with your contractors and visitors.
Establish an external OH&S communication procedure.
Develop a procedure to control external communications.
Implement a procedure to control external communications.
Maintain a procedure to control external communications.
Establish OH&S Participation and Consultation
Establish a worker participation procedure.
Develop a procedure to manage worker involvement.
Implement your worker participation procedure.
Maintain your worker participation procedure.
Consult with workers about OH&S matters.
Consult with contractors and other parties.
Develop a procedure to manage contractor involvement.
Implement your contractor participation procedure.
Maintain your contractor participation procedure.
Consult with external parties about OH&S matters.
Document your Organization’s OHSMS
Document your organization’s OH&S policy.
Document your organization’s OH&S objectives.
Document the scope (boundary) of your OHSMS.
Document the elements (parts) of your OHSMS.
Document how the elements of your OHSMS interact.
Control your Organization’s OH&S Documents
Control documents required by OHSAS 18001.
Establish a procedure to control OH&S documents.
Implement your OH&S document control procedure.
Maintain your OH&S document control procedure.
Control your OH&S management records.
Implement Operational OH&S Control Measures
Identify those operations and activities that should use controls to manage OH&S hazards and reduce risks.
Implement controls to manage OH&S hazards and reduce risks.
Implement documented procedures to reduce your OH&S risks.
Implement operating criteria to reduce your OH&S risks.
Maintain your organization’s OH&S procedures and controls.
Maintain the operating criteria needed to control OH&S risks.
Prepare for emergency situations that could impact OH&S.
Establish OH&S emergency management procedures.
Test your OH&S emergency management procedures.
Implement your OH&S emergency management procedures.
Review your OH&S emergency management procedures.
Revise your OH&S emergency management procedures.

CHECKING REQUIREMENTS
Monitor and Measure your OH&S Performance
Establish procedures to monitor & measure OH&S performance.
Implement your OH&S monitoring & measurement procedures.
Maintain your OH&S monitoring & measurement procedures.
Record the results of your monitoring & measurement activities.
Establish procedures for monitoring & measurement equipment.
Implement procedures for monitoring & measurement equipment.
Maintain procedures for monitoring & measurement equipment.
Evaluate Legal and Non-legal Compliance
Evaluate Compliance with Legal Requirements
Establish a procedure to periodically evaluate how well your organization complies with legal OH&S requirements.
Record the results of your legal OH&S compliance evaluations.
Evaluate Compliance with Non-legal Requirements
Establish a procedure to periodically evaluate how well your organization complies with non-legal (other) OH&S requirements.
Record the results of your non-legal OH&S compliance evaluations.
Investigate Incidents and Take Remedial Action
Investigate your Organization's OH&S Incidents
Establish procedures to investigate OH&S incidents.
Implement your OH&S incident investigation procedures.
Maintain your OH&S incident investigation procedures.
Take Corrective and Preventive Action
Establish nonconformity management procedures.
Implement your nonconformity management procedures.
Maintain your nonconformity management procedures.
Establish and Control OH&S Records
Establish OH&S records for your organization.
Maintain your organization’s OH&S records.
Develop procedures to control your OH&S records.
Implement your OH&S record keeping procedures.

Conduct Internal Audits of your OH&S
Establish an internal OH&S audit program.
Implement your internal OH&S audit program.
Maintain your internal OH&S audit program.

REVIEW REQUIREMENTS
Review the Performance of your OH&S
Review your OH&S by examining inputs.
Assess the results of your management reviews.
Generate OH&S management review outputs.
Communicate management review outputs.
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</table>
ADDRESS OF MEMBER UNIONS OF GCMMF LTD

MANAGING DIRECTOR,
AHMEDABAD DCMPU LTD
UTTAM DAIRY
SHUKHRAMNAGAR
GOMTIPUR AHMEDABAD - 380 021

MANAGING DIRECTOR,
BANAS DAIRY
BANASKANTHA DCMPU LTD.,
POST BOX NO 20
PALANPUR 385 001

MANAGING DIRECTOR,
BARODA DCMPU LTD
SUGAM DAIRY
MAKARPURA ROAD
BARODA - 390009

MANAGING DIRECTOR,
BHARUCH DCMPU LTD.
DUDHDHARA DAIRY
OLD NATIONAL HIGH WAY NO - 8
POST BOX NO 29
BHARUCH - 392 002

MANAGING DIRECTOR,
GANDHINAGAR DCMPU LTD
MADHOOR DAIRY
NR GIDC ELECTRONICS EST
SECTORE 25 K ROAD
GANDhinagar - 382044

MANAGING DIRECTOR,
KAira DCMPU LTD
AMUL DAIRY
AMUL DAIRY ROAD
ANAND - 388001

MANAGING DIRECTOR,
MEHSANA DCMPU LTD.
DOODHSAGAR DAIRY
POST BOX NO-01
MEHSANA - 384002

MANAGING DIRECTOR,
SABARKANTHA DCMPU LTD
SABAR DAIRY
BARIA SUB POST OFFICE, POST BOX NO 21
HIMMATNAGAR 383 006

MANAGING DIRECTOR,
SURAT DCMPU LTD
SUMUL DAIRY
POST BOX NO-501
SURAT - 398008

MANAGING DIRECTOR,
SURENDRANAGAR DCMPU LTD.
SUR SAGAR DAIRY
DAIRY BUIILDING COMPOUND,
OPP. C.U. SHAH ENGLISH SCHOOL,
VADHVAN ROAD, VADHVAN,
SURENDRA NAGAR - 363035
MANAGING DIRECTOR,
VASUNDHARA DAIRY
ALIPUR TALUKA CHIKHILI
VALSAD 396409

MANAGING DIRECTOR,
PANCHAMAHAL DCMPU LTD.
PANCHAMRUT DAIRY
LUNAWADA ROAD
POST BOX NO.37
GODHRA - 38999001

MANAGING DIRECTOR,
RAJKOT DCMPU LTD
GOPAL DAIRY
DOODH SAGAR MARG,
NAVA POWER HOUSE PASSE
RAJKOT - 360003

MANAGING DIRECTOR,
VIDYA DAIRY
GAU CAMPUS
NEAR BORSOD CHOKDI
ANAND - 388110

MANAGING DIRECTOR,
AMRELI DCMPU LTD
AMAR DAIRY
AMAR TRIBHOETO, DHARI ROAD
AMRELI -365601

MANAGING DIRECTOR,
MANAGING DIRECTOR,
BHAVNAGAR D C M P LTD.
SARVOTAM DAIRY
BHAVNAGAR - RAJKOT HIGH WAY
SIHOR DISTRICT BHAVNAGAR
VENDOR REGISTRATION FORM

Amul Mother Dairy, Gandhinagar
(A Unit of Gujarat Co-Operative Milk Marketing Federation Ltd Anand)

(FOR AUTHORIZED DISTRIBUTORS/ DEALERS/ STOCKISTS/ TRADERS/ SERVICE PROVIDERS)

Category of item/ Service for registration:

Name of Firm:

Address of Registered Office:

Phone No:

Fax No:

E-mail:

Name of Contact Person (Ahmedabad/ Gujarat):

Status of Firm (outside Gujarat, if any)

In case of Partnership firm

(a)

(b)

(c)

If Proprietary Concern Name &:

Address of proprietary

If Private/ Public Limited Co (Memorandum of Association to be enclosed)

Year of establishment of firm:

Category of items to be handled by you and their details

<table>
<thead>
<tr>
<th>Item Category</th>
<th>Size</th>
<th>Make</th>
<th>Manufacturer</th>
<th>Nature of Agency</th>
</tr>
</thead>
</table>

(Enclose copy of Dealership/ Agency approval letter of manufacturer)

Name and address of the dealer/ depot from where you get delivery of item offered to us.

Please enclose details of manufacturer for the products offered to us.

Central Sales Tax No.

If excise applicable, current excise duty and details

Applicable CST/ ST rate

Last 03 years sales (business) of your firm (Average in Rs. Lacs)
List of leading buyers from you for the products (services) offered to us.

<table>
<thead>
<tr>
<th>Item category Name and address of buyer</th>
<th>Annual business (Rs. Lacs)</th>
</tr>
</thead>
</table>

Name of Bankers

IT clearance certificate no. and date (Photocopy to be enclosed)

Latest Annual Report / Auditors’ certificate

In case you are/were a supplier/service provider to co-op. Dairies in Gujarat, please mention (Please attach purchase order copy with form)

Name of Dairy

Item Supplied

Quantities supplied per year

If the business is discontinued with any of them reasons:

Whether any of your relatives is working with us or with our member dairies, if so, details

Any other information you would like to furnish to us

DECLARATION

THE ABOVE IS TRUE IN ALL RESPECTS AND WE UNDER TAKE TO INFORM YOU IF ANY CHANGE IN THE ABOVE PARTICULARS REGARDING OUR BUSINESS FROM TIME TO TIME

PLACE : SIGNATURE OF AUTHORISED REPRESENTATIVE OF THE FIRM UNDER PROPER SEAL

DATE :

FOR OFFICE USE

VENDOR REGISTRATION NO DATE

CATEGORY

VENDOR NO

INFORMATION RECEIVED RECOMMENDED

APPROVED

COMPLETELY SATISFACTORY
ELIGIBILITY CRITERIA

Proven track record of carrying out consultancy for OHSAS 18001:2007 Occupational Health & Safety Management System of a reputed Industrial plant having minimum manpower of 100 employees and minimum turnover of 10 Crores

Approved or recommended by the reputed organization

Bank Solvency of at least 50% of the quoted price

2 recommending reference letters stating the proven track record of carrying out consultancy for OHSAS 18001:2007 Occupational Health & Safety Management System in reputed Industrial plant having minimum manpower of 100 employees and minimum turnover of 10 Crores

Experienced and qualified as required at least 2 persons in the organization payroll/associates/partners

All the necessary documents and supporting must be provided to establish the eligibility criteria. All the documents asked in the vendor registration form also must be submitted. Eligibility criteria shall be evaluated based on the supporting documents provided. No opportunity will be given for furnishing any further document. So, bid must be complete in all respect with all information and supporting documents.
QUESTIONNAIRE FOR IMPLEMENTATION OF OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM AT UNIT/ SITE (TO BE OBTAINED FROM RESPECTIVE PLANTS)

1. Name & Address of Unit:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

2. Unit details which is to be covered for ISO 50001:2011:

___________________________________________________________________________

3. Name of Contact Officer: _______________ Designation: ______________________

___________________________________________________________________________

4. Name of Alternative Officer: _______________ Designation: ______________________

___________________________________________________________________________

5. Telephone Nos.:____________________________ Fax No.:____________________________

E-mail: ______________________

___________________________________________________________________________

6. No. of working hours / day: ______________ No. of working days in a week:

___________________________________________________________________________

7. No. of Employees working in the Unit:  (a) Managerial cadre: __________

   (b) Officer cadre: __________

   (c) Worker level: __________

   (d) Contractual Work__________
TOTAL: __________

8. Nature of business activity of unit:
____________________________________________________________________

9. Local language used by worker level staff:
____________________________________________________________________

10. Whether you have required facilities where staff could be trained?
____________________________________________________________________

11. Whether you have guesthouse where trainer(s) can stay?
____________________________________________________________________

12. ANY OTHER INFORMATION WORTH MENTIONING________________________
____________________________________________________________________

SEAL WITH SIGNATURE
QUERY
We want to participate for a few numbers of unions only. Is it permissible?

REPLY
NO. We want to employ a single agency to get the most competitive offer since there shall be huge cost saving in repetitive jobs and documentations, uniform standard across the plants and many other advantages. Time period can be extended to two years if it is cost effective.

QUERY
At page no. 19, you have placed a questionnaire. No relevance seems to be there for this questionnaire except categorization of staff in four categories.

REPLY
Successful auditor may need to collect data from the plants for its requirement and hence provided in the tender specification for reference

QUERY
You have not mentioned whose responsibility it is to prepare required no. of copies of training documents to be distributed to all staff attending training on awareness, internal audit, implementation etc.

REPLY
All costs to bidders' account and hence should be included with break-up price

QUERY
Specific training is to be provided to all those who are associated with significant energy use and awareness training to all those who are working for organization (including workers on contract and through agencies). All these people working at lower level will understand Gujarati language only. Now, how these people will be trained?

REPLY
If local vernacular is required for training, it should be considered, but in Gujarat, Hindi is well understood by all.

QUERY
In RFP, you have asked for quote for charges of certification agency also. There are four or more number of certification agencies operating in India and their charges vary substantially and are highly negotiable. Thus there is no point in asking bidders to quote for this. This can be effectively done by you/your units only.
REPLY
Yes, agency wise it can be quoted, but will not be loaded in your bid evaluation, we shall separately approach the certification agencies upon the successful bidder’s guidance.

QUERY
Based on our experience, it will take around 15 to 30 man-days on visits to each unit depending upon size of unit and around six months to reach certification stage for one unit and therefore, it will be very difficult for any single agency to take up entire work and even if he does, quality of work may be diluted. Besides, with single agency, your stakes will also be high. It is therefore suggested that you may allow bidders to quote for some minimum no. of unions.

REPLY
Already answered, only single agency will be employed preferably. Multiple agencies may be considered if it is advantageous. So, plant wise price break-up is requested.

QUERY
As per audit concepts, one cannot conduct audit of his own work and accordingly certification agencies should not be involved in this consultancy work. A certification agency cannot provide consultancy on implementation of a management system. This point should be made clear to all bidders and also that agencies participating in this tender process shall not be entertained for certification audit.

REPLY
Bidders are requested to take note of these requirements.

QUERY
You have asked for BG for 50% of quoted amount which is very high and will increase cost of carrying out work. Your worry is only up to the stage when successful bidder starts the work and therefore, a much lower % for BG should suffice. Once successful bidder starts the work, his security is covered as you will pay only after completion of milestones and by that time, he would have worked further.

REPLY
No BG is asked. Please check the payment terms.

QUERY
Please ensure that training, guidance, assistance at all stages etc from the successful bidder is provided by IRCA approved Certified Lead Auditors on OHSAS 18001 only (and not by his supporting and other staff). You may therefore ask for this certificate as well.
Bidders are requested to take note of these requirements.

In order to keep the cost of assignment low, it might be worth considering that training of senior management, core team and implementation team (middle management) of smaller chilling centres/units is combined with union training since strength of these teams will be low at smaller chilling centres/units.

OK, provide all these details in your bid, batch size of training etc.

In RFP, you have mentioned "Methodology" but its narration is not there. You may as well ask bidders to give methodology they want to adopt for this assignment.

Bidders should provide detail methodology

In RFP, You have asked for (at least) two certified Lead Auditor only at eligibility criteria whereas successful bidder will require at least 15 auditors if entire job is to be completed within one year.

At least two lead auditor's involvement is expected for bigger units. Lead auditor's involvement plant wise can be scheduled

We have three certified and experienced Lead auditor with our company but still we cannot take up this assignment at more than 5 unions (out of 19) and around 20 units (out of 78) due to time required to justify the work you have asked for.

Bidder has to plan, schedule and resource the required manpower for this project

You should ask for work schedule (plant wise for all 78 plants as well as lead auditor wise) from each bidder. It will answer my points raised above.

You can have most of the benefits of having a single agency and still have around 4 agencies for doing the work. Besides, you will loose benefits of implementing
OHSAS at units by a year if you are going to extend the completion period from one year to two years.

**REPLY**

Bidders must provide complete time schedule plant wise and lead auditor wise. Plant wise price break-up should be given so that work split plat wise can be considered if required.

**QUERY**

It is suggested that you should fix up some minimum no. of unions as well as minimum no. of plants to have more competition by including company like ours, rather than insisting for a single agency for entire work. After receiving all bids, in case you find that awarding the work to a single agency is going to be beneficial, then, you will still have the option to go for it.

**REPLY**

Plant wise price break-up should be given so that work split plat wise can be considered if required. But quote must be given for all plants.

**QUERY**

You have not mentioned methodology to be adopted for awarding this work. It seems that you are going to invite tenders as well. How you are going to inform potential bidders about the suggestions which have been accepted by you now as these will certain affect the rates bidders to going to mention in response to this RFP?

**REPLY**

Methodology will be technically accepted lowest bidder. This is a tender. Updated RFP is displayed on the website [www.amul.com](http://www.amul.com).

**QUERY**

Is it mandatory to bid for both OHSAS 18001:2007 and ISO 50001:2011 or we can bid for any one?

**REPLY**

Any one.

**QUERY**

You have requested for Awareness Training Senior Management, Middle Management & Core Implementation Team. We want to understand about number of batch and batch size for such training. Please clarify.

**REPLY**

As per ISO requirement, bidder has to plan. Generally for each union (17) one batch for Senior Management (20) & two batches (each 25) for Middle Management combined and four batches (each 25) of core implementation may be required.
QUERY
During implementation phase, how many periodic visits are required for one dairy?

REPLY
At least 5 visits for 15 big dairies, 3 visits other plants

QUERY
Carryout the HAZARD ANALYSIS AND RISK ASSESSMENT and Legal Requirement Identification including preparation of Legal Register is consultant’s responsibility? Please clarify

REPLY
Plant people can do under your guidance. Responsibility will be yours

QUERY
What if, the particular dairy unit fails or delay to comply the legal requirements including mandatory infrastructure changes for comply legal requirement even though consultant has highlighted the same during gap analysis. Please clarify.

REPLY
With rigorous follow-ups you have to get these done

QUERY
What if, unit does not respond to implementation task and project get delayed and kept on hold or cancelled. What should be the remedial action to compensate our charges as well as bank solvency?

REPLY
We will select only such agency that can make things happen. If you have so many doubts and cannot take responsibility please do not participate in the tender. In bank solvency certificate you do not have any financial burden. Payment is milestone completion basis. So, why so many doubts are raised? If project is dropped in between we are looser since money spent on completion of every milestone will not get materialized if the project is dropped at any stage.

QUERY
Inputs for selection of Certification body shall be taken from the consultant? Please clarify

REPLY
Yes

QUERY
As per the payment Terms (as mentioned in the RFP document), 25% of the payment will be made on successful completion of Milestone 1. Milestone 1 indicates Awareness Training on OHSAS 18001. We would like to clarify if the training
programme needs to be conducted at all the 78 sites (as mentioned in the RFP document) or it would be done at one or a few centralized location(s) (deemed suitable by Amul Management)?

**REPLY**
At least at 17 locations (Unions HQ)

**QUERY**
As per OHSAS 18001, training on roles and responsibility and the standard requirements itself has to be imparted to people working for the company and on behalf (third party service providers) of the organisation. Does Amul Management want to include the third party service providers as well under the training program?

**REPLY**
Yes, if it is mandatory for OHSAS requirement

**QUERY**
Additionally we would also like to know if the awareness training programme needs to be imparted to Core Implementation Team or to all the employees of each of the units.

**REPLY**
As per OHSAS requirement only

**QUERY**
Since you would be implementing OHSAS 18001 for multiple locations, hence we are of the opinion that monitoring and review of all data with cloud based software would be helpful. We are equipped with a cloud based collaborative tool EnFlo (WWW.COLLABNEXT.COM) for the implementation of the OHSAS 18001, the Cloud based tool helps in real time review of data for all the locations together from any other location. It is hierarchy based and has energy consumption predictive tool as well. Can we quote for this software tool as well?

**REPLY**
Yes, most welcome with separate break-up