

MORMUGAO PORT TRUST
ISO IMPLEMENTATION CELL

NOTICE INVITING BUDGETORY OFFERS

Name of Work	NAME OF WORK "Integration of QMS – ISO 9001:2015 with EMS -ISO 14001:2015"
Date of submission of budgetary quotation	On or Before 06/01/2022 at 10.30 Hrs.
Address for communication:	ISO Convenor, Mechanical Engineering Department, Mormugao Port Trust, Electrical Section, 1st Floor, Admin. Building, Headland sada Vasco-de-Gama Goa - 403804
Contact Details	Phone : (0832) 2594244, 2594215 Email : isocell.mgpt@gmail.com
Website	www.mptgoa.gov.in

ISO CONVENOR
MORMUGAO PORT TRUST

ISO/ IMS/2021

Date: .12.2021

Sub: Integration of QMS – ISO 9001:2015 with EMS -ISO 14001:2015

Mormugao Port Trust intends to implement Integrated Management System (IMS) which will integrate the existing Quality Management System (QMS) ISO 9001:2015 with Environment Management System (EMS) ISO 14001:2015 for effective operation of the organization.

As such Kindly furnish the budgetary quotation for the same (Scope of work enclosed as Annexure-1 and Price Schedule enclosed as Annexure-2):-

Last date for receipt of budgetary quotation in this office is 06.01.2022.

Thanking you,

Yours sincerely,

ISO Convenor.

1. SCOPE OF WORK

- 1.1 Scope of Work for providing consultancy service to Port towards implementation of Integrated Management System (IMS) which will integrate the existing Quality Management System (QMS) ISO 9001:2015, embedded with recommended management principles, with Environmental Management System (EMS) ISO 14001:2015,, for effective operation of the organization facilitating third party certification, which includes but not limited to the following works:-
- 1.2 Study of the existing processes, procedures and practices of the Mormugao Port towards implementation of integrated management system which will integrate existing QMS(ISO 9001:2015) and EMS(ISO 14001:2015).
- 1.3 Assistance in defining the Policies, objective and scope of the management systems to be implemented in this Port.
- 1.4 Assistance in monitoring objectives, targets and a framework of review and corrective actions for achieving continual improvements in performance.
- 1.5 Assistance in identifying risks, opportunities, aspects, impacts, significance, facilitation of mitigation of risks and suitable control measures in the process of implementation of the management system.
- 1.6 Assistance in developing the required procedures, steps, documentation for implementing the Management system.
- 1.7 Conducting training on awareness, internal auditing for implementation of the Integrated Managements system.
- 1.8 Assistance and advice during implementation of the Managements system.
- 1.9 Assistance in conducting internal Audit, Corrective Action, management Review etc. during the process of implementation.
- 1.10 Assistance in the selection of certification Body for conducting third party audit and the certification process.
- 1.11 Assistance and providing support during the third party external audit process related to third party certification.
- 1.12 Assistance in taking corrective actions for the audit observations made by external auditors and achieving continual improvements.
- 1.13 Any other related works viz. identifying the benefits that may occur due to third party certification.
- 1.14 Arrangement of necessary course materials, submission of manuals and related documents in hard copy for integration of QMS with EMS will be the sole responsibility of the Consultant.

1.15 The consultant shall provide any other work which have not been specifically mentioned in the Price Schedule (Bill of Quantities) at Annexure –II and in the scope of work, but which are found necessary for completion of the works without incurring any additional expenditure to the Port.

The Consultant shall be able to demonstrate benefits realized due to the implementation of systems conforming to the above standards in addition to the certification. **Aims for 'Lean documentation' while ensuring that the documented information needed for the QEMS is available in the system.**

Scope of certification

All activities related to "Provision of Sea port facilities and Related Support Services in Sea borne Trade" (in current QMS)

2 Consultants for acquiring IMS certification:

2.1 This scope of consultant includes a deep understanding of the existing procedures/processes/practices/functioning of the Port and the requirement of the Management system standards ISO 9001:2015, ISO 14001:2015, legal requirements, best practices relating to the industry, internal guidelines and instructions as per manuals, practices, etc.

2.2 Since ISO 9001:2015, ISO 14001:2015 are based on High Level Structure (HLS) for Management Systems (identical clauses), as decided by ISO, the documented information planned for the QEMS should facilitate integrating with OHSMS (ISO 45001) / Information security (ISO 27001) or other similar standards, in future, if the Port desires.

2.3 To make sure that MPT establishes a process to identify interested parties relevant to the QEMS and their requirements. Based on the context of the organization (COTO), establishes a strategic direction for the organization, QEMS policy and QEMS objectives in line with the strategic direction.

2.4 To ensure that an effective and efficient QEMS is in place, consultant to facilitate:

- a. Identification of Context of the organization and communication
- b. Strategic direction for the organization
- c. Scope of QEMS in line with a and b stated above
- d. QEMS policy and QEMS objectives
- e. Defining Responsibilities and authorities for relevant roles, communication understanding within MPT , as a minimum
- f. Processes needed for achieving the same
- g. Methods needed for determining Risks, opportunities, aspects, impacts, protecting the environment, prevention of pollution and managing the same.
- h. Criteria (and methods) required for effective monitoring and control of these processes are evolved
- i. Emergency management

- j. Waste, dust, noise management
- k. Personnel performing work affecting quality, environment and OHS are competent – i.e trained / qualified and experienced / empowered to identify risk, manage risks and utilize opportunities for improvement.
- l. Determination of Documented information needed and to be maintained, retained are adequately covered (including focus on legal and other requirements)
- m. Determination of compliance obligations
- n. Information and process required for improvement of QEMS are available, analyzed and suitable actions initiated.
- o. Periodic audits (IQA) and management reviews are effected.
- p. Risks are managed and opportunities are explored
- q. Sustainable development and improvement initiatives are made
- r. Process for continual improvement enhances the strength of QEMS

2.5 Consultant to provide implementation plan including Training and other stages / mile stones in implementation of QEMS.

Conducting training on awareness, internal auditing for implementation of the integrated Management system which is mentioned below.

- a) IMS (ISO 9001-2015, ISO 14001-2015) Management briefing - in English for Top Management – 1 batch.
- b) IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for implementation team - 5 batches (25 persons/batch)
- c) IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for levels below Engineers & Employees – 12 (25 persons/batch) in Hindi / Local language / English
- d) ISO 9001:2015 and ISO 14001:2015 (in English) Auditor training. – 1 batch (20 persons/batch)

Note:

- 1. Additional batch, if desired, during implementation, will have to be provided at additional cost as per the rate quoted in BoQ.**
- 2. Course material master copy shall be provided by the Consultant.**
- 3. Consultant shall arrange course material printouts. However, hall for training, projection equipment shall be provided by the Port.**

2.6 Implementation, Monitoring, audit, management Review meeting & Certification

The consultant shall plan for preparedness to meet specific risks identified through suitable control measures. The consultant shall identify the gaps in the existing systems for achieving conformance to the requirements of the audit criteria including the integrated management systems proposed to be implemented.

The consultant shall train identified resources on internal auditing relating to the management system and plan for internal audit relating to QEMS as applicable including organizing resources, team, time frame, methodology, audit schedule, checklists, etc. This would



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ISPS CODE Compliant

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also include inspection, and analysis of activities relating to the facilities, interviewing the personnel, observation of operations and perusal of records relating to fulfilling of objectives and targets, effectiveness of the actions taken, verifying compliance to legal obligations, evaluating the existing practices of the organization.

The consultant shall assist during the management Review meeting for assessment of the implementation of the management system and advise the Management on corrective actions, continual improvement and readiness of third party certification audit leading to certification.

The consultant shall make presentation to the top management of the Port outlining the gaps, the actions to be taken to fill the gaps to achieve conformance to the standards and obtain third party certificate registration to ISO 9001:2015 and ISO 14001:2015 standards.

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Correspondence Address: 1st Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Phone: 0832-2594244, 2594215

Web Site: <https://mptgoa.gov.in/> E-Mail isocell.mgpt@gmail.com

PRICE SCHEDULE (BILL OF QUANTITIES)

NAME OF WORK: **Integration of QMS – ISO 9001:2015 with EMS -ISO 14001:2015**

Sr. No.	Description	Unit	Qty.	Rate/Unit(Rs.)		GST %	Amount (Rs.)
				In Fig	In Words		
A	B	C	D	E	F	G	H=D x E
1	On completion of gap analysis and submission of report with action plan for IMS.	LS	1				
2	On completion of IMS (ISO 9001-2015, ISO 14001-2015) Management briefing - in English for Top Management – 1 batch.	No.	1				
3	On completion of IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for implementation team - 5 batches (25 persons/batch)	No.	5				
4	On completion of IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for levels below Engineers & Employees – 12 (25 persons/batch) in Hindi / Local language / English	No.	12				
5	On submission of IMS documentation (policy, objectives, risk & opportunity, issues, aspect impact, SOP, etc.)	LS	1				
6	Facilitation of 1 st Internal Audit and 1 st management review meeting and actions	LS	1				
7	Facilitation of 2 nd Internal Audit and 2 nd management review meeting and actions.	LS	1				
8	On completion of stage one / pre audit/mock audit and correction action	LS	1				
9	On completion of third party certification audit and post audit action if any	LS	1				
TOTAL							

(In words Rupees _____)

Note: The rates quoted shall be inclusive of transportation, lodging and boarding, but exclusive of GST. Applicable GST shall be paid extra as applicable.