



Kerala State Homoeopathic Co-Operative Pharmacy Ltd.

(sponsored by government of Kerala & aided by govt. of India)

Office: Pathirappally, Alappuzha, Kerala, India - 688 521

Phone : 477 2258012

:477 2258665

Fax : 0477 2258012

Website : www.homcokerala.com

Email : homcokerala@gmail.com

Supplier's Copy

USER REQUIREMENT SPECIFICATION

Name of the Company	:	
Contact Person	:	
Address	:	
Contact Details	:	
Department	:	All storage areas.
Activity.	:	1) Calibration of Field instruments and temperature mapping of Storage areas.
Name of work	:	Calibration of Field instruments and temperature mapping of Storage areas as per the standard at M/s. HOMCO –Kerala.
Ref. No.	:	
Date	:	
Enclosures	:	
Qty.	:	1 Nos.



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1.0 : CALIBRATION

1.1 List of instrument's for calibration:

S No	Instrument Name	Quantity
1.	Pressure gauge	450
2.	Vacuum Gauge	30
3.	Vacuum Indicator	15
4.	Vacuum Transmitter	15
5.	Compound Gauge	50
6.	Digital pressure indicator	50
7.	Digital pressure switch	40
8.	Pressure transmitter	50
9.	Temperature Gauge	120
10.	Temperature Sensor	250
11.	Temperature Controller	80
12.	Temperature Indicator	25
13.	Differential pressure Gauge	280
14.	Differential pressure switch	90
15.	Differential pressure indicator	20
16.	Differential Pressure transmitter	20
17.	Thermohygrometer	60
18.	Digimatic Caliper	6
19.	Dial Gauge	3
20.	Digital Timer	30
21.	Stop watch	15
22.	Temperature & Relative humidity sensor	54
23.	Screw Gauge	2
24.	Table top Weighing balance up to 1 kg	6
25.	Weighing balance up to 200 kg	10
26.	Air velocity sensor	5
27.	Hour Meter	25
28.	RPM indicator	25
29.	RPM Controller	20
30.	Slip gauge	5



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1.2 Requirement of Calibration:

- 5 point calibration need to be performed
- Full range of the instrument need to be covered for calibration.
- Calibration certificate of Master instrument should be traceable to national or international standards.
- All calibration standards used in the calibration activity shall be supported by certificates, mentioning the date of calibration, validity of calibration, range, accuracy and conditions under which the results are obtained.
- The accuracy of the master instrument should be less than the instrument to be calibrated.
- Indicator with transducer instruments need to be calibrated in loop mode.
- Accuracy of the instrument need to be calibrated as per the manufacture specification.
- Master instrument should have calibration validity date during performing the calibration activity.
- Calibration lab will be audited before start of the activity.
- Shall provide written procedures used to perform the calibration of Instruments.
- Calibration validity will be six month for critical instruments & one year for non-critical instruments. Criticality will be provided by HOMCO during the performance of the activity.
- Water proof Calibration sticker need to be affixed on the instrument with calibration instrument details, Calibration & due dates.
- Calibration raw data sheet need be submitted for HOMCO verification, one copy of raw data need to be submitted to the HOMCO team.
- Calibration certificate containing the following data need to be submitted within 15 days of the calibration activity.
 - Date of calibration , Due date of calibration , Procedure followed for performing the calibration , Complete details of Instrument calibrated along with location of calibration , complete details of the master instrument used , calibration data , conclusion (not limited too) .
- Instrument need to be calibrated at the calibration lab need to be intimated before and need to be taken by vendor and return back by the vendor safety.
- All accessories for the calibration need to be brought by the team.
- Calibration team need to visit the facility when on required , the above mentioned quantity will not be calibrated at single cycle.



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2.0	:	LIST OF TEMPERATURE MAPPING AREA
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S No	Area Name	No of sensors	Seasonal requirement
1.	RM store Under test	25	Yes
2.	RM store Approved	25	Yes
3.	Dispensed material store	20	NA
4.	Packing material store	35	Yes
5.	FG store Alcoholic product	45	Yes
6.	FG store Non Alcoholic product	45	Yes
7.	Return Goods store	15	Yes
8.	OOS – 1 (RM)	12	Yes
9.	OOS – 2 (PM)	12	NA
10.	Unloading Bay	20	NA
11.	Released Goods for dispatch	15	NA
12.	Under test sample	16	Yes
13.	Control Sample area	25	Yes
14.	Media storage room	20	Yes
15.	Sorting for Dilution	40	Yes
16.	Sorting for Mother tincture	40	Yes
17.	Granules Quarantine	18	Yes
18.	Inspection cum Quarantine	20	Yes
19.	Quarantine PPM day store	15	Yes
20.	Quarantine - Dilution	20	Yes
21.	Quarantine – Mother tincture	20	Yes
22.	Herb Store – 1	30	Yes
23.	Herb Store – 2	30	Yes



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2.2 Requirement of Temperature mapping:

- Independent data storage able data loggers need to be used. Wired data loggers are not allowed.
- Accuracy of the data logger used for the temperature mapping should be $\pm 0.5^{\circ}\text{C}$ / 3 % RH.
- Calibration of data logger should be with validity, copy of calibration certificate of the data logger need to be provided along with the traceability certificate.
- Mapping need to be performed for three seasons **summer season – March to May, Rain season – June to August, winter season – December to January.**
- Mapping need to be done for 7 days (168 hrs.) for each area in each season.
- Mapping protocol need to be provided.
- Mapping report need to be provided within 15 days after completion of the mapping activity.
- Sensor need to be placed as per the sensor location drawing.
- Hot spot and cold spot need to be identified with the result of the mapping data.
- All accessories for the placement of sensor need to be brought by the team.
- One data logger need to be kept for monitoring the atmospheric temperature during the mapping activity.
- Mapping team need to visit the facility when on required, the above mentioned quantity will not be at single cycle.
- Graphical report need to be provided.
- Mapping temperature range of room is NMT 25°C .

*** Any special requirement need be specified and confirm by the service provided.**



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3.0 : DOCUMENTATION

Sr. No.	Document to be supplied	Qty	Remarks
3.1	Calibration procedures	1 set	
3.2	Mapping Procedures	1 set	
3.3	Mapping protocols for individual area	1 set	
3.4	Traceability certificates	1 set	
3.5	List of instruments	1 set	
3.6	Calibration certificates	1 set	
3.7	Mapping report	1 set	

4.0 : TERMS AND CONDITIONS

Delivery Period	:	*
Payment Terms	:	As mentioned in tender.
Shifting of all necessary master instruments & tools	:	By Vendor
Un-loading at site	:	By vendor
Excise / Taxes /GST	:	*
Calibration & Mapping	:	By Vendor
<i>Any other terms, not mentioned above, also to be specified.</i>		

*** To be specified by the supplier**



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5.0 : ABBREVIATION

14.1	URS	:	User Requirement Specification.
14.2	MOC	:	Material of Construction
14.3	KW	:	Kilo Watt
14.4	HP	:	Horse Power
14.5	RPM	:	Rotation Per Minute
14.6	FLP	:	Flame Proof
14.7	cGMP	:	Current Goods Manufacturing Practices
14.8	O&M	:	Operation and Maintenance
14.9	GA	:	General Arrangement
14.10	HOD	:	Head of Department
14.11	QA	:	Quality Analysis
14.12	MRP	:	Maximum Retail Price
14.13	NMT	:	Not more than

Any other details, not mentioned in section 1.0 to 5.0, to be specified in the quotation/specification by the vendor.