

CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment and Forests, Government of India)
Parivesh Bhawan
Regional Directorate (West) Near VMC ward Office-10, Subhanpura, Vadodara
(Telephone: 0265-2392831-33; Fax: 02652392987)

RDW / Tech-214/ 2018-19/...

Dated 22.10.2018

To

TENDER NOTICE

Name of Work: Consultancy services to the CPCB RD (W) Office- Vadodara for implementation of ISO 9001: 2015 alongwith ISO 45001:2018.

Sealed tenders are invited from your organisation for the consultancy services to the Central Pollution Control Board, Vadodara (CPCB) RD(W), Near VMC ward Office-10, Subhanpura, Vadodara for implementation of ISO 9001:2015 alongwith ISO 45001:2018 in line with Bureau of Indian Standard (BSI).

This is a two bid system limited tender offer, being sought from reputed consultant organisation short-listed by CPCB which includes your company. The technical bid and financial bids should be submitted in separate sealed envelopes and both the envelopes should be sealed in a bigger envelope. The detailed scope for the consultancy services desired is enclosed in tender document. Terms and conditions are also given in the Tender Document.

You must ensure the availability of manpower and capability in your organisation for the proposed work mentioned in para-1. The bidder shall carefully read the terms & conditions and furnish relevant information & quote as per the enclosed tender document.

The bidder should submit their sealed tender on or before **12.10.2018 at 15:00** hours and technical bid will be opened the same day at **16:00** hrs.

Yours faithfully

Regional Director

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Technical Bid

Ref. No.: RDW / Tech-214/ 2018-19

Dated: 22.10.2018

1. General terms of reference for the scope of work

1.1 About the Organisation: Central Pollution Control Board (CPCB) is an autonomous body set-up under the provision of the Water (Prevention and Control of Pollution) Act, 1974, under the Ministry of Environment and Forests, Government of India. The Board has established its laboratories at Regional Directorates in Bangalore (Southern), Bhopal (Central), Kolkata (Eastern), Lucknow (Northern), Vadodara (Western), at Shillong (North-Eastern) and Head Office at Delhi. Vadodara regional Laboratory of the CPCB is a part of CPCB and functions at the Board's Regional Directorate premise at Parivesh Bhawan, near VMC Ward Office 10, Subhanpura, Vadodara where the proposed work of system implementation followed by certification under ISO 9001: 2015 and ISO 45001:2018 is to be executed. At present CPCB Vadodara is certified for ISO-IMS as per pre-revised standards. CPCB Vadodara has 35 working personnel comprising of administrative, financial, technical staffs, research fellows and one environmental laboratory. The total plot area of the office building is 999 m² and build up area is stilt floor plus four floors.

The CPCB Regional Directorate Vadodara is involved in pollution assessment and monitoring, pollution control enforcement, pollution related public complaint investigations and conducting awareness programmes besides coordinating with state pollution control boards and committees of Gujarat, Maharashtra and Union Territories of Daman & Diu and Dadar and Nagar Haveli. The CPCB Regional Directorate Vadodara is equipped with a laboratory to carry out the analytical works.

In this regard a consultant organization is to be engaged for various activities of system implementation and spreading awareness about the same as per the 9001:2015 and ISO 45001:2018 among the officials of CPCB Regional Directorate, Vadodara. The role of the consulting agency is to provide complete technical assistance services for updation of documents, internal audit and certification as per requirements of ISO 9001:2015 and ISO 45001:2018.

1.2 Brief outline of Terms of Reference (TOR)

It is proposed that the consultant organization shall have to complete the entire process of system implementation and certification within 30 days (approx. 5 weeks) from the date of engagement. The terms of reference/ assignments for the consultant are briefly outlined as follows which will form part of scope of consultant organization:

A. Diagnostic study/ Gap analysis

The consultant organisation has to

1. Conduct 'As is' survey i.e. current status survey.
2. Review existing systems and procedures
3. Identify extent of revision required in existing systems / procedures
4. Formulation of detailed project plan
5. Identify training needs and resources.

B. Awareness creation:

The Consultant organisation has to

1. Conduct awareness programme for all levels of employee in CPCB-RD (W), Vadodara regarding vital elements of functions and need for establishment of systems as required in ISO 9001:2015 and ISO 45001:2018.
2. Develop manuals, systems, procedures and instructions and ensure their implementation by
 - i) Helping CPCB-RD (W), Vadodara in forming various task groups and steering committee.
 - ii) Helping CPCB-RD (W), Vadodara in updation and finalisation of Quality manual (QM) as per revised standards.
 - iii) Training to CPCB-RD (W), Vadodara team members for writing updated QM, divisional procedures and departmental instructions.
 - iv) Assisting in revisions as necessary of system for procedures and instructions to align these with requirements of ISO 9001:2015 and ISO 45001:2018.

C. System implementation

The consultant organisation shall provide:

1. Assistance in implementations of quality system (QS) documents.
2. Assistance in conducting management review meeting (MRM) and periodical apprising to the local management about progress on implementation.

D. Internal Audit and corrective actions.

The consultant organisation shall

1. Develop internal auditors by training on internal auditing to selected officials and the successful trainings have to be imparted with required certification.
2. Assist in developing internal audit plans including checklists, for different departments.
3. Support to internal auditors for conducting independent audit and confirm readiness for certification.
4. Help in Instituting corrective action and updating quality system by
 - i) Assistance in formulation of corrective action
 - ii) Verification of effectiveness of corrective actions
 - iii) Assistance in revision as necessary for quality system documents based on internal audit findings.

E. Pre-certification assistance

The consultant organisation shall

1. Assist in planning for pre-certification

2. Assist in revising manual systems
3. Preparation of procedures /instructions as necessary or as recommended by certifying agency.

F. Certification Audit and awards

The consultant shall assist in liaison and coordination with certifying agency selected by CPCB-RD (W), Vadodara.

G. Support after award of certificates

Atleast one year support to CPCB-RD (W), Vadodara in maintaining the ISO system is required to be offered by bidder.

H. Completion time:

Sr. No.	Description	Duration
1.	Diagnostic study	3 Days
2.	a) Awareness of employee and Management b) Appointment of Management Representative	3 Days
3.	Extended awareness of ISO 9001:2015 and 45001: 2018 and development of internal Auditors by training	3 Days
4.	Development and submission of documents, training on documentation and implementation of manual systems, procedures and work instructions	4 Days
5.	Conducting internal Audits and formulating corrective and preventive actions	5 Days
6.	Pre-Certification exercises	5 Days
7.	Certification Audit and award of certification including closure of Non-conformities, Area of improvements, etc. as applicable.	5 Days
	Total	28 Days

I. Capabilities required in Consultant Organisation

- General professional experience: 5 years experience in related activities and having evidence of ongoing /completed consultancy services for ISO 9001:2015 and ISO 45001:2018.
- Specific professional experience: 3 years experience in consulting for establishing and/or support in implementing management systems according to ISO-IMS in an organization of repute.
- **Experience in similar assignments: concluded successful similar assignments by successful accreditations in the past five years.**
- Certificate proving the professional experience.

J. Capabilities required in team leader to be deployed by consultant organisation

- **General professional experience:** 5 years experience a combination of the related activities such as ISO 9001, ISO 14000, ISO 45001 etc.
- **Specific professional experience:** 5 years
- He should be a Qualified Lead Auditor in one or more of ISO 9001, ISO 45001, ISO14001, ISO 17025, etc.

- **Experience in similar assignments:** Completed similar assignments by successful accreditation in the past five years.
- Experience in leading a team of experts.
- Certificate proving the professional experience.
- Qualification documents should assure that the expert is relevant to fulfil TOR requirements

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2.0 General Terms and conditions of the tender:

- i) This Tender Document is not transferable. The bid forms annexed in the tender Document should be used for bidding. Photocopies of bids will not be considered. However, the additional sheets containing the same proforma may be used. All pages of the tender and any additional sheet supplemented with tender by the bidder must be stamped and signed by the authorised signatory of the firm.
- ii) CPCB will not be responsible for delay or non receipt of Tender Document sent by post either way and also reserves the right to accept or reject any or all the tenders in part or full without assigning any reason thereof.
- iii) The bidder shall examine all instructions, forms, terms and TOR mentioned in the bid document. False information provided in bid shall be on bidder's risk and may be liable for rejection of bid in part or whole.
- iv) The bidder may visit CPCB Regional Directorate Vadodara to obtain the information about the size of organisation and quantum of work.
- v) The successful bidder should have sufficient manpower to deploy in CPCB Vadodara for the said work. If there is any probability of the deployed person leaving the job due to any reason, it will be the responsibility of successful bidder substitute the person with competent manpower and this substitution should have some overlapping period.
- vi) The Board shall have right to extend the last date of submission of tender and opening of tenders. The right of acceptance of Tender shall be with the Regional Director of CPCB RD (W), Vadodara on recommendation of Local Purchase Committee. Central Pollution Control Board does not bind to accept the lowest tender and shall have right to reject any or all of the tenders received without assigning any reason.
- vii) Documents, literature, diagrams/ leaflets, samples etc., enclosed in the tender shall be the property of the Central Board as supportive document.
- viii) All the documents, manuals, guidelines, SOPs, etc prepared during the contract period will be the property of CPCB and all rights related to the same will be of CPCB only.
- ix) The consultancy services for implementation of the ISO systems in totality in CPCB Vadodara shall not be ended with obtaining certifications. The successful bidders shall have to provide atleast one year support services as part of the job from the date of ISO 9001:2015 and ISO 45001:2018 certification. During the

support service period, the consultants will be required to support for conducting atleast two internal audits followed by closure of non-conformities including the non-conformities of surveillance audit.

- x) The Tender would be regarded as turned down, if no award of contract has been issued till the expiry of the Tender validity. No separate communication will be made in this regard.
- xi) If the last date for submission and opening of Tenders falls on any Government declared holidays, the next working day at the same time will be considered as last date of the same.
- xii) The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in such case, correction shall be initialled by the person or persons signing the bid.
- xiii) Late and delayed tenders will not be considered and canvassing in any form will disqualify the Bid at any stage.
- xiv) It is advised that the service provider should send the Tender through Registered Post with acknowledgment or through courier on or before **15: hours on 12.11.2018.**
- xv) This is a limited tendering and hence request for the Tender Document for bidding through E-mail, Telegram, Telephone, and Tele-fax shall not be entertained.
- xvi) All the Tenders and other correspondences should be addressed to:

**THE REGIONAL DIRECTOR,
CENTRAL POLLUTION CONTROL BOARD REGIONAL DIRECTORATE (WEST), PARIVESH
BHAWAN, NEAR VMC WARD OFFICE NO. - 10, SUBHANPURA, VADODARA-390023, (GUJARAT).**

3.0 Bidding terms and conditions of the tender

- i) The bid must accompany Techno Commercial part of Bid and Financial Bid duly filled in and signed by the bidder along with the seal of the Firm and should be kept in separate envelopes.
- ii) The Bidders are requested to quote the total amount cumulatively and amount for post certification services separately including the Govt. levies, and other expenditure. No additional cost for any utilities like transportation, boarding and lodging, etc. or any services shall be provided by CPCB.
- iii) The bidding consultant organisation should quote rate for complete job as mentioned in TOR. Neither quotation for partial work should be entertained nor shall any additional cost or escalation be allowed.

- iv) The tender is to be submitted in single stage-two envelope system containing two envelopes i.e. the **first sealed envelope** will contain full technical information required to judge pre-Qualification, complete details and capability of organisation participating in bid including the leaflets, catalogues, list of credentials with documentary evidence i.e. work order, satisfactory performance certificate, etc. from recognized organisation/ laboratories etc., Income tax certificate, Registration No., Affidavit for not being black listed, Commercial Terms and Conditions etc. complete. It should be marked as **Pre- qualification Technical and Commercial Bid RDW / Tech-214/ 2018-19/.... dated 22.10.2018 for ISO 9001:2015 and ISO 45001:2018 certification consultancy services. The second envelope** will contain only price quoted by the bidder in the form given in this document and shall be clearly marked as **Financial Bid RDW / Tech-214/2018-19/....dated 22.10.2018 for ISO 9001:2015 and ISO 45001:2018 certification consultancy services**. Both the above envelopes must be separately sealed and shall be kept in one envelope bearing the address of Central Pollution Control Board and super scribed in bold letters---**TENDER FOR ISO 9001:2015 and ISO 45001:2018 certification consultancy services** issued on dated 22.10.2018.
- v) Technical part of the tender will be opened on 12.11.2018 at 16:00 hours at CPCB, Vadodara office. Sealed financial bid of only technically and commercially qualified bids shall be opened on later date after evaluation of techno-commercial bid.
- vi) The validity of Tender would be **up to 90 days** from the date of opening of Tenders. A Bid valid for a shorter period may be rejected by the Board as non responsive.
- vii) The rates should be quoted both in words and figures.
- viii) Tenders not in proper sealed cover or received through telegraph/ E-mail/ Fax/ telex or conditional will not be entertained and will be rejected without assigning any reason.
- ix) The Bid shall be typed or written clearly, readably and shall be signed by the Bidder or a person duly authorized. All pages of the Bid, except for un-amended printed literature shall be initialled by the person or persons signing the bid.
- x) To assist in the examination, evaluation and comparison of bids CPCB may, at its discretion, ask the Bidder for a clarification of its bid on telephone or in writing. However, no change in the price or substance of the bid shall be sought, offered, re-permitted.
- xi) Eventual suggestions for modification or subsidiary Tenders are principally not admissible.
- xii) The TOR are clearly mentioned in the document and the Bidder is requested to

submit Bid only if their offer strictly comply to the said TOR. **Please note that no deviation in the required TOR will be permitted. However bidder can offer more services in the same quoted price to strengthen their competitiveness.** BIDS CARRYING THE STATEMENT LIKE "CONSULTANCY AS PER TENDER DOCUMENT" SHALL NOT BE ENTERTAINED. THE SUPPORT LITERATURE AND LIST OF ORGANISATION WHERE CONSULTANCY IS PROVIDED MUST BE ENCLOSED.

- xiii) The placement of work order shall be according to technical evaluation of the Tender and after consideration of its price worthiness.
- xiv) The price to be given in the Tender are fixed prices, irrespective of rise in material or other services prices and increase in taxes etc., till the validity of work order. No request in regard to increase in the price or in taxes etc., will be entertained after submission of the tender. However, if there is decrease in taxes as a result of Govt. policy decision after finalization of the bids, in that circumstance, the benefit will go to the Board.
- xv) With the submission of his Tender the Bidder accepts all the conditions of the Tender.
- xvi) The adherence to the work schedule is the entire responsibility of the bidder. Board shall not be responsible for any deviation caused thereof.
- xvii) Each and every folio of the Tender must be sealed & signed by the Bidder.
- xviii) The firm whosoever getting the award of work may require to sign and enter into an integrity Pact or contract agreement with CPCB at the sole discretion of CPCB.

4. Payment Conditions

- (i) The payment terms are tabulated below and advance payment will not be considered in any case.

S. No.	Description	Portion of payment
1.	After completion of diagnostic study/ gap analysis, report submission and training to the employee and internal auditors identified	20%
2.	After completion of documentation viz. Manuals, procedures, work instructions, HIRA sheet, etc. required for system implementation, internal Audit, closure of NCs of internal audits, and completion of preparatory Audits	20%
3.	After award of certificate	40%
4.	After completion of surveillance audit	20%

- (ii) All disputes or differences arising out of or in connection with the contract and services assigned under the same (whether during the progress of the work or after their completion, determination, abandonment or breach of the contract) shall be referred to the Competent Authority i.e. Chairman, Central Pollution Control Board, Delhi and the decision of Chairman shall be final binding to both the parties.
- (iii) The successful bidder has to submit the invoice/ bills in duplicate after the successful completion of each of the four steps outlined in sub clause (i) of clause 4 Payment terms, for getting the payments. The standard TDS, etc. shall be deducted prior to the payment from the bills raised.

5. Force Majeure

- (i) Vendor shall not be considered in default if delay occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, strikes, fire, frost, flood riots and acts of unsurpassed power. Only those causes, which have duration of more than 7 calendar days, shall be considered cause of force majeure. A notification to this effect duly certified by the Local Chamber of Commerce/Statutory Authorities shall be given by the vendor to Regional Directorate, CPCB, Vadodara by registered letter. The order may be cancelled in case of deliberate delay made by Service provider other than causes of force majeure. Such cancellation would be without any liability whatsoever on the part of CPCB.

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Ref. No.: RDW / Tech-214/ 2018-19/

Dated: 22.10.2018

Time & date of opening of Technical bid: 12.11.2018

Time : 16:00 hours

Name of Work: Consultancy services to the CPCB RD(W), Vadodara for implementation of ISO 9001:2015 alongwith ISO 45001:2018.

QUESTIONNAIRE FOR SUBMISSION ALONG WITH TECHNICAL BID

TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERES MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE TENDER WILL BE LIABLE FOR REJECTION.

1	Tender No.	
2	Due for opening on	12.11.2018
3	Offer is open for acceptance till	
4	Whether the Firm offered fully conformity to the technical particulars and specifications by the CPCB in the schedule to Tender. If not, mention here details of deviations. (attaché separate sheet if required)	
5	Name and address of the consultant organisation	
6	Please give your permanent Income Tax A/c No. and Current Income Tax Clearance certificate.	
7	Please confirm that you have offered complete package for the TOR as per tender enquiry requirements. If not indicate deviations	
8	Please indicate name and full address of your Banker	
9	Please indicate firm timeframe by which the entire work will be completed	
10	Business name and Construction of the firm.	
11	Is the firm registered under • The Indian Companes Act,1956	

	<ul style="list-style-type: none"> • The Indian Partnership Act,1932 (Please give the names of Partner) • Any other act; in that case give the names of the owners with addresses 	
12	Whether the tendering firm is a subsidiary/ branch/ extension of any other firm or the firm is the main office of consultant organisation	
13	Whether the price rendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for same nature/class or description to any private hirer either foreign or as well as Govt. purchaser agencies. If not state the reasons thereof. Also indicate The margin of difference	
14	Details of accreditation to carry out the proposed work	
15	State whether business dealings with you have been Banned by any ministry or department	
16	Please confirm that before submission of Tender you have read all the instructions and terms and conditions of Tender carefully and have complied with accordingly.	

Signature of Tenderer

Full name &Address of the person signing

Date:

Place:

Whether signing as
Proprietor/Partner
Constituted Attorney/
duly authorized by the Company

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Name of Work: Consultancy services to the CPCB regional Office- Vadodara for Implementation of ISO 9001: 2015 alongwith ISO 45001:2018.

Consultancy charges for certification for ISO 9001: 2015 alongwith ISO 45001:2018.
in line with the scope of services detailed out in TOR

S.No	Description of Item	Fee Amount
1.	Total lump sum amount of for all the scope of work i.e. diagnostic study/ gap analysis, training documentation, post certification support, etc.	
	Total (Rs.)	

1. Indicate:

i) discount offered if any

ii) Other taxes including service tax etc. whatsoever applicable.

Total NET COST INCLUDING ALL TAXES INVOLVED IN INDIAN CURRENCY:

In the absence of non-indication of Total Net Cost the Tender is liable for **rejection**.

Name (In block letters)

Capacity in which tender signed

Address in full

.....

With Telephone and Fax No.,