



CENTRAL POLLUTION CONTROL BOARD

(Ministry of Environment & Forests, Govt. of India)

'Parivesh Bhawan', East Arjun Nagar

Delhi-110 032

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CPCB/A-18218/Air Labs/OH&SMS

EXPRESSION OF INTEREST (EOI)

Sub: Hiring of Consultant / Agency for Development of Documentation, Conduct of Training at the Central Laboratory of Central Pollution Control Board, Delhi for implementation of OH & SMS as per IS 18001 : 2007.

Central Pollution Control Board proposes to engage consultants / certifying agencies having valid authorization from reputed International / National certification bodies and building technical capabilities for **IS 18001: 2007**. The work involves, "To conduct training (awareness training, auditor's training etc.), documentation, demonstration & preparedness for obtaining certification as per **IS 18001: 2007 for Central Laboratory at Delhi**".

The background details of the activity, scope of work, time schedule, and pre-qualification criteria for certifying agencies, technical evaluation - weightage criteria and validation of certification procedure may be seen at Website <http://www.cpcb.nic.in> as well as on Govt. Tender Website <http://www.tenders.gov.in>. The interested agencies may submit their "duly sealed EOI" to the undersigned on or before March 31, 2014 (3.00 PM).

Member Secretary



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1.0 BACKGROUND

Under the provisions of The Water (Prevention & Control of Pollution) Act, 1974, the Central Government constituted the ‘**Central Board for the Prevention and Control of Water Pollution**’ on September 23, 1974. The Central Board and the State Pollution Control Boards have been entrusted with the added responsibilities of Air Pollution Control since May, 1981 under the provisions of the Air (Prevention and Control of Pollution) Act, 1981. The name of the Central Board was amended to **Central Pollution Control Board (CPCB)** under the Water (Prevention & Control of Pollution) Amendment Act, 1988 (No. 53 of 1988). The enactment of the Environment (Protection) Act, 1986, which is umbrella legislation for enforcement of measures for protection of environment and several notifications of Rules under the Act widened the scope of activities of the Central Board.

The main functions of CPCB, as spelt out in The Water (Prevention and Control of Pollution) Act, 1974, and The Air (Prevention and Control of Pollution) Act, 1981, are:

- (i) To promote cleanliness of streams and wells in different areas of the States through prevention, control and abatement of water pollution; and,
- (ii) To improve the quality of air and to prevent, control or abate air pollution in the country.

The Central Pollution Control Board has been continuously playing a key role in abatement and control of pollution in the country by generating, compiling and collating data, providing scientific information, rendering technical inputs for formation of national policies and programmes, training and development of manpower, through activities for promoting awareness at different levels of the Government and Public at large. The Central Pollution Control Board is continuously growing organization with consistent output and continuous improvements in its infrastructure facilities, human resource development and development of expertise to meet the challenges of unending task of environment protection in the country

CPCB laboratories play an important role in assessing the status of environment comprising analysis of water, air, soil, biotic components (flora, fauna and human fluids) and noise measurement. The Central Pollution Control Board had established the environmental laboratories located at Headquarters and five of its Zonal Offices viz. Kolkata, Vadodara, Lucknow, Bhopal, Bangalore and Shillong.

The Central Laboratory at HO Delhi is well developed and prominently placed consisting of following sections, which are housed at HQs Building Parivesh Bhawan, East Arjun Nagar, Delhi-110032 covering approx. 3500 sq. ft. total floor area.

- Air Laboratory
- Bio-Science Laboratory
- Instrumentation Laboratory
- National Reference Trace Organics Laboratory
- Water & Wastewater Laboratory

The laboratories have State of the Art infrastructure, trained manpower, expertise and utilizes various sophisticated instruments, undertake field sampling / monitoring studies at various water resources, emission sources and ambient air / water, soil, Solid Wastes, noise studies.

The major objectives and work responsibilities of these laboratories are:

- Analysis of various parameters for routine and specific monitoring activities, environmental auditing studies in the field of environment and pollution control.
- Supporting services for various research & development and project studies with regard to sampling and analysis of various parameters.
- Carryout Research & Development project studies
- Standardization of new methodologies for analysis of specific pollutants.
- Collection of technical literature and specifications of various instruments / equipment.
- Providing scientific training and laboratory related services to State Pollution Control Boards and other related organizations.
- Conducting Analytical Quality Control. (AQC) exercises for Central and Regional Laboratories of Pollution Control Boards.
- Carryout collaborative project studies with other institutes.
- Providing scientific related services for the purpose of mass awareness.

The Central Laboratory of Central Pollution Control Board is recognized under The Environment (Protection) Act, 1986 and also accredited as per ISO/IEC 17025, 2005 Guidelines, by National Accreditation Board for Testing & Calibration Laboratories (NABL), Department of Science & Technology, New Delhi, India for Chemical testing (Certificate No. T 0643) and Biological testing (Certificate No. T 0644).

2.0 SCOPE

Location and Area: Central Laboratory, Central Pollution Control Board HQs, Parivesh Bhawan, East Arjun Nagar, Delhi-110 032.

Broad Scope of Work: The scope of work shall comprise following work (Para A to E)

The offer for completion of all the work identified in the scope (Para A to E) will only be considered. The EOI submitted by the agencies for part work / selective work from the scope will not be considered and rejected at first instance.

A. Awareness, training, documentations:

- I. Organizations of awareness programs for all Laboratory officials and demonstrations as per requirements of IS 18001:2007/
- II. Organization of Training for 15-20 Senior and middle level officials for Hazard Identification & Risk Analysis as per OH & SMS IS 18001 including identification of legal issues within the scope of operation of environmental laboratory.
- III. Organization of Two Orientation training programme (One for Senior and middle level Officials and other for junior level officials) on OH & SMS IS 18001:2007 with 25-30 Officials on each day (Total Duration 2 days)
- IV. Internal Auditors training for OH & SMS IS 18001: 2007 (Duration: 2 - 3 days for 10-15 officials) at CPCB, Delhi

Features:

- Orientation training programme shall have to be organized in the beginning of assignment and cover salient features and general requirements for OH & SMS IS 18001: 2007
- Training on Hazard identification & Risk Analysis to cover requirements of OH & SMS IS 18001: 2007 w.r.t. risk and potential hazards related to the different laboratory activities of CPCB
- Internal auditor training program shall cover all the requirements of OH & SMS IS 18001: 2007.
- Conducting Qualifying Examination of internal auditors & Issuance of certificate to successful candidates as Internal Auditors.
- Workshop for conducting internal audit.

B. Training and Development of Documentation for OH & SMS IS 18001: 2007 (Duration: Three weeks)

Features:

- Identification of occupational health and safety related issues at Central Laboratories and Gap analysis with respect to OH & SMS IS 18001: 2007.
- Guidance and association in preparation & development of OH & SMS Manual, Procedures. OHSMP's and other documentation in consultation with laboratory officials.
- Review of applicable Legal & other requirements and their compliance.
- Overall review of documentation with respect to OH & SMS IS 18001: 2007.
- Ensuring effective documentation as per OH & SMS IS 18001: 2007 requirements including appraisal to Management of CPCB time to time.

C. Pre-certification Audit and / or Gap Analysis for OH & SMS IS 18001: 2007. (Duration: 3 days)

Features:

- Pre-certification audit to evaluate compliance level and readiness / preparedness for certification audit of Central Laboratory comprising all laboratories at Central Pollution Control Board, Delhi
- Submitting Pre-audit report, identifying the gaps. Guidance for corrective actions.
- Root- cause analysis, preventive & corrective actions for the gaps identified in pre-audit.

D. Follow up Audit. (Duration: 1 day)

Features:

- Follow up audit to ensure all identified gaps has been closed effectively.
- Review of readiness for certification audit.

3.0 TIME SCHEDULE

Within three (03) months from the date of award of order / Letter of Intent (LOI)

4.0 PRESENT STATE OF CERTIFICATION

Laboratory is accredited as per ISO 17025 (NABL accreditation) with validity upto 14.06.2014. However, Laboratory does not possess OH & SMS : IS 18001 certification.

5.0 PRE-QUALIFICATION CRITERIA FOR THE CONSULTANT

- (i) The consultant/Agency must be an accredited / authorized firm to carry out the said work and experienced for 5 years or more.

- (ii) The consultant must have adequate experience and expertise in implementation of Standard (IS 18001: 2007) in new laboratories.
- (iii) The Agency must have at least 3-4 Lead Auditors for OH & SMS IS 18001 as its regular employee, of which at least one must be registered with International Registrar of Certificated Auditors (IRCA). The self certified list of Lead Auditors, who are regular employee (suitable proof to be enclosed), must be furnished.
- (iv) The Agency should have at least 10 certified clients for OH & SMS IS 18001:2007, out of which atleast two or more of Analytical Laboratory dealing with environmental parameters. The list of clients must be furnished.
- (v) The Agency must have executed completed at least one single order of value not less than to Rs.2, 00,000/- (Rupees Two Lakh) in any of the preceding five (05) years. It should be supported with Work Order and relevant Client Certificate indicating work order number, date, amount and duration of contract.
- (vi) The Agency must have minimum turnover Rs.25, 00,000/- in any of the three preceding audited financial years i.e. 2010-11, 2011-12 and 2012-13 or have average turnover of Rs.20, 00,000/- in last three years.
- (vii) The Agency must submit List of technically qualified persons available in their pay roll. Suitable proof must be submitted
- (viii) Satisfactory performance certificate from at least three clients (preferably from the Analytical Laboratories), where the OH & SMS IS 18001:2007 certification has been completed.
- (ix) The following self-certified documents must be submitted along with the response
- Income Tax Clearance Certificate (latest).
 - Registration of Establishment.
 - Service Tax Registration No., (if applicable). Otherwise a declaration has to be submitted by the bidder that they are not coming under the purview of service tax registration.
 - The copy of PAN Card from Income Tax Department
 - Declaration that the firm has not failed to complete a contract for desired services
 - Declaration that the firm is not banned / delisted by any Govt Organization/Financial Institution / Court.

6.0 CRITERIA FOR EVALUATION / SCREENING / SHORTLISTING

S. No.	Description	Weightage Marks
1.0	Accreditation of Certification Agency	20 Marks
	• Accreditation of the consultant/agency	20 Marks
	• No Accreditation	0 Mark
2.0	Experience, Skill & Competencies	30 Marks
2.1	Experience in Implementation of Certification (ISO 9001 and OH & SMS IS 18001)	
	• Less than 5 years	0 Mark
	• 5 years or more	10 Marks
2.2	Lead Assessors available at the bidder agency	
	• No Accredited Lead Assessors irrespective of experience	0 Mark
	• Accredited Lead Assessor with experience more than 5 years (Atleast one)	10 Marks

	<ul style="list-style-type: none"> Accredited Lead Assessor with experience more than 5 years (Two & more) 	20 Marks
3.0	Facilitation in OH & SMS Implementation Projects	40 Marks
	<ul style="list-style-type: none"> 20 or more certified clients for ISO 9001 and OH & SMS IS 18001: 2007 	10 Marks
	<ul style="list-style-type: none"> Certified clients for OH & SMS IS 18001 certification 	
	- Less than 10	0 Marks
	- 10 or more	10 Marks
	<ul style="list-style-type: none"> Certified Clients for OH & SMS IS 18001 certification less than two analytical laboratories 	0 Mark
	<ul style="list-style-type: none"> Certified Clients for OH & SMS IS 18001 certification between two to five analytical laboratories 	10 Marks
<ul style="list-style-type: none"> Certified Clients for OH & SMS IS 18001 certification - Five & more analytical laboratories 	20 Marks	
4.0	Accreditation Team Size at bidding Agency	10 Marks
	<ul style="list-style-type: none"> Technically qualified persons - less than 10 Nos. 	5 Marks
	<ul style="list-style-type: none"> Technically qualified persons - 10 or more 	10 Marks
Total		100 Marks

- Remarks:
- Pre-qualification on all above issues are mandatory.
 - The agencies submitting EOI will be shortlisted based upon weightage marks, as above.
 - Technical / Financial Bid will be identified from the agencies submitted EOI and getting more than 70% marks as per above screening criteria.
 - The final round of selection comprising price bid, which will be made based on the lower cost quoted.

7.0 TECHNICAL & FINANCIAL BIDS

The shortlisted agencies based on Expression of Interest (EOI) will be invited to submit technical and financial bids to be submitted in two separate sealed envelopes (Envelop-I: Part-I: Techno Commercial Bid (Un-priced) and Envelop-II: Part-II: Priced Bid).

The techno commercial bid will include Earnest Money Deposit, Compliance Statement to Pre-Qualification Criteria and duly signed relevant documents in support of fulfilment of pre-qualification criteria and other relevant documents.

The Price Bid will include the price in the Price Schedule format to be provided while inviting Technical & Financial Bids from shortlisted agencies.