



CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment & Forests, Govt. of India)
Eastern Zonal office, Southend Conclave, 5th and 6th Floor,
1582 Rajdanga Main Road,
Kolkata 700107 (Tel: [033-24414289](tel:033-24414289)/[4677/6003](tel:033-46776003) Fax 24418725
email zokolkatta.cpcb@nic.in)

EZO/Tech/F-477/OHSMS/2014-15/

Tender Notice
(Date of Issue – May 20, 2014)

Sub: “Engagement of Consultant / Agency for Development of system (OH & SMS) as per IS 18001:2007 and its implementation with required Documentation, Conduct of Training including making the System Preparedness for submission of application for certification to BIS”, for the Zonal Laboratory of Central Pollution Control Board, Kolkata.

Central Pollution Control Board proposes to engage consultants for building technical capabilities to implement OH & SMS as per **IS 18001: 2007** in its laboratories. The work involves, “Development of system (OH & SMS) as per IS 18001:2007 and its implementation with required Documentation, Conduct of Training including making the System Preparedness for submission of application for certification to BIS”.

The background details of the activity, scope of work, time schedule, and pre-qualification criteria, technical evaluation (weightage) criteria for awarding the job are given in Tender Document. The interested agencies may submit their “duly sealed tender (Two Bids System)” to the Incharge, Eastern Zonal Office, Kolkata for OH & SMS (IS 18001:2007) on or before June 16, 2014.

1. The tender document is being issued with this notice.
2. The tender shall be submitted in three separate sealed covers, duly completed in all respects viz. first one for earnest money, the second for technical bid and the third for price bid. The name of the work (Engagement of Consultant for Implementation of OH & SMS (IS 18001:2007) in CPCB, EZO, Kolkata and the subtitles earnest money, technical bid only and Financial bid only, as the case may be shall be clearly written on the top of the respective sealed envelopes. All the three separately sealed envelopes, along with the covering letter for submitting tender shall be put in a single sealed cover and the Title of the work, “Engagement of Consultant for

Implementation of OH & SMS(IS 18001:2007) in CPCB, EZO, Kolkata”, shall be clearly written on top of the sealed cover.

3. The tenders, must be submitted upto 3.00 p.m. on or before June 16, 2014 either in the tender box lying at 5th floor near reception in Central Pollution Control Board, Eastern Zonal office, Southend conclave, 5th and 6th floor, 1582 Rajdanga Main Road, Kolkata-700107 or by post addressed to “Sri R.C Saxena, Scientist ‘D’ & Incharge Central Pollution Control Board, Eastern Zonal office, Southend conclave, 5th and 6th floor, 1582 Rajdanga Main Road, Kolkata-700107, The tender will be opened on the same day (June 16, 2014) at 3.30 p.m. at the same address. The Central Pollution Control Board reserves the right to cancel the tender without assigning any reason.
4. Earnest money, amounting to Rs. 5,000 (Rupees Five Thousand only) as Demand Draft in favour of the Central Pollution Control Board, Kolkata must be accompanied with tender application. The same shall be refunded / adjusted on finalization of engagement of consultant (without any interest).
5. The consultant/agency, whose tender is accepted will be required to furnish security deposit of Rs 10,000 (Rs. Twenty Thousand only) for the fulfilment of his contract.
6. The offer for completion of all the work identified in the scope (Para A to D) will only be considered. The bid submitted by the agencies for part work / selective work from the scope will not be considered and rejected at first instance.
7. The acceptance of a tender rests with the CPCB, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
8. Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the agency/consultant found guilty will be liable to rejection.
9. Financial bid should include all expenses with a break up for applicable Taxes.
10. On acceptance of the tender, the name of the accredited representative (s) of the agency/consultant who would be responsible for taking instructions from CPCB shall be communicated to the CPCB.
11. The tender for works shall remain open for acceptance for a minimum period of 4 months from the date of opening of tenders.
12. Unsealed tenders will be summarily rejected.
13. The bidders are advised to acquaint themselves with the work (with reference to consultancy, area, activities etc.) and plan pre-visit with prior appointment to assess the work before submitting the bid. No excuses/claim will be entertained on this issue afterwards.

14. The important dates and events are as following:

S.No.	Dates	Events
1	15 .05.2014	Releasing/Publishing of Tender
2	Visit of bidders with prior appointment	before submitting the tender
3	16.06.2014 (Monday upto 3:00 PM)	Last Date and Time for Submission of Tender
4	16.06.2014 (Monday 3:30 PM)	Opening of Tender
5	24.06.2014	Opening of financial bid
6	30.06.2013	Issue of Work order
7	30.10.2014	Completion of job

Notes: Minor modifications by the authority (CPCB) shall be acceptable to the bidders

General Terms and Conditions

(a) Information about bidders:

The bidders must furnish full, precise and accurate contact details and other information asked for.

(b) Signing of Tenders:

Person or persons signing the tender shall state in what capacity he /she is or they are signing the tender e.g. as sole proprietor to a firm or a Secretary/Manager/Managing Director, etc. of a limited company.

(c) The successful bidder shall furnish the acceptance of his award with a security deposit of Rs. 10,000 (Rs. Twenty Thousand only) within a week.

(i) The Security shall be deposited in favour of the Central Pollution Control Board in the form of Demand Draft payable at Kolkata

ii) The Security deposit furnished by the bidder will not be liable for payment of any interest or any depreciation thereof, however the same is refundable on satisfactory completion of the job awarded.

Submission of tenders:

(a) Tenders which do not comply with this instruction shall be summarily rejected.

(b) Submission of all the relevant supporting documents/evidences listed in Paragraph 6.0 of the Tender Document is must.

(c) The bid shall be accompanied by earnest money of Rs. 5,000 (Rs. Five Thousand only) by way of demand draft of scheduled Bank in favour of Central Pollution Control Board, payable at Kolkata

- (d) All credentials, documents and copies of certificate/information called for would be submitted as per tender document with the bid.
- (e) Necessary clarification if any, required by the CPCB shall be furnished by the bidders within the time given by the CPCB for the same. The CPCB is at liberty to verify any or all documents submitted by the bidders, even by referring to third parties.
- (f) It should be clearly understood by the bidders that no further opportunity shall be given to them to modify or withdraw any stipulation at any stages of the contract.
- (g) The tender form shall be filled in by the bidders clearly, neatly and accurately. Any alteration, erasing or overwriting will render the tender invalid. Alteration neatly carried out and attested over the full signature of bidders, however, is permitted.

Opening of tender

The tender will be opened in Conference Hall, 5th Floor, CPCB, on June 16, 2014 at 03:30 PM. The bidders will be at liberty to be present either in person or through an authorized representative at the time of opening of the tenders.

The financial bid of only those bidders will be opened whose technical bid are found to be acceptable

Prohibition of practices:

Any bribe, commission advantage offered or promised by or on behalf of the bidders to any officer or servant of the CPCB shall (in addition to any criminal liability which the bidders may incur) debar his tender from being considered, Canvassing on the part or on behalf of the bidders will also make his tender liable to rejection.

Presentation, interview and acceptance of tender

The bidders should be prepared to proceed to CPCB and without any obligation, they may be asked to present their plan to execute the above said job prior to opening of financial bid before the evaluation committee in CPCB if required. The bidders shall be bound to present their plan before the evaluation committee on the proposed day (will be communicated through e.mail / FAX / Telephone) without fail.

The Chairman CPCB reserves the right to reject any or all the tenders without assigning any reason and does not bind him to accept the lowest quote or any tender. The successful bidders will be advised about the acceptance of his tender by a letter / FAX or formal acceptance of tender.

TENDER DOCUMENT

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.

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

The Zonal Laboratory at Kolkata is well developed and prominently placed consisting of following sections, which are housed at 6th Floor, Southend conclave, 1582 Rajdanga Main Road. The individual laboratories are:

- Air and Water Laboratory
- Instrumentation Laboratory
- Microbiological and HW 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:

- Sampling and analysis of various parameters for routine and specific monitoring activities in the field of environment and pollution control.
- Carryout Research & Development project studies
- Standardization of new methodologies for analysis of specific pollutants.

The Laboratory of Central Pollution Control Board, Eastern Zonal Office is recognized under The Environment (Protection) Act, 1986.

2.0 SCOPE

On behalf of the Incharge, Eastern Zonal Office, Central Pollution Control Board (CPCB), Kolkata invites tenders for Engagement of Consultant / Agency for Development of system (OH & SMS) as per IS 18001:2007 its implementation with Required Documentation, Conduct of Training including making the System Preparedness for submission of application for certification to BIS”, of the Zonal Laboratory of Central Pollution Control Board, Kolkata on the stated terms & conditions.

The site of execution of contract:

Laboratory, Central Pollution Control Board, Eastern Zonal Office, Southend conclave, 5th & 6th floor, 1582 Rajdanga Main Road, Kolkata-700107.

The scope of work shall comprise following work (Para A to D)

A. Awareness building and training:

- I. Organizations of awareness programs for all Laboratory officials and demonstrations as per requirements of IS 18001:2007 .
- II. Organization of Two Orientation training programmes (One for Senior and middle level Officials and other for junior level officials) on OH & SMS(IS 18001:2007) with 10-15 Officials on each day (Total Duration 2 days)
- III. Organization of Training for 8-10 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.

Features:

- Orientation training programmes 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 laboratory activities of CPCB
- 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 Zonal Laboratories (individual laboratory basis) and Gap analysis with respect to OH & SMS(IS 18001: 2007) .
- Preparation of OH & SMS (IS 18001:2007) Manual, Procedures.
- Preparation of suitable Occupational Health & Safety Management Plan (OHSMP) and related documentation for individual laboratories in addition to the common issues in consultation with laboratory officials .
- Review of applicable Legal & other requirements and their compliance.
- Framing of documentation with respect to OH & SMS IS 18001: 2007 specific to CPCB.
- Overall review of documents
- Ensuring effective documentation as per OH & SMS (IS 18001: 2007) requirements including appraisal to Management.

C. Internal Audit and / or Gap Analysis (Duration: 3 days)

Features:

- Perform internal audit to evaluate compliance level and readiness / preparedness for applying to BIS.
- Submitting Audit report, identifying the gaps.
- Guidance for corrective actions.
- Root- cause analysis, preventive & corrective actions for the gaps identified in 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 applying to BIS.

3.0 TIME SCHEDULE

The completion schedule of the OH&SMS (18000: 2007)certification is required to be completed within a defined time frame which may vary on mutual understanding. The successful bidder shall have to by and large adhere to the following completion schedule.

S. No.	Description	Duration
1.	Diagnostic study	One week
2.	a) Awareness of employee and Management b) Appointment of Management Representative	One week
3.	Extended awareness of OH&SMS 18000: 2007 and development of internal Auditors by training.	TWO week
4.	Development and submission of documents, training on documentation and implementation of manual systems, procedures and work instructions	FOUR weeks
5.	Conducting internal Audits and formulating corrective and preventive actions	TWO week
6.	Pre-Certification exercises	One week
7.	Certification Audit and award of certification including closure of Non-conformities, Area of improvements, etc. as applicable.	FIVE weeks
	Total	16 weeks

4. a Capabilities required in Consultant/Organisation:

- General professional experience: 5 years experience in one (or a combination) of the related activities specifically in the Laboratory.
- 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.

b. 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 18000, etc.
- **Specific professional experience:** 5 years
- He should be a Qualified Lead Auditor in one or more of ISO 9001, ISO 14000, OHSAS, 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

5.0 PRESENT STATE OF RECOGNITION AND CERTIFICATION

Laboratory is recognised by Environmental Protection Act with validity upto 14.01.2015. However, Laboratory does not possess certification for OH & SMS: IS 18001:2007 .

6.0 REQUIREMENTS OF DOCUMENTS & PRE-QUALIFICATION CRITERIA FOR THE CONSULTANT

- (i) The firm should not be a certifying agency for OH & SMS (IS 18001:2007) .
- (ii) The consultant/Agency must be a registered firm having the credential to carry out the said work and experienced for 2 years or more.
- (iii) The consultant must have adequate experience and expertise in implementation of Standard (IS 18001: 2007) preferably in laboratories.
- (iv) The Agency must have at least 01 Lead Auditors for OH & SMS IS 18001 as its regular employee. The self certified list of Lead Assessors / Auditors, who are regular employee (suitable proof to be enclosed), must be furnished.
- (v) The Agency should have at least 03 certified clients for OH & SMS(IS 18001:2007), The experience of working for laboratories shall be preferred. The list of clients must be furnished.
- (vi) The Agency must have executed and completed at least two single order of value not less than to Rs.1, 00,000/- (Rupees One Lakh) in any of the preceding three (03) years for similar assignment. It should be supported with Work Order and relevant Client Certificate indicating work order number, date, amount and duration of contract.
- (vii) The Agency must have minimum turnover Rs.15, 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.10, 00,000/- in last three years.

- (viii) The Agency must submit List of technically qualified persons available in their pay roll. Suitable proof must be submitted
- (ix) Satisfactory performance certificate from at least two clients (preferably from the Analytical Laboratories), where the OH & SMS(IS 18001:2007) certification has been completed.
- (x) The bidder shall assess the work and submit a schematic work plan for execution of project in CPCB.
- (xi) The following self-certified documents must be submitted along with the response
 - a) Income Tax Clearance Certificate (latest).
 - b) Registration of Establishment.
 - c) 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.
 - d) The copy of PAN Card from Income Tax Department
 - e) Declaration that the firm has not failed to complete a contract for desired services
 - f) Declaration that the firm is not banned / delisted by any Govt Organization / Financial Institution / Court.

7.0 CRITERIA FOR EVALUATION / SCREENING / SHORT LISTING

S. No.	Description	Weightage Marks
1.0	Experience, Skill & Competencies	40 Marks
1.1	Experience in Implementation of Certification (ISO 9001 and OH & SMS IS 18001)	
	• Less than 2 years	0 Mark
	• 2 years to 5 years	10 Marks
	• More than 5 years	20 Marks
1.2	Lead Assessors available at the bidder agency	
	• No Lead Assessors irrespective of experience in pay roll	0 Mark
	• Accredited Lead Assessor with experience more than 2 years but less than 5 years (At least one)	10 Marks
	• Accredited Lead Assessor with experience more than 5 years (At least one)	20 Marks
2.0	Facilitation in OH & SMS (IS 18001:2007)and ISO 9001:2008 Implementation Projects	30 Marks
2.1	<ul style="list-style-type: none"> • Less than Five certified clients for OH & SMS IS 18001: 2007 • 5 to 9 certified clients for OH & SMS IS 18001: 2007 • 10 or more certified clients for OH & SMS IS 18001: 2007 	0 Marks 5 marks 10 Marks
2.2	<ul style="list-style-type: none"> • Certified clients for OH & SMS IS 18001 certification - Less than 5 - 5 or more 	0 Marks 10 Marks
2.3	<ul style="list-style-type: none"> • Certified Clients for OH & SMS IS 18001 certification less than one analytical laboratories 	0 Mark

	<ul style="list-style-type: none"> • Certified Clients for OH & SMS IS 18001 certification between 1 to 2 analytical laboratories 	5 Marks
	<ul style="list-style-type: none"> • Certified Clients for OH & SMS IS 18001 certification - three and more analytical laboratories 	10 Marks
3.0	Consultancy Team Size at bidding Agency	10 Marks
	<ul style="list-style-type: none"> • Technically qualified persons - less than 5 Nos. 	5 Marks
	<ul style="list-style-type: none"> • Technically qualified persons - 5 or more 	10 Marks
4.0	Schematic presentation of work plan for CPCB Project	20 Marks
Total		100 Marks

Remarks:

- Pre-qualification on all above issues are mandatory. 'Zero' score in any of the sub-clause of qualification criteria shall be rejected
- The agencies submitting Technical bid will be evaluated based upon weightage marks, as above.
- Financial Bid will be identified from the agencies technically qualified by getting more than 60% marks as per above screening criteria.
- The final round of selection comprising price bid, which will be made based on the lower cost quoted.
- The firms interested to bid may visit CPCB, Kolkata to assess the quantum of work before submitting the bid with prior appointment.
- In case of any clarification or date of previsit, please contact Ms Susmita Ekka at susmita_ekka@rediffmail.com well in advance.

(R.C.SAXENA)
(Scientist D and Incharge)

CENTRAL POLLUTION CONTROL BOARD

(Ministry of Environment and Forests, Government of India)

Zonal Office (East), Southend Conclave, 5th and 6th Floor, 1582 Rajdanga Main Road,
Kolkata 700107 (Tel: 033-24414289/4677/6003; Fax: 24418725, email: zokolkatta.cpcb@nic.in)

Ref. No.:

Dated:

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. 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 Zonal Office Kolkata 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 Kolkata 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 Scientist 'D' & Zonal Incharge of CPCB, ZO, Kolkata on recommendation of Local Purchase Committee. Central Pollution Control Board is 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) 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.
- viii) The consultancy services for implementation of the ISO systems in totality in CPCB Kolkata shall not be ended with obtaining certifications. The successful bidders shall have to provide at least one year support services as part of the job from the date of and IS 18001:2007 certification. During the support service period, the consultants will be required to support for conducting at least two

internal audits followed by closure of non-conformities including the non-conformities of surveillance audit.

- ix) 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.
- x) 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.
- xi) 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.
- xii) Late and delayed tenders will not be considered and canvassing in any form will disqualify the Bid at any stage.
- xiii) It is advised that the consultant/organisation should send the Tender through Registered Post with acknowledgment or through courier on or before **16th June, 2014 at 3.30 PM.**

All the Tenders and other correspondences should be addressed to: **THE INCHARGE, CENTRAL POLLUTION CONTROL BOARD, EASTERN ZONAL OFFICE, 1582, RAJDANGA MAIN ROAD, 5th and 6th FLOOR, SOUTHEND CONCLAVE, KOLKATA - 700107.**

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 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., Commercial Terms and Conditions etc. complete. It should be marked as **Pre- Qualification Technical and Commercial Bid for IS 18001:2007 certification consultancy services. The second envelope** will contain only financial quoted by the bidder in the form given in this document and shall be clearly marked as **Financial Bid for OH &SMS (IS 18001:2007) 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 OH&SMS (IS 18001:2007) certification consultancy services** issued on dated **15th May 2014**.

- v) Technical part of the tender will be opened on **16th June 2014 at 3.30 PM** at CPCB Office, Kolkata. Sealed financial bid of only technically and commercially qualified bidders shall be opened on later date after evaluation of techno-commercial bid.
- vi) The validity of Tender would be **up to 60 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 with 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 price, 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 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, it is considered that the Bidder has accepted all the terms and 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	Mode of payment
1.	On completion of diagnostic study/ gap analysis, associated report submission and training to the employee and internal auditors as identified	20%
2.	On 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.	On award of certificate by BIS	40%
4.	On 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.

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(Ministry of Environment and Forests, Government of India)
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TECHNICAL BID

Ref. No.:

Dated:

Date & Time of opening of Technical bid: 16th June 2014 at 3.30 PM

**Name of Work: Consultancy Services to the CPCB Zonal Office, Kolkata for
Implementation of OH&SMS (IS 18001:2007).**

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	
3	Offer is open for acceptance till	
4	Whether the Firm offered full conformity to the technical particulars and specifications by the CPCB in the schedule to Tender. If not, mention here details of deviations. (attach 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	<p>Is the firm registered under</p> <ul style="list-style-type: none"> • The Indian Companies Act,1956 • The Indian Partnership Act,1932 <p>(Please give the names of Partner)</p> <p>Any other act; in that case give the names of the owners with addresses</p>	
11	Whether the tendering firm is a subsidiary/branch/extension of any other firm or the firm is the main office of consultant organisation	
12	Whether the price quoted by you is to the best of your knowledge and belief	
13	Details of accreditation to carry out the proposed work	
14	State whether business dealings with you have been Banned by any ministry or department	
15	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 Competent Authority

CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment and Forests, Government of India)
Zonal Office (East), Southend Conclave, 5th and 6th Floor, 1582 Rajdanga Main Road,
Kolkata 700107 (Tel: 033-24414289/4677/6003; Fax: 24418725)

FINANCIAL BID

Ref. No.:

Dated:

Name of the work: Consultancy Services to the CPCB Zonal Office- Kolkata for Implementation of OH&SMS (IS 18001:2007).

Consultancy charges for certification for OH&SMS (IS 18001:2007) in line with the scope of services detailed out in TOR.

S.No	Description of Item	Total Fee Amount (Rs.)
1.	Total lump sum amount of for all the scope of work i.e. diagnostic study/gap analysis, training, documentation, implementation, pre-certification exercises, internal audit, closure of Non Conformities raised by certifying Body etc (taxes if any)	
	Total (Rs.)	

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

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With Telephone and Fax No.:

