

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

**ZOW / Tech-214/ 2014-15/...**

**Date 02.10.2014**

**To,**

**Subject :** Invitation of bid for ISO 9001:2008 and OHSAS 18001:2007 certification of CPCB Zonal Office Vadodara-reg.

Central Pollution Control Board (CPCB) is 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 laboratories at its Zonal Offices at Bangalore (Southern), Bhopal (Central), Kolkata (Eastern), Lucknow (Northern), Vadodara (Western), at Shillong (North-Eastern) and Head Office at Delhi. CPCB Vadodara is intended to appoint an agency who shall provide certification services for ISO 9001:2008 alongwith OHSAS 18000:2007. In this regard sealed quotations are invited from your organisation for above subjected work at Central Pollution Control Board, Vadodara (CPCB) Zonal Office (W) Opposite VMC ward Office-10, Subhanpura, Vadodara.

This is a limited tender offer, being sought from reputed certifying agency short-listed by our organization which includes your company. Please read the detailed Terms of reference and other terms and conditions enclosed at **Annexure-1** and furnish relevant information and quote as per the **Annexure-2 &3**.

The bidder should submit their sealed quotations on or before **21.10.2014** and the bid shall be opened on the same day at **16:00** hours.

Yours faithfully,

(B.R. Naidu)  
Additional Director & Zonal Officer

**Annexure-1**

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

**Ref No.** ZOW / Tech-214/ 2014-15/...

**Date** 02.10.2014

## **1. Scope of certification and brief terms of reference**

### **1.1 Scope of certification**

Collection and Testing of various samples i.e. source emissions, ambient air, noise, water, wastewater and sludge/soil/sediment etc., as per the stipulated procedures, based on the directions from CPCB Head Office Delhi and Ministry of Environment, Forests & Climate Change, Govt. of India, Public complaint Investigation and coordinating with the State Pollution control boards of Gujarat and Maharashtra and Pollution Control Committee of Union territories of Daman, Diu and Dadar & Nagar Haveli.

### **1.2 Brief outline of terms of reference (TOR)**

Certifying body shall have to complete the entire process of system adequacy audit for the certification of CPCB, Vadodara within two month of request for certification on the basis of documentation as well as implemented system being followed in CPCB Vadodara. The TOR for the certification agency are briefly outlined as follows which will be the brief scope of work in the contract:

#### **A. Adequacy Audit**

On the request, the certification body has to conduct independent pre-assessment audit of the entire system on pre-defined date in consultation with the Management representative of CPCB Vadodara and communicate to CPCB Vadodara well in advance (atleast one week ahead of audit) about the programme and auditors details. The purpose of said audit is to assess the readiness for certification. Followings will be the scope of adequacy audit.

1. Conduct pre-assessment audit of the documented procedures, manuals, SOPs, etc. entire set of documents as per the clauses of ISO 9001:2008 and OHSAS 18001:2007 and point out any ambiguity, lapses, etc. observed in the documentation.
2. Conduct physical audit of the departments to ensure that whether the system followed in departments fully comply with the said system effectively and point out any lapses observed.
3. Point out all the major and minor non-conformities (if any) and opportunities for improvements (if any) to the concerned department heads.
4. Submit the pre-assessment findings to the local top management (Zonal Officer) in writing as well as verbal briefings during the closure meeting at CPCB Vadodara.
5. By the above stated exercise, the certification agency has to establish adequacy and effectiveness of implemented system before final certification audit.
6. All the exercises should be compiled and submitted to local top management as a report.

#### **B. Closure of non-conformities**

The certification body has to

1. Conduct an independent review of the closure reports of the NCs raised by their auditor for the non-conformities as well as opportunities for improvement.
2. Communicate the errors observed or non-conformities closure to CPCB Vadodara

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

3. Fix a date for the certification audit well in advance (atleast one week in advance).

**C. Certification Audit**

The certification body has to fix a date for independent certification audit as soon as possible in consultation with the Management Representative of CPCB Vadodara after the closure of non-conformities and communicate to CPCB Vadodara well in advance (atleast one week ahead of audit) with the audit schedule and auditors detail, duration of the certification audit, etc.

1. All departments have to be independently reviewed for adequacy of certification for the all functions of CPCB Vadodara for Quality system and OHSAS.
2. Any non-conformity or opportunity of improvement emerged during final audit need to be explained to the local top management in writing for the improvement.
3. The closure on NCs after submission of NC closure report need to be reviewed for effectiveness of measure taken and if required review shall be conducted before certification recommendation.
4. The successful certifying agency shall have to take all activities required to be undertaken by certification body as per the condition of accreditation Boards.
5. All the exercises should be compiled and submitted in form of a report.

**D. Award of ISO Certificates**

The certification body has to issue certificate in triplicate for ISO 9001:2008 and ISO18000:2007 under accreditation of any one accreditation Board out of listed and internationally reputed accreditation body.

**E. Schedule of Implementation and manpower deployment**

The certification body has to furnish alongwith his offer, a detail programme of different activities for the total scope of services. CPCB Vadodara is intended to complete the entire process of certification by **30.12.2014**. In any unavoidable reasons, this timeline may be extended by the Zonal Officer, CPCB Vadodara on mutual agreement basis. Therefore, the agency should note that essence of this assignment to obtain ISO9001:2008 and OHSAS 18001:2007 certification within the stipulated time frame. The competent well qualified and experienced auditors are required to be deployed at all stages of audit. It is desirable to attach the resume of auditors.

**F. Post certification services/ surveillance audit**

The successful certification body has to conduct two surveillance audits on yearly basis until the next certification audit i.e. for the offer should be valid for three years from the date of certification. Additional audit if compulsorily required for the area where surveillance audit has pragmatically suggested major non-conformity or major corrective actions shall also be conducted i.e. appointed certification body for the check on effectives for continuous improvement.

**G. Price to be quoted**

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

The offered price as per the enclosed format at **Annexure-3** should be inclusive of Application fee, Renewal audit charges, licence fee (for three years), surveillance audit charges, TA/DA (if any), etc.

**2.0 General Terms and conditions of the quotations**

- i) The bid forms annexed should be used for bidding. However, the additional sheets containing the same proforma may be used. All pages of the quotations and any additional sheet supplemented with quotations by the bidder must be stamped and signed by the authorised signatory of the firm.
- ii) Board will not be responsible for delay or non receipt of quotations Document sent by post either way and also reserves the right to accept or reject any or all the quotations in part or full without assigning any reason thereof.
- iii) The bidder should be a registered firm for providing certification for ISO 9001:2008 and ISO 18001:2007 and the proof in this regard shall be submitted alongwith bid.
- iv) The Board shall have right to extend the last date of submission of quotations and opening of quotations. The right of acceptance of Quotations shall be with the Additional Director and Zonal Officer of CPCB, ZO, Vadodara. Central Pollution Control Board shall have right to reject any or all of the quotations received without assigning any reason.
- v) The interested bidders shall have to offer for the surveillance audit till the next certification audit period begins. During the support service period, the successful bidder shall be required to conduct surveillance audit on yearly basis. Normally the certification is provided for 3 years hence a minimum of two surveillance audit will have to be conducted depending on requirement.
- vi) Before submission of quotations, bidders may visit CPCB Vadodara for obtaining idea about the organization, its size and functioning.
- vii) The service provider shall not assign, transfer, pledge or sub-contract the certification service to any agency.
- viii) If required specially in the case of major corrective actions, the additional audit also required to be conducted by the appointed certification body for checking the effectiveness of corrective action taken for continual improvement.
- ix) The quotations would be regarded as turned down, if award of contract is not issued till the expiry of the quotations validity. No separate communication will be made.
- x) If the last date for submission and opening of quotations falls on any government declared holidays, the next working day at the same would be considered as last dates of the same.

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

- x) 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 initialed by the person or persons signing the bid.
- xii) Late and delayed quotation/s will not be considered and canvassing in any form will disqualify the Bid at any stage.
- xiii) It is advised to send the quotations through Registered Post with acknowledgment or speed post or through courier on or before **15:00 hrs on 21.10.2014**.
- xiv) Request for the quotations document for bidding through E-mail, Telephone, and Fax shall not be entertained.
- xv) All the quotations and other correspondences should be addressed to: **THE ADDITIONAL DIRECTOR & ZONAL OFFICER, CENTRAL POLLUTION CONTROL BOARD ZONAL OFFICE (WEST), PARIVESH BHAWAN, OPPOSITE VMC WARD OFFICE-10, SUBHANPURA VADODARA (GUJARAT)**.

**3.0 Bidding terms and conditions of the quotations**

- i) The bidding consultant organisation should quote rate for complete job as mentioned in TOR. The rates should be quoted both in words and figures
- ii) The quotations is to be submitted in a single sealed envelope alongwith complete technical information required to judge qualification, complete details including list of credentials with documentary evidence i.e. work order, copy of PAN Card, Commercial Terms and Conditions etc. complete bearing the address of Central Pollution Control Board and super scribing in bold letters-**QUOTATIONS FOR ISO 9001:2008 and ISO18000:2007 certification audit services** issued on dated **02.10.2014**.
- iii) Quotations will be opened on **21.10.2014 at 16:00** hrs at CPCB, Vadodara by Local Purchase Committee (LPC) in presence of representative of bidders if wants to be present.
- iv) The validity of quotations would be for two months from the date of opening of quotations. A Bid valid for a shorter period may be rejected as non responsive.
- v) Quotation not in proper sealed cover or received through E-mail/ Fax, etc or conditional will not be entertained and will be rejected without assigning any reason.
- vi) 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 initialed by the person or persons signing the bid.

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

- vii) 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, there shall be no change in the price quoted.
- viii) 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.
- ix) The placement of work order shall be according to the capability of the bidder based on information supplied and after consideration of its price worthiness.
- x) The price to be given in the quotations is fixed prices, irrespective of any rise 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 quotations. 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 CPCB.
- xi) The adherence to the work schedule is the entire responsibility of the bidder. Board shall not be responsible for any deviation caused thereof.
- xii) 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.

Sr. No.	Description	Payment percentage of total
1.	Certification Audit i.e. stage II Audit and after issuance of certificate	70%
2.	Surveillance Audit	30%

- (ii) The successful bidder has to submit the invoice/ bills for 70% of the contract cost in duplicate after the successful completion of certification audit & issuance of certificate and 15% after each surveillance audit. The TDS, etc. shall be deducted prior to the payment from the bills raised.
- (iii) 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. the Chairman, Central Pollution Control Board, Delhi and the

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

decision of Chairman shall have binding to both the parties.

**Annexure-2**

**Ref No.** ZOW / Tech-214/ 2014-15/...

**Date** 02.10.2014

Time & date of opening of bid: **21.10.2014**

**Time:16:hours**

**Name of Work:** Invitation of bid for certification services for ISO 9001:2008 and OHSAS (ISO18000:2007) certification of management system of CPCB Zonal Office Vadodara

**QUESTIONNAIRE FOR SUBMISSION ALONG WITH BID**

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

1	Name and address of the certification body	
2	Please give your permanent Income Tax A/c No. (PAN) or latest Income Tax Clearance certificate.	
3	Please confirm that you have offered complete package for the TOR as per quotations enquiry requirements. If not indicate deviations	
4	Please indicate firm timeframe by which the entire work will be completed	
5	Is the firm registered? If so provide the details	

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

6	Whether the bidding firm is a subsidiary/ branch/ extension of any other firm or the firm is the main office of the organisation	
7	Details of accreditation to carry out the proposed work	
8	State whether business dealings with you have been Banned by any ministry or department	
9	Please confirm that before submission of Quotations you have read all the instructions and terms and conditions of Quotations carefully and have complied with accordingly.	

Signature of bidder

Full name &Address of the person signing

Date:

Place:

Whether signing as

Proprietor/Partner

Constituted Attorney/

duly authorized by the Company



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

**Annexure-3**

**PRICE BIDDING PROFORMA**

Ref. No.: .....

Dated: .....

**Name of Work: Certification services for ISO 9001:2008 and OHSAS 18001:2007 certification of CPCB Zonal Office Vadodara.**

Fee for certification for ISO 9001: 2008 alongwith OHSAS 18001:2007 in line with the scope of services detailed out in this limited quotations document

<b>S.No</b>	<b>Description of Item</b>	<b>Total amount (Rs.)</b>
1.	<b>Total fee for complete scope of services and other charges</b>	
2.	<b>Other taxes including service tax etc. whatsoever applicable.</b>	
3.	<b>TOTAL COST INCLUDING ALL TAXES INVOLVED</b>	

**TOTAL COST INCLUDING ALL TAXES INVOLVED (in words)**

Rupees \_\_\_\_\_

Name (In block letters) .....

Capacity in which quotations signed .....

Address in full .....

.....

With Telephone and Fax No., .....