



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, GOVT. OF DELHI
4th FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06
visit us at : <http://dpcc.delhigovt.nic.in>

F. No. DPCC/Water Lab/2018/ *T-20/1871*

Dated: *18/12/2018*

To,

✓ SEE/ IT (Uploaded to DPCC website)

Sub:- Invitation of sealed quotation for Recognition/ Certification/ Accreditation of DPCC Laboratory.

Sir,

DPCC is under the process to get following Certification/ Accreditation/ Recognition from concerned agencies.

1. Recognition under EPA Act, 1986
2. ISO:9001
3. NABL: 17025
4. OHSAS: 18001

In view of above, sealed quotations are invited for the above mentioned Recognition/ Certification/ Accreditation. The detailed scope of work, Terms & Conditions are enclosed.

Quotation must be reach in this office latest by 15:00 hrs on 15.01.2019 at enquiry counter, 4th floor, ISBT Building, Kashmere Gate, Delhi- 110006.

Thanking You

Dr. Nandita Moitra
(Sr. Scientist)

Dr. NANDITA MOITRA
Senior Scientist
Delhi Pollution Control Committee
5th Floor, ISBT Building,
Kashmere Gate, New Delhi-110006

1. Scope of certification and brief terms of reference

1.1 Scope of certification

Monitoring, 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 of CPCB, Delhi and Ministry of Environment, Forests & Climate Change, Govt. of India.

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 DPCC, within two month of request for certification on the basis of documentation as well as implemented system being followed in DPCC. 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 DPCC and communicate to DPCC (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, NABL 17025, MoEF Recognition 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 management in writing as well as verbal briefings during the closure meeting at DPCC.
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 DPCC
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 DPCC after the closure of non-conformities and communicate to DPCC 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 DPCC 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, NABL 17025, MoEF Recognition 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 offer, a detail programme of different activities for the total scope of services. DPCC is intended to complete the entire process of certification by 30.08.2019. In any unavoidable reasons, this timeline may be extended by DPCC on mutual agreement basis. Therefore, the agency should note that essence of this assignment to obtain ISO9001:2008, NABL 17025, MoEF Recognition 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

The offered price as per the enclosed format 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 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) DPCC shall have right to extend the last date of submission of quotations and opening of quotations.
- vi) 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 DPCC for obtaining idea about the organization, its size and functioning.
- vii) 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.
- 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 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 15.01.2019.**
- 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:

**DR NANDITA MOITRA,
DELHI POLLUTION CONTROL COMMITTEE,
4TH FLOOR ISBT BUILDING, KASHMERE GATE, DELHI 110 006.**

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 DPCC and super scribing in bold letters-QUOTATIONS FOR ISO 9001:2008, NABL 17025, MOEF Recognition and ISO18000:2007 certification

iii) 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.

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 DPCC.

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 DPCC at the sole discretion of DPCC.

QUESTIONNAIRE FOR SUBMISSION ALONG WITH QUOTATION

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	
6	Whether the bidding firm is a subsidiary/ branch/ extension of any other firm or the firm is the main office of the organization.	
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