



**Tender for Procurement of services of certification body for ISO  
14001:2004.**

**No. RECPDCL/ISO/2014-15/1370 Dated:11/11/2014**

**By**



**REC Power Distribution Company Limited**

(A wholly owned subsidiary of REC, a 'Navratna CPSE'  
under the Ministry of Power, Govt of India)

**Corporate office**

1016-1023, Devika Tower, Nehru Place,

New Delhi-110019

Telefax : 011-44128768

Description of task, qualification required, EoI submission format and procedure is available on RECPDCL website ([www.recpdcl.in](http://www.recpdcl.in)), REC website ([www.recindia.com](http://www.recindia.com)), Central Publication Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in))

**-Sd-**

**(S.C. Garg)**

**Addl. General Manager (Tech.)**

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## SECTION-I EOI INFORMATION

Name of the assignment: **Tender for Procurement of certification body for ISO 14001:2004.**

### Important information

Sl.No.	Event	Information to the agencies
1	Date of Release	11.11.2014
2	Date for pre bid meeting	17.11.2014
5	Last date of submission	26.11.2014 at 15:00 hours
6	Date of Opening	26.11.2014 at 16:00 hours
7	Eoi document	The details can be downloaded free of cost from the websites <a href="http://www.recpdcl.in">www.recpdcl.in</a> <a href="http://www.recindia.com">www.recindia.com</a> . (or) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
9	Venue of Pre Eoi Meeting	REC Power Distribution Company Limited., 1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi- 110019, India. Telefax: +91-11-44128768, Phone :+91-11-44128760/67, Email- <a href="mailto:recpdcl@rediffmail.com">recpdcl@rediffmail.com</a>
10	Address for communication	REC Power Distribution Company Limited., 1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi- 110019, India. Telefax : +91-11-44128768, Phone :+91-11-44128760/67, Email- <a href="mailto:recpdcl@rediffmail.com">recpdcl@rediffmail.com</a>
11	Contact Person	S.C. Garg,  Addl. General Manager (Tech) Phone:011-44128753; Fax:011-44128768 Email- <a href="mailto:recpdcl@rediffmail.com">recpdcl@rediffmail.com</a>



## SECTION-II PREFACE

REC Power Distribution Company Limited (an ISO 9001:2008 certified, a wholly owned subsidiary of REC Limited, a “Navratna” CPSE Govt. of India Enterprise under MOP, GOI) rendering expert consultancy services in power sector in general and Distribution sector in particular as per the need of power utilities across the country. REC PDCL is a leading service provider in the power sector and is providing end-to-end solutions for all the needs in Distribution sector across the country.

RECPDCL engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India’s power schemes for power utilities across the country and various regulatory assignments with CERC. It includes the Project Management Consultancy (PMC) of Substations along with its associated lines, Monitoring, Supervision and inspection work of Electrical Power Distribution Project of Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) works and Feeder Renovation Program (FRP), Feeder separation, HVDS program, Lender’s Engineers assignment, DPR preparation for electrical infrastructure projects viz., R-APDRP, IT related assignments in Distribution sector including web based MIS, Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, Cost Data Book preparation, system study and MRI based billing as per the need of the power utilities, Central Electricity Regulatory Commission across the country.

### ***RECPDCL’s Strength:***

- ✓ A wholly owned subsidiary of Rural Electrification Corporation Limited, a Navratna CPSE.
- ✓ PAN India presence.
- ✓ Methodical and transparent approach in execution of works.
- ✓ Benchmarking Quality Standard / Quality Policy for the Distribution Sectors.
- ✓ ISO certified 9001:2008 company.
- ✓ Recognitions:-
  - SKOTCH Merit Award
  - IPE Asia Pacific HRM Congress Award.

REC Power Distribution Company Limited (RECPDCL) intends to engage a Consulting Firm for **Suitable certification body for ISO 14001:2004**. You are therefore requested to send your Proposal as per the Terms of Reference described below:

### ***OBJECTIVES***

RECPDCL have entered an MOU with REC wherein one of the parameter is with respect to ISO certification. Accordingly, it is envisaged that RECPDCL will need the services of competent certification body to implement the requirements of ISO 14001:2004 certification. This Limited Tender has been developed to assist REC Power Distribution Company Ltd to select a competent firm.



## SECTION-III SCOPE OF WORK

The firm may be engaged as certification body for ISO 14001:2004 for certification in respect of Official Work of corporate office, RECPDCL, New Delhi.

The certification body/firm shall carry out the certification/rectification audit and issue ISO 14001:2004 certificates after successful audit

### ***TIMELINES***

The Audit and Duration of completion shall be as under.

Sl. No	Activity	Maximum Duration
i	Certification of Audit & issue of certificate.	a) Stage I audit to be commenced within mutually agreed date b) Certificate to be issued by 28 <sup>th</sup> January 2015 after successful completion of Stage-I audit.
ii	Surveillance Audit-1	Within 11 months of stage-II audit.
iii	Surveillance Audit-2	Within 1 year of Surveillance Audit-1

- a) Certification body will have to carry out surveillance audits at regular intervals to maintain continuity of the certification within the prescribed duration for each audit within increase in charges whatsoever.
- b) Certification body shall carry out the audits on the mutually agreed dates within the time schedule.



## SECTION-IV INSTRUCTIONS TO CONSULTANT

### **PRICE BASIS AND PAYMENTS**

The proposal should include price all-inclusive lump sum (including travel and other out of pocket expenses, etc.) in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at **Annexure –A** in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. Service Tax, if any, will be paid extra at the applicable rates and is not to be quoted above.

### **TERMS OF PAYMENT**

All payments would be claimed by the Firm from RECPDCL on being due, and would be accepted for payment by Competent Authority of RECPDCL based on the satisfactory progress and quality of the work in sole discretion of RECPDCL. The payment to the Consulting Firm under the contract shall be released after achieving the milestones as per the following terms:

S.No	Milestones	Payment
1.	After submission of Certification of Audit & issue of certificate.	60% of Contract Value
2.	After Surveillance Audit-1	20% of Contract Value.
3.	After Surveillance Audit-2	20% of Contract Value.

The certification body shall raise invoice after the audit as per the charges quoted after successful completion of each audit for scrutiny and release of payment by RECPDCL.

### **TAXES AND DUTIES**

RECPDCL shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Consulting Firm under the contract.

As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, RECPDCL shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Consulting Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Consulting Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

### **OWNER'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL**

RECPDCL reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Consulting Firm concerned or any obligation to inform the Consulting Firm concerned of the grounds for the Owner's action.



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***Confidential***

The certification body shall not disclose the documented management systems to any third party including your internal department.

***Sub-Contracting***

Consulting firm to whom work is awarded are not allowed to sub contract the work to any other parties either in part or full.

***TENDERING PROCESS:***

The tender documents will consist of two envelopes and each envelop should be superscribed as "Engagement of Firm for certification body for ISO 14001:2004" and last date of opening.

**Envelop-1 consists:**

- (i). Form-1 (Technical Proposal)

**Envelop-2 consists:**

- (ii). Form-2 (Financial Proposal)

Pre bid meeting is scheduled on 17.11.2014 at 15:00 hrs at RECPDCL Corporate Office.

Interested Consultancy firm may send the bid latest by 26.11.2014 at 15:00 hrs. Technical Proposal shall be open on 26.11.2014 at 16:00 hrs. Financial bid of technically qualified bidders (as per eligibility criteria) shall be opened on later date with prior information to concerned bidders.

In case of any further information in this regard, undersigned may please be contacted as per details mentioned hereunder.

**Address-**1016-1023, 10th floor, Devika Tower, Nehru Place, New Delhi-110019

**E-Mail-**recpdcl@rediffmail.com

**Contact No-** (011)44128755, (011)44128768(Fax)



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## **SECTION- V EOI FORMS**





On Consulting Firm Letter Head

**FORM-I**

**Technical Proposal**

To,  
Chief Executive Officer,  
RECPower Distribution Company Ltd.,  
1016-1023, 10<sup>th</sup> Floor, Devika Tower,  
Nehru Place, New Delhi-110019

**Sub: Engagement of Firm for certification body for ISO 14001:2004.**

Sir,

1. With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for **Certification body for ISO 14001:2004**, I wish to apply to RECPDCL as "Certification Body" for ISO 14001:2004.
- 2.

<b>Sr. No.</b>	<b>Eligibility Criteria</b>	<b>Details of the documents to be submitted</b>	<b>Details of the documents attached</b>
a	Minimum 2 project executed of Government /PSU for ISO 14001:2004.	Work order with Completion Certificates	
b	The firm should have been in operations in India for a period of at-least 5 years as on last date of tender submission.	5 years balance sheets along with self Certification.	
c	Consulting firm should submit valid documentary proof of details of service Tax and Income tax registration No. (PAN)	Copy of PAN,SRN	
d	Average turnover should be 75Cr in last 3 FY	3 Years Balance Sheet along the Certificate of Practicing CA.	



Further, I hereby certify that:

**I have read the provisions of the all clauses and confirm** that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Limited Tender are acceptable to me and I have not taken any deviation to any clause.

3. I further confirm that any deviation to any clause of Tender found anywhere in my bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.

Date:

Place:

Signature.....

Full name.....

Designation.....

Address.....

**Note: In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.**



**ANNEXURE "A"**

On Consulting Firm Letter Head

**Financial Proposal**

**Form-2**

To,  
Chief Executive Officer,  
RECPower Distribution Company Ltd.,  
1016-1023, 10<sup>th</sup> Floor, Devika Tower,  
Nehru Place, New Delhi-110019

**Sub: Engagement of Firm for certification body for ISO 14001:2004.**

**Table for Quoting Fee for the Assignment in terms of the Tender.**

**(To be kept in a separate Envelope sealed properly while sending the proposal)**

<b>S. No.</b>	<b>Particulars</b>	<b>Fee in INR (₹)</b>	
		<b>Price bid shall be quoted</b>	
1.	All-inclusive Lumpsum fee (including travel and other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a FIRM price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment	<u>In Figure</u>	<u>In words</u>



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***Please Note: Service Tax, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.***

Date:

Signature.....

Place:

Full name.....

Address.....

.....

.....

Stamp.....