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## Tender Document

TENDER NOTICE NO. – CFF/ISO-50001/2017/01

Dated: 15.02.2018

Sealed tenders are invited in two parts i.e. (i) Techno- Commercial and (ii) Price Bid, for following work. Tender should be dropped in the tender box of CFFP LATEST BY **12/03/2018 (2:00 PM)**. Tender will be opened on same day at **02:15 Pm** in the presence of Tenderers are available in Tender room.

Bidders have to confirm point-wise in the remarks column along with signature & stamp in each pages of Tender Document. In the absence tender document / incomplete tender document, offer may be ignored.

S. No.	Particulars	Description	Tenderer's Acceptance/ Remarks
<b>01</b>	<b>Scope of Work</b>	<p>Scope of work covers carrying out Re- Certification audit, Registration, issue of certificate &amp; surveillance/ periodic audit as per requirement of ISO 50001:2011 (Energy Management System) at CFFP BHEL Haridwar. Details is as follows.</p> <p><b>1.</b> Review of system documentation coinciding with or followed by an initial visits (Pre-audit) at CFFP BHEL Haridwar. Preliminary audit may cover review of the documents, audit on sampling basis &amp; documentation. The preliminary audit may be carried out by the Auditor to discuss any areas of concern related to the Energy Management system and the audit itself.</p> <p><b>2.</b> Carrying out initial system audit (Re-certification audit) in order to verify conformance between the system as documented and its implementation. The certification audit will cover minimum following activities:</p> <p><b>a)</b> Review of Documents like: System Manual and Procedure manual etc.</p> <p><b>b)</b> To verify the compliance for effective implementation of the Energy Management system.</p> <p><b>c)</b> Any other documents, systems, procedure etc. as applicable as per the requirement of proposed ISO-50001 system standard.</p> <p><b>3.</b> Issue of the Certificate of Conformity, including Registration.</p>	

		<p><b>4.</b> Conducting surveillance audits in an interval of one year from the date of issue of the conformance certificate for 3 of year's duration i.e. throughout validity of the ISO certification. The successful bidder will perform the surveillance audits of certified management system according to the periodic audit plan to verify that the system and its implementation is being maintained and improved consciously. Periodical audits are to be performed at least once a year as decided by consultant Auditing firm based on their requirement for certification of Energy Management system (ISO-50001). Auditing firm will issue an audit report along with corrective action request upon completion of each periodical audit.</p> <p><b>5.</b> Auditor proposes to execute the Certification activities as per dates to be given by BHEL and issue the Certificate of Compliance 'within four weeks from the date of successful completion of the Initial audit. Auditor will advise BHEL for intimation towards the certification audit well in advance at least two week advance notice.</p> <p><b>6.</b> Initial system audits &amp; surveillance system audits are to be planned and performed by a qualified lead auditor &amp; if necessary he may be assisted by one or more auditors. In case of a periodical audit, the lead auditor may appoint an auditor to execute the audit on his own under the supervision of the lead auditor. The audit team shall be composed in such a way that the necessary expertise is available in the team to cover the specific line of business of the Auditee (CFFP, BHEL Haridwar).</p>	
<b>02</b>	<b>Contract Period</b>	Months ( <b>36</b> ) Calendar Months. The likely start date for first phase of Audit in second week of June - 2018.	
<b>03</b>	<b>Terms of delivery</b>	The completion schedule is binding and essential and consequently, no delay is allowed without the written approval of BHEL. Any request concerning delay will be void unless accepted by BHEL through a modification to the contract.	
<b>04</b>	<b>Contract Agreement</b>	You shall execute contract agreement, as per the Performa of Agreement provided in general Conditions of Contract of Bid Document, within 10 days from the receipt of letter of Acceptance. The same shall be executed on a Non-judicial stamp paper of appropriate value and the cost of stamp paper shall be borne by bidder.	

05	<b>Tender BID</b>	<p>This is two part bid Tender i.e. <b>Techno- Commercial &amp; Price Bid</b>. Techno commercial Bid should include this tender document along with all the documents required in PQC (Pre Qualification Criteria) and Price bid should contain only priced copy of Price bid, format attached. These two bids should be put in separate envelopes which should be sealed. Each of these two envelopes should be super scribed with the following information.</p> <p>a) Tender Enquiry no.  b)Tender opening Date &amp; Time  c) Techno-commercial Bid or Priced Bid</p> <p>Both the envelopes i.e. containing Techno-commercial Bid &amp; Price bid should again be put in one envelope superscribed again with the following details-</p> <p><b>(i)</b> Tender Enquiry no.  <b>(ii)</b> Tender opening Date &amp; Time.  <b>(iii)</b> Name of Tender  <b>(iv)</b> Techno-commercial &amp; Price BID.</p>	
06	<b>Earnest Money Deposit (EMD)</b>	<p>EMD of <b>Rs. 3,720/-</b> (Rupees Three Thousand Seven Hundred Twenty only) should be remitted by the Tenderer in the Form of DD (or any other form) in favour of "SENIOR ACCOUNT OFFICER, CFFP BHEL, HARIDWAR, and Payable at Hardwar. EMD can also be deposited in State Bank of India (A/c No. <b>10667995469</b>) receipt to be enclosed with Techno-commercial Bid. EMD must be accompanied with Techno-commercial Bid only. Offer without EMD with techno-commercial bid, may be ignored. The Bidder covered under MSME/ NSIC are exempted for EMD on production Of valid MSME/NSIC certificate.</p>	
	<b>Security Deposit</b>	<p>Security amount shall be deposited by successful bidder after work is being awarded but before start of work. The security amount will be as per prevailing BHEL Work Policy (Normally 5% of Work Order Value).EMD of successful bidder shall be converted into security deposit and balance amount shall be deposited by bidder. Security deposit shall be released by BHEL after six months from date of contract completion. Please note that BHEL will not provide any interest on security amount.</p>	
07	<b>GST</b>	<p>GST shall be extra, as applicable at the time of Billing.</p>	
08	<b>Lowest bid criteria.</b>	<p>Lowest bidder will be decided on Total Cost basis.</p>	
09	<b>Boarding &amp; Lodging Local Conveyance</b>	<p>Boarding Lodging &amp; Local conveyance facility shall be provided by BHEL free of cost during the visit of re-certification and Surveillance audit.</p>	
10	<b>Payment Terms</b>	<p><b>(I)</b> 100% cost for re-certification audit will be paid within 45 days of receipt of invoice only after issue of re-certification &amp; accredited certificate.  <b>(II)</b> 100% cost of first annual surveillance audit in 2<sup>nd</sup> year will be paid within 45 days of receipt of invoice only after</p>	

		completion of 1 <sup>st</sup> surveillance audit and submission of report. <b>(III)</b> 100% cost of second annual surveillance audit in 3 <sup>rd</sup> year will be paid within 45 days of receipt of invoice only after completion of 2 <sup>nd</sup> surveillance audit and submission of report.	
<b>11</b>	<b>Responsibility of the Contractor</b>	<p><b>a)</b> All expenses towards mobilization at site work force etc. shall be deemed to be included in the prices quoted and no. separate payment on account of such expenses shall be entertained.</p> <p><b>b)</b> The consultant representatives/ auditor and his team working in the plant premises shall have to maintain and observe safety instructions/general safety rules and security requirements.</p> <p><b>c)</b> The team for certificate auditors must include certified auditors. A valid copy of certificate for auditors must be submitted in this regard.</p>	
<b>12</b>	<b>Bidder's Detail</b>	Name: Address: Mobile No.: Telephone: E-mail:	
<b>13</b>	<b>No Price variation</b>	The final lowest rate shall remain unchanged throughout the contract period.	
<b>14</b>	<b>Validity of Offer</b>	Offer shall be remain valid for 90 days from the date of opening of Tender.	
<b>15</b>	<b>LD Clause</b>	In case of delay at any stage attributable to bidder, penalty @ 0.5% per week will be imposed subjected to maximum 10% of work Order Value.	
<b>16</b>	<b>Plant Visit</b>	For finalization of man days of all Audits and identification of energy sources & significant energy processes in plant, bidders may visit the site before submission of offer.	

(Issuing Officer)  
CFFP BHEL  
Hardwar

(Contractor Signature)  
Stamp

### **Pre- Qualification Criteria**

The tenderers are required to meet all the clauses as mentioned below:

S.No.	Description	Requirement	Tenderer's confirmation
1.	Tenderer should have license or certification from competent authority for conducting the audit and issuing the certification for ISO-50001	Copy of certificate or License to be submitted by tenderer.	
2.	Tenderer should have at least 4 experienced auditors for conducting audit of ISO-50001 on its roll.	Suitable documents to be submitted by tenderer.	
3.	Tenderer should have certified at least one government or public sector organization in past five years from the date of tender opening.	Suitable documents to be submitted by tenderer.	

The offer of Tenderer's not meeting any of the above criteria will not be considered.

## PRICE BID

- A. TENDER NO.: CFF/ISO-50001/2017/01, dated: 15.02.2018
- B. NAME OF BIDDER:
- C. ADDRESS & CONTACT NO:

SL. NO.	PARTICULARS	COST (RS.)
1	Rates for Re- certificate Audit, Registration & issuance Accredited Certificate.	
2	Cost of first surveillance Audit in 2 <sup>nd</sup> Year	
3	Cost of first surveillance Audit in 3 <sup>rd</sup> year	
	<b>Total</b>	

**Note: GST will be extra as applicable.**

**(Total Amount in Words.....)**

**(Authorized Signatory)**

**Name:**

**Designation:**

**Company Seal:**

**Place & Date:**