



INVITATION FOR EXPRESSION OF INTEREST

TO

IMPLEMENT A PROJECT FOR OBTAINING ISO 14001 CERTIFICATION

No.RECPDCL/ISO/EOI/2014/898 Dated:20/08/2014

By



RECPowerDistributionCompanyLimited

(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), REC website (www.recindia.com), Central Public
Procurement Portal (www.eprocure.gov.in)

Note:

Last date of submission of tender is 10th September up to 03.00pm.

-Sd-

(S.C. Garg)

Addl. General Manager (Tech.)

[This document is meant for the exclusive purpose of consultant against this Eoi and shall not be
transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]



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SECTION-I EOI INFORMATION

Name of the assignment: **Empanelment of professionally qualified highly experienced individual Consultant.**

Important information

Sl.No.	Event	Information to the agencies
1	Date of Release of Eol	20.08.2014
2	Date for pre bid meeting	29.08.2014
3	Last date for submission of written questionsby bidders	29.08.2014
4	Response of the queries	04.09.2014
5	Last date of submission of EOI	10.09.2014 upto 15:00 hours
6	Date of Opening of Eol response	10.09.2014 at 16:00 hours
7	Eol document	The details can be downloaded free of cost from the websites www.recpdcl.in www.recindia.com . (or) www.eprocure.gov.in
8	EMD in the form of DD	Rs. 5000/-
9	Venue of Pre Eol Meeting	REC Power Distribution Company Limited., 1016-1023, 10 th Floor, Devika Tower, Nehru Place, New Delhi- 110019, India. Telefax: +91-11-44128768, Phone :+91-11-44128760/67, Email- recpdcl@rediffmail.com
10	Address for communication	REC Power Distribution Company Limited., 1016-1023, 10 th Floor, Devika Tower, Nehru Place, New Delhi- 110019, India. Telefax : +91-11-44128768, Phone :+91-11-44128760/67, Email- recpdcl@rediffmail.com
11	Contact Person	S.C. Garg, Addl. General Manager (Tech) Phone:011-44128753; Fax:011-44128768 Email- recpdcl@rediffmail.com



SECTION-II PREFACE

REC Power Distribution Company Limited, hereinafter referred as “**REC PDCL**” or “**REC Power Distribution Company Limited**” is a wholly owned subsidiary of Rural Electrification Corporation Limited (A ‘Navratana’ Company and Government of India Enterprise) has been in operation for the last six years and carrying out third party inspection of works executed under RGGVY 10th Plan & 11th Plan Projects and also carrying out an independent quality and quantity inspection of distribution net work executed under various Power utilities.

2.1 Work Executed and Under Execution

The company has not only excelled in the area of Third Party Inspection (TPI) but also set its quality benchmark in preparation of DPRs through GPS based field survey. Its reports have been widely appreciated at various platforms in general and our valued customers in particular. During the financial year 2013-14, the company has set the benchmark as follow:

- Preparation of 98 DPRs under RGGVY 12th plan and 33 DPRs under RE works for Rajasthan Discoms.
- Third party Inspection (TPI) of more than 11000 Villages as REC Quality Monitors.

Executed other works like Material Inspection, Cost Data Preparation, Project Management Consultancy work under RGGVY, MRI based billing during the Financial Year 2013-14.

In order to meet the requirement, support and building internal strength, the proposal for ISO consultants in assisting for the providing consultancy services for obtaining ISO 14001 certifications

In view of further building the strength and widening its scope of operations **REC Power Distribution Company Limited now intends to Empanelment of ISO Consultant for Providing consultancy services for obtaining ISO 14001 certifications.** The document of EoI comprises the following:

- (i) Section I-EOI Information
- (ii) Section II- Preface
- (iii) Section III- Scope of Work
- (iv) Section IV- Instruction to the Consultant
- (v) Section V- Eligibility/Qualifying Criteria
- (vi) Section VI- EoI Evaluation Methodology
- (vii) Section VII- General Condition of the Contract
- (viii) Section VIII- EOI Forms

Consultant are requested to note that no deviation, whatsoever, are permitted by REC PDCL to any of the provisions of the EoI Documents and that the Consultant shall comply with all the requirements of the EoI Documents.

REC PDCL shall not be responsible for any delay or non-receipt of offer sent by post or through courier etc. and reserves the right to reject any or all offers without assigning any reasons thereof.



SECTION-III SCOPE OF WORK

Scope of Work

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 Consulting firm to implement the requirements of ISO 14001 certification. This expression of interest (EoI) has been developed to assist REC Power Distribution Company Ltd to select a competent Consulting firm who may be engaged for providing ISO consultancy services.

TERM OF REFERENCE:

The terms of reference for the Consulting firm will include the following:-

- a. To assist the REC PDCL to form the Steering Committee and ISO Project team who will be responsible for implementing ISO requirements.
- b. To determine the scope of ISO 14001 implementation and finalize the same through discussion with the Steering Committee. The Consulting firm should define such a scope for which ISO requirements may be implemented within a time period of Three months.
- c. To perform gap analysis of the existing documentation of the department against the requirements of ISO and produce a gap analysis report.
- d. To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation for ISO 14001 certification.
- e. To develop all mandatory procedures as required in ISO and guide the ISO project team on implementing the same.
- f. To develop customized training course material in soft copy (as well as hard copy) for conduct of all necessary trainings.
- g. To conduct required trainings that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness program for all employees.
- h. To advise the ISO steering committee and the success factors to support effective implementation of ISO.
- i. To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
- j. To assist in evaluation of implemented ISO environment management system through internal audits including closure actions.
- k. To offer close guidance in the preparation and review of final documents prior to certification.



- l. To assist in coordination of required management reviews prior to certification.
- m. To guide the ISO project team to take the necessary corrective actions on identified non- conformities and final review of documents.
- n. To guide the ISO Project team in making an application for certification.
- o. To co-ordinate during final certification of the department and ensure the department is certified by a select certification body.
- p. Any other task to ensure the certification of the department.
- q. Submit weekly MIS report to Top Management of the Department.



SECTION-IV INSTRUCTIONS TO CONSULTANT

4.1 Language of Bids:

The proposal and all correspondence and documents shall be written in English.

4.2 Preparation of Bids:

It will be imperative on each Bidder to fully inform himself of all local conditions and factors which may have any effect on the execution of the Contract covered under these documents and specifications. RECPDCL shall not entertain any request for clarifications from the Bidders, regarding such conditions. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bids. No claim for financial adjustment to the Contract awarded under these specifications and documents will be entertained by RECPDCL neither any change in the time schedule of the Contract. Any financial adjustments arising thereof shall be permitted by RECPDCL, which are based on the lack of such clear information or its effect on the cost of the Works to the Bidder. The Bidder shall bear all costs and expenses associated with preparation and submission of its bid including post-bid discussions, technical and other presentations etc. and RECPDCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Failure to furnish all information required by the Bid document or submission of a Bid not substantially responsive to the Bid document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Under Envelop-I

- i. EMD of Rs 5000/-
- ii. Form-I ----- Technical Proposal of EOI

Under Envelop-II

- i. Form-II-----Financial Proposal

4.3 Delivery of Eols

- i. The Eol should be submitted upto the date, time and address specified in Section - I.
- ii. Eols received through FAX or e-mail will not be accepted for consideration.



4.4 Last date for Submission of Eols

(a) Eols will be submitted through hard copy to RECPDCL, corporate office by 10th Sept. 2014 up to 15.00hrs., not later than the time & date mentioned in the section –I and as per amendment issued thereafter.

(b) The REC PDCL may, at its discretion, extend the last date for the submission of Eol.

4.4 Modification and Withdrawal of response of Eols

(a) No modification in the response submitted by the Consultant shall be permitted after submission of Eol.

(b) No response of Eol shall be allowed to be withdrawn within the interval of evaluation. Withdrawal / modification of Eol (submitted earlier) prior to the last date of submission may be considered on written request by the respective responder at the sole discretion of the REC PDCL.

4.5 Understanding of Eol

A prospective consultant is expected to examine all instructions, forms, terms, specifications and requirements in the Eol and fully inform himself as to all the conditions and matters which may in any way affect the scope of work or the cost thereof. Failure to furnish all information required by the Eol will be at the Consultant risk and may result in the rejection of its Eol.

4.6 No Deviations

(a) Eols containing any deviations from provisions in the invitation of Eol will be considered as non-responsive and such Eols shall not be considered for evaluation.

(b) Consultant should submit a certificate as per the Performa given under FORM-I (Letter of submission) at the **time of online submission of Eols confirming that the stipulation of all the clauses of Eol are acceptable to them and they have not taken any deviation. In the absence of such certificate, the Eol is liable to be rejected.**

(c) Completeness of Eol is key to the evaluation and selection, the Consultant has to ensure that the expressed Eol is prepared in line with invitation of Eol including instructions to Consultant. The Eol quality will be a reflection of the Consultant' capabilities and interest in the assignment. Presentation of Consultant would be the another important way for presenting the capability and experience of individual and hence should be supported with proper relevant case studies.



4.7 Corrigendum

At any time before the last date of submission of Eols, the REC PDCL may, for any reason, whether at its own initiative or in response to a clarification requested by a Consultant, modify the Eol document. The amendment will be posted on the website and will be binding on the Consultant and the Consultant will give due consideration to the same, while they submit their Eols, and would invariably enclose documents/information, as required, on account of the amendment, as a part of the Eol. REC PDCL may, at its discretion, extend the deadline for the submission of Eols.

4.8 Cost and expenses for expression of Eol

The consultant shall bear all costs and expenses of any nature associated with the preparation and submission of its Eol including post Eol discussions, presentations, etc, and the REC PDCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Eol evaluating process.

4.9 Settlement of Disputes:

- i. The Courts/Tribunals at New Delhi alone shall have exclusive jurisdiction on any dispute relating to or arising in relation to the Eol.
- ii. This Eol and all matter connected with this Eol, shall be governed by the Laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of the Indian Courts/Tribunals at Delhi.

4.10 Disclaimer

(a) All information submitted in response to the Eol become the property of REC PDCL and REC PDCL does not accept any responsibility for maintaining the confidentiality of the material submitted or any trade secrets or proprietary data contained therein.

(b) In submitting an Expressed Eol in response to the Eol, the consultant certify that he understands, accepts and agrees to the disclaimers on this page. Nothing contained in any other provision of the Eol nor any statements made orally or in writing by any person or party shall have the effect of negating or superseding any of the disclaimers set forth herewith.”



SECTION-V Eligibility/Qualification Criteria

The Consulting firm who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO certification. Previous experience of similar work is essential. The Consulting firm must meet the following minimum criteria.

Min. Eligibility Criteria	Document evidence required
1. Minimum 2 Nos of ISO 14001 certification project executed in Government/PSU sector/ large public limited organizations from reputed certification bodies like DNV, BSI, and BV etc.	Copy of work completion certificates along-with Contract/work orders indicating the details of assignment, client and value of assignment, date and year of award and completion.
2. Consulting firm should have been in operations in India for a period of at-least 05 years as on last date of EoI submission.	Copy of firm registration Certificate.
3. The team should be of at least 01 team leader and 01 member and shall be qualified lead assessors both shall be qualified lead assessors who are in the payroll of the company.	Detailed resume of the team leader and team members indicating the details of qualifications and professional experience. Certificate of lead assessor course undergone by the team leader and team member(s)
4. Consulting firm should submit valid documentary proof of details of service Tax and Income tax registration No. (PAN)	Copy of certificates.
5. Consulting firm should have registered office at Delhi/NCR	Any Proof of registered office at Delhi/NCR

Consulting firms may quote for ISO certification based on meeting the eligibility criteria but rates are to be quoted separately for ISO certification.



SECTION-VI EOI EVALUATION METHODOLOGY

The bidders proposals in the bid document will be evaluated as per the requirements specified in the Eoi and adopting the qualification criteria spelt out in this Eoi. The Bidders are required to submit all required documentation in support of the Eligibility/Qualification Criteria specified (e.g., detailed project citations and completion certificates, client, contact information for verification, profiles of project resources and all others) as required for evaluation.

The Technical qualified consulting firm shortlisted based on the eligibility criteria shall only be considered for opening of financial bid.

Terms of Payment

1. Payment terms:

20% payment	After completion of Awareness Program, briefing, workshop & documentations to the satisfaction of clients.
20% payment	After completion of conduct of all scheduled training.
20% payment	After completion of Internal Audit.
40% payment	After issue of ISO 14001 certificates by Certification body.

Consultant is required to visit RECPDCL office as and when required as per scope of work and in case of non-visit a penalty @Rs. 2000/- shall be deduced per day.

2. Time FRAME

The Time period will be Three months from the date of award of contract. The scope of application will cover such sections/activities consisting of about 08 Permanent employees from REC on secondment basis, 11 AE-FT, 01 AEE and about 350 site engineers across different states across the country as per consultancy project assignment. Such number of employees may increase or decrease. Any delay will attract penalty @0.5% of the contact value per week up to a max. 10% of the contract value. However, penalty shall be applicable only if the delay is attributed to the Consulting firm.



SECTION-VII GENERAL CONDITIONS OF CONTRACT

- I. All claims shall be raised by the Consultant as per the terms of payment after being due, and would be accepted for payment based on satisfactory progress and quality of the work at the sole discretion of the RECPDCL.
- II. In case the performance of the Consultant is not satisfactory, the Consultant will be asked to improve upon only once. In case the performance is not found upto mark, the Consultant shall not be engaged for further assignment. Even the existing assignment may also be carried out by engaging another consultant or by any other means at the sole discretion of REC PDCL and no payment would be made in such case.
- III. REC PDCL on its sole discretion can cancel the contract at any stage of the work, in case it is found that the knowledge of Consultant and or his/her performance is not satisfactory, any information given at the time of submission of the EoI is found to be incorrect.
- IV. The Consultant shall keep REC PDCL, both during and after the term of this Contract, fully and effectively indemnified against all losses, damages, injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including, but not limited to, legal fees and expenses, suffered by REC PDCL or any Third Party, where such loss, damage, injury or death is the result of a wrongful action, negligence or breach of contract by the Consultant, or the Consultant's personnel, including the use or violation of any copyright work or literary property or patented invention, article or appliance.
- V. Responses of responder(s) not fulfilling the eligibility criteria/ pre-qualification conditions given above shall be summarily rejected.
- VI. This EoI is not an offer and is issued with no commitment, REC Power Distribution Company Ltd reserves the right to withdraw the EoI and change or vary any part thereof at any stage. REC Power Distribution Company Ltd also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- VII. REC Power Distribution Company Ltd reserves the right to withdraw this EoI, if REC Power Distribution Company Ltd determines that such action is in the best interest of the company.



- VIII.** Timing and sequence of events resulting from this Eol shall ultimately be determined by REC Power Distribution Company Ltd.
- IX.** No oral conversations on agreements with any official agent or employee of REC Power Distribution Company Ltd shall affect or modify any terms of this Eol and any alleged oral agreement or arrangement made by a bidder with any department, agency. Official or employee of REC Power Distribution Company Ltd shall be superseded by the definitive agreement that results from this Eol process. Oral communications by REC PDCL to bidders shall not be considered binding on REC PDCL nor shall any written materials provided by any person other than REC PDCL.
- X.** Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against REC PDCL or any of their respective officials, agents or employees arising out of, or relating to this Eol or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- XI.** Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation. By offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- XII.** The firm should not be black listed by the government or its agencies /Public Sector/State Level Enterprises or by any reputed MNC.
- XIII.** Each applicant shall submit only one pre-qualification requirements proposal for each ISO certification.
- XIV.** Consortium/Joint venture bids are not allowed.
- XV.** RECPDCL reserves the right to verify/confirm all original documentary evidence submitted by responder(s) in support of above mentioned clauses of eligibility criteria. The consultant has to submit relevant documents to support the credentials, experience etc. Each page of the document should be signed by the consultant.
- XVI.** The RECPDCL at its discretion may use the complete proposed solution and/ or a part of, technical



specifications or any other material of the proposal as submitted by any responder(s) with the response(s) for further stages. The said usage does not confer any right and/or claim of any sort and/or manner on the responder(s) for this Eol and/or Eol irrespective of the outcome of this Eol.

XVII. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the Eol process.



SECTION- VIII EOI FORMS

Technical Proposal

To,

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

Sub: Technical proposal to implement project of ISO consultants for providing consultancy services to RECPDCL for obtaining ISO 14001 certifications

Sir,

1. With reference to your EoI No. _____ dated _____ to implement a project of **ISO consultants for providing consultancy services to RECPDCL for obtaining ISO 14001 certifications**, I wish to apply to RECPDCL as “Consulting firm” for the ISO 14001 Certification based on meeting the eligibility criteria.
2. EMD details: _____
- 3.

Sr. No.	Eligibility Criteria	Yes/No	If yes, details of documents attached
a	Brief description about the consultant		
b	Eligibility criteria		
	1. Minimum 2 Nos of ISO 14001 certification project executed in Government/PSU sector/ large public limited organizations. Here, Large public limited organizations means having turnover of more than Rs. 100 crore during any of the last three financial years. 2. Consulting firm should have been in operations in India for a period of at-least 05 years as on last date of EoI submission. 3. The team should be of at least 01 team leader and 01 member and shall be qualified lead assessors. 4. Consulting firm should submit valid documentary proof of details of		

	service Tax and Income tax registration No. (PAN) 5 Address Proof of registered office at Delhi/NCR		
c	Approach		
d	Methodology		
e	Work Plan and Schedule		
f	Team Size		
g	Detailed Resume of the Team leader and Team members of the consultant (with copies of certificates to support qualifications) with the supporting documents that they are under the payroll of the Company.		
h	Email ID for communication		

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 EoI are acceptable to me and I have not taken any deviation to any clause.

- I further confirm that any deviation to any clause of EoI 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 EoI response is liable to be rejected and shall not be taken into account for evaluation.



Financial Proposal

To,

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

Sub: Financial Proposal to implement a project of ISO consultants for providing consultancy services to RECPDCL for obtaining ISO 14001 certifications.

Sir,

1. With reference to your EoI No. _____ dated _____ to implement a project of **ISO consultants for providing consultancy services to RECPDCL for obtaining ISO 14001 certification**; I wish to apply to RECPDCL as “Consulting firm” for the ISO 14001 Certificate based on meeting the eligibility criteria.
2. Our financial quote is as below:

Sr. No.	Type of ISO certification	Lump sum amount* (except Service tax)	
		Rupees in figure	Rupees in words
1	ISO 14001 Certification		

*Rates should be inclusive of all the expenses, taxes and duties except Service tax which is to be indicated separately as applicable.

Date:

Signature.....

Place:

Full name.....

Address.....

.....

.....

Stamp.....