

# NATIONAL PRODUCTIVITY COUNCIL

RFP No: NPC/HQ/IE/C/02/2020-21

26.08.2021

## Tender

### **Request for Proposal (RFP) for Implementation of Integrated Management System (IMS) at EESL Corporate Office, New Delhi**

#### **1.0 Introduction**

NPC is assisting corporate office of EESL at New Delhi in implementation of IMS comprising of 4 standards (ISO 9001, ISO 14001, ISO 50001, ISO 45001). NPC is looking for hiring services of expert agency for assisting NPC in implementation of IMS at EESL.

#### **2.0 Scope of Work**

- IMS will be implemented in EESL Corporate Office, New Delhi
- Agency will assist NPC in implementation of IMS at EESL Corporate Office, New Delhi and will work under overall guidance and supervision of NPC.
- Agency will assist and handhold in finalisation of SoPs and other documents as per requirement of IMS (***It may be noted that first draft of SoPs and other documents like System Manual, Policy Statement, HIRA Register, IER etc are already prepared.***)
- Agency will assist and handhold in finalisation and fine tuning of SoPs and other documents.
- Agency will conduct internal auditor training for employees of EESL.
- Agency will assist and handhold in conduct of internal audits (two internal audits are to be conducted).
- Agency will also assist and handhold EESL during conduct of certification audit by certification agency.
- Agency will assist and handhold in closure of NCs / audit observations during certification audit.
- The agency shall be associated with the project, in line with the project requirements, till the final certification process is undertaken and certificate is awarded.

#### **3.0 Timeline of Engagement**

As per the current status of progress of project, the estimated timeline of engagement of expert agency shall be 4-6 months. However, the agency shall be associated with the project in line with the project requirements, till the final certification process is undertaken and certificate is awarded.

#### **4.0 Eligibility Criteria**

The consultancy firm is required to have at least 10 years of experience working in Implementation of IMS.

## 5.0 Other Conditions & requirement

- i. A senior consultant from the agency shall be engaged onsite for implementation of IMS at EESL Corporate Office, New Delhi
- ii. The consultant from the selected agency shall attend NPC office / EESL office on a regular basis as per the requirement.

## 6.0 Documents Required

### 6.1 Technical Proposal

1. Declaration as per format given at Form 1 of this RFP.
2. Details of the Applicant's Operations and Business as per Form 2 of this RFP.
3. An undertaking will have to be furnished by the bidder that their company is not blacklisted/De-registered/ debarred by any Government department/ Public Sector Undertaking. – Form 4.
4. Brief Profile of the company.
5. CV of the Key Team members who will be engaged onsite for implementation of IMS at EESL, corporate office. The CV should clearly highlight the educational background, previous experience highlighting list of Government & PSU Clients.
6. Work order for minimum 05 Government / PSU Clients.
7. Completion Certificate/ Evidence of work completion from minimum 05 Government / PSU clients
8. All the above documents must be bound in a single pdf and file is to be named as Technical Proposal IMS\_<<Name of your company>>.

### 6.2 Financial Proposal

1. Financial Proposal as per Form 3. The file is required to be converted into a **password protected** pdf. **The password is not to be shared with us now.** A separate e-mail shall be sent for asking password at the time of opening of Financial Bid. The file is to be named as Financial Proposal IMS\_<<Name of your company>>.

## 7.0 How to Apply

1. **Both the Technical proposal and financial proposal are to be e-mailed at [kritika.shukla@npcindia.gov.in](mailto:kritika.shukla@npcindia.gov.in).**
2. Kindly mention RFP No. and title in the subject line of the e-mail.
3. For any query, please contact **Ms. Kritika Shukla, Dy. Dir, 9717244393.**
4. The bid documents must reach through e-mail by **03<sup>rd</sup> September 2021 (05:00 PM)**. The bid documents received after last date and time will be summarily rejected.

## 8.0 Evaluation of Bids

1. The evaluation will be done by the committee.
2. The Evaluation of Technical Bid will be of **60 Marks** as per the criteria mentioned below:

<b>CV of the Key team Member who will be engaged at NPC, HQ &amp; RD Delhi.</b>	<b>No. of years of Experience</b>	<b>Marks</b>	
	<5 years	Not eligible	
	=5 and <9 years	7 Marks	
	>=9 years	10 Marks	
<b>Previous Experience</b>	<b>No. of Work Orders in last 5 years from Government &amp; PSUs including Autonomous Bodies</b>	<b>Marks</b>	
	4 or less	Not eligible	
	5 to 7	5 Marks	
	8 to 10	7 Marks	
	More than 10	10 Marks	
	<b>No. of Completion Certificates/ Evidence of completion in last 5 years from Government &amp; PSUs including Autonomous Bodies</b>	<b>Marks</b>	
	4 or less	Not eligible	
	5	5 Marks	
	6 to 7	7 Marks	
	More than 7	10 Marks	
	<b>Presentation (through video conferencing)</b>	A presentation will have to be made by the Key Team Member and present the previous experience and an Action Plan.	30 Marks
	<b>Total</b>		<b>60 Marks</b>

3. Agencies with minimum 60% technical score will qualify for opening of Financial Bid.
4. Overall evaluation of Bids will be as per QCBS with 70% weightage for Technical Score and 30% weightage for Financial Score.
5. The shortlisted bidder quoting the combined highest score (Technical +Financial) amount shall be considered for award of the work.

## 9.0 Termination of Bidding Process & Rejection of Bids

- a) If the services of the consultancy firm/bidder are found unsatisfactory and scope of work as defined in the RFP is not fulfilled in spite of giving adequate opportunity to the bidder, National Productivity Council (NPC) may forfeit the amount due in part or whole.
- b) National Productivity Council (NPC) reserves the right to cancel/terminate this bidding process without assigning any reasons thereof and no communication shall be entertained in this regard.

- c) National Productivity Council (NPC) reserves the right to reject any Bidder without assigning any reasons thereof and no communication shall be entertained in this regard.

## **10.0 Dispute Resolution & Jurisdiction**

- a) Any dispute to be resolved amicably by the executants of the RFP. Otherwise, the dispute will be referred to an 'Arbitration' under the Arbitration and Conciliation Act 1996 to be appointed with the consent of both the parties. The decision of the Arbitration will be final and binding on both the parties. As regards the matter when there is no arbitration agreement, the dispute, is to be adjudicated by a civil court at the state level. Apart from Dispute Resolution the factor of 'Force Majeure' to be considered and no party should be blamed for the same.

## **11.0 Force Majeure**

- a) This RFP is subject to force majeure situations. It shall be subject to inabilities based on circumstances beyond the control and power of contracting parties, such as but not limited to civil commotion, riots, war, Acts of God, hacking, unauthorized access, pandemics, spam etc., which may result in the prevention of performance by a party.

**DECLARATION (ON THE LETTER HEAD OF THE BIDDER)**

To,

**The Group Head (IE)  
National Productivity Council (NPC)  
5-6 Institutional Area,  
Lodhi Road, New Delhi-110003**

Dear Sir,

We, the undersigned offer to provide services for assisting NPC for Implementation of Integrated Management System (IMS) at EESL Corporate Office, New Delhi in accordance with the Request for Proposal No. NPC/HQ/IE/C/02/2020-21 dated 26.08.2021 issued by NPC. We are hereby submitting our technical bid through e-mail.

1. I/We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to disqualification of our bid.
2. I/We understand that you are not bound to accept any proposal you receive.
3. I/We permit NPC to cross check the facts from any other source.
4. I/We or any of our authorized representatives, if required by NPC, would make a presentation before the duly constituted Committee at our own cost.
5. I/We will abide by the decision of NPC regarding bid process.
6. I/We have read & understood the RFP and agree to all the terms & conditions stated therein.

**Date:**

**SIGNATURE**

**Full name and designation:**

**(Seal of company)**

## Details of the Applicant's Operations and Business

S.No.	Information sought	Details to be furnished by the bidder
1	Type of incorporation of company	
2	Name and address of the bidder	
3	Incorporation status of the bidder (in case of company date of registration)	
4	Details of Contact Person:	
4.1	Name	
4.2	Address,	
4.3	e-Mail	
4.4	Phone nos.	
4.5	Mobile Number	
5	PAN/TAN No.	
6	GST No. (if applicable)	

Date

Place  
Signatory

Authorized

Name & Designation  
COMPANY SEAL

**FINANCIAL PROPOSAL (on the Letter head of the bidder)**

To,

**The Group Head (IE)  
National Productivity Council (NPC)  
5-6 Institutional Area,  
Lodhi Road, New Delhi-110003**

We, the undersigned offer to provide services for assisting NPC for Implementation of Integrated Management System (IMS) at EESL Corporate Office, New Delhi in accordance with the Request for Proposal No. NPC/HQ/IE/C/02/2020-21 dated 26.08.2021 issued by NPC. Our Financial Quote is given below:

<b>Sl. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>TOTAL AMOUNT (In Rs)</b>
<b>1</b>	<b>Assistance to NPC for Implementation of Integrated Management System (IMS) at EESL Corporate Office, New Delhi</b>		
<b>2</b>	<b>Taxes and Duties</b>		
<b>3</b>	<b>Total in Figures</b>		
<b>4</b>	<b>Quoted Rate in Words</b>		

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that all the information and statements made in this Financial Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any bid(s) you receive.

Yours sincerely,

**Date**

**Place  
Signatory**

**Name & Designation**

**Authorized**

**COMPANY SEAL**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

**The Group Head (IE)  
National Productivity Council (NPC)  
5-6 Institutional Area,  
Lodhi Road, New Delhi-110003**

1. We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

In case we are found not complying with above we agree that you will have the right to black list or take suitable action against us.

For -----

Authorised Signatory

Date: