



**SETH ANANDRAM JAIPURIA COLLEGE
(NAAC ACCREDITED)
ESTD - 1945**

Ref. No. PC 14/2023

Date 20/01/2023

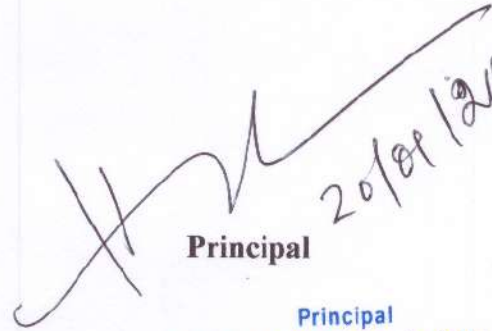
Tender Notice

Notice inviting tenders for hiring the services of consultants/experts for developing an Environmental Management System for Green Audit/ISO 14000 certification of Seth Anandram Jaipuria College.

The detailed tender document is posted on the website of the college:
www.sajaipuracollege.ac.in

The tender should be submitted by 10th February, 2023 in a sealed envelope through Speed Post/Registered Post or delivered by hand superscribing "**Consultancy for developing Environmental Management System for Green Audit/ISO 14000 certification of Seth Anandram Jaipuria College**" on the envelope to The Principal, Seth Anandram Jaipuria College, Shovabazar, Kolkata. e-mail: **sajaipuracollege@gmail.com**

No: PC 14/2023
Dated: 20/01/2023


20/01/2023

Principal

**Principal
Seth Anandram Jaipuria College
Kolkata-700 005**

**10, Raja Naba Krishna Street, Sovabazar, Kolkata -700 005,
Principal :033 2555 4117, Office : 033 2555 3647
E-Mail : sajaipuracollege@gmail.com Website : www.sajaipuracollege.ac.in**

Seth Anandram Jaipuria College

Seth Anandram Jaipuria College desires to engage consultants/consultancy firms for developing Environmental Management System for Green Audit/ISO 14000 certification of Seth Anandram Jaipuria college.

The college has a road map for building a healthier and more sustainable campus with an objective to create environmental consciousness/awareness through participation of various stakeholder groups. Prior to administering sustainability initiatives within the Campus, the college desires to develop an Environmental Management System and then go for Green Audit/ISO 14000 Certification. For undertaking the same, external consultants/ experts who have experience in designing and implementing sustainability and Green Audit are required to be hired.

Scope of the work

The consultants/ experts would be expected to do the following:

1. Awareness Trainings:
 - Conduct training programs among the faculty, staff, students and scholars in order to create awareness about Environmental Management System /Green Audit.
2. Variance Analysis:
 - Examine the current system and processes prevalent in the college in order to identify the gaps and deficiencies, and ensure the removal of the said gaps and deficiencies.
3. Documentation of existing Environmental Status of the campus.
 - Inspection/survey of the building, lawns, warehouses, Mechanical/electrical Installations, cooling and heating systems, labs, canteen/eating points, water supply system, cable network, gas tanks, drainage and sewage system, parking slots, any underground or basement chambers, dewatering system, night watchman arrangements, etc., collecting details of area under each specific use like open spaces, built-up, roads, dumping grounds, storage places, use of any other source of energy besides grid power, load factor of each type of energy used, various sources of pollution, air quality, water quality, land quality, transportation used, human traffic load.

- Environmental policy statement of the organization & Audit report
- 4. Action Plan for correction and Improvement
 - a. Drafting Environmental Policy for Seth Anandram Jaipuria College
 - b. Consultancy, investment in works, Training and capacity building acquisition of equipment, as per Action Plan, Monitoring of implementation of action plan for about six months.
- 5. Internal Audit in the area of Environment, Energy use and safety and preparation of Audit Report.
- 6. Further Corrective action as per audit report.
- 7. Next one year's action plan for continual improvement including seeking certification.

Eligibility Criteria:

1. Having prior experience as consultant/ Consultancy firm in the field of developing Environmental Management System
2. Firm should submit a valid Pan No. and GST Registration.
3. Firm should not have been blacklisted/debarred by any Government organization /PSU. An undertaking to this effect must be attached with the technical bid.

Terms and Conditions:

1. Interested consultants/consultancy firms are required to submit their bid using Two Envelope methodology. The first envelope shall consist of the Technical Bid with the specifications as enclosed. This envelope should also include all the necessary documents vis-à-vis eligibility requirements and compliance to all terms and conditions. The second envelope shall contain the financial Bid. The sealed envelope should be Superscribed "Tender for developing **Environment Management System (EMS) */ Green Audit/ISO 14000 of Seth Anandram Jaipuria College** along with the TENDER NOTICE No: and Date:", addressed to, Seth Anandram Jaipuria College, 10, Raja Nabakrishna Street, Sovabazar, Kolkata-700005 **through Registered Post/Speed Post/Courier.**
2. All the pages of the Tender document should bear endorsement and seal of submitting firm.
3. The interested firms may submit the Tender on or before **10th February 2023, 12 noon. Tenders received after the stipulated date and time shall not be entertained.**
4. Tenders shall be opened on the same day i.e. **10th February 2023** at 1:00 pm in the IQAC Room. The firms who would like to be present during the opening of Tenders may remain present as per the schedule date and time or may depute their representative to remain present for the same.
5. The financial bid of only those firms/agencies shall be opened whose technical bids recommended by the tender committee are found to be as per specifications, eligibility criteria and terms and conditions as laid down in the tender.
6. Power is vested with the college to accept or reject any or all the tenders (either in part or full) without assigning any reason what so ever.
7. The firm has to quote the rates strictly in the format of the financial bid.
8. An agreement shall have to be drawn between the college and the successful bidder, before the contract is awarded.
9. The rate quoted by the firm shall be inclusive of all the taxes.
10. The bidder shall bear all costs associated with the preparation and submission of the bid. The college will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
11. Conditional tenders will not be accepted but shall outrightly be rejected even though the rates may be the lowest.

Format for Environment Management System (EMS) */ Green Audit/ISO 14000 Consultants/Consultancy firms desiring to submit consultancy proposals for premises certification of Seth Anandram Jaipuria College.

Technical Bid

1. Name and address of the organization
2. Organizational structure, size and turnover
3. Name of the Nodal Person
4. Number of years the organization has been in the EMS/Green Audit Consultancy Business/ISO 14000
5. Number of years the nodal person has been in the Green Audit Consultancy Business/ISO 14000
6. Qualification of the Nodal Person
7. Total number of the assisted organizations
8. Total number of assisted organizations who have developed EMS/obtained Green certification/ISO 14000
9. Name, size (approx. turnover) and the area of activity of assisted organizations
10. Whether assistance/consultancy shall be provided in all the five Phases of implementation i.e.
 - Phase I - Documentation/ status report
 - Phase II - Variance Analysis/ Deficits and action Plan
 - Phase III - Specific training as per action plan
 - Phase IV- Implementation as per action plan
 - Phase V- Audit
 - Phase VI- Submission of application to BIS /Certification by ISO (BIS-New Delhi)

Financial Bid

Consultancy/Assistance for all the five phases

Phase	Estimated Time Frame	Financial Implications	Deliverables by the consultant
Phase I (Awareness Training)			
Phase II (Variance Analysis)			
Phase III (Documentation)			
Phase IV (Specific Training)			
Phase V (Implementation)			

Payment plan:

- Total payment
- Mode of payment (installment plan/Monthly payment/Phase wise payment)

The financial evaluation of the consultancy proposals shall be based on all the above mentioned parameters and the University reserves the right to reject any proposal.

 20/1/2023
Convener of the Tender Committee

Principal
Seth Anandram Jaipuria College
Kolkata-700 005