

## NOTICE INVITING BUDGETORY OFFERS

Name of Work	<b>NAME OF WORK : “Conducting awareness training for Environmental Management System(EMS)ISO 14001:2015 &amp; Auditor training for Quality Management System(QMS) ISO 9001:2015 &amp; Environmental Management System(EMS)ISO 14001:2015”</b>
Date of submission of budgetary quotation	On or Before <b>17/04/2023 at 11:00 Hrs.</b>
Address for communication:	Executive Engineer (E-HL), Mechanical Engineering Department, Mormugao Port Authority, Electrical Section, 1st Floor, Admin. Building, Headland sada Vasco-de-Gama Goa - 403804
Contact Details	Phone : (0832) 2594241, 2594244 Email : <a href="mailto:isocell.mgpt@gmail.com">isocell.mgpt@gmail.com</a>
Website	<a href="http://www.mptgoa.gov.in">www.mptgoa.gov.in</a>

**ISO CONVENOR &  
EXECUTIVE ENGINEER (E-HL)  
ISO IMPLEMENTATION CELL/MPA**

**MORMUGAO PORT AUTHORITY**  
**ISO IMPLEMENTATION CELL**  
**ENGINEERING MECHANICAL DEPARTMENT**

**Sub: “Conducting awareness training for Environmental Management System(EMS)ISO 14001:2015 & Auditor training for Quality Management System(QMS) ISO 9001:2015 & Environmental Management System(EMS)ISO 14001:2015”**

**Ref: Budgetary Quotation No. ISO/IMS/2023/**

Mormugao Port Authority intends to engage training agency for conducting awareness training for Environmental Management System (EMS) ISO 14001:2015 & Auditor training for Quality Management System(QMS) ISO 9001:2015 & Environmental Management System(EMS)ISO 14001:2015. As such, kindly furnish the budgetary quotation for the same (Scope of work enclosed as Schedule - 'A' and Price Schedule enclosed as Schedule - 'A1').

Your budgetary quotation should reach to this office on or before 17.04.2023.

Thanking you,

Yours sincerely,

**ISO CONVENOR &  
EXECUTIVE ENGINEER (E-HL)  
ISO IMPLEMENTATION CELL/MPA)**

**TECHNICAL SPECIFICATION**

**Introduction:**

Mormugao Port Authority (formerly known as Mormugao Port Trust) is one of the oldest ports on the West Coast of India located in the state of Goa, commissioned in 1885. This port is one among twelve major ports in India. This port is midway between ports of Mumbai and New Mangalore Port is blessed with a protected open type natural harbour. Over the years, it has developed a deep draft channel. With its location at the mouth of the Zuari River, it is a crucial component in the flourishing export industry of the state of Goa. It became one amongst the major ports of the country in 1964.

**1.0. General :**

Mormugao Port Authority (MPA) invites budgetary quotations for “Conducting awareness training for Environmental Management System (EMS)ISO 14001:2015 & Auditor training for Quality Management System(QMS) ISO 9001:2015 & Environmental Management System(EMS)ISO 14001:2015.”.

**2.0. Scope of Work**

1. The Scope of work broadly involves conducting training for employees in Environmental Management System (EMS) ISO 14001:2015 & Auditor training for Quality Management System (QMS) ISO 9001:2015 & Environmental Management System (EMS) ISO 14001:2015.
2. **Awareness Training:** Programme for Environmental Management System (EMS) ISO 14001:2015.
  - a) The programme should be in the form of workshop/seminar to generate awareness of ISO 14001:2015 to the officers and employees.
3. **Awareness training for Internal Auditors:** Programme for Quality Management System (QMS) ISO 9001:2015 & Environmental Management System (EMS) ISO 14001:2015
  - a) The objective of this programme shall be to provide training to the internal auditors to become competent auditors of IMS. The programme should cover topics such as Audit Objectives, Audit Methodology and reporting System including requirement of ISO 9001:2015, ISO14001:2015 certification.
4. **Lead Auditor Training:** Programme for Quality Management System (QMS) ISO 9001:2015 & Environmental Management System (EMS) ISO 14001:2015
  - a) The objective of this programme shall be to provide training to office personnel to become competent Lead auditors of IMS in accordance with international guidelines. The programme should cover topics such as Audit Objectives, Audit

Methodology and reporting System including requirement of ISO 9001:2015, ISO14001:2015 certification.

5. After successful completion of Lead Auditor training, the certificates shall be awarded to successfully trained lead auditors.

**Note:**

1. **Additional batch, if desired, during implementation, will have to be provided at additional cost as per the rate quoted in BoQ.**
2. **Course material master copy shall be provided by the training agency.**
3. **Training agency shall arrange course material printouts. However, hall for training, projection equipment shall be provided by the Port, free of cost.**
4. **Tutors travel and accommodation arrangement shall be made by the training agency.**

**3.0 Other Conditions:**

- 1) The rate should be quoted as per unit.
- 2) The contractor should engage skilled service personal with the relevant required materials.
- 3) The Contractor personnel engaged in the work shall follow all safety, security and General Rules enforced by Mormugao Port Authority (MPA) and the contractor will only be responsible for the same.
- 4) MPA will not be responsible for any loss or damage of the men / materials / tools / plants engaged by the firm during the work at site / transportation.
- 5) The contractor should indicate the GST No.
- 6) No advance payment will be made by the Port.
- 7) Final payment will be made only after satisfactory completion of the entire work and upon producing all the invoices and supporting documentation.
- 8) Necessary entry passes shall be obtained by the firm at their own cost with the approval of Port Officials.
- 9) For any clarifications, the firm may contact the 'Executive Engineer at 1<sup>st</sup> floor of the Administrative Office, Ph.0832-2594241/4215

**SCHEDULE OF PRICES AND QUANTITIES****PRICE SCHEDULE**

<b>Sr. No.</b>	<b>Item description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate/ Unit (Rs.)</b>	<b>Amount Excl. of G.S.T</b>	<b>GST %</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F = E x C</b>	<b>G</b>
1	On completion of Awareness programme for Environmental Management System(EMS) ISO 14001-2015 – 8 batches (20 persons/batch) in Hindi / Local language / English	8	Batches			
2	On completion of Awareness programme for Internal Auditor for QMS - ISO 9001:2015 & EMS - ISO 14001:2015 (in English) - 2 batches (20 persons/batch)	02	Batches			
3	On completion of Lead Auditor Training Program for QMS - ISO 9001:2015 & EMS - ISO 14001:2015 (in English) Auditor training and issue certificate for trained auditors - 1 batches (15 persons/batch)	01	Batch			
<b><u>TOTAL(Exclusive of G.S.T)</u></b>						

(In Words Rupees \_\_\_\_\_ only  
exclusive of GST)

**Kindly indicate training period for the following :**

- a) Awareness programme for EMS ISO 14001-2015 : \_\_\_\_\_  
b) Awareness programme for Internal Auditor QMS & EMS : \_\_\_\_\_  
c) Lead Auditor Training Program for QMS & EMS : \_\_\_\_\_

The Rate offered by the bidder shall be inclusive of all taxes, duties, fee, travelling, boarding, lodging, all trainings, certification charges if any etc. but Exclusive of GST Applicable GST shall be paid extra as applicable.

**Date:****Signature:****Place:****Name:****Address:****Office Seal of firm**