

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotation no.: CME/XEN(E-P)/quotation/2022/04



QUOTATION
FOR
“ENGAGEMENT OF CONSULTANT FOR INTEGRATING THE
EXISTING QUALITY MANAGEMENT SYSTEM (QMS) ISO 9001:2015,
WITH ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ISO
14001:2015”

Due at 11.00A.M on 02.03.2022

Website: <https://www.mptgoa.gov.in/>

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotations are invited in a sealed cover (two cover system) from experienced firms duly superscribed as QUOTATION FOR “Engagement of Consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015”.

Details about Quotation:

Quotation No.	CME/XEN(E-P)/quotation/2022/04
Name of Work	Engagement of Consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015.
Completion Period	On or before 14.12.2022.
Estimated Cost (INR)	Rs.3,99,800/- (excl. of GST)
EMD	Rs.9,435/- (Rupees Nine Thousand Four Hundred and Thirty Five only incl. of 18% GST) Bidder claiming exemption under MSE shall produce exemption certificate as per Clause 1.2.2.2 of this document.
Cost of Quotation Document	Rs. 590/- (Rupees Five hundred and ninety only) (incl. of 18% GST). Non-refundable or exemption (MSME) certificate as per Section-I, General Terms and Conditions, clause No 1.1. Note: Bidders not providing EMD & Quotation Document Cost (producing exemption (MSME) certificate) before due date and time shall be disqualified.
Liquidated Damages	0.5% per week or part thereof, of delay of contract value subject to a maximum of 5% of contract value, GST @ 18% applicable. Details at Section-I, General Terms and Conditions, clause No 1.11.
Security Deposit	3% of the contract value as per Section-I, General Terms & Conditions, clause No 1.7.
Payment terms	100% payment on satisfactory completion of the works, acceptance by the Port and upon submitting undisputed bills alongwith relevant documents. Contractor bank details to be furnished as per Appendix-I.
Bid Submission	As indicated at clause no. 1.6.
Bid Validity	120 Days from the due date of submission of the quotation.
Date of submission	02.03.2022 till 11:00 Hrs.
Date of Opening	02.03.2022 at 11:30 Hrs
Address for communication and submission of bid:	Executive Engineer (E-P), Engineering Mechanical Dept., Mormugao Port Authority, Headland Sada, Goa – 403804.
Contact Details	Phone : 0832-2594243 ; Email : xenproj.mgpt@gmail.com
Website	https://www.mptgoa.gov.in/

EXECUTIVE ENGINEER (E-P)
MORMUGAO PORT AUTHORITY

SECTION – I

1.0. GENERAL TERMS AND CONDITIONS

1.1. Cost of the Quotation Document:

1.1.1. The Bidder is required to furnish Document cost of Rs.590/- (Rupees Five Hundred and Ninety only) (incl. of 18% GST) in the form of DD from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPA, payable at Vasco, Goa, to be submitted along with the Quotation. The Document cost is non-refundable.

1.1.2. Micro and Small Enterprises (MSE) registered with District Industries Centre (DIC) or Khadi and Village Industries commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar memorandum or any other body specified by Ministry of MSME shall be exempted of payment of document cost on producing self-attested valid supporting certificates issued by the governing body.

1.2. Earnest Money Deposit:

1.2.2.1. The Bidder shall furnish an EMD of Rs.9,435/- (Rupees Nine Thousand Four Hundred and Thirty Five only incl. of 18% GST), without EMD the quotation shall be treated invalid. The E.M.D. shall be submitted in the form of DD from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPA, payable at Vasco, Goa.

1.2.2.2. Micro and Small Enterprises (MSE) registered with District Industries Centre (DIC) or Khadi and Village Industries commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar memorandum or any other body specified by Ministry of MSME shall be exempted of EMD on producing self-attested valid supporting certificates issued by the governing body.

1.2.2.3. In the event of Bidder withdrawing his Bid before the expiry of bid validity period of 120 days from the date of opening of Price Bid, the Bid (Quotation) submitted by the Bidder shall be cancelled and EMD shall be forfeited.

1.2.2.4. The Earnest Money Deposit of unsuccessful Bidders shall be returned on award of Contract to the successful Bidder. No interest shall be payable on the amount of E.M.D in any case. The Earnest Money Deposit of the successful Bidder shall be refunded only on receipt of Security Deposit as stipulated in the Quotation enquiry.

1.2.2.5. MPA reserves the right to forfeit the Earnest Money Deposit in respect of successful Bidder, if he fails to furnish the necessary Security Deposit towards performance within 15 days from the date of issue of Purchase Order (PO).

1.2.2.6 In addition to above, the EMD shall be forfeited by the Port in the following events:

- i.) If the Bid is withdrawn or varied or modified in a manner not acceptable to Port during the validity or extended validity period as agreed by the Bidder.
- ii.) If the Bidder tries to influence the Bid evaluation, bid comparison or contract award decision.
- iii.) In case the Bidder, submits false certificate in terms of any documents supported to the Quotation / Enquiry.
- iv.) In case the bidder is found to indulge in corrupt or fraudulent practices at any stage including the execution of the contract.

1.3.1. Financial Eligibility Criteria:

The Bidder should have an Average Annual financial turnover of at least Rs.1,19,940.00 for the three financial years ie 2018-19, 2019-20, 2020-21.

In case of Micro and Small Enterprises the Average Annual Financial Turnover shall be at least Rs. 59,970.00 subject to production of certificate issued by MSME authorities.

Note : Documentary evidence duly self-attested viz – auditor’s certificates / balance sheet /profit and loss statement for the three years ie 2018-19, 2019-20, 2020-21 shall be submitted alongwith the Bid.

1.3.2. Minimum Eligibility Criteria:

- a.) The Bidder shall have successfully completed Similar Works during last 7 (Seven) years ending last day of month previous to the one in which quotations are invited should be not less than 3,19,900 /- excl. of GST. In support of this, the bidder has to submit the details of payments received for the works executed in **Annexure-02** in full, duly signed and sealed by the statutory auditor with the UDIN number, failing which the work shall not be considered for evaluation and the bid will be summarily rejected and price cover shall not be opened. Self-attested photo copies of LOA/work order/agreements showing the awarded contract value for “similar works” and satisfactory Completion Certificates issued by the Client, indicating the date of Completion and completed Contract Value, for the contracts mentioned at Annexure-2, alongwith TDS certificates pertaining to the referred completed work. **LOA/Work orders/Agreements other than the ones mentioned in this Annexure-2 shall not be considered for evaluation, even if they have been submitted along with Quotation. Bidder shall not have any claim on this account later on.**

Note: **Similar works means** “providing consultancy services for integrated Management System for ISO 9001:2015 (Quality) and ISO 14001:2015(Environment) at Central Govt. / State Govt. / Port Sector / PSU or any reputed organization.”

- b) The Consultant should have valid registration with **National Board for Quality Promotion (NBQP)**
- c) The Consultant should have lead auditor certificate from **International Register of Certificated Auditors (IRCA)** or IRCA authorized body.
- d) The Bidder shall submit the Declaration (as per **Annexure-1**).

1.4. Evaluation of the Bid:

1.4.1. An offer shall be considered responsive and for evaluation if:-

- (i) it is accompanied by requisite EMD or exemption certificate as per clause 1.2.2.2,
- (ii) it is accompanied by requisite Cost of Quotation document / exemption certificate as applicable,
- (iii) the validity of the offer is same as stipulated in the quotation document,
- (iv) it meets the Financial Eligibility Criteria as indicated at 1.3.1.
- (v) it meets the Minimum Eligibility Criteria and have furnished work order copy, work completion certificate copy and other documentation as indicated at 1.3.2. (b, c and d).
- (vi) The Bid is received by Port by Due date and time of submission including any extension thereof.

1.4.2. In case the bidder submits Bid with alterations/additions, conditional offer / imposes own terms and conditions / does not accept tender conditions completely, his/her Bid shall be summarily rejected.

1.4.3. **Evaluation** will be done on Basic Price (Total of price in the Price Schedule (BOQ)) and lowest offer shall be considered among all Bidders for award of work. The rates offered shall be exclusive of GST. If any new tax imposed by the State/Central Govt., same shall be reimbursed by producing documentary proof. In case the rates quoted in figures and words are not identical, then rates entered in words shall be deemed as the price quoted for the item in question.

1.5. Bid Validity:

The Bid validity shall be 120 days from the due date of submission of the quotation.

1.6. Submission of Quotation

1.6.1. The Quotation in the form of two-cover system shall consist of a sealed envelope containing the 2 sealed covers viz. Techno commercial Bid and the Price Bid, should be super-scribed as “Engagement of Consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015”, and dropped before the due date and time in the TENDER BOX located on second floor of the Port’s Administrative Bldg. Mechanical Engineering Department at Headland Sada.

The Techno commercial bid / Cover-I shall be super-scribed as “Engagement of Consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015”, COVER-I, and shall contain the EMD, Tender cost, Work order copies, completion certificates, Annexures etc. except the Price Schedule. Submission of filled-in Price Schedule in Cover-I shall render the Bidder to be disqualified.

The Price Bid / Cover-II shall be super-scribed as “Engagement of Consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015”, COVER-II, and shall contain the Price schedule only.

1.6.2. Bidder shall submit only one quotation by due date and time. In the event the Bidder is submitting more than one quotation, then all his quotations shall not be opened and summarily rejected.

1.6.3. The Bidder shall be allowed to be present during the opening of the quotation, in-case he/she desires to. However, necessary COVID-19 related SOPs to be followed and valid RT-PCT test report / vaccination certificate to be produced before the CISF at the main gate.

1.7. Security Deposit:

The contractor shall within 15 days from the date of issue of LOA, shall furnish a DD towards Security Deposit equivalent to 3% of the contract value, rounded off to nearest 100 rupees. This Security Deposit will be converted to Performance Guarantee upon completion of the work. The DD shall be from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPA, payable at Vasco, Goa.

The Security Deposit will be refunded to the contractor after one month from the date of satisfactory completion of work and acceptance by Port.

The Board may, at its option, forthwith forfeit the above Security Deposit in whole or part, if in the opinion of the Board the contractor has failed to fulfill any or all of the conditions of this contract

without prejudice to any and all rights of the Board to recover from the contractor any amount falling due to the Board through non-observance by the contractor of any of the clause thereof.

1.8. Completion Period:

The entire work shall be completed on or before **14.12.2022**.

1.9. Payment Terms:

i.) 100% payment after satisfactory completion of the works.

The payment will be released within 30 days from the date of receipt of undisputed bills in duplicate and with all other supporting documents (IT returns for last two years).

The contractor shall furnish their bank account details alongwith other details as per Appendix-I and copy of the PAN card and GST Registration. The payment will be made in ECS mode.

1.10. Liquidated Damages:

In the event of failure by the contractor to complete the execution of the work within the time stipulated in the contract or by the expiry of any period of extension granted by the Board's terms thereof, the contractor shall pay the Board as Liquidated Damages for delay to complete the work, a sum of 0.5% per week or part thereof of contract value subject to a maximum of 5% of contract value and the Board shall have the power to deduct this amount from the payment of the amounts due to the contractor. The GST @18% on LD will be deducted at the time of making payment to Vendors/Contractors.

1.11. EPF/ESI: Applicability of EPF and ESI Act. (applicable in-case of manning)

The Bidder / Contractor shall ensure strict compliance of the labour laws including those under the Employees State Insurance Act, 1948 and the Employees Provident Fund & Miscellaneous Provisions Act, 1952 and rules and regulations framed therein.

The Bidder / Contractor shall ensure that the statutory contribution towards the Employee State Insurance Act, 1948 and the Employees Provident Fund & Miscellaneous Provision Act, 1952 in respect of the employees engaged by him are deposited with the authority concerned and a proof having deposited the contribution should be produced at the office of CME by 10th of the succeeding month in which the payment was due.

In the event any Bidder raises a dispute that he is not covered under the provisions of Employees State Insurance Act, 1948 and the Employees Provident Fund & Miscellaneous Provision Act, 1952 such Bidder should obtain Certificate from the Competent Authority of EPF under these Acts and produce the same documentary evidence at the office of the Chief Mechanical Engineer.

The amount recovered if any, as statutory dues in respect of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the Employees State Insurance Act, 1948 shall be released only after producing documentary evidence / no dues certificate from the authorities under these Acts.

1.12. Security & Safety Requirements: (as applicable)

It will be entirely the contractor's responsibility to take required steps to adequately safeguard the personnel carrying out the work and to ensure that the work is carried out in such a manner that

maximum safety to the personnel is assured. Further any insurance of the personnel as per regulations in force has to be taken care of by the contractor.

The contractor shall comply with all regulations imposed by the customs and Port security authorities in respect of the passage of vehicle, materials and personnel through customs and Port barriers. No photographs/films of the work or any part thereof and of Plant/premises shall be taken or permitted to the contractor without the specific approval of the General Administration Department of the Port.

1.13. Gate Pass:

Necessary RFID entry passes shall be obtained by the Contractor at their own cost with the approval of Port Officials for entry into Port area. The same can be obtained online from our website www.mptgoa.gov.in.

1.14. Injury/Damage to persons and property:

- i.) The contractor shall take all precautions while carrying out the contract work against any possible damage to Port property. Should any such damage be done by the contractor, he shall make good or bear the cost of making good the same, when brought to his notice, without delay to the satisfaction of the Engineer, failing which the same will be recovered from the bill.
- ii.) The contractor shall indemnify the Port against any claim that may arise for any damage to or loss to Port property or injury caused to Port personnel or to any labour engaged by the contractor, during the execution of the contract. The Port will not be responsible for any failure on the part of the contractor or his agent to take necessary measures or precautions in this regard. In this regard contractor will be wholly responsible, if any injury/death of his person on duty, and contractor shall take necessary insurance policy to cover the staff while at work to meet any such eventualities.

1.15. Force Majeure:

Notwithstanding anything in this contract to the contrary, neither the MPA nor the contractor shall be liable or deemed to be in default for any failure or any delay in performance hereunder, if caused by "force majeure" which term shall mean but not be limited to fire, explosion, natural causes like flood, earthquake, civil commotion, strikes epidemic, pandemic and other acts of God, action of enemies, act of any government or other similar causes beyond the control of the party affected, who shall notify the other party within a reasonable time from the beginning of the operation of said cause and shall thereafter exert all diligence to overcome such cause of delay and resume performance.

1.16. Personal Protective Equipment's:

The Contractor shall be solely responsible, at his own cost, for the supply of required PPE to his workers and staff and he shall also ensure the use of PPE such as helmets, safety shoes, nose masks, hand gloves, Safety Harness or any other equipment as required depending on nature of work by his staff at site.

1.17. Foreclosure of Contract

Notwithstanding anything in the contract document, the contractor agrees that the Port shall be entitled to foreclose the contract on occurrence of the following events:

- i. In the event of breach of contract by the Contractor

- ii. An emergency or
- iii. for national security and /or national interest and /or public reasons.

Upon the occurrence of the events specified in the above (i),(ii) and (iii)above, the Port reserves the right to fore close the contract at any point of time during the contract period on the issue of the termination notice. The Port shall not be liable to compensate the contractor or any other person for any losses or estimated loss of profits during such period.

1.18. Work not to sublet:

The contract shall not be assigned or sublet.

1.19. Indemnification: (if applicable)

The contractor shall be deemed to indemnify and keep indemnified the Port from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- a) The Minimum Wages Act, 1948.
- b) The Dock Workers (Regulation of Employment) Act, 1948
- c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
- d) The Dock Workers' Safety, Health & Welfare Act, 1986
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Employees Provident Fund Act, 1952.
- h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- i) The Payment of Bonus Act, 1965.
- j) The Payment of Gratuity Act, 1972.
- k) The Equal Remuneration Act, 1976.
- l) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act,1989
- m) Child Labour (Prohibition and Regulation) Act, 1986.
- n) The Maternity Benefits Act 1961
- o) Interstate Migrant Workmen (Regulation Of Employment & Conditions Of Service) Act, 1979.
- p) Motor Vehicle Act, latest revision

1.20. Taxes:

The contractor shall be registered under GST and shall furnish documentary evidence in support of valid GST registration.

The Contractor shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of the Mormugao Port Authority (MPA) (formerly Mormugao Port Trust) to enable Port to avail eligible Input Tax Credit (ITC). The Contractor shall indemnify MPA from any loss of eligible ITC of GST paid by it to the Contractor based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the Contractor or non-compliance of GST Act/provisions. The Contractor shall remit such GST amount with applicable interest and penalties to the MPA within 7 days from the date of intimation by MPA about non-availing of eligible ITC. MPA also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills, Security Deposit or any amount due to the contractor by MPA.

Other terms and conditions: (as applicable)

- i) All tools and tackles shall be arranged by the Contractor at their own cost.
- ii) **The Bidders are advised to visit the site and get acquainted regarding the nature of the work involved at site conditions before quoting the rate.**
- iii) The technical specification at Section II and Price Schedule (Bill of Quantities) at Section III to be read in conjunction to ensure the actual supply and works involved.
- iv) The Crane shall be provided by the Port on chargeable basis for execution of the work.
- v) The contractor shall provide any other items which have not been specifically mentioned in the Price Schedule (Bill of Quantities), but which are found necessary for completion of the works without incurring any additional expenditure to the Port.
- vi) The Contractor shall pay the labour engaged by him for the work a fair wage, as may be fixed by the Labour Department of the State as per the applicable Minimum Wages Act. The payment shall be strictly made to the labour by the contractor through Bank Account.
- vii) Address for communication and submission of bid:
 - 1.) Executive Engineer (E-P)
2nd floor A.O. Bldg, Headland Sada, Engineering Mechanical Dept., Mormugao Port Authority, Mormugao, Goa – 403804.
Phone: 0832-2594243.
- xi) Further amendments if any, visit our website <https://www.mptgoa.gov.in/>

**EXECUTIVE ENGINEER (E-P)
MORMUGAO PORT AUTHORITY**

SECTION-II

TECHNICAL SPECIFICATION

1. 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.

2. Scope of Work

Mormugao Port Authority intends to engage a consultant to implement Integrated Management System (IMS) which will integrate the existing Quality Management System (QMS) ISO 9001:2015 with Environment Management System (EMS) ISO 14001:2015 for effective operation of the organization.

3. Detailed Scope of work:

- 3.1. Scope of Work for providing consultancy service to Port towards implementation of Integrated Management System (IMS) which will integrate the existing Quality Management System (QMS) ISO 9001:2015, embedded with recommended management principles, with Environmental Management System (EMS) ISO 14001:2015,, for effective operation of the organization facilitating third party certification, which includes but not limited to the following works:-
- 3.2. Study of the existing processes, procedures and practices of the Mormugao Port towards implementation of integrated management system which will integrate existing QMS(ISO 9001:2015) and EMS(ISO 14001:2015).
- 3.3. Assistance in defining the Policies, objective and scope of the management systems to be implemented in this Port.
- 3.4. Assistance in monitoring objectives, targets and a framework of review and corrective actions for achieving continual improvements in performance.
- 3.5. Assistance in identifying risks, opportunities, aspects, impacts, significance, facilitation of mitigation of risks and suitable control measures in the process of implementation of the management system.
- 3.6. Assistance in developing the required procedures, steps, documentation for implementing the Management system.
- 3.7. Conducting training on awareness, internal auditing for implementation of the Integrated Managements system.
- 3.8. Assistance and advice during implementation of the Managements system.

- 3.9. Assistance in conducting internal Audit, Corrective Action, management Review etc. during the process of implementation.
- 3.10. Assistance in the selection of certification Body for conducting third party audit and the certification process.
- 3.11. Assistance and providing support during the third party external audit process related to third party certification.
- 3.12. Assistance in taking corrective actions for the audit observations made by external auditors and achieving continual improvements.
- 3.13. Any other related works viz. identifying the benefits that may occur due to third party certification.
- 3.14. Arrangement of necessary course materials, submission of manuals and related documents in hard copy for integration of QMS with EMS will be the sole responsibility of the Consultant.
- 3.15. The consultant shall provide any other work which have not been specifically mentioned in the Price Schedule (Bill of Quantities) at Annexure –II and in the scope of work, but which are found necessary for completion of the works without incurring any additional expenditure to the Port.
- 3.16. The Consultant shall be able to demonstrate benefits realized due to the implementation of systems conforming to the above standards in addition to the certification. **Aims for 'Lean documentation' while ensuring that the documented information needed for the QEMS is available in the system.**

Scope of certification

All activities related to "Provision of Sea port facilities and Related Support Services in Sea borne Trade" (in current QMS)

4. Consultants for acquiring IMS certification:

- 4.1. This scope of consultant includes a deep understanding of the existing procedures/processes/practices/functioning of the Port and the requirement of the Management system standards ISO 9001:2015, ISO 14001:2015, legal requirements, best practices relating to the industry, internal guidelines and instructions as per manuals, practices, etc.
- 4.2. Since ISO 9001:2015, ISO 14001:2015 are based on High Level Structure (HLS) for Management Systems (identical clauses), as decided by ISO, the documented information planned for the QEMS should facilitate integrating with OHSMS (ISO 45001) / Information security (ISO 27001) or other similar standards, in future, if the Port desires.
- 4.3. To make sure that MPA establishes a process to identify interested parties relevant to the QEMS and their requirements. Based on the context of the organization (COTO), establishes a strategic direction for the organization, QEMS policy and QEMS objectives in line with the strategic direction.
- 4.4. To ensure that an effective and efficient QEMS is in place, consultant to facilitate:
 - a. Identification of Context of the organization and communication
 - b. Strategic direction for the organization
 - c. Scope of QEMS in line with a and b stated above
 - d. QEMS policy and QEMS objectives

- e. Defining Responsibilities and authorities for relevant roles, communication understanding within MPA , as a minimum
- f. Processes needed for achieving the same
- g. Methods needed for determining Risks, opportunities, aspects, impacts, protecting the environment, prevention of pollution and managing the same.
- h. Criteria (and methods) required for effective monitoring and control of these processes are evolved
- i. Emergency management
- j. Waste, dust, noise management
- k. Personnel performing work affecting quality, environment and OHS are competent – i.e trained / qualified and experienced / empowered to identify risk, manage risks and utilize opportunities for improvement.
- l. Determination of Documented information needed and to be maintained, retained are adequately covered (including focus on legal and other requirements)
- m. Determination of compliance obligations
- n. Information and process required for improvement of QEMS are available, analyzed and suitable actions initiated.
- o. Periodic audits (IQA) and management reviews are effected.
- p. Risks are managed and opportunities are explored
- q. Sustainable development and improvement initiatives are made
- r. Process for continual improvement enhances the strength of QEMS

4.5 Consultant to provide implementation plan including Training and other stages / mile stones in implementation of QEMS.

Conducting training on awareness, internal auditing for implementation of the integrated Management system which is mentioned below.

- a) IMS (ISO 9001-2015, ISO 14001-2015) Management briefing - in English for Top Management – 1 batch.
- b) IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for implementation team - 5 batches (25 persons/batch)
- c) IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for levels below Engineers & Employees – 12 batches (25 persons/batch) in Hindi / Local language / English
- d) ISO 9001:2015 and ISO 14001:2015 (in English) Auditor training. – 2 batches (20 persons/batch) complete procedure until issue of Auditor Certification.

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 Consultant.**
- 3. Consultant shall arrange course material printouts. However, hall for training, projection equipment shall be provided by the Port.**

4. Consultant shall physically (in person) carry out all the activities viz. awareness & briefing program, training, Auditing, management review meeting, etc.

4.6 Implementation, Monitoring, audit, management Review meeting & Certification

- i. The consultant shall plan for preparedness to meet specific risks identified through suitable control measures. The consultant shall identify the gaps in the existing systems for achieving conformance to the requirements of the audit criteria including the integrated management systems proposed to be implemented.
- ii. The consultant shall train identified resources on internal auditing relating to the management system and plan for internal audit relating to QEMS as applicable including organizing resources, team, time frame, methodology, audit schedule, checklists, etc. This would also include inspection, and analysis of activities relating to the facilities, interviewing the personnel, observation of operations and perusal of records relating to fulfilling of objectives and targets, effectiveness of the actions taken, verifying compliance to legal obligations, evaluating the existing practices of the organization.
- iii. The consultant shall assist during the management Review meeting for assessment of the implementation of the management system and advise the Management on corrective actions, continual improvement and readiness of third party certification audit leading to certification.
- iv. The consultant shall make presentation to the top management of the Port outlining the gaps, the actions to be taken to fill the gaps to achieve conformance to the standards and obtain third party certificate registration to ISO 9001:2015 and ISO 14001:2015 standards.

**EXECUTIVE ENGINEER (E-P)
MORMUGAO PORT AUTHORITY**

SECTION-III

PRICE SCHEDULE (BILL OF QUANTITIES – BOQ)

Name of the Work: “Engagement of Consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015.”

Quotation No.: CME/XEN(E-P)/quotation/2022/04

DIRECTIONS TO TENDERERS FOR FILLING THE SCHEDULE OF QUANTITIES & RATES.

1. Bidders are required to fill in their percentage rate at the Price Bid in the space provided for the purpose and unless this is done, their tender will not be considered. Only one percentage rate on all Rates of Schedule of Quantities & Rates shall be named.
2. The Percentage Rate inserted shall hold good for all works under this contract, without reference to quantity or location of the work or the variation in the estimated quantity.
3. Quantity of each item of work mentioned in the Schedule should be noted and the percentage rate worked out carefully, having regard to the specifications before submitting the tender, as no variation in rates etc. will be allowed on any ground such as mistake or misunderstanding etc. after the tender has been submitted. Any excess in the item that may be directed to be executed by the Executive Engineer.
4. Bidders are requested to note that though the contract is for percentage rate, they are required to add the amount due to this percentage, and work out the final figures (amount of their tenders), at the end of the Schedule of Quantities & Rates.



An ISO 9001:2015 PORT

MORMUGAO PORT AUTHORITY
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SCHEDULE OF QUANTITIES AND RATES

Sr. No.	Description	HSN Code	Unit	Qty	Unit Rate (Rs.)	Amount (Rs.)
A	B	C	D	E	F	G= F x E
1	On completion of gap analysis and submission of report with action plan for IMS.		LS	1	15000	15000
2	On completion of IMS (ISO 9001-2015, ISO 14001-2015) Management briefing - in English for Top Management – 1 batch.		No.	1	10000	10000
3	On completion of IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for implementation team - 5 batches (25 persons/batch)		No.	5	10000	10000
4	On completion of IMS (ISO 9001-2015, ISO 14001-2015) Awareness – for levels below Engineers & Employees – 12 batches (25 persons /batch) in Hindi /Local language /English.		No.	12	10000	120000
5	On completion of ISO 9001:2015 and ISO 14001:2015 (in English) Auditor training and issue certificate for trained auditors – 2 batch (20 persons /batch)		No.	2	57400	114800
6	On submission of IMS documentation (policy, objectives, risk & opportunity, issues, aspect impact, SOP, etc.)		LS	1	30000	30000
7	Facilitation of 1 st Internal Audit and 1 st management review meeting and actions		LS	1	15000	15000
8	Facilitation of 2 nd Internal Audit and 2 nd management review meeting and actions.		LS	1	15000	15000
9	On completion of stage one / pre audit/mock audit and correction action		LS	1	15000	15000
10	On completion of third party certification audit and post audit action if any		LS	1	15000	15000
					TOTAL	399800

(Rupees Three Lakhs Ninety Nine Thousand Eight Hundred only)



An ISO 9001:2015 PORT

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Name of the Work: **“Engagement of consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015”**

Quotation No.: CME/XEN(E-P)/quotation/2022/04

‘A’ Total amount of quotation inclusive of all taxes (except GST) = “A” = Rs.3,99,800.00

1. ADD _____ % (IN FIGURES)

In words _____

Over the above amount at “A” i.e Rs. _____

OR

2. DEDUCT _____ % (IN FIGURES)

In words _____

From the above amount at “A” i.e. Rs. _____

‘B’ Total Quoted Tender Amount inclusive of all Taxes excluding GST

In Figure – Rs.

In Words Rupees _____

_____ Only.

TENDERERS SHOULD SCORE OUT EITHER “ADD” OR “DEDUCT” AS THE CASE MAY BE”

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

- Note:** 1. The offered rates shall be **inclusive of transportation, lodging and boarding**, but exclusive of GST.
2. Evaluation will be done on Basic Price (Total of price in the Price Schedule (BOQ)) and shall be considered lowest among all Bidders for award of work subject to approval by Competent Authority.
3. The rates in figures and words should be the same, any discrepancies observed, the rate indicated in words shall be considered for evaluation. Also, any discrepancy noticed while calculating amount or summing up the total, the value indicated in words shall be considered for evaluation.
4. Bidders are advised in their own interest to inspect the site before tendering.
5. The quantities given above in the schedule of Quantities and Rates are approximate and are furnished for the guidance of the Bidders.

FORMAT FOR DECLARATION

(To be executed on bidder's letter head)

To
The Chief Mechanical Engineer,
Mormugao Port Authority,
Headland Sada, Goa.
India.

Name of the Work: "**Engagement of consultant for Integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015.**"

The undersigned, having studied the pre-qualification submission for the above mentioned service, hereby states:

- (a) The information furnished in our bid is true and accurate to the best of my knowledge.
- (b) That in case of being pre-qualified, we acknowledge that the Employer may invite us to participate in due time for the opening of Price cover of the tender on the basis of provisions made in the tender documents to follow.
- (c) When the call for tenders is issued, if the legal, technical or financial conditions, or the contractual capacity of the firm or joint venture changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- (d) We enclose all the required pre-qualification data format and all other documents and supplementary information required for the pre-qualification evaluation.
- (e) We state that no changes have been made by us in the downloaded tender documents and also understand that in the event of any discrepancies observed, the printed tender document No. CME/XEN(E-P)/quotation/2022/04 is full and final for all legal/contractual obligations.
- (f) No conditions are incorporated in the Financial Bid. In case any conditions are specified in the Financial Bid, the Tender will be rejected summarily without making any further reference to the Bidder.
- (g) We also state that we have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the PC Act in connection with the bid.
- (h) We also undertake that, currently we don't have any litigation.
- (i) We hereby state that we are not Blacklisted/debarred/banned by any Government or Non-Government organization.

Date:

Place:

Name of the Applicant : _____

Represented by (Name & capacity)

PRE-QUALIFICATION OF BIDDERS**WORK COMPLETION DETAILS OF**

M/s _____ (firms name) CERTIFIED BY
STATUTORY AUDITOR

Name of the Work: “Engagement of consultant for integrating the existing Quality Management System (QMS) ISO 9001:2015, with Environmental Management System (EMS) ISO 14001:2015”

Quotation No.: CME/XEN(E-P)/quotation/2022/04

Details of payment received for the completed similar work (For similar work, please refer Clause No. 1.3.2. of Section-I) during the last seven years:

Sl. No.	Name of Work (i)	Work Order No. and Date (ii)	Extension orders to the work order mentioned at Sl No (ii) if any with order No and date.	Completion certificate No & date (iii)	Period of contract as per the Work order (iv)	Actual period of contract (including extensions if any) (v)		Final completed Value as per the completion certificate (Excl. of GST) (vi)	Name and contact details of the client (vii)
						From	To		
1									
2									
3									

I hereby **declare** that the information **given** in this Annexure-2 is true and correct to the best of my knowledge and belief and have been furnished duly verifying the documents submitted by the bidder.

Name of the Statutory auditor:

Signature & Seal of the Statutory Auditor

UDIN No:

Ph No:

Email ID:

NOTE:

1. The bidder has to submit the details of payments received for the works executed in **Annexure-2** in full, duly signed and sealed by the statutory auditor with the UDIN number, failing which the bid shall be summarily rejected. In case any information in this annexure is found to be false or incorrect, that particular work shall not be considered for evaluation. Further, in case of false certification by the statutory auditor, same shall be informed to the Institute of Chartered Accountants of India (ICAI), for necessary action deemed fit.
2. The bidder shall submit Self attested photo copies of LOA/work order/agreements showing the awarded contract value for “similar works” and satisfactory Completion Certificates issued by the Client, indicating the date of Completion and completed Contract Value, for the contracts mentioned at Annexure-2, alongwith TDS certificates pertaining to the referred completed work.
3. The works declared by the bidder in **Annexure-2** only shall be considered for technical qualification of the bidders. **LOA/Work orders/Agreements other than the ones mentioned in this Annexure-2 shall not be considered for evaluation, even if they have been submitted along with Quotation. Bidder shall not have any claim on this account later on.**
4. Additional sheets may be used if necessary.

BANK DETAILS FOR ECS PAYMENT

1. Name of the Bank and Branch :
2. Account Number :
3. MICR Number :
4. Type of Account :
5. IFSC Number :
6. Copy of PAN Card :
7. TIN Number :
8. GST Regn. No.:
9. EPF No. :
10. ESI Regn. No.

Firm's Sign and Seal

Place:

Date:
