



Cement Corporation of India Limited
(A Govt. of India Enterprise-ISO-9001:2008 certified)

Rajban Cement Factory,
RAJBAN, Teh :Paonta Sahib(HP)-173028.
CIN-U74899DL1965GOI004322

PHONE: 01704-266227, FAX: 01704- 266270

Nit No. :- **RCF/EnMS/INTERNAL- AUDIT/2024-25**

Dated: **25.09.2024**

NOTICE INVITING E-TENDER (NIT)
(Only through e-procurement)

Online electronic bids through Electronic Tendering System (ETS) are invited from Tenderers having Adequate experience in OPEN E- TENDER ENQ.FOR PROFESSIONAL SERVICES TOCONDUCT ISO 50001:2018 ENMS INTERNAL AUDIT, AND MANAGEMENT REVIEW FACILITATION AT CCI RAJBAN, the tenderer should behave sufficient experience in the field.

The complete set of tender documents is available on websites www.ccilttd.in, www.eprocure.gov.in.

E-TENDER NO.	RCF/EnMS/INTERNAL- AUDIT/2024-25
MODE OF TENDER	E-Tender System (Online Part A - Techno-Commercial Bid and Part B - Price Bid) through etenders.gov.in/e-procure/app , (CPP Portal)
Date of NIT available to parties to download	25.09.2024 at 10:30 Hours
i) Earnest Money Deposit	NIL
Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and Price Bid at etenders.gov.in	From 25.09.2024 at 10:30 Hours till 10.10.2024 (14:00 Hours)
Date & time of opening of Part-A (i.e. Techno-Commercial Bid)	11.10.2024 at 15:00 Hours
Part-B (i.e. Price Bid): Date of opening of Part-B i.e. price bid shall be informed separately	To be communicated separately.
Validity of bids	120 days from the date of the techno- commercial bid opening.

NIT No.	Name of the item	Quantity (Nos)
RCF/EnMS/INTERNAL-AUDIT/2024-25	OPEN E- TENDER ENQ.FOR PROFESSIONAL SERVICES TOCONDUCT ISO 50001:2018 ENMS INTERNAL AUDIT, AND MANAGEMENT REVIEW FACILITATION AT CCI RAJBAN	As defined in scope of work

- Only those tenders will be considered who fulfill the terms & conditions mentioned in the tender documents.
- Only those tenders shall be considered who deposit the earnest money before due date.
- The price- bid should be only as per CCI's price - bid format otherwise the tender is liable for rejection.

4. Tenderer must visit CCI web site www.ccilttd.in for Part-I & II and submit the same along with the Annexure 1 to 9. Part-I & Part-II and their annexure are part of this tender, tenderer must sign and upload online along with techno- commercial bid of the tender. Part-I & II is available in English as well in Hindi in website for better understanding, however, in case of any contradiction in Hindi & English version, English version shall prevail.

List of Annexures

The tender documents comprise of following:-

Sr.No.	Annexure No.	Particulars
1	Annexure-I	Covering letter which must be submitted by tenderer duly filled in.
2	Annexure-II	Part-III- Special terms & conditions
3	Annexure-III	Part- IV Price Bid Proforma (Price schedule) to be submitted duly filled in on-line as Part-B. Cost break up rates quoted may also be furnished.

HOD (Electrical)

ANNEXURE-1**(ON THE LETTER HEAD OF THE BIDDER)
COVERING LETTER**

Ref:-

Date:-

To

HOD (Electrical)

Cement Corporation of India Ltd.,

Rajban Cement Factory,

Rajban-173028, Sirmour Distt.(. H.P.)

**SUB: E- TENDER FOR PROFESSIONAL SERVICES TO CONDUCT ISO 50001:2018 ENMS
INTERNAL AUDIT, AND MANAGEMENT REVIEW FACILITATION AT CCI
RAJBAN.**

REF: Your NIT No. RCF/EnMS/INTERNAL- AUDIT/2024-25

Dated

Dear Sir,

With reference to your NIT no RCF/EnMS/INTERNAL- AUDIT/2024-25 dated

We/I hereby uploading the scanned copies of following documents online for your reference.

SR.NO.	ITEM	YES/NO/N.A
1	Scanned copy of covering letter (Annexure-1)	
2	Submission of EMD (Cash/DD/BG/ Gateway)	N.A
3	Copy of GST Registration Certificate and PAN Card	
4	Signed and stamped Scanned Copy of Part-III- Special terms & conditions,	
5.	Signed and stamped Scanned Copies of documents as per eligibility criteria.	

Yours faithfully,

(SIGNATURE OF THE TENDERER WITH SEAL)

Cement Corporation of India Limited
Raibari Cement Factory, Distt. Sirmur (HP)-173028
 CIN-U74899DL1965GOI004322

PART-III

RCF/EnMS/INTERNAL- AUDIT/2024-25

SPECIAL TERMS & CONDITIONS OF CONTRACT

1.0 SCOPE OF WORK: for Internal Audit of Energy Management System (EnMS):-

1. The scope of work for the internal audit of the Energy Management System (EnMS) includes; but is not limited to the following:

- 1.1 Evaluating conformity to ISO 50001:2018 requirements.
- 1.2 Assessing the effectiveness and efficiency of the EnMS.
- 1.3 Identifying areas of improvement and potential energy performance opportunities.
- 1.4 Reviewing compliance with legal and other requirements.
- 1.5 Verifying the implementation, maintenance, and continuous improvement of the EnMS.

2. Audit Process:

- 2.1 Document review.
- 2.2 Interviews with personnel.
- 2.3 Observation of operational practices.
- 2.4 Review of records and documentation.

3. Audit Deliverables:

- 3.1 A comprehensive audit report detailing findings, recommendations, and action plans.
- 3.2 Presentation of audit results to management.
- 3.3 Identification of potential energy performance improvement opportunities.

4. Conduct Management Review:

- 4.1 Review of audit findings and recommendations.
- 4.2 Discussion of implementation and corrective actions.
- 4.3 Approval of action plans and responsibilities.

5.0 Eligibility criteria for an internal auditor as per EnMS (Energy Management System):-

- 5.1. BEE Certification: The auditor must possess a certification from the Bureau of Energy Efficiency (BEE) as an Energy Manager (EM) or Energy Auditor (EA).
- 5.2 Experience: The auditor must have: Executed at least 2 BEE EnMS (Energy Management System) projects. Executed an EnMS project through the Quality Council of India (QCI) in any cement plant.
- 5.3 IRCA Accreditation: The auditor must be a trained ISO 50001:2018 consultant, accredited by the International Register of Certificated Auditors (IRCA).
- 5.4. Education: The auditor must have a postgraduate degree in either: M.Tech (Master of Technology) in Energy Management **or** MBA (Master of Business Administration) in Energy Management.

6.0. Terms of Payment:

- No advance payment shall be made.
- Successful tenderer shall submit audit report along with bill.
- 90 % payment after deduction of applicable taxes shall be made within 30 days after completion of work & submission of invoice duly certify by HOD(Electrical).

6.1 Security Deposit @ 10 % of value of work order including all taxes shall be kept as security deposit

6.2 Liquidated Damages: L.D. will be levied @ ½% of the work value or part thereof for per week Delay on unexecuted job, subjected to maximum of 5%.

7. Documents required to be submitted along with Techno-commercial Bid:-

- 7.1 Scanned copy of covering letter (Annexure-1)
- 7.2 Copy of GST Registration Certificate and PAN Card
- 7.3 Signed and stamped Scanned Copy of Part-III- Special terms & conditions,
- 7.4 Signed and stamped Scanned Copies of documents as per eligibility criteria.

8. Transportation /Lodging and boarding: - To and Fro charges shall be borne by the successful tenderer. However, CCI will provide local conveyance and free lodging and boarding at their Guest House/Transit Guest House only.

9. Periodicity of contract: The validity of the contract shall be initially for a period of two years, with an option for a one-year extension from the date of award of work. The rates quoted shall remain firm for the entire contract period, including the extension period.

9.1 Number of Visits for Audit :- Two visits are required per year for internal audit and each internal audit visit shall comprise a minimum of “04 days” to completely cover the defined scope & boundary as per existing EnMS System. The internal audit dates will be confirmed by the Head of Department (Electrical) as per the stipulated frequency.

10. The contract will be subject to extension for equal period, if CCI deserve so on the same rates, terms and conditions.

11. Tenderer shall ensure, before quoting the rates, that they have considered the requirements of Clause No. 5 and 9. In case of underestimation, no requests will be entertained at any stage of the tender process

12. In case of any dispute in regard to the contract, the jurisdiction shall be the court Of Paonta sahib.

HOD (Electrical)

We/I hereby confirm that all terms and condition are being clearly understood by me/us and we agree to work with above terms & conditions.

Signature of Tenderer
Name & address with seal & Date

RCF/EnMS/INTERNAL- AUDIT/2024-25

Price Bid

Sr.No.	DESCRIPTION OF WORK	Unit	Unit rate	G.S.T %	G.S.T Amount	TOTAL AMOUNT
01.	FOR PROFESSIONAL SERVICES TO CONDUCT ISO 50001:2018 ENMS INTERNAL AUDIT, AND MANAGEMENT REVIEW FACILITATION AT CCI RAJBAN.	Per visit				

Note: -All the taxes, statutory benefits shall be as per various acts / related provisions.

- Landed cost to company shall be considered as L-1 rate.

- Over all L-1 shall be consider.

- Rates Quoted by tenderer shall be as per considering all safety aspect no extra charge will be Paid incase under estimation of quoted rates.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge.

I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.'

(Signature of Authorized Signatory with date and seal of the Contactor)