



NOTICE INVITING TENDERS (NIT)

For

Green Audit of Tezpur University

ET-NIT.....512.....Dated..27/05/2021

Online Tenders in 02 (Two) Bid System (Technical and Financial) are invited from ISO certified consultants and/or Service Providers with experiences in Green Auditing work of any University/Higher Learning Institutes (HEI) for selection of suitable Service providers to carry out the Green Audit Work of Tezpur University.

Tezpur University is a premier Higher Educational Institute in North Eastern Region of India. The University campus is an approximately 262-acre area located at Napam in Tezpur, Assam. The University has 25 academic departments with more than 4000 students and about 400 residential accommodations are available for the Faculty and Staff on the campus. The present connected load of the University is 2 MW. The University has 5 diesel generation units with 500 KVA each capacity to provide power during power cut in the utility grid. The University also installed 1000 kWp rooftop grid-connected solar power plant on the campus in the year 2018. Solid waste generation on the campus includes both biodegradable and non-biodegradable waste. University collects the waste from door-to-door and disposes in scheduled landfill location at Tezpur. However, University is committed to ensure that all forms of wastes generated are handled based on the RRRR (Reduce, Reuse, Recycle, Recover) principles following appropriate source segregation protocols including safe disposal of bio, medical and hazardous wastes. Food waste based biogas plant, vermicomposting of garden waste and leaf litters, and bio-incinerator for medical and bio wastes are in place for recycling or safe disposal of waste. The University is aiming at maintaining and protecting natural resources within the campus thereby increasing natural resources through plantations/landscaping in various locations in planned manner. At present, 36.2 % of the total campus area is covered by greenery. The objective of this NIQ is to solicit proposals from the interested bidders for participation in a bid process for selection of consultants for conducting Green Audit of Tezpur University.

The bidders will be evaluated in a two-bid system; selection shall be based on submission of documents as per eligibility and qualification criteria mentioned in e-Tender document and based on experience of conducting similar type of activities in Universities or HEI of repute. The detailed specifications are available in the website <http://eprocure.gov.in/eprocure/> and interested parties may submit the tenders online on this website as per details sought in the e-Tender document.

Signature

Please read the NIT document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIT terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the bid.

Tezpur University reserves the right to shortlist or cancel any or all the Tenders without assigning any reason whatsoever. The University will reject the Work order award if it determines that the bidder recommended for work order award has engaged in corrupt or fraudulent practices in competing for, or in executing the Work Order. Fraudulent Practices means a misrepresentation of facts in order to influence a work order process and includes collusive practice among bidders (prior to or after the Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a Public Official in the process of this work order execution. Please contact the Stores and Purchase Section of the University for any queries/clarification (e-mail: snp@tezu.ernet.in).

Sl. No	Activity	Quantity	Approximate price (in Rs)
1	Survey, assessment, data collection, analysis and Consultancy for Green Audit at Tezpur University	1	5 lakhs

General Information about the NIT

Sl. No.	Items	Time and Date
1	NIT Publish date and time	27-05-2021; 3:00 PM
2	Date and Time for Bid Submission Start	27-05-2021; 3:00 PM
3	Date and time for Bid Submission End	17-06-2021; 3:00 PM
4	Date and Time for Bid Opening (Online)	18-06-2021; 3:00 PM

GENERAL TERMS & CONDITIONS

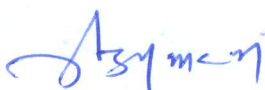
1. No separate tender paper will be issued from the University; one should only download the same from the CPP Portal of Government of India.
2. The rates should be quoted in Indian Rupee.
3. Quotations/Tenders should be accompanied by (i) A non-refundable application/participation fee of Rs **1000/-** (Rupees One Thousand) only have to be paid by Demand Draft/Banker Cheque drawn in favour of 'Registrar, Tezpur University' payable at Tezpur.
4. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
5. Irresponsive/incomplete quote will be rejected.

Signature

INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
9. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
10. From my tender folder, he/she can select the tender to view all the details indicated.
11. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
12. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
13. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
16. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
17. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
18. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract



- without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 21. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
 22. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
 23. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
 24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 25. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 27. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
 28. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
 29. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to tcppp-nic@nic.in.


Assistant Registrar (GA), i/c
Tezpur University

E-Tender Document for Selection of suitable Consultants/Service Providers to conduct Green Audit for Tezpur University

CONTENTS

Section A: Green Audit-Scope of Work

Section B: Eligibility criteria of the consultant/service provider

Section C: Time frame

Section D: Additional Instruction for the Bidders

Section E: e-Tender selection criteria

Section F: Technical Bid Proforma

Section G: Description of the Experience of the Bidder

Section A: Green Audit – Scope of Work

Green audit is a systematic documentation and objective evaluation of the environment of the University campus. This is combination of energy audit, waste management audit, water and wastewater audit, green coverage inventory etc. The intention of the green audit is to redesign the environment condition in the University campus and make the camps into a better nature friendly initiative. Tezpur University is intended to carry out the Green Audit of the campus by external agency specialized in Green audit of University campus. The audit should consist of activities related to Pre-audit, On-site audit and Post Audit. The work and activity will cover all facilities and buildings of the University campus. It shall establish a baseline of existing environmental conditions related to energy, water, solid and liquid waste, hazardous/chemical waste, e-waste, and other measurable floral and faunal status etc. It shall examine the current status of the environmental protection policy and status and create suggestive guidelines for the future.

Deliverables

The Green Audit report shall outline the environmental assessment including the following aspects.

- Baseline environmental status on aspects such as energy, water, waste, hazardous/chemical waste, e-waste, green inventory (floral and faunal status)
- Policy review and its impact on environment
- Identification of the scope for improvement in current practices
- Proposing technological solutions/recommendation for improving environmental conditions related to energy, water, wastewater, solid and liquid waste, hazardous/chemical waste, e-waste, green inventory (floral and faunal status)
- Action plan in terms of short term and long term technological intervention for improving environmental conditions.

Inputs from University

University will provide available relevant data/documents for conducting the green audit.

Duration of the Projects

Project duration will be Three (03) months from the date of issue of the Work Order.

Reports

Two copies of draft report shall be provided for comments and discussion

Five copies of final report shall be submitted at the end of the audit.

Section B: Eligibility criteria of the consultant/service provider

The consultant/service provider should have extensive and proven skill and expertise in the field of Green Audit is essential. The consultant must meet the following minimum criteria:

- (a) The consultant/service provider should have executed minimum 03 (Three) Green Audit projects of University or Higher Learning Institutes in last five years.
- (b) Consultant should have a minimum of 05 (five) years of professional experience in the field of Green Audit services.
- (c) The bidder should compulsory be an independent environment related consultant entity registered in India as per regulations of the Government of India.
- (d) Priority for ISO 9001:2015 Certified Consultant organization.
- (e) Preference shall be given to the consultant, having its office in Assam and having experience in consultation work with local bodies.

Section C: Time frame

The time period for the completion of the Green Audit work will be 3 (Three) months from the date of award of the contract.

Section D: Additional Instruction for the Bidders

1. Interested applicants may furnish the sought details through the e-Tender process on by <http://eprocure.gov.in/eprocure/> before the deadline and upload all necessary documents in English as specified in formats provided in the e-Tender document. Both the Technical and Commercial Bids must be uploaded separately by the applicant on the website.
2. The e-Tender submitted should be concise and contain only relevant information as required under this document (Technical Bid and Financial Bid). The applicant submitting the e-Tender would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the e-Tender. Tezpur University shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
3. The Technical Bid (Part A and Part B) response must contain all the necessary documents for the claims made against eligibility criteria. Failure to provide documentary evidence shall lead to disqualification. Also, providing financial details in Technical Bid shall lead to disqualification in Technical Bid Evaluation. A committee at University shall evaluate and shortlist the Technical Bids before going for the Commercial Bid.
4. The Financial Bid response must include the entire Green Audit Work including the submission of report cost and the quote must be in INR. Additionally, the GST liability must be specifically mentioned and included separately. The total quote must be in absolute figures expressed in INR and not in relative terms.
5. The e-Tender submitted by the applicant shall remain valid for a period of 90 days after the closing date for submission of e-Tender prescribed in this document. The response to this e-Tender should be full and complete in all respects. Failure to furnish all information required in e-Tender documents or submission of e-Tender not substantially responsive to this document will be at the bidder risk and may result in rejection of its submission.
6. Tezpur University reserves the right to withdraw or amend this e-Tender, without assigning any reasons for the same, if it determines that such action is in the best interest of the university.

Section E: e-Tender selection criteria

Overall Experience in the field of Green Auditing activities, track record in terms of conducting green auditing work for Universities/HEI of repute and ISO certification of the Organization shall also be considered during evaluation of the Technical Bid, apart from the basic eligibility criteria fulfillment.

Section F
Technical Bid - Part A
PROFILE OF THE TENDERER

A. Organization Profile and Experience		
1	Name of the organization, registered postal address with pin code, Mobile /telephone no., e-mail I.D, Fax No, Website	
2	Name & designation of Contact person for this e-Tender with Email/ Mobile No (attach business card)	
3	Number of years of experience in Green Auditing Work (attach document)	
4	Whether the organization has conducted Green Audit work for any University/HEI of repute in the last Five years? If yes, then provide details of each and attach the work order (attach documents)	
B. Registration & Other Statutory document details		
5	Company Registration number, date of registration and validity (attach document)	
6	PAN Number of Organization (attach document)	
7	GSTIN Number of Organization (attach document)	
8	ISO 9001:2015 Certified Consultant organization, if available (attach document)	

Certified that the provisions of the e-Tender have been fully understood and I/we will take the responsibility for successfully conducting the Green Auditing of Tezpur University within the time frame mentioned in the Tender document, if selected by Tezpur University. Certified that the information provided in the e-Tender Application Performa is true to the best of our knowledge and all enclosed documents are valid. We understand that any discrepancy in any of the documents shall lead to cancellation of the e-Tender application.

Authorized signatory of the Organization with seal

Name:

Designation:

Date:

Place:

Section F
TECHNICAL BID - PART B
DOCUMENTS ENCLOSURE DETAILS

Sl. No.	Items	Details
1	Tender Participation Fee: Amount, Bank Draft No., Date, Bank name and branch.	<i>(write down the name of the Tenderer at the back of the demand draft)</i>
2	An affidavit duly certified by a Notary that the Consultant/Service Providers/Firm/Company is/ are not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court	<i>(write down the enclosure serial number)</i>
3	An affidavit duly certified by a Notary that the Partners of the Consultant/Service Providers/ Firm/Company or Sole Proprietor or Consultant/ Service Providers/Firm/Company has never been black listed or changed the name of the firm	<i>(write down the enclosure serial number)</i>
4	Income Tax Return (last three years) <i>(enclose photocopies and attested by the Tenderer)</i> 2020-21 2019-20 2018-19	<i>(write down the enclosure serial numbers)</i>
5	Registration number, date of registration and validity (attach document)	<i>(write down the enclosure serial number)</i>
6	PAN Number of Organization (attach document)	<i>(write down the enclosure serial number)</i>
	GSTIN Number of Organization (attach document)	<i>(write down the enclosure serial number)</i>
	ISO 9001:2015 Certified Consultant organization, if available (attach document)	<i>(write down the enclosure serial number)</i>
7	Details of experience in Green Audit Work for the past five years	<i>(write down the enclosures serial number)</i>
8	Details of experience from each client i.e. University/ HEI of reputed where services was/is provided. (Section G Proforma)	<i>(write down the enclosures serial number)</i>
9	Have you signed all the pages of the Tender document with your office seal?	Yes/No

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Authorized signatory of the Organization with seal

Name:

Designation:
Date and Place:

Section G

DESCRIPTION OF THE EXPERIENCE OF THE BIDDER

Sl. No.	Name of the Client (name of University /HEI)	Name of the Project	Work order Value (Rs)	Date of commencement and completion of the Work	Feedback from client
1					
2					
3					
4					
5					
6					
7					
8					

May use separate sheet if required. Work order for each Green Audit work needs to be enclosed. Work order must maintain the scope of the work, order value (in Rs) and time frame. Feedback from the client after completion of the work also be included.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Authorized signatory of the Organization with seal

Name:
Designation:
Date:
Place: