

**University of Jammu**  
**Baba Saheb Ambedkar Road, Jammu, 180006**

**Tender Notice**

**Notice inviting tenders for hiring the services of consultants/experts for developing Environmental Management System for Green Audit/ISO 14000 certification of University of Jammu.**

The detailed tender document is posted on the website of University of Jammu: **[www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in)**

The tender should be submitted by 27<sup>th</sup> August 2021 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 University of Jammu**" on the envelope to **Directorate of Internal Quality Assurance, 1<sup>st</sup> Floor, Old Administration Block, University of Jammu, Jammu. Office No.: 0191-2435898. e-mail: iqac\_ju@yahoo.com**

Sd/

No: DIQA/JU/21/5837  
Dated: 05-08-2021

**Dean**  
**Faculty of Life Sciences**  
**University of Jammu**

## UNIVERSITY OF JAMMU

University of Jammu desires to engage consultants/Consultancy firms for developing Environmental Management System for Green Audit/ISO 14000 certification of University of Jammu.

Green Campus Task Force (GCTF-JU) of University of Jammu 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 University 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 programmes among the faculty, officers, 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 JU 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 all buildings, lawns, warehouses, Mechanical/electrical Installations, cooling and heating systems, labs, restaurants/kitchens/eating points, underground water tanks/water reservoirs/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, godowns, 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 University of Jammu

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. The firm should have annual turnover of not less than 25.00 lakhs during the last three years.
3. Firm should submit a valid Pan No. and GST Registration.
4. Firm should not have been blacklisted/debarred by any Government organisation/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 the University of Jammu** along with the TENDER NOTICE No: and Date:”, addressed to, Office of Directorate of Internal Quality Assurance, 1<sup>st</sup> Floor, Administration Block 2, University of Jammu, New University Campus, Dr. B.R. Ambedkar Road, Jammu-180006, J&K **through Registered Post/Speed Post/Courier only**. Tenders by hand shall not be accepted.
2. The tenderers shall be required to submit the EMD (Earnest Money Deposit) to the tune of Rs. 10,000/-. EMD shall be accepted in the form of Fixed Deposit Receipt pledged to the Registrar, University of Jammu. The bid without EMD will be considered as non-responsive and shall outrightly be rejected. EMD of the unsuccessful Bidders shall be returned at the earliest after the expiry of final Bid validity and latest by 30<sup>th</sup> day after the award of the contract.
3. All the pages of the Tender document should bear endorsement and seal of submitting firm.
4. The interested firms may submit the Tender on or before **27<sup>th</sup> August 2021** within the working hours of the University of Jammu, i.e. 9:30 am to 3:00 pm. **Tenders received after the stipulated date and time shall not be entertained.**
5. Tenders shall be opened on the same day i.e. **27<sup>th</sup> August 2021** at 3:00 pm in the Committee Room, University of Jammu, Jammu. 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.
6. 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.

7. Power is vested with the University of Jammu to accept or reject any or all the tenders (either in part or full) without assigning any reason what so ever.
8. Arbitration: The Vice Chancellor, University of Jammu shall be the Arbitrator. In case of any dispute arising out of the contract, the same shall be referred to the Arbitrator, University of Jammu. The decision of the Arbitrator shall be final and binding upon the parties concerned. The Arbitration for any dispute and jurisdiction for the purpose shall be Jammu, under the prevailing Indian law.
9. Successful bidder shall be required to submit the performance security at the rate of 10% of the contract value in the shape of Fixed Deposit Receipt pledged to the Registrar, University of Jammu. EMD shall be refunded to the successful bidder on the receipt of performance security.
10. The firm has to quote the rates strictly in the format of the financial bid.
11. An agreement shall have to be drawn between the University of Jammu and the successful bidder, before the contract is awarded.
12. The rate quoted by the firm shall be inclusive of all the taxes.
13. The bidder shall bear all costs associated with the preparation and submission of the bid. The University will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
14. 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 the University of Jammu.**

**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 organisations
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:

- a) Total payment
- b) 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.

Convener of the tender committee