

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

NOTICE INVITING QUOTATION

1. Date of Invitation of quotations : 11th March, 2024
2. Last date of submission : 1.00 PM on 21st March, 2024
3. Date of opening : 21st March, 2024 at 2.00 PM

National Law University Delhi invites sealed quotations from competent and reputed agencies/firms for certification of ISO 14001:2015 "Environmental Management System"

The quotation is required to be submitted in a sealed cover addressed to the Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078 as to reach the University on or before 1.00 P.M on 21st March, 2024 duly superscripting the quotation for "Certification of ISO 14001:2015 "Environmental Management System" on the top of sealed envelope. The tender box is available at the Main Reception of the University where quotation/tender is to be dropped.

Scope of work: Certification of ISO 14001:2015 "Environmental Management System"

I. Invitation of Quotation:

Quotations are hereby invited for the provisions of services for the certification audit process and certification of ISO 14001:2015 "Environmental Management System" of the Units of the National Law University Delhi located in New Delhi (Sector – 14, Dwarka, New Delhi – 110078). The University has following units:

- a. Central Library and Examination
- b. Administration and Finance
- c. Any other unit under the sphere of the certification

II. Scope of Services:

- a. Conduct of Certification audit.
- b. Issuance of ISO 14001:2015 "Environmental Management System" Certificate (valid for 3 years).
- c. Validation as per four stage - Quality Manual: Quality Procedure; Format: Work Instructions.
- d. Conduct of least one (1) surveillance audit every year for two consecutive years after the issuance of certificate.

III. Terms & Conditions:

- a. The certification body provider must have at least three years last experience e in the certification of ISO 14001:2015 with valid accreditation either by ISO, NABCB or IAF, UAF or any or any member of AB of IAF.
- b. The certification body should demonstrate that they have knowledge and experience in the education sector for the certification processes.
- c. Proof should be provided that the certification body is currently or recently successfully accredited for ISO 14001:2015.
- d. The certification body shall have adequate technical and management capability in conducting the audits with at least five years of experience in India.

IV. Terms of Payment:

- a. The payment shall be based on the following terms based on evidentiary submissions and acceptance of the required work performance.

Work Performance Stages	
After certification audit and issuance of ISO 14001:2015 certificate valid for three years	50%
After Surveillance Audit and submission of Surveillance Audit Report for the 2 nd year	25%
After Surveillance Audit and submission of Surveillance Audit Report for the 2 nd year	25%


Deputy Registrar

PRICE BREAKUP

Sr. No..	Nature of work	Qty.	Bidder's Quoted Rate	
			Rate per unit (In Rs.)	Total (In Rs.)
1.	Certification audit of ISO 14001:2015	1		
2.	1st Surveillance Audit of ISO 14001:2015	1		
3.	2nd Surveillance Audit of ISO 14001:2015	1		
GST @18%				
Total				

SIGNATURE OF THE BIDDER WITH SEAL