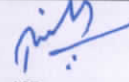## Minutes of the Pre-Bid meeting dated 24/07/2019 at 11.30 am

Ref: e-Tender No. 980 - ISO 9001 & ISO 27001 Consultancy Service Provider Tender
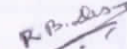
Participants : Executive Engineer, Assistant Secretary - Technical, RO-HQ, IT Manager and Statistical Officer
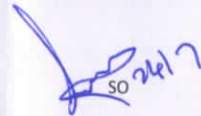
Sr. No.	Document Reference	Page No	Clause No	Description in RFP	Clarification Sought	Additional remark (if any)	Boards Response
1	6.2 Eligibility Criteria	9	C	Bidder should have office in Mumbai and minimum at two other locations in Maharashtra to cover the locations of MPCB Offices.	We have office one virtual office in Pune, Maharshtra. We don't have office in mumbai. Request you to allow us to bid for this tender as we have required manpower to execute this order.		Ammended as : Atleast one Office in Maharashtra
2	9 Bid Evaluation	18	9.1	Completed Orders for ISO 9001 and 27001 certification in the past 3 years ending 31/03/2019 (Minimum 10 orders of ISO 9001 & minimum 3 orders of ISO 27001)	Instead of 3 years span, kindly allow us to submit the orders in last 12 years		Ammended as : Technical Bid Evaluation Matrix - Point no.3(Past Performance) is amended as : Completed Orders for ISO 9001 and 27001 certification in the **past 5 years** instead of past 3 years
3	4	Certification Body			Do we need to mention certification body name and tender		It is recommended to mention certification body name
4					What will be the criteria for certification body selection? Any specific board? Can we use two certification bodies? One for ISO9001 & one for ISO27001?		1. They should be legal entity 2. Accredition certificate necessary 3. Accreditation member of IAF (International Acredation Forum) 4. Certification body must not be involved in the business of quality management consultancy
5					Can we use two certification bodys? One for ISO90001 & one for ISO270001?		It is recommend to have single certification body
6					Pls confirm number of employees @ each location. Also pls confirm number of employees for Data Centre management.		Separate detailed list attached herewith
7					Common certification for all location OR separate certification for each location?		Common certification along with separate certification for all location

EE

AST

RO-HQ

IT-Manager

SO

Sr. No.	Location	Dept. / Locations	No. of Employees	
			Permanent	Contract
1	Head Office	Chairman Section	6	3
		Member Secretary Section (MS)	7	0
		Water Pollution Abatement Engineer (WPAE)	13	1
		Principal Scientific Officer Section (PSO)	12	1
		Air Pollution Abatement Engineer (PCI-II) (APAE)	13	3
		Assistant Secretary Technical (AST)	14	1
		BMW Section	2	0
		Maitree Section	2	0
		Establishment Branch (EB)	20	1
		Accounts Branch	25	3
		Accounts Branch – EC MPCB Cell	3	0
		Accounts Branch – Cess Wing	4	0
		Regional Officer (HQ)	13	1
		Desk Officer CAC/CC Section	6	0
		Environment Information Centre (EIC)	4	1
		Statistical Section	2	0
		Sr. Law Officer Section (Legal wing)	4	1
		Sr. Law Officer Section (HQ)	3	2
		Executive Engineer Dept.	4	1
		Stores Department	4	0
		Public Relation Officer Section (PRO)	0	2
		IT Dept. / Tech. Aso. / IT Manager	0	21
2	RO Mumbai	RO Mumbai	32	3
3	RO Thane	RO Thane/Lab	28	1
		SRO Tarapur I/II	11	0
4	C- Lab	C-Lab Mahape	24	2
5	RO Kalyan	RO Kalyan	32	2
6	RO Navi Mumbai	RO Navi Mumbai	29	1
7	RO Raigad	RO Raigad	15	0
		SRO Mahad	6	0
8	RO Kolhapur	RO Kolhapur	14	1
		SRO Ratnagiri	5	1
		SRO Sangli	7	0
		SRO Chiplun/Lab	13	1
9	RO Pune	RO Pune/ Lab	51	1
		SRO Satara	9	0
		SRO Solapur	6	0
10	RO Aurangabad	RO Aurangabad/Lab	26	2
		SRO Jalna	6	0
		SRO Latur	7	0
		SRO Parbhani	3	0
		SRO Nanded	7	0
11	RO Nashik	RO Nashik/ Lab	25	1
		SRO Ahmednagar	5	1
		SRO Jalgaon	7	1
		SRO Dhule	5	0
12	RO Amravati	RO Amravati	13	2
		SRO Akola	7	0
13	RO Nagpur	RO Nagpur/ Lab	31	3
		SRO Bhandara	6	1
14	RO Chandrapur	RO Chandrapur/ Lab	12	1
	Total		603	67

Total No. of Employees at MPCB

Note: Laboratories are not in the scope of ISO certification.