



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No. NLUJAA/ADMIN/F/GREEN-AUDIT/2025/01/ 53

Date: 05-02-2025

NOTICE INVITING QUOTATIONS

Empanelment of Auditors for Green, Environment & Energy Audit and ISO Certification

National Law University and Judicial Academy (NLUJA), Assam invites sealed quotations from qualified and experienced auditors for empanelment under the following packages:

1. **Green, Environment & Energy Audit**
2. **ISO Certification**

The empanelment aims to ensure compliance with environmental and energy standards as well as to acquire and maintain relevant ISO certifications for NLUJA, Assam. The selected auditors will be engaged for audits and related activities on a need basis.

Eligibility Criteria

1. **Legal Status:** The bidder must be a registered entity under the relevant laws in India (Company, Partnership, Proprietorship, etc.).
2. **Experience:** At least **5 years** of experience in conducting audits in the respective categories (Green/Environment/Energy or ISO Certification). Proof of prior engagements with government organizations, academic institutions, or reputed entities is mandatory.
3. **Accreditation:** For ISO Certification, the bidder must be accredited by a recognized accreditation body (e.g., NABCB).
4. **Technical Expertise:** Availability of qualified personnel with relevant certifications in the respective domains.
5. **Financial Capacity:** The bidder must have an average annual turnover of at least **INR 25 lakhs** in the last three financial years. Audited financial statements or CA-certified documents must be submitted.
6. **Tax Compliance:** Valid GST registration and up-to-date IT returns for the last three assessment years.
7. **Workforce and Infrastructure:** The bidder must demonstrate adequate workforce and infrastructure to undertake the audits effectively.
8. **Past Performance:** Past performance and client feedback for similar projects will be considered during the evaluation.

Scope of Work

A. Green, Environment & Energy Audit

1. Assessment of energy efficiency and environmental sustainability measures.
2. Evaluation of waste management practices and recommendations for improvement.



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3. Preparation of a detailed report with actionable insights.

B. ISO Certification

1. Conduct pre-certification audits and identify gaps.
2. Facilitate the process for acquiring ISO certifications, such as ISO 9001, ISO 14001, etc.
3. Provide recommendations for maintaining compliance and renewals.

Terms and Conditions

1. **Submission of Quotations:** Quotations must be submitted in a sealed envelope, superscribed with "Quotation for Empanelment of Auditors for Green, Environment & Energy Audit / ISO Certification" and addressed to **The Registrar, NLUJA, Assam.**
2. **Validity:** The quotation should remain valid for **90 days** from the date of submission.
3. **Evaluation:** The empanelment will be based on technical and financial evaluations. NLUJA, Assam reserves the right to reject any or all quotations without assigning any reason.
4. **Performance Bank Guarantee:** The selected bidder shall furnish a performance bank guarantee of **10% of the estimated project cost** before commencement of work.
5. **Confidentiality:** All information accessed during the course of audits shall remain confidential.
6. **Contract Tenure:** The empanelment shall be valid for **three years**, subject to annual review based on performance.
7. **Penalties:** Delays in service delivery or non-compliance with terms may attract penalties as determined by NLUJA, Assam.
8. **Conflict of Interest:** The bidder must disclose any potential conflict of interest and must not engage in activities that could compromise the integrity of the audit process.

Important Dates

- **Last Date for Submission: 18-02-2025 at 01.30 p.m.**
- **Opening of Quotations: 18-02-2025 at 02.00 p.m.**

Submission Requirements

Interested parties must submit the following documents:

1. Cover Letter expressing interest.
2. Details of the organization, including copies of PAN Card, registration certificates and GST registration.
3. Technical proposal outlining methodology, team structure, and prior experience in similar projects.
4. Financial proposal detailing the cost of services.



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5. Copies of relevant accreditations, tax registrations, and audited financial statements for the last three years.
6. Declaration of no pending litigations or blacklisting by any government or statutory body.
7. List of prior engagements with government organizations, academic institutions, or reputed entities.
8. Details of key personnel, including their qualifications and certifications.

Contact Information

For further details or queries, please contact:

The Registrar

National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati – 781031, Assam

Email: registrar@nluassam.ac.in

NLUJA, Assam reserves the right to amend or withdraw this notice at its discretion.