



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप-निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

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ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website: www.nirjaft.res.in

F. No-17(1)/Adm-III/NABL/19-20

Date:20/11/2019

Sealed and Typed tenders are invited from interested firms under single bid system for "Providing consultancy and related services for obtaining NABL Accreditation to ICAR-NINFET, Kolkata-700040.

CRITICAL DATE SHEET

Date and Time for Issue/Publishing	20.11.2019
Bid Submission Start Date and Time	21.11.2019
Bid Submission & EMD Submission End Date and Time	02.00 P.M. on 18.12.2019
Date and Time for Opening of Bid	03.00 P.M on 18.12.2019
Address for Communication	Director, ICAR NINFET, 12 Regent Park, Kolkata-700040
For any clarification, please contact	Swarnali Mukherjee Asstt. Administrative Officer(Adm III) Contact:033-24212115/16/17


Asstt. Administrative Officer (Adm III)

TERMS & CONDITIONS :

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1. Our quotation no and its due date of opening should be inscribed on the cover of your quotation. Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no. and its due date of opening will be summarily rejected. Price/rate to be quoted should be clearly mentioned in figure and words. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected.
2. Last date of submission of tender is on 18/12/2019 upto 2.00 P.M, which should be dropped in the tender box kept in Adm III section either by hand or by post. The Authority will not be liable for any kind of postal delay. Tender will be opened on the same date at 3.00 P.M.
3. The intending tenderer/bidder/consultant/consultancy agency must have a Prime Contractor/ Consultant/Consultancy. The intending Tenderer may be proprietary firm or partnership firm or JV(Joint Venture) or a Company registered in Company Act 1956(amended in 2013). Documentary proof in respect of the above should be provided.
4. The intending bidder must have experience of successfully completing similar nature of works of NABL accreditation of Testing Laboratories along with compliance to Standard ISO/IEC/17025:2005 from NABL in his credit with documentary evidence of satisfactory completion of work during the last 5 (five) years. Documentary evidence along with published literature/catalogues/illustrated pamphlets/drawing etc in support of providing similar certification in other organizations, Govt. Offices, reputed private sectors is required to be submitted.
5. The consultancy organizations are required to submit in addition to its capabilities the details of registered lead auditors on their rolls and also empanelled, type of accreditations they hold with clear validity period, number of organizations of the type of ICAR prepared for certification and such other details which are necessary for facilitating decision making. In the financial bid, the fee for the external audit and certification should be shown separately.
6. The firm must provide an affidavit on Non-judicial stamp paper in support of authenticity of credentials: The bidder shall have to submit an affidavit on Non-Judicial Stamp Paper in support of authenticity of credentials (QCI/NBQP Registration) of consultancy work leading to successful Certification by NABL.
7. ICAR NINFET reserves the rights of utilizing services of BIS for its certification and the consultancy agency selected should have good working relation with BIS which should be explicitly certified. The time frame fixed for the completion of the activity from the time of award is six months and the time frame should strictly be adhered.
8. The successful bidder has to make presentation before the ISO committee about the company's services and overall performance
9. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of ₹5,000/-(Five thousand only) in the form of Demand Draft from any of the scheduled Bank in favour of "ICAR NINFET" payable at Kolkata so as to reach on or before bid opening date and time as mentioned in the Critical Date Sheet, otherwise the tender will not be considered. If the firm is seeking exemption, they should submit the concerned certificate of exemption in relevant field issued from the competent authority. ICAR NINFET will not be liable for any postal delay. The EMD will be returned to the unsuccessful bidders after completion of tender evaluation process. No interest on Security Deposit and Earnest money deposit shall be paid by the ICAR NINFET to the tenderer.



10. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded. No interest will be paid on EMD.
11. No extra payment shall be paid on account of any discrepancy in nomenclature of service. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
12. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website www.nirjaft.res.in for updates.
13. If the date fixed for opening of Tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
14. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated amount with breakup of the fee for the external audit and certification has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
15. The successful bidder shall have to deposit 10% of the total bid amount as performance security and within the time frame indicated by the ICAR NINFET. Performance Security must be made valid till the end of 60 days beyond the expiry of the all contractual obligations including the Warranty obligations calculated from the date of award of contract. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
16. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site ICAR NINFET, 12 Regent Park, Kolkata 700040, where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Dr. Avijit Das, Pr Scientist, QE&I Division of ICAR NINFET, Kolkata-700040 with prior appointment on phone no.033-24212115/16/17 (extn 218) on any working day between 3 to 4 PM.
17. The tenderer are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, ICAR NINFET shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
18. Acceptance by ICAR NINFET will be communicated by letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as

soon as possible, but the earlier instructions in the FAX, email/Express letter etc. should be acted upon immediately.

19. The Contract will be strictly monitored as per Scope of work given in Annexure I in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated by giving one month notice. The decision of the Director, ICAR NINFET in this regard shall be final and binding.
20. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, ICAR NINFET shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
21. The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract. The rates quoted shall be valid for a minimum period of 90 days from the last date fixed for the receipt of quotations.
22. Payment will be made through e transfer on after satisfactory execution of the assignment and on production of pre-receipted bills in triplicate. Bank Account No, Account Holders Name, Branch Name and IFSC code of the bank must be given in NEFT mandate form, failing of which payment will not be released. Tax will be deducted at source as per rule, if applicable.
23. Liquidated Damages clause:
 - (i) Contractor shall be responsible for the faithful compliance of scope of work mentioned in Annexure I.
 - (ii) Any authorized person may inspect the premises to see the work carried out by the agency. Shortfall, if any, will be communicated to the agency/ contractor in writing/ email by ICAR NINFET. In the event of any shortfall or services found unsatisfactory, Liquidated Damage clause will be invoked by levying a penalty @Rs. 500/- per day. The Liquidated Damage amount will be deducted from the bill of the agency.
 - (iii) After three such incidents of un-satisfactory reports, the contract shall be liable to be terminated. Performance Security will also be withheld in full or part. Final decision for invoking penalty will be taken at the level of Director, ICAR NINFET.
24. Any dispute arising out of and in relation to this agreement shall be referred the Director, ICAR NINFET. His decision will be binding on the firm.
25. The Tender Committee (TC) constituted by the Director, ICAR-NINFET shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/shortfalls.
26. ICAR-NINFET reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
27. All the communications with respect to the tender shall be addressed to: The Director, ICAR-NINFET, 12 Regent Park, Kolkata-700040



The Firms are required to upload copies of the following documents for technical consideration:-

1) TECHNICAL BID

- a) Earnest Money Deposit (EMD) or its exemption, if any.
- b) Documentary Proof whether the firm is proprietary firm or partnership firm or JV(Joint Venture) or a Company registered in Company Act 1956(amended in 2013). Copy of Registration certificate should be submitted.
- c) Copy of PAN Card.
- d) Copy of GST Registration Certificate.
- e) Tender Acceptance letter & details of the firm on the letter head (Annexure-II & Annexure-III).
- f) Copies of proof of Last five years experience in relevant field from the clients in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt/PSU/Central Universities etc.
- h) Copy of Income Tax Return (ITR) for the last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.
- i) Copy of certified balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹20.00 lakhs or more.
- j) Copy of the Affidavit to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected. Copy of affidavit on Non-judicial stamp paper in support of authenticity of credentials.
- k) Details of registered lead auditors on company's rolls and also empanelled, type of accreditations they hold with clear validity period, number of organizations of the type of ICAR prepared for certification and such other details
- l) Complete Bank Details of the Firm in NEFT mandate form Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, MICR Code and PAN No.

2) FINANCIAL BID

- a) Price Bid - Must quote the entire amount including GST and the fee for the external audit and certification should be shown separately. The cost is inclusive of consultancy cost, transportation, taxes etc. ICAR NINFET will not bear any extra cost on any account.

Description of work:

Sub: Providing consultancy and related services for obtaining NABL Accreditation to ICAR-NINFET, Kolkata-700040.

SCOPE OF CONSULTANCY:

1. Conduct GAP analysis on existing systems and facilities.
2. Conduct awareness training on the requirements of the standard ISO/IEC 17025:2005 and NABL specific requirements and training for internal auditors.
3. Assist in choosing Quality Manager (QM), Technical Manager (TM) and deputies of QM & TM who will be involved in the process.
4. Training to QM, TM, deputies of QM and TM.
4. Preparation of Laboratory Quality Management (LQM) System manual, Procedure manual, Standard operating procedures (SOPs) and framing the formats to meet the requirements of ISO/IEC 17025:2005 standard.
5. Review of implementation process and help in take corrective action.
6. Conduct internal audit and Management Review Meeting.
7. Preparation of scope of application.
8. Guide to apply to NABL as per settled scope.
9. Consultant shall be present during the Stage - 1 (Pre assessment audit) by Accreditation body, NABL for closing the observations given by NABL.
10. Consultant shall be present during the Stage - 2 (Final audit) by Accreditation body, NABL and guide for closing the observations given by NABL.
11. Submission of any Corrective action to the Accreditation body, NABL.
12. Responsibility of the consultant ultimately lies in successful NABL accreditation of the institute.

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm) and submit the scanned copy against the first label of the Technical cover.)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. EMD details (DD No, Date, Amount and Bank Name)

Or EMD exemption certificate (NSIC/MSME) UAN No. :

8. i) Trade License No:

ii) PAN No:

iii) GST No:

9. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

10. Name of Public Sector/Govt. organization/PSU/Central Universities to whom similar services have been provided by the firm during the last four years:

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Company:

13. List of Auditors in their pay roll

Signature of Authorized person of the

Firm/Agency with seal



Tender Covering Letter

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To
The Director
ICAR NINFET,
12 Regent Park,
Kolkata-700040

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Job work / service contract for providing consultancy and related services for obtaining NABL Accreditation to ICAR-NINFET, Kolkata-700040. .

1. I have understood the total quantum of work by going through the tender document and/by visiting the campuses. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in BOQ submitted in financial bid.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are not any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Central/ State Government organization in the field of providing service contract for the Maintenance of Garden, Landscape and Horticultural features.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.
7. This offer is made to be valid for acceptance by ICAR NINFET within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)
Stamp/Seal of the firm



Financial Bid Format

Sl No	Name of Service	Rate	GST	Total Amount
1	Fee for internal & external audit			
2	Fee for Certification & consultancy as per scope of work			
3	Others, if any(mention the name of service)			
Total				



(In case the representative of the Firm attends the bid physically, the form, duly filled in should be handover to ICAR NINFET Authority)

To

The Director, ICAR NINFET

12, Regent Park,

Kolkata- 700 040

West Bengal, India

Subject: Authorization for attending bid opening on..... (date) in the Tender

No.....For.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on Behalf of.....

(Bidder's name) in order of preference given below.

Order of Preference Name

Signature

specimen

1.

2.

Signature of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.

Note

1. Only one representative will be permitted to attend bid opening (Technical and Financial/Price Bid).
2. Permission for entry to the hall where bids are opened will be refused in authorization as prescribed above is not produced