



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान  
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)  
(OIE Reference Laboratory for Avian Influenza)

आनंद नगर, भोपाल - ४६२०२२ (म.प्र.), भारत  
Anand Nagar, Bhopal - 462022 (M.P.), India



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F. No. 9-91/17-18/NIHSAD (P&S)

Dated: - 21.07.2017

To

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Sub:- Engagement of Consultant for Certification of ISO:17025 – reg.

Dear Sirs,

We intend to identify the agency for the following:-

Description
Engagement of Consultant Agency to help this institute achieve Certification of ISO:17025 (Scope of Work for Certification - As per Annexure – I & II)

You are requested to please send us a **Quotation/PI** as per the following terms. Please note that: -

1. Rates are to be quoted on F.O.R. NIHSAD, Bhopal.
2. GST, if any, to be shown separately.
3. E-Payment will be made within 30 days after the date of providing the certification (ISO:17025).
4. Date & Time of Opening (Tentative):- 14.08.2017 at 11:30 AM
5. Bid Validity: - 120 days.
6. Completion Period: 60 days.

The Quotation may be submitted upto **11<sup>th</sup> August, 2017** in a closed envelope duly superscribed.

Yours Sincerely,

  
Adm. Officer

**Encl:** - [Scope of work for certificate (Annexure –I & II)].

## **ANNEXURE-I**

### **QUALIFICATION OF THE TENDERER**

All Tenderers shall include the following information and documents with their Tenders

- Company contact details (Complete address with telephone / fax no., e-mail etc.)
- Company should have a clear title, copies of original documents defining constitution or legal status, place of registration and principal place of business
- Experience in works of similar nature with NABL in last five years; details of work contractually committed; and the name and address (telephone, mobile numbers and e-mail IDs) of the clients who may be contacted for further information on those contracts. Duration of contract period, volume of work and value of contract.
- The Tenderer are required to furnish PAN based registration number of GST as applicable
- Income tax return acknowledgement (copy) for last 2 years, ending 31st March of the previous financial year.
- Copy of PAN card.
- Electronic funds transfer details (ECS/NEFT/RTGS).

## ANNEXURE-II

### **Scope of Work for NABL (ISO 17025:2005) Consultancy**

ICAR-NIHSAD, Anand Nagar, Bhopal-462 022 is an ISO 9001:2008 Certified Research Institute. In addition, avian influenza Testing Laboratory, NIHSAD, Bhopal is planning to seek “National Accreditation Board for Testing and Calibration Laboratories (NABL) ISO 17025:2005 Certification”. NABL Certification has stringent norms for avian influenza testing laboratory, Bhopal. Therefore, proposals are invited in the form of competitive bids for the services of qualified, experienced NABL consultant approved by appropriate authorities.

### **Scope of Work:-**

<b>Sr. No</b>	<b>Scope of work</b>	<b>Tentative time to be taken for completion</b>
1.	<ul style="list-style-type: none"><li>• Initial visit and evaluation /Gap analysis related to laboratory facilities, resources and documentation in line to the requirement of ISO/IEC 17025: 2005</li><li>• Recommendation for corrective actions, if any</li><li>• Conducting the awareness programme, internal audit training and any other required training enabling the relevant staff involvement in accreditation process</li><li>• Advice for Facility up-gradation, if required</li><li>• Finalizing the scope of activity and quality policy and quality objectives</li></ul>	to be completed within a reasonable period of days as mutually decided
2.	<ul style="list-style-type: none"><li>• Preparation, approval, authorization and implementation of<ol style="list-style-type: none"><li>a) Quality manual.</li><li>b) Quality system procedures.</li><li>c) Standard operating procedures.</li><li>d) Work instructions.</li><li>e) Documentation of Adopted Test methods, Reporting Test Results, Internal Quality Control, Test Data Verification and Maintenance of Records for full proof testing.</li><li>f) Any other required documents and Formats.</li></ol></li><li>• Establishment and implementation of document control system along with management system processes and controls.</li><li>• Assistance in Preparation of Traceability, Calibration, Accuracy, Uncertainties, Measurement Capabilities of Instruments / Equipment's used in Laboratory</li></ul>	to be completed within a reasonable period of days as mutually decided

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3.	<ul style="list-style-type: none"><li>• Estimation of measurement of uncertainty of all the parameters related to the scope of activity.</li><li>• Guidance for internal calibration checks and controls</li><li>• Method validation/ verification and preparation of validation protocols.</li><li>• Finalizing the parameters for environmental monitoring.</li><li>• Conducting inter-laboratory comparison program.</li><li>• Conducting of internal audit and management review.</li><li>• Getting amended the documents if required</li></ul>	to be completed within 60 days of award of tender
4.	<ul style="list-style-type: none"><li>• Closing up of inadequacies, if any</li><li>• Facilitating for putting up the application to NABL</li></ul>	to be completed within 75 days of award of tender
5.	<ul style="list-style-type: none"><li>• Pre assessment audit.</li><li>• Closing of non-conformances raised in pre assessment</li><li>• Final assessment audit</li></ul>	to be completed within 90 days of award of tender
6.	<ul style="list-style-type: none"><li>• Any other task not mentioned above that is required to ensure the certification of the institute</li><li>• Final presentation of case in front the accreditation committee</li></ul>	to be completed within a reasonable period of days as mutually decided
7.	<ul style="list-style-type: none"><li>• Final recommendation and issuing of certificate</li></ul>	to be completed within 150-180 days of award of tender or as decided mutually

**NOTE:**

- The consultant should submit his work plan and schedule the time frame given in the scope may be modified to suit the consultant and the institutes mutually, however, overall the work should be completed within six months or as decided mutually.

**FINANCIAL PROPOSAL**

- The cost of the proposed tender and other expenses including the executive remuneration charges/service charges etc (in Indian rupees) should be in the form of lump sum amount inclusive of all taxes for the entire Scope of Services as specified above.

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