



राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान

(केंद्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद)

आयुष मंत्रालय, भारत सरकार, चेरुथुरथी, त्रिपुर, केरल - 679 531

National Ayurveda Research Institute for Panchakarma

(Central Council for Research in Ayurvedic Sciences)

Ministry of AYUSH, Govt. of India, Cheruthuruthy, Thrissur, Kerala - 679 531




F.No.9/1/2018/NARIP/Gen/NABL 1965

Date: 28 NOV 2020

INVITATION OF QUOTATIONS FOR CONSULTANT FOR NABL ACCREDITATION

Sealed Quotations are invited from experienced Consultants for obtaining NABL accreditation to NARIP, Cheruthuruthy in the lines of ISO 15189. Details in this regard can be obtained from CCRAS Website www.ccras.nic.in

The interested firms are requested to follow the terms and conditions stipulated in the Tender notice included in the Website.


Dr. D. Sureshakar
Director (Institute)
28/11/2020



राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान

(कन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)

आयुष्य मंत्रालय, भारत सरकार, चक्रवर्तुर्न, त्रिपुर, केरल - 679 531

National Ayurveda Research Institute for Panchakarma
(Central Council for Research in Ayurvedic Sciences)

Ministry of AYUSH, Govt. of India, Cheruthuruthy, Thrissur, Kerala - 679 531



F.No.9/1/2018/NARIP/Gen/NABL/965

Date: 28 NOV 2020

Sub: Appointment of Consultant for NABL accreditation process of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy –reg.

Sealed Quotations are invited from experienced Consultants for obtaining NABL accreditation to NARIP, Cheruthuruthy in the lines of ISO 15189. Terms & condition mentioned in Annexure's.

	Description of Job	Location
1	Engagement of Consultant for acquisition of NABL ISO/15189 Accreditation	Biochemistry and Pathology Department, National Ayurveda Research Institute for Panchakarma, (CCRAS, Ministry of AYUSH, Govt. of India) Cheruthuruthy, Thrissur, Kerala
2	Place of opening of tenders	Chamber of Director (Institute), NARIP
3	Cost of tender document	Rs.250/-

About NARIP

National Ayurveda Research Institute for Panchakarma established in 1971, is one of the reputed research organizations of Central Council for Research in Ayurvedic Sciences, under Ministry of AYUSH, Govt. of India. The institute is functioning with the mandate of Clinical Research and Public Health Care.

1. Interested tenderers may submit their tenders at NARIP Cheruthuruthy by post or by hand. The quotation should reach in favor of Director, National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, Kerala – 679 531.
2. Tender Enquiry Document will be available on CCRAS official website www.ccras.nic.in from to 18/11/2020. The tender will be opened on 18/11/2020 at 3:30 p.m. Tender received after the last date will be rejected summarily.
3. In the event of any of the above-mentioned dates being subsequently declared as a holiday/ closed day for the Purchaser organization, the tenders will be opened on the next working day at the appointed time.
4. All the technical supportive documents should be kept in technical bid cover with clearly superscribed and sealed. Price bid cover should have only price quote documents and the cover should be sealed and superscribed. Both covers should be kept in bigger main cover sealed properly with superscribed as QUOTE FOR NABL ACCREDITATION.
5. The undersigned reserves the right to withdraw, modify and/or cancel the tender without assigning any reasons whatsoever.

SECTION I

GENERAL INSTRUCTIONS TO TENDERERS (GIT)

1. Introduction

- (I) This section gives instructions to tenderers regarding preparation and submission of tenders and explains the mode and procedure to be adopted for receipt and opening, scrutiny and evaluation of tenders and subsequent placement of contract.
- (II) Failure to provide the required information and/or failure to comply with the instructions in this tender document or give false/incorrect information may result in rejection of tender.

2. Language of tender

The tender and all subsequent correspondence shall be in English.

3. Eligible tenderers

Only tenderers who fulfil the qualification criteria specified in Section - IV are eligible to apply.

4. Tendering Expense

The tenderer shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, submission of its tender and for subsequent processing the same. The Purchaser will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

5. Tender Enquiry Documents

Section II	-	General Conditions of Contract(GCC)
Section III	-	User Requirement (Technical bid)
Section IV	-	Qualification Criteria (Technical bid)
Section V	-	Technical Bid evaluation process Section
Section VI	-	Price bid
Forms	-	Form 1 – Tender Form Form 2 - Self Declaration by the tenderer Form 3 - BG Form for Performance Security Form 4 - Contract Form Form 5 – Check List

6. Amendments to Tender Enquiry Documents

- (I) The National Ayurveda Research Institute for Panchakarma, Cheruthuruthy may, at any time prior to the deadline for submission of tenders, for any reason, modify the Tender Documents by issuance of Addenda or Corrigenda. They can be downloaded from the CCRAS website www.ccras.nic.in
- (II) All such amendments shall be binding on the tenderer. The tender Documents shall be deemed to be amended only by way of the amendments mentioned above. Any other communication issued to the tenderers shall not be construed as an amendment to the Tender Documents.

7. Documents Comprising the Tender

- (I) The Tender shall be submitted by post/byhand in two covers, first cover will contain Technical Bid and second cover will contain Price Bid.
- (II) Technical Bid i.e. first cover, shall, *inter alia*, contain the following:
 - a) Duly filled-in Tender Form as per Form-1.
 - b) Documentary evidence, establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted. The documentary evidence needed to establish the tenderer's qualifications shall be

8. Terms and Mode of Payment

- (I) The detailed terms and mode of payment shall be as under:

Payment terms:

S. No.	Phases of Job completion for release of payment of tenderer (Consultant/ Consulting firm)	Time Line for NABL accreditation	Instalments	Payment (in percentage) to be released of the total Quoted Consultancy Charges
1.	After submission of GAP analysis report, updating of Quality Manual of NABL application	2 months	First	30
2.	After Final Integrated Assessment	4 months	Second	30
3.	After receiving NABL Accreditation	6 months/ After receiving NABL accreditation	Third	40

- (II) No advance payment shall be made.
- (III) While claiming payment, the successful tenderer should also certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on his part for claiming that payment has been fulfilled as required under the contract

SECTION II
GENERAL CONDITIONS OF CONTRACT (GCC)

1. Obtaining NABL ISO 15189 accreditation to Biochemistry and Pathology Department of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy.

The following General Conditions of Contract shall be applicable for this purchase. The indicative draft contract is provided in Form 4 of this document.

1. Performance Security

- (i) The performance security for an amount equal to 5 per cent of the total value of the contract should be paid upfront in respect of contract within 15 days of issue of Notification of Award by NARIP, Cheruthuruthy.
- (ii) The Performance security shall be in the form of unconditional irrevocable Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in Form 3 of this document having validity of 9 months.
- (iii) If the Tenderer fails to fulfil its obligations in terms of the contract, the amount of the performance security shall be payable to NARIP as compensation and NARIP can invoke the said Performance Bank Guarantee.
- (iv) If any amendment is issued to the contract, the tenderer shall, within fifteen days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- (v) Subject to sub-clause 2(i) above, NARIP will release the performance security without any interest to the Supplier on completion of the Supplier's all contractual obligations.

2. Services

The successful tenderer shall provide services as detailed in the Schedule of Requirements in Section III.

3. Assignment

The successful tenderer shall not assign to anyone, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with NARIP prior written permission.

4. Delay in the Supplier's performance

- (i) The successful tenderer shall perform the services under the contract within the time schedule specified by NARIP in the Schedule of Requirements and as incorporated in the contract.
- (ii) Any unexcused delay by the successful tenderer in maintaining its contractual obligations towards performance of services shall render the tenderer liable to any or all of the following sanctions:
 - i) imposition of liquidated damages,
 - ii) forfeiture of its performance security and termination of the contract for default

9. Basic Principle

- (I) Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender enquiry document. Modifications or any new conditions will not be brought in while scrutinizing and evaluating the tenders.
- (II) NARIP reserves the right to have the financial and other data / credentials claimed by the tenderer verified independently, if necessary, by a third party. If the data/ credentials furnished are found to be incorrect, NARIP will reject the particular Tender summarily. NARIP also reserves the right to reject any Tender submitted by a party if it comes to know *suomotoof* any adverse reports on the financial condition or credentials of the tenderer.

10. Preliminary Scrutiny of Tenders

- (I) The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, criteria, conditions, etc. as prescribed in the tender enquiry document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and ignored.
- (II) NARIP reserves the right to waive minor deviation, if they do not materially affect the capacity of the bidder to perform the contract.

11. Scrutiny & Evaluation of Tender Technical Bids

- (I) Tenders of the Tenderers, who do not meet the required qualification criteria prescribed in Section - IV, will be treated as non-responsive and will not be considered further.

12. The technical bids will be evaluated to assess the following:

- a) Is the bidder eligible and qualified to submit the tenders?
- b) Does the tender conform to all the Instructions to Tenderers?
- c) Are the services offered as per the Schedule of Requirements, Technical details, Experience, etc.?
- d) Is the bidder capable of providing the requisite services?

13. Evaluation and Award Criteria

- (I) Technical bids will be evaluated on the basis of information and data provided in the bids. Technical bids of the Tenderers, who fulfil qualification criteria laid down in Section-IV, shall be evaluated first in terms of requirements/technical details/experience given in Section-V of the tender document.

14. Price Bid

- (I) After determining at the technical evaluation stage that the offer is in conformity with the requirement and the offer of the tenderer is found technically suitable; price bids of the Tenderers, whose technical bids are accepted, shall only be opened. The technically qualified tenderer quoting the lowest rate shall be declared **L1/Successful Tenderer** and shall be awarded the contract subject to fulfilling other terms and conditions of the tender and approval of the competent authority.
- (II) If L1 does not accept the award, the second lowest tenderer (L2) may be given an opportunity to match the L1 price and execute the work. This is notwithstanding such other action that may be taken against L1 tenderer.

SECTION III

USER REQUIREMENTS (TECHNICAL BID-TO BE SUPPORTED WITH DOCUMENTS)

The activities to be carried out in accordance with the details as under:

1. The consultancy towards acquisition of ISO/15189 accreditation for Biochemistry Department, NARIP, Cheruthuruthy is required.
2. All work to be done by the Consultant shall be in line with NABL Requirement.
3. The work of acquisition of ISO/15189 accreditation will be carried out in 6 months.
4. The Consultant will advise NARIP, well in advance, about the jobs to be undertaken by outside agencies in connection with the subject acquisition of ISO/15189 accreditation, as required.

5. Scope of Accreditation NABL:

S. No.	Tests in blood samples	Requirements
1	Glucose	With reference to these parameters/ tests, taking complete measures for obtaining NABL ISO 15189 for the Department of Biochemistry and Pathology, NARIP with in specific period of time (With in maximum of 6 months) from the date of agreement.
2	Cholesterol	
3	HDL Cholesterol	
4	Triglyceride	
5	Total Protein	
6	Albumin	
7	Urea	
8	Creatinine	
9	Uric acid	
10	Bilirubin Total	
11	Bilirubin Direct	
12	Serum glutamate oxaloacetate transaminase (SGOT)	
13	Serum glutamate pyruvate transaminase (SGPT)	
14	Alkaline phosphatase	

6. The Details of Works are as given below:

PART-A : Preparation of Documents			
S. No	Item of work	Qty	Scope of Item
1.	Providing awareness to our staff to prepare documents on the basis of ISO/15189	02	The programme should be in the form of work shop /seminar to guide them about the document's implementation in line with NABL requirement.

5. Liquidated damages

- (i) Liquidated damage will be charged for every case of delay in completion of job at the rate of 0.5 % of the total contract value per case of job per week or part thereof until actual completion of work, subject to a maximum of 10% of the contract value.
- (ii) If the delay exceeds two months from the scheduled date of completion of assignment, NARIP shall have the right to terminate the contract at the risk and cost of the successful tenderer.
- (iii) The amount of Liquidated damages may be adjusted or set-off against any sum payable to the successful tenderer under this or any other contract with NARIP.

6. Termination for default

- (i) The NARIP may, without prejudice to any other contractual rights and remedies available to it, by written notice of default sent to the Tenderer, terminate the contract in whole or in part, if the tenderer fails to execute and complete the work related to NABL accreditation or fails to perform any other contractual obligation(s) within the time period specified in the contract under clause 9 of Section I.
- (ii) Unless otherwise instructed by NARIP, the tenderer shall continue to perform the contract to the extent not terminated.

Part-B: Consultancy:			
S. No.	Item of Work	Qty.	Scope of the Item
1.	Updating of: Quality Manuals, Management System Preparation of Procedures (MSP), Formats and SOPs, Registers	02	<ul style="list-style-type: none"> • The Consultant shall act as facilitator in development and approval of documentation suitable to Revenue Laboratories needs for its implementation and meeting requirements of ISO15189 • Updating of Quality Manual which includes description of all elements given in the standard. • Preparation of MSP, Standard Operating Procedures(SOPs) • Framing the formats as per ISO15189 requirements. • (Existing SOP's and manuals will be provided)
2.	Verification of Facilities and personnel	02	<p>Guiding for preparation of required documents:</p> <ol style="list-style-type: none"> 1. Verification of measurement/ testing, *Calibration traceability according to international standard. 2. Verification of Facilities and personnel. <ul style="list-style-type: none"> • Personnel and Equipment • Accommodation/environment conditions • Test methods and method validation • Sampling and Handling of Samples • Assuring the quality of test results • Reporting of the results
3.	Guiding for implementation of the system to our staff	02	<p>Guiding for implementation</p> <ul style="list-style-type: none"> • Management system, Document control • Review of requests, Tenders and contracts • Subcontracting of tests • Purchasing services and supplies • Service to customers, • Complaints and Improvement • Control of non-confirming work • Corrective and preventive action • Control of records

Part - C: Auditing			
S. No.	Item of Work	Qty.	Scope of Item
1.	Guiding for Internal Audit, Management review meeting and submission of application	02	<ul style="list-style-type: none"> • Consultant shall guide for conducting internal audit and reporting results • Consultant shall guide when conducting management review meeting and preparation of minutes. • Submission of application for accreditation to NABL • Submission of quality manual to NABL for adequacy by lead assessor • Updating quality manual as suggested by lead assessor (NABL)
2.	Final NABL Audit and Integrated NABL Audit	02	<ul style="list-style-type: none"> • Consultant shall be present at the time of Final audit by accreditation body and guide for closing the observations given by accreditation body. • Submission of any corrective action to NABL • Getting NABL ISO 15189

Part – D: Implementation Chart For NABL Accreditation As Per ISO 15189 Recognition and Responsibility of Consultant:		
S. No.	Activity	Responsibility
1.	GAP analysis	NABL Committee & Consultant
2.	Documentation preparation (Quality Manual, SOPs and files and formats)	Consultant
3.	Documentation hand over and training for implementation (Quality Manual, SOPs, QMSP and formats)	Consultant
4.	Assist CRCL to acquire Inter Laboratory Comparison test and calibration of equipment & glassware certificates and all documents required for NABL application	Consultant
5.	Undertaking any check to verify testing /calibration capacity of the laboratory & witnessing the testing /calibration/sampling being performed relevant to accreditation.	Consultant
6.	NABL Application preparation & sending application to NABL	NABL Committee & Consultant
7.	Implementation of quality system	Consultant through Laboratory Personnel
8.	Quality system development	Consultant
9.	On-job training for all concerned staff	Consultant

SECTION IV
QUALIFICATION CRITERIA(TECHNICAL BID TO BE SUPPORTED WITH DOCUMENTS)

1. General:

- (i) The tenderer must possess the requisite experience, manpower and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The bids must be complete in all respect and should cover the entire scope of work, as stipulated in the tenderdocument.
- (ii) The tenderer should have experience in NABL accreditation consultancywork.
- (iii) The tenderer should have carried out similar assignments in any other organization.
- (iv) The tenderer should have sufficient manpower/material/technicalresources.
- (v) The tenderer shall have carried out such work as demonstrated by previous work done successfully.
- (vi) The tenderer should render support/help in implementing/acquiring the Certificate within a specified timeframe.
- (vii) The tenderer should attach detailed profile/biodata/ organization capacity for taking up the work.

(Please note that tenderers should submit all relevant documents duly self-attested confirming their qualification as per the Qualifying Requirements mentioned in this Section as part of TechnicalBid).

2. TechnicalBidRequirements:

S. No.	Particulars	Requirements
1.	The tenderer(including Expert/Key personnel to be engaged for accreditation work) must have attended / passed four days course on ISO 15189 conducted by any Govt. Institution as per NABL	The tenderer is required to submit a copy of appropriate certification document issued by Govt. Institution as per NABL
2.	The tenderer must have 3 years of experience in successful NABL Accreditation to at-least threelaboratories through theirconsultancy	(i) Work order(s) indicating the work experience, period & area of activity. (ii) Submit information on project experience (iii) User(s)Performance Certificate
3.	The tenderer must be in possession of valid registration under Income Tax, PAN, Service Taxetc.	Copy of latest Valid Certificate
4.	The tenderer must not be banned or debarred or blacklisted by any State Govt./ Central Govt./ Central or State Govt.Undertakings/ Utilities/Private Organizations etc. in the past five years	Self-declaration certificate to be submitted in format given in Form -2

10.	Training on documentation	Consultant
11.	Training on implementation	Consultant
12.	Training on quality control	Consultant
13.	Training on pre-analytical errors	Consultant
14.	Training on document control	Consultant
15.	Monitoring quality system	Consultant
16.	Closure of non-conformance	Consultant
17.	Assist Biochemistry Laboratory of NARIP at the time of final assessment by NABL	Consultant
18.	Obtaining final NABL accreditation.	Consultant
19.	Any other jobs relevant for obtaining NABL accreditation	Consultant
20.	Application fees, Auditors visit, honorarium and other expenditures related with NABL office	NARIP

7. Delivery schedule for assignments

The successful tenderer will be engaged for a period of 6 months (maximum). He will be required to complete the assignments within the scheduled time as specified jobwise in clause 9 of Section-I. Extension of delivery schedule, if any, shall be at the sole discretion of Director of NARIP.

SECTION V
TECHNICAL BID EVALUATION PROCESS

Technical bids will be evaluated on the basis of points scored by the tenderers on each of the criterion as under:

S. No.	Criteria	Marking pattern (Points)	Total Marks	Remarks
1.	Tenderer must have attended / passed min. four- day course on ISO 18159 conducted by any Govt. Institution as per NABL requirement.	Yes: 15 No: Nil & Not eligible	15	Tenderer is required to submit a copy of appropriate certification document issued by Govt. Institution as per NABL requirement.
2.	Tenderer shall have minimum 3 years of working experience in quality functions including testing and calibration of Chemical Laboratory	< 3 years Not eligible : 3 3 – 5 years : 12 > 5 years : 15	15	Tenderer is required to submit a self-declaration on taking into account total number of years of work experience as per criteria.
3.	Total number of previous consultancy work with respect to ISO 15189 of chemical laboratories taken up by the Bidder during last 3 (five) years and number of jobs successfully executed within stipulated time (i.e. respective period of work).	< 3 years: Not eligible 3 : 6 3 - 5 : 10 > 5 : 15 ≥ 10 : 20	20	Tenderer is required to submit copies of Work Order/Job-Order with proof of completion of work certification from the Government /organization of repute (i.e. principal employer) & photo copy of related NABL certificate along with the tender document. Tenderer with less than 3 successful job executions within stipulated period of work during last five years shall not be eligible.

The maximum possible marks, which may be scored by a tenderer are 50. Minimum qualifying marks are 30 out of 50 (i.e. 60% of the total possible marks). Please note that the financial bid will be opened only of the tenderers scoring minimum qualifying marks as above.

7.	The Tenderer should accept TenderB Terms & Conditions and submit Declaration and Tenderer's Information in Tender Form as per Form – 1	
8.	The tenderer should furnish the following Documentary evidences in support of the QCs as given below:- Copy of contract agreement/ work order along with endorsed completion certificate in value issued by the party with whom the contract has been entered for having met the qualifying requirements mentioned in QC.	

SECTION VI

PRICE BID

1. ItemName

Providing consultancy for NABL Accreditation of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy

2. FinancialOffer

S. No.	Activity	Quote
1.	Brief Description of the work	Providing consultancy for NABL Accreditation of Department of Biochemistry and Pathology, National Ayurveda Research Institute for Panchakarma, Cheruthuruthy as per the Scope of Work Requirements of Section III of the tender.
2.	Consultancy charges (In Indian Rupees)[A]	
3.	GST @% (In Indian Rupees) [B] (Or) TDS	
4.	Total Consultancy Charges [A + B] (In Indian rupees) (In words)	

Note : Price bid should be written in whole numbers

I/We agree with the payment terms as indicated at Clause 9 of Section-I of this tender.

SignatureoftheTendererwithseal

Place :

Date :

FORM – 1

**TENDER FORM FOR ENGAGEMENT AS NABL ISO 15189 CONSULTANT -
NATIONAL AYURVEDA RESEARCH INSTITUTE FOR
PANCHAKARMA,CHERUTHURUTHY**

(Date and Reference)

To:

The Director
National Ayurveda
Research Institute for Panchakarma,
Cheruthuruthy

Sub: Appointment of Consultant for NABL accreditation of NARIP –reg.

Dear Sir,

Having carefully gone through the above instructions and the TED, I/we, M/s. _____, the tenderer, agree to all the terms and conditions mentioned in them and hereby, submit our proposal for selection as Consultant for (name of the project and work) as per the Schedule requirements, delivery schedule and in conformity with all other conditions in the TED and amendments

1. Details of the Tenderer(Consultant):

- i) Name:
- ii) Address:
- iii) Telephone Number:
- iv) Email:

2. Number of Experts Available with the tenderer(Consultant)

S. No.	Name & Designation of the expert	Qualification	Experience in Years
1.			
2.			
3.			
4.			

Note: Experience & capability should be directly related to accreditation of Chemical/Food Testing Laboratory.

3. Total experience of providing consultancy for NABL Accreditation in years.

4. Name of Laboratories, who have received NABL Accreditation through the Tenderer

S. No.	Name & address of the Laboratory	Certificate No.	Date of Award of Certificate	Scope
1.				
2.				
3.				
4.				
5.				

5. Name of the Laboratories to which the tenderer is in process of providing consultancy for acquiring NABL Accreditation. i.e. assignment inhand.

S. No.	Name&addressofthe laboratory	Date of appointment as Consultant	Scope	Time frame as per terms of reference
1.				
2.				
3.				

6. Credentials andProfile

i) Whether the Tenderer is approved from QCI (Quality Council ofIndia)

7. Proposed deliverables with time frame, for fulfilling the requirements of NABL Certification from Documentation-Training-Internal Audit-to the award of NABL Certification, are to be mentioned in a prescribed format, asbelow:

S. No.	Phases of Job completion	Time frame (In months/weeks)
1.	GAP analysis report & updating ofQM NABL application	
2.	NABL integrated FinalAssessment	
3.	Receiving Accreditation certificate from NABL	

8. I/We declarethat:

- (a) I/We have examined and have no reservations to the Tender Document, including any Addendum issued by theAuthority;
- (b) I/We do not have any conflict of interest in accordance with the Tender Document;
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the authority or any other public sector enterprises or any other Government, Central or State;and
- (d) I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, coercive practice, undesirable practice or restrictivepractice.

9. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the consultant, without incurring any liability to the Tenderer in accordance with the Tenderdocument.

10. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a court of Law or indicted or orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which related to a grave offence that outrages the moral sense of the community.

11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any of the Government or convicted by a court of Law for any offence committed by us or by any of our Associates.

12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Association or against our CEO or any of our Directors/Managers/Employees.

13. I/We agree and understand that the proposal is subject to the provisions of the Tender document. In no case, shall I/We have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is rejected.

14. I/we, unconditionally accept scope & all terms and conditions of engagement as brought out in tendernotice.

15. I/we hereby declare that whatever stated herein above is true and correct and nothing has been hidden or concealed.

NOTE: Price should not be quoted in this part of the tender. Supporting documents (wherever applicable) must be submitted/ enclosed to justify the claim or as a proof.

Place:

Yoursfaithfully,

Date:

SignatureoftheTendererwithseal

PLEASE NOTE THAT IN ANY CASE THE TOTAL TIME TO GET NABL CERTIFICATIONSHALLNOTEXCEED6MONTHSFROMTHEDATEOF AWARD OF ORDER TO THE TENDERER. THE TENDERER SHOULD ADHERE TO JOB-WISE TIMELINE REQUIRED FOR SEEKING NABL ACCREDITATION AS AT CLAUSE 9 OF SECTION-I.

Thisformistobedulyfilledup&inksignedbytheTendererwithseal&submitted onlinealongwiththeTechnicalbidoftenderdocument

FORM – 2
SELF DECLARATION FORMAT

Name of the Tenderer (Consultant/Consultancy Firm): _____

TenderNo: _____

Sir,

- i) I/We, the undersigned, do hereby declare that, I/We have never ever been blacklisted and / or there were no debarring actions against us for any default in performance of the contract entrusted to us in any part of India.
- ii) In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid / contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Director NARIP, Cheruthuruthy.

Yours faithfully,

Signature of the Tenderer with seal

Place:

Date:

FORM – 3

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

Director

NARIP, Cheruthuruthy

WHEREAS(name and address of the Consultant) (hereinafter called the “Consultant”) had undertaken in pursuance of contract No...tosupply (description of goods and services)(herein after called the “contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Consultant such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of.....(amount of the guarantee in words and figure), and we undertake to pay you, upon your first written demand declaring the Consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or any of the contract documents which may be made between you and the Consultant shall in any way release us from any liability UNDER this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall not be discharged by any change in our constitution or that of the Tenderer;

The Bank confirms that this Guarantee has been issued with observance of appropriate laws of the country of issue;

The bank guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the guarantor bank or Consultant

The bank further undertakes not to revoke this guarantee during its currency except with the previous express consent of the Laboratory in writing.

The bank declares that it has the powers to issue this guarantee and discharge obligation contemplated therein, the undersigned is duly authorized and has full power to execute this guarantee for an on behalf of the bank

The Bank also agree that this Guarantee shall be governed and construed in accordance with

Indian Laws and subject to the exclusive jurisdiction of Indian Courts at
..... India.

This guarantee shall be valid until the.....Dayof..... 2020.

(Signature of the authorized office of theBank)

Name and Designation of theOfficer

Seal, Name & Address of the Bank and address of theBidder

FORM - 4
CONTRACT FORM
(Indicative draft)

Contract No. _____ dated _____

CONTRACT FOR ENGAGING CONSULTANT/CONSULTANCY FOR NABL ACCREDITATION OF NARIP, CHERUTHURUTHY

This contract for engaging Consultant/ Consultancy for NABL accreditation of NARIP, Cheruthuruthy is made on this day of 2020.

2. Whereas a Tender LTE No. dated had been floated on behalf of the NARIP and the Consultant had submitted a tender in response and has been awarded the contract vide F. No. dated, it is hereby, agreed that the Consultant will undertake NABL accreditation of NARIP, Cheruthuruthy

3. The following documents shall be deemed to form and be read and construed as part of this contract:

(i) CRCL Tender Enquiry Document LTE No. dated

(ii) Consultant's (Successful Tenderer's) Technical bid dated _____

(iii) Price bid of the Consultant (Successful Tenderer)

(iv) General conditions of the Contract Section II, User Requirement and Scope of Work Section III, Qualification Criteria and Technical Bid requirement Section IV, as mentioned in LTE No. dated

(v) Work order / Notification of Award F.No. _____ dated.

4. In addition to above documents, following shall also be deemed to form and be read and construed as part of this contract:

a) Consultant's letter No. _____ dated _____

b) NARI letter F.No. _____ dated _____

c)

5. Brief particulars of the services

Brief particulars of the NABL accreditation work and services which shall be completed by the Consultant are as under:

S.No.	Description of Job & Total Charges to be paid	Total Cost (in Rs.)
1.	Acquisition of ISO/15189 accreditation	
2.	GST charges/TDS	
3.	Total Charges inclusive of GST/TDS	

However during the period of contract for NABL accreditation of NARIP, Cheruthuruthy in case the Consultant executes identical work for any other party at a lower cost, the contract price will be deemed to have been reduced by the difference between the charges offered to the NARIP and to the other party. Any difference in the terms of delivery of assignments shall be duly accounted in the process.

6. Performance Security

The Consultant (Successful Tenderer) will furnish 5% of total charges as Performance Security within 15 days of issue of Notification of Award by NARIP as per clause 2(i) of Section – II of LTE No..... dated

7. Payment terms for payment to the Consultant, as provided in clause 9 of Section–I.

S. No.	Phases of Job completion for release of payment of tenderer (Consultant/ Consulting firm)	Time Line for NABL accreditation and FSSAI Recognition	Instalments	Payment (in percentage) to be released of the total Quoted Consultancy Charges
1.	After submission of GAP analysis report, updating of Quality Manual of NABL application	2 months	First	30
2.	After Final Integrated Assessment	4 months	Second	30
3.	After receiving NABL Accreditation	6 months	Third	40

- The amount payable as mentioned above are inclusive of all expenses on account of consultancy services, training, travel, accommodation and any other requirement on the part of the Consultant.
- The bill should be accompanied by the original copy of the invoice from the consignee duly stamped, where necessary & copy of the job completion certificate. The mandate form for providing bank details must be submitted along with the bill for payment through ECS.
- All statutory tax rules will be applicable.
- No advance payment will be made in any case.
- The invoice in triplicate duly stamped with details of bank particulars addressed to “The Director, National Ayurveda Research Institute for Panchakarma, Cheruthuruhty is submitted for claiming payment.

8. Paying Authority

The Director, NARIP, Cheruthuruthy shall be the paying authority.

9. Liquidated Damages

If the Consultant fails to complete the work related to NABL accreditation within the time fixed under the contract, NARIP shall deduct Liquidated Damages as per clause 6(i) of Section II of LTE No. dated

10. Termination of Contract

The Contract can be terminated in accordance with clause 9 of Section-II of LTE No. dated

Received and accepted this contract.

(_____)
M/s _____
(Sign & Stamp of
Consultant) Date: __
Place: _____

(_____)
The Director,
NARIP, Cheruthuruthy

Witness:

- 1.
- 2.
- 3.

Witness:

- 1.
- 2.
- 3.

FORM – 5
CHECK IST

S.No.	Item	Declaration	Page Number in Bid
1.	Tender document fee Rs.250/-	Yes /No	
2.	All columns are filled in Form - 1 and signed	Yes /No	
3.	Proof of the Authorized Signatory for bid submission	Attached	
4.	Price Bid as per given Proforma	Yes/No	
5.	Previous NABL Work carried out as per scope	Yes/No	
6.	Training certificate in ISO15189 of all available experts	Attached	
7.	3years experience in NABL certification work	Yes/No	
8.	Total Number of laboratories for which NABL accreditation is completed /in process	Attached	
9.	Work order, Completion certificate of work, performance certificate, NABL certificate of each laboratory mentioned above	Attached	
10.	PAN card, GST No whichever is applicable	Yes/No	
11.	Whether MSME registered, attach certificate	Yes/No	
12.	Methodology for carrying out this assignment	Attached	
13.	Sequence of activities	Attached	
14.	Self-declaration of number of years of NABL experience	Attached	
16.	All documents attached are signed and stamped	Yes/No	

Signature of the Tenderer with stamp