LIMITED TENDER ENQUIRY
No.01/LTE/CRCL/2020-21

Sub: Appointment of Consultant for NABL accreditation & FSSAI Recognition of CRCL and NABL accreditation of New Custom House Laboratory, IGI Airport, New Delhi under LTE - reg.

Quotations are invited from vendors on single bid system for Consultancy (Technical & Management) for obtaining NABL accreditation and FSSAI Recognition of CRCL, New Delhi subject to the terms & condition mention in annexure.

<table>
<thead>
<tr>
<th>Description of Job</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement of Consultant for acquisition of ISO/IEC 17025:2005 Accreditation and FSSAI Recognition (Scope -Annexure)</td>
<td>CRCL, New Delhi and New Custom House Laboratory, IGI, Airport, New Delhi</td>
</tr>
</tbody>
</table>

2. Interested tenderers may submit their tenders online at Central Public Procurement Portal (CPPP) website: http://eprocure.gov.in/eprocure/app.

3. Tender Enquiry Document will be available on Department’s official website http://www.crcl.gov.in and on CPPP from 13.08.2020 to 02.09.2020. The tender will be opened online at 1500 Hrs on 03.09.2020 at Central Revenues Control Laboratory (CRCL), Hill Side Road, IARI Campus, Pusa, New Delhi - 110012. Tender received after the last date will be rejected summarily.

4. 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.

5. The undersigned reserves the right to withdraw, modify and/or cancel the tender without assigning any reasons whatsoever.

Sd/-
(Dr. T. A. Sreenivasa Rao)
Joint Director
Limited Tender Form

Name of Procuring Entity – Central Revenues Control Laboratory (CRCL), New Delhi

<table>
<thead>
<tr>
<th>Firm’s Reference</th>
<th>Date</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Firm Registration No. (If any)</th>
<th>PAN (attach photo copy)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>TIN/GST</th>
<th>LIMITED TENDER FORM</th>
<th>Address:</th>
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</table>

<table>
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<tr>
<th>Phone</th>
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<tr>
<th>Fax</th>
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<th>Email</th>
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<tr>
<th>M/s</th>
<th>Enquiry No. and Date</th>
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</table>

<table>
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<tr>
<th>Date of tender opening</th>
<th>03.09.2020</th>
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</thead>
</table>

The tender would be opened at 1500 hrs on the date of tender opening above, at the address mentioned above.

Please submit on or before 1500 hrs on 02.09.2020, your quotation for the following service, in accordance with the terms & conditions printed at Annexure-C, in Central Public Procurement Portal (CPPP) website: http://eprocure.gov.in/eprocure/app.

**Tender Schedule – All rates in figures and Words in Rupees**

Enclosed Specifications/Annexure/Special Condition of Contract:

**Item/tender specific condition of the tender**

<table>
<thead>
<tr>
<th>Signature &amp; Seal</th>
<th>Name of Authorized Signatory</th>
</tr>
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</table>

<table>
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<tr>
<th>Place &amp; Date:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Tel. No./Fax. No./Mobile No.: Email Id:</th>
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</thead>
</table>

Annexure – A
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 e tender document or give false/incorrect information may result in rejection of its 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, mailing and 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**
In addition to Section I - “Limited Tender Enquiry” (LTE), the tender enquiry documents include:

   - **Section II** - General Conditions of Contract (GCC)
   - **Section III** - User Requirement
   - **Section IV** - Qualification Criteria
   - **Section V** - Technical Bid evaluation process
   - **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 Central Revenues Control Laboratory, New Delhi (herein after called “CRCL”) 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 website [www.cbic.gov.in](http://www.cbic.gov.in); [www.crcl.gov.in](http://www.crcl.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.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 online 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 it’s tender is accepted. The documentary evidence needed to establish the tenderers qualifications shall be:
   (i) The tenderer has the required technical and financial capability and adequate experience necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section - IV in this document.
   c) Power of Attorney of firm / resolution of Board of Directors of company for person or persons authorized to sign the Tender, if applicable;
   d) Certified published annual reports for the last three years showing the turnover and financial results of the Tenderer.
   e) An undertaking to the effect that the Tenderer has not been banned or suspended from Government transactions due to any reason including corrupt and fraudulent practices.
   f) Check List.

**Please Note –**

A. The tender is required to be submitted online by a person having digital signature issued by any Certifying Agency. If the tender submitted by proprietary or partnership firm, all the documents are required to be signed and stamped on every page. In the event of the Tender being submitted by a partnership firm, it should be signed separately by each partner thereof, or in the event of the absence of any partner, it should be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney, duly notarized should be submitted with the Tender, and it should clearly mention the registration/ incorporation particulars of the firm. In the case of a company, the tender should be signed by person(s) authorized by a resolution of the Board of Directors of the Company. A copy of the relevant resolution, certified by the company Secretary shall be enclosed. Further, in the case of company, Board of Directors needs to authorize individual to obtain digital signature to represent the company. Scanned copy of this authorization is also required to be uploaded.

B. The Tenderers may also enclose with their tenders, technical literature and documents other than requested in tender, as considered necessary by them.

   (i) Price bid shall be as per proforma of the Tender document. **It shall be ensured that Price bid is only submitted online.**
   (ii) **Indication of the bid price in the Technical bid directly or indirectly will render the entire bid invalid.**
   (iii) A tenderer, which does not fulfil any of the above requirements and/ or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.

8. **Tender currency**

Remuneration/ Fee may be quoted only in Indian rupees. The costs should be quoted both in figures and in words, in such a way that interpolation is not possible.
9. **Terms and Mode of Payment**
   
   (i) The detailed terms and mode of payment shall be as under:

**Payment terms:**

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

(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.

10. **Instructions**
   
   (i) Tender documents may be downloaded from Central Public Procurement Portal (CPPP) website: https://www.eprocure.gov.in.

   (ii) Tender Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.

   (iii) Tenderers are advised to follow the instructions provided in the “Instructions to the Tenderers/Contractors for the e-submission of the bids online through the Central Public Procurement Portal for procurement at https://eprocure.gov.in/eprocure/app”.

   (iv) The Tenderer shall submit his technical bid as per the Tender form (Form-1) along with all necessary enclosures.

   (v) The technical bid should not indicate the bid price directly or indirectly. If it is so indicated, the entire bid will be invalid.

11. **Opening of e-Tenders**
   
   (i) CRCL will open on-line the Technical bids at 1500 hours on 03.09.2020. In case the specified date of tender opening falls on/ is subsequently declared a holiday or closed day for CRCL, the tenders will be opened at the appointed time and place on the next working day.

   (ii) The first cover, i.e. technical bids will be opened first. These bids will be scrutinized and evaluated with reference to parameters prescribed in the tender document.
(iii) The second cover, i.e. price bids of only technically acceptable offers shall be
opened and evaluated for the Tenderers whose technical proposals have been
found acceptable.

12. **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) CRCL 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, CRCL will reject the
       particular Tender summarily. CRCL also reserves the right to reject any Tender
       submitted by a party if it comes to know *suomoto* of any adverse reports on the
       financial condition or credentials of the tenderer.

13. **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) CRCL reserves the right to waive minor deviation, if they do not materially
       affect the capacity of the bidder to perform the contract.

14. **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.

15. 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?

16. **CRCL’s Right to accept any Tender and to reject any or All Tenders**
   (i) CRCL reserves the right to accept in part or in full any tender or reject any
       tender without assigning any reason or to cancel the tendering process and reject
       all tenders at any time prior to award of contract, without incurring any liability,
       whatsoever to the affected tenderer or tenderers.
   (ii) CRCL reserves the right to disqualify any one or more tenderer on the grounds
       of national security and public interest.

17. **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.

18. **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 not withstanding such other action that may be taken against L1 tenderer.

19. Notification of Award
(i) CRCL will notify the successful tenderer(s) online as well as in writing, by registered / speed post or by fax/ e-mail. The successful tenderer(s) must furnish to CRCL, the performance security within fifteen days from the date of the notification in Form-3 having validity of 9 months.

20. Miscellaneous
(i) The headquarters of CRCL is at New Delhi and NCH Laboratory, IGI to be accredited. The tenderer shall be required to travel to Delhi, as per requirement, for meetings, consultation, inspection etc.

(ii) All correspondence between CRCL and the tenderer shall be privileged. The tenderer shall also be required to maintain absolute confidentiality in respect of all material / information/ data that may come to his knowledge in the course of his engagement.

(iii) The Consultant shall at all times ensure that there is no Conflict of Interest of this assignment with any other affairs of his.

(iv) If the service of the Consultant/Consultancy Firm, after awarding the contract, at any stage is found unsatisfactory, Director (RL) may terminate the contract without assigning, compensation and notice to the Consultant/Consultancy Firm.

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SECTION II
GENERAL CONDITIONS OF CONTRACT (GCC)

1. **Application**
   (i) The following General Conditions of Contract shall be applicable for this purchase. The indicative draft contract is provided in Form 4 of this document.

2. **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 CRCL.
   (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 CRCL as compensation and CRCL 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, CRCL will release the performance security without any interest to the Supplier on completion of the Supplier’s all contractual obligations.

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

4. **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 CRCL’s prior written permission.

5. **Delay in the Supplier’s performance**
   (i) The successful tenderer shall perform the services under the contract within the time schedule specified by CRCL 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
      iii) termination of the contract for default

6. **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, CRCL 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 CRCL.

7. Resolution of disputes
   (i) In the event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Department of Revenue, on the recommendation of the Secretary, Department of Legal Affairs (“Law Secretary”), Government of India. The provisions of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at New Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the “Award”), which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

   (ii) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

8. Applicable Law and Jurisdiction
   The contract shall be governed by the laws of India for the time being in force. Subject to clause 7 (i) above (Resolution of disputes), the Courts of Delhi shall have exclusive jurisdiction in all matters or disputes arising under or in respect of this contract.

9. Termination for default
   (i) The CRCL 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 and FSSAI recognition 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 CRCL, the tenderer shall continue to perform the contract to the extent not terminated.

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SECTION III
USER REQUIREMENTS

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

2. All work to be done by the Consultant shall be in line with NABL and FSSAI Requirement.
3. The work of acquisition of ISO/IEC 17025:2017 accreditation and FSSAI Recognitions will be carried out in 6 months.
4. The Consultant will advise CRCL, well in advance, about the jobs to be undertaken by outside agencies in connection with the subject acquisition of ISO 17025:2017 accreditation, as required.
5. Scope of NABL/FSSAI:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Scope</th>
<th>Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>(i) Milk &amp; Milk Products (ii) Cereals (iii) Oils &amp; Fats</td>
<td>Parameters as mentioned in FSSAI orders</td>
</tr>
<tr>
<td>2.</td>
<td>(i) Metal Contaminants (ii) Micronutrients</td>
<td>Parameters as mentioned in FSSAI orders / IS standards</td>
</tr>
<tr>
<td>3.</td>
<td>(i) Illegal dyes</td>
<td>Parameters as mentioned in FSSAI orders / IS standards</td>
</tr>
<tr>
<td>4.</td>
<td>Residues in Food (i) Antibiotics (ii) Pesticides (iii) Vitamins (iv) Mycotoxins</td>
<td>Parameters as mentioned in FSSAI orders</td>
</tr>
<tr>
<td>5.</td>
<td>Coal, Ores, Minerals &amp; Fertilizers</td>
<td>BIS standards</td>
</tr>
<tr>
<td>6.</td>
<td>Textiles</td>
<td>BIS standards</td>
</tr>
<tr>
<td>7.</td>
<td>Petroleum</td>
<td>BIS standards</td>
</tr>
<tr>
<td>8.</td>
<td>Metal : Gold</td>
<td>Fire Assay as per BIS standards</td>
</tr>
<tr>
<td>9.</td>
<td>Metal &amp; Alloys</td>
<td>BIS standards</td>
</tr>
<tr>
<td>10.</td>
<td>NDPS</td>
<td>UNODC/SOP</td>
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</tbody>
</table>

6. The Details of Works are as given below:

**PART-A : Preparation of Documents**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item of work</th>
<th>Qty</th>
<th>Scope of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Providing awareness to our staff to prepare documents on the basis of ISO / IEC</td>
<td>02</td>
<td>The programme should be in the form of work shop / seminar to guide them about the documents implementation in line with NABL FSSAI requirement.</td>
</tr>
</tbody>
</table>
## Part-B: Consultancy:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item of Work</th>
<th>Qty.</th>
<th>Scope of the Item</th>
</tr>
</thead>
</table>
| 1.     | Updating of: Quality Manuals, Management System Preparation of Procedures (MSP), Formats and SOPs, Registers | 02   | • The Consultant shall act as facilitator in development and approval of documentation suitable to Revenue Laboratories needs for its implementation and meeting requirements of ISO/IEC 17025:2017 and Fssai Recognition.  
• 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 ISO/IEC 17025:2017 and Fssai requirements.  
• (Existing SOP’s and manuals will be provided) |
| 2.     | Verification of Facilities and personnel | 02   | Guiding for preparation of required documents:  
1. Verification of measurement/ testing, Calibration traceability according to international standard.  
2. Verification of Facilities and personnel.  
• 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   | Guiding for implementation  
• 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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item of Work</th>
<th>Qty.</th>
<th>Scope of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. No.</td>
<td>Activity</td>
<td>Responsibility</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>GAP analysis</td>
<td>NABL Committee &amp; Consultant</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Documentation preparation (Quality Manual, SOPs and files and formats)</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Documentation hand over and training for implementation (Quality Manual, SOPs, QMSP and formats)</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Assist CRCL to acquire Inter Laboratory Comparison test and calibration of equipment &amp; glassware certificates and all documents required for NABL application</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Undertaking any check to verify testing /calibration capacity of the laboratory &amp; witnessing the testing /calibration/sampling being performed relevant to accreditation.</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>NABL and FSSAI Application preparation &amp; sending application to NABL and FSSAI.</td>
<td>NABL Committee &amp; Consultant</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Implementation of quality system</td>
<td>Laboratory Personnel &amp; Consultant</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Quality system development</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>On-job training for all concerned staff</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Training on documentation</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Training on implementation</td>
<td>Consultant</td>
<td></td>
</tr>
</tbody>
</table>

**Part – D: Implementation Chart For NABL Accreditation As Per ISO/IEC 17025:2017 and FSSAI Recognition and Responsibility of Consultant:**

1. Guiding for Internal Audit, Management review meeting and submission of application
   - 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 and FSSAI.
   - Submission of quality manual to NABL and FSSAI for adequacy by lead assessor
   - Updating quality manual as suggested by lead assessor (NABL)

2. Final NABL Audit and Integrated NABL and FSSAI Audit
   - 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
<table>
<thead>
<tr>
<th></th>
<th>Job Description</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Training on quality control</td>
<td>Consultant</td>
</tr>
<tr>
<td>13.</td>
<td>Training on pre-analytical errors</td>
<td>Consultant</td>
</tr>
<tr>
<td>14.</td>
<td>Training on document control</td>
<td>Consultant</td>
</tr>
<tr>
<td>15.</td>
<td>Monitoring quality system</td>
<td>Consultant</td>
</tr>
<tr>
<td>16.</td>
<td>Closure of non-conformance</td>
<td>Consultant</td>
</tr>
<tr>
<td>17.</td>
<td>Assist CRCL and NCH Laboratory at the time of final assessment by NABL</td>
<td>Consultant</td>
</tr>
<tr>
<td>18.</td>
<td>Obtaining final NABL accreditation.</td>
<td>Consultant</td>
</tr>
<tr>
<td>19.</td>
<td>Any other jobs relevant for obtaining NABL accreditation and FSSAI Recognition.</td>
<td>Consultant</td>
</tr>
</tbody>
</table>

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 (RL).

*******
SECTION IV
QUALIFICATION CRITERIA

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 tender document.
   (ii) The tenderer should have experience in NABL accreditation and FSSAI recognition consultancy work.
   (iii) The tenderer should have carried out similar assignments in chemical testing laboratory for products like food fabric, bulk drugs, metals, vegetable oil, fertilisers, milk & milk products and petroleum oil etc.
   (iv) The tenderer should have sufficient manpower/material/technical resources.
   (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 time frame.

(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 Technical Bid).

2. **Technical Bid Requirements:**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The tenderer(including Expert/Key personnel to be engaged for accreditation work) must have attended / passed four days course on ISO 17025 conducted by any Govt. Institution as per NABL</td>
<td>The tenderer is required to submit a copy of appropriate certification document issued by Govt. Institution as per NABL</td>
</tr>
</tbody>
</table>
| 2.    | The tenderer must have 5 years of experience in successful NABL Accreditation and Fssai Recognition to at-least five chemical/food testing laboratories through their consultancy | (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 Tax etc. | 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 |
| 5.    | The Bid is to be filed online on e-Portal by Consultant/ Consultancy Firm (Single Party) only, meeting all the qualifying | The tenderer has to submit following documents with the tender. |
| **requirements. (Participation through Joint Venture/ Consortium is NOT allowed)** | (i) Constitution or legal status and place of registration etc.
(ii) Certificate of Incorporation
(iii) Memorandum and Articles of Association.
(iv) Written power of attorney/ Board Resolution of the authorized signatory to the bid |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>The average annual turnover of the tenderer should not be less than Rs.10 Lakhs (Rupees Ten Lakhs Only) during last three (03) financial years. i.e. FY, 2017-18, 2018-19 and 2019-20. If the accounts are managed calendar year wise, please provide figures for 2018, 2019 and 2020. The tenderers are to provide the copies of Income Tax Returns for the last three years, Profit &amp; Loss Account details along with Company's Balance sheets duly certified by the auditors for the last three financial years.</td>
</tr>
<tr>
<td></td>
<td>The tenderer shall submit audited financial reports certified by Chartered Accountant to reckon the annual financial turnover, in the name of the individual bidder or firm or company in case of bidder is individual (sole Proprietary) or firm or company respectively for the last three financial years. i.e. FY 2017-18, 2018-19 and 2019-20.</td>
</tr>
<tr>
<td>7.</td>
<td>The Tenderer should accept Tender Terms &amp; Conditions and submit Declaration and Tenderer's Information in Tender Form as per Form - 1</td>
</tr>
</tbody>
</table>
| 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 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:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Criteria</th>
<th>Marking pattern (Points)</th>
<th>Total Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tenderer must have attended / passed min. four-day course on ISO 17025 conducted by any Govt. Institution as per NABL requirement.</td>
<td>Yes: 15</td>
<td>15</td>
<td>Tenderer is required to submit a copy of appropriate certification document issued by Govt. Institution as per NABL requirement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No: Nil &amp; Not eligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Tenderer shall have minimum 5 years of working experience in quality functions including testing and calibration of Chemical Laboratory</td>
<td>&lt; 5 years Not eligible</td>
<td>15</td>
<td>Tenderer is required to submit a self-declaration on taking into account total number of years of work experience as per criteria.</td>
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<tr>
<td></td>
<td></td>
<td>5 years: 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 - 10 years: 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;10 years: 15</td>
<td></td>
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<tr>
<td>3.</td>
<td>Total number of previous consultancy work with respect to ISO 17025 of chemical laboratories taken up by the Bidder during last 5 (five) years and number of jobs successfully executed within stipulated time (i.e. respective period of work).</td>
<td>&lt; 5 years: Not eligible</td>
<td>20</td>
<td>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) &amp; photo copy of related NABL certificate along with the tender document. Tenderer with less than 5 successful job executions within stipulated period of work during last five years shall not be eligible.</td>
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<td></td>
<td></td>
<td>5: 6</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>6 - 10: 10</td>
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<tr>
<td></td>
<td></td>
<td>&gt;10: 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;15: 20</td>
<td></td>
<td></td>
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</tbody>
</table>

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.
**SECTION VI**

**PRICE BID**

1. **Item Name**
   Providing consultancy for NABL Accreditation and FSSAI Recognitions of Central Revenues Control Laboratory (CRCL), New Delhi and NABL Accreditation of New Custom House Laboratory, IGI Airport, New Delhi

2. **Financial Offer**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activity</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Brief Description of the work</td>
<td>Providing consultancy for NABL Accreditation and FSSAI Recognitions of Central Revenues Control Laboratory (CRCL), New Delhi and NABL Accreditation of New Custom House Laboratory, IGI Airport, New Delhi as per the Scope of Work Requirements of Section III of the tender.</td>
</tr>
<tr>
<td>2.</td>
<td>Consultancy charges (In Indian Rupees)[A]</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>GST @% (In Indian Rupees) [B]</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Total Consultancy Charges [A + B]</td>
<td>(In Indian rupees) (In words)</td>
</tr>
</tbody>
</table>

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.

**Signature of the Tenderer with seal**

Place:
Date:

******
FORM - 1
(LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020)

TENDER FORM FOR ENGAGEMENT AS NABL & FSSAI CONSULTANT IN CENTRAL REVENUES CONTROL LABORATORY, NEW DELHI & NEW CUSTOM HOUSE LABORATORY, IGI AIRPORT, NEW DELHI

(Date and Reference)
To:
The Director
Central Revenues Control Laboratory
Hill Side Road, IARI, Pusa Campus,
New Delhi -110012

Sub: Appointment of Consultant for NABL accreditation and FSSAI Recognition of CRCL & New Custom House Laboratory, IGI Airport, New Delhi –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)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; Designation of the expert</th>
<th>Qualification</th>
<th>Experience in years</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</tbody>
</table>

   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 during the last 5 years.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; address of the Laboratory</th>
<th>Certificate No.</th>
<th>Date of Award of Certificate</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>
5. Name of the Laboratories to which the tenderer is in process of providing consultancy for acquiring NABL Accreditation. i.e. assignment in hand.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; address of the laboratory</th>
<th>Date of appointment as Consultant</th>
<th>Scope</th>
<th>Time frame as per terms of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
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</tbody>
</table>

6. Credentials and Profile
   i) Year of Establishment
   ii) Organization Structure (Enclosed as separate sheet)
   iii) Introduction of the tenderer (Consultant/Consultancy Firm), in brief, with areas of activity and area of core expertise
   iv) Tenderer’s important achievements in accreditation work handled
   v) Tenderer’s Financial standing (turnover of last 3 years, viz., (Please enclose certified published annual reports. If the accounts are managed calendar year wise, please provide figures for 2018, 2019 and 2020)
   vi) Whether the Tenderer is approved from QCI (Quality Council of India)

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, as below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Phases of Job completion</th>
<th>Time frame (In months/weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GAP analysis report &amp; updating of QM NABL application &amp; FSSAI application</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>NABL and FSSAI integrated Final Assessment</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Receiving Accreditation certificate from NABL and FSSAI</td>
<td></td>
</tr>
</tbody>
</table>

8. I/We declare that:
   (a) I/We have examined and have no reservations to the Tender Document, including any Addendum issued by the Authority;
   (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 restrictive practice.
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 Tender document.

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 tender notice.

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 : Date :

Yours faithfully,
Signature of the Tenderer with seal

PLEASE NOTE THAT IN ANY CASE THE TOTAL TIME TO GET NABL CERTIFICATION SHALL NOT EXCEED 6 MONTHS FROM THE DATE OF AWARD OF ORDER TO THE TENDERER. THE TENDERER SHOULD ADHERE TO JOB-WISE TIMELINE REQUIRED FOR SEEKING NABL ACCREDITATION AND FSSAI RECOGNITION AS AT CLAUSE 9 OF SECTION I.

This form is to be duly filled up & ink signed by the Tenderer with seal & submitted online along with the Technical bid of tender document.
FORM – 2
SELF DECLARATION FORMAT
(e- Tender No. 01/LTE/CRCL/2020-21 dated 13.08.2020)

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

Tender No: ____________________________________________________________________

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 (RL), CRCL,
New Delhi.

Yours faithfully,
Signature of the Tenderer with seal

Place :
Date :
FORM – 3
BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To
The President of India,
Acting through the Director,
Central Revenues Control Laboratory,
Hill Side Road, IARI, Pusa Campus,
New Delhi -110012

WHEREAS 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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 ......................Day of ....................2020.

____________________________________________________________________
(Signature of the authorized office of the Bank)

____________________________________________________________________
Name and Designation of the Officer

____________________________________________________________________
Seal, Name & Address of the Bank and address of the Bidder
Contract No. _________ dated _______

CONTRACT FOR ENGAGING CONSULTANT/CONSULTANCY FIRM FOR NABL ACCREDITATION AND FSSAI RECOGNITION OF CRCL, NEW DELHI & NABL ACCREDITATION OF NEW CUSTOM HOUSE LABORATORY, IGI AIRPORT, NEW DELHI

This contract for engaging Consultant/Consultancy Firm for NABL accreditation & FSSAI Recognition of CRCL, New Delhi and New Custom House Laboratory, IGI Airport, New Delhi is made on this day of ___ 2020 between _____ [hereinafter referred to as Consultant] on the one part and the President of India acting through the Director, Central Revenues Control Laboratory, Pusa, New Delhi (hereafter referred to as the CRCL) which shall include his successors in the office and assigns) on the other part.

2. Whereas a Tender LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020 had been floated on behalf of the CRCL 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 and FSSAI Recognition of CRCL, New Delhi and New Custom House Laboratory, IGI Airport as per LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020.

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. 01/LTE/CRCL/2020-21 dated 13.08.2020
   (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. 01/LTE/CRCL/2020-21 dated 13.08.2020
   (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) CRCL letter F.No. ____ dated_______
   c) ---------------------------------------------
   (Reference of all correspondence made with the Tenderer with respect to LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020)

5. **Brief particulars of the services**
   Brief particulars of the NABL accreditation and FSSAI Recognition work and services which shall be completed by the Consultant are as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Job &amp; Total Charges to be paid</th>
<th>Total Cost (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Acquisition of ISO/IEC 17025:2017 accreditation and</td>
<td></td>
</tr>
</tbody>
</table>
FSSAI Recognition of CRCL and NABL Accreditation of NCH Laboratory, IGI Airport

2. GST charges

3. Total Charges inclusive of GST

However during the period of contract for NABL accreditation and FSSAI Recognition of CRCL, New Delhi and NCH Laboratory, IGI Airport, 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 CRCL 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 CRCL as per clause 2(i) of Section – II of LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020.

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

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

- 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, Central Revenues Control Laboratory, Pusa, New Delhi” be submitted for claiming payment.
8. **Paying Authority**
The Director, CRCL, New Delhi shall be the paying authority.

9. **Delivery schedule for assignments**
The Consultant will be engaged for a period of 6 months to obtain NABL accreditation and FSSAI Recognition of CRCL, New Delhi and NCH Laboratory, IGI Airport, as per ISO /IEC 17025:2017 within the timeline as specified in clause 9 in Section-I of LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020. **Job-wise timeline required for seeking NABL accreditation, and FSSAI Recognition as at para 7 above, should be strictly adhered to. Extension of delivery schedule, if any, shall be at the sole discretion of Director (RL) as indicated in clause 7 of Section III.**

10. **Liquidated Damages**
If the Consultant fails to complete the work related to NABL accreditation within the time fixed under the contract, CRCL shall deduct Liquidated Damages as per clause 6(i) of Section II of LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020.

11. **Termination of Contract**
The Contract can be terminated in accordance with clause 9 of Section-II of LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020.

12. Miscellaneous other issues, not mentioned in the contract, shall be governed as per the LTE No. 01/LTE/CRCL/2020-21 dated 13.08.2020.

Received and accepted this contract.

(M/s________________________) 
M/s________________________
(Sign & Stamp of Consultant)
Date: ______
Place: ______

Witness: ______

The Director,
Central Revenues Control Laboratory, New Delhi
For and on behalf of the
President of India

Witness: ______
## FORM – 5
### CHECK LIST

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Declaration</th>
<th>Page Number in Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All columns are filled in Form - 1 and signed</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Proof of the Authorized Signatory for bid submission</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Price Bid as per given Proforma</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Previous NABL Work carried out as per scope</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>4 days training certificate in ISO17025 of all available experts</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>5 years experience in NABL certification of chemical/food laboratories</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Total Number of laboratories for which NABL accreditation is completed/in process</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Work order, Completion certificate of work, performance certificate, NABL certificate of each laboratory mentioned above</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>PAN card, GST No</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Average Annual turnover above 10 Lakhs</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Average Annual Turn Over of last 3 years with Income tax returns, Balance sheet (Certified) for Financial/Calendar Years.</td>
<td>attached</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Whether MSME registered, attach certificate</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Methodology for carrying out this assignment</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Proposed team and it’s organization for present work</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Sequence of activities</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Self-declaration of number of years of NABL experience</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Declaration of number of personnel with NABL and without NABL certificate to be associated with present work</td>
<td>Attached</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>All documents attached are signed and stamped</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Tenderer with stamp