



प्रदूषणनियंत्रणसमिति

Pollution Control Committee

संघप्रदेशप्रशासनदादराएवंनगरहवेलीएवंदमनएवंदीव

U. T. Administration of Dadra and Nagar Haveli and Daman and Diu

प्रथमतल, उद्योगभवन, भेंसलोर, नानीदमन, दमन-३९६२१०

1st Floor, Udyog Bhavan, Bhenslore, Nani Daman, Daman-396210

Ph.: 0260-2262524/ 2260975 e-mail –pcc-dnhdd@ddd.gov.in



No. PCC/DDD/Lab-Recog./2020-2021/ 36

Date: 29/04/2024

QUOTATION NOTICE

Pollution Control Committee Dadra & Nagar Haveli and Daman & Diu invites sealed bids from the eligible bidders / agencies engaged in providing consultancy services for accreditation of Environmental Laboratory from NABL.

2. Eligibility Criteria for bidders:

- i. The bidder must have prior experience in providing assistance in NABL accreditation as per ISO 17025:2017 for testing laboratories.
- ii. The bidder should have successfully carried out at least three works / assignment of similar nature i.e. NABL accreditation to the Environmental Laboratories as per ISO 17025 in the last 7 years ending 31/01/2024. The bidder is required to submit Purchase orders / work orders and completion certificate / any other relevant document with the bid.

3. Scope of Work:

- i. GAP Analysis and awareness training in compliance with ISO 17025: 2017.
- ii. To assess the existing facilities and technical competence of the department with regard to the requirements for NABL Accreditation. Further, he will also be responsible for preparing the list of essential equipments, chemicals, and glasswares, along with the specifications, required for establishment of environmental laboratory.
- iii. The consultant shall prepare the Quality Manual and Quality Procedure Manual of the department as per NABL requirements. The consultant will discuss relevant requirements for NABL Accreditation with the laboratory in-charge.
- iv. The consultant shall write the procedures, work instructions, guidelines, formats, charts, lists, etc. in consultation with the laboratory in-charge covering all

activities within the Environmental Laboratory of this Department to ensure compliance with ISO 17025 and other NABL requirements for accreditation.

- v. The consultant shall be responsible for the implementation of the quality management system of the Environmental Laboratory as per NABL requirements.
- vi. The consultant will train through in-house training to the management representative, core group, internal auditors, and laboratory staff in the implementation of the system as per NABL requirements. He/she will also assist in conducting internal audits of the laboratory as per NABL requirements. Also, the consultant will suggest the external training to be imparted to the laboratory staff, in compliance to the NABL requirement and the cost for such external training shall be borne by the office of the undersigned.
- vii. The consultant shall also provide training on field sampling, monitoring, analysis of the parameters of Air, Water, wastewater and Solid samples to the laboratory officials as per prescribed methodologies.
- viii. The cost of goods / services, if any, mandatorily required to be purchased to get the NABL Accreditation, will be borne by the office of the undersigned.
- ix. The consultant shall facilitate for calibration of all the instruments in the laboratory as per NABL requirements. The cost for such calibration of all the instruments shall be borne by the office of the undersigned.
- x. The consultant shall facilitate for obtaining inter-laboratory comparison as per NABL requirements. The consultant shall be responsible for imparting necessary in house training to the laboratory staff in calibration of the instruments including measurements of uncertainty etc. as per NABL requirements.
- xi. The consultant will impart training for conducting management reviews of the quality management system to ensure compliance as per NABL requirements.
- xii. The consultant will be responsible for pre-assessment of the implementation of the quality system and documentations etc. ensuring total compliance to all the requirement of NABL as per ISO 17025. He/she will also be responsible for taking necessary corrective action before a final assessment of the system by the certification body.

- xiii. The consultant shall remain present and assist during all audits by the certifying body including final assessment till the award of the certification by NABL.
- xiv. Preparation of Quality Manuals, Management System Procedures (MSP), Formats and Registers.
- xv. The Consultant shall Guide for Internal Audit, Management Review meetings and preparation of minutes.
- xvi. Consultant shall be present at the time of pre Assessment Audit and final Audit by the accreditation body and guide for closing the observations given by the accreditation body. Also, guide for submission of any corrective action to NABL.
- xvii. Accreditation process including submitting the application to NABL, Closing up of inadequacies, Pre assessment audit, Closing of non-conformances raised in pre assessment, Final assessment, Closing of all the non conformities. The necessary fees for submission of application to the NABL will be borne by the office of the undersigned.
- xviii. Any other jobs relevant for obtaining NABL accreditation.


4. **Job Completion:**

The Consultant will have to complete the work in 06 (six) months. The services of the consultant will remain in force till the accreditation is awarded by NABL.

5. **Terms and Conditions:**

- i. Only those bidders who are meeting the eligibility criteria as defined in para. 2 herein need to apply.
- ii. Bidder shall sign all the papers of this Quotation Notice as a mark of their acceptance towards the total compliance to the terms & conditions indicated in the tender and submit along with bid.
- iii. The Consultant / bidder who have blacklisted by any of State Govt./Central or Central / State Govt. Undertakings etc., shall not be eligible to participate in this bid.
- iv. The offer of the bidder shall remain valid for a period of 180 days from the last date of submission of bids against this quotation.
- v. Rates quoted shall be deemed to be inclusive of cost of manpower, travelling, lodging, food expenses, software/hardware, stationery, prints and presentation

- material etc. Once Work Order is allotted to the bidder no escalation in the quoted price of whatsoever nature, shall be payable in the future. The rates shall be quoted as per the "Format for Financial Bid" enclosed herewith as Annexure-I
- vi. Payment shall be made in two stages, i.e. 40% payment on successful submission of application to NABL, and 60% of the payment on receipt of final NABL Accreditation.
 - vii. Sealed bids shall reach to the office of the Pollution Control Committee, 1st Floor, Udyog Bhavan, Bhenslore, Nani Daman, Daman-396210 on or before 07/03/2024 up to 17:00 Hrs.
 - viii. Bids received after the stipulated date and time, due to any reason, will be rejected outright.
 - ix. Corrigendum / Addendum, if any, will be published in the official website of U.T. Administration.
 - x. The undersigned reserves the right to accept / reject any / all the quotation received or annul the bidding process at any time without assigning any reason whatsoever.



(Saurabh Mishra)
Member Secretary,
Pollution Control Committee
DNH & DD.

Copy to:

1. The Chairman, PCC DNH & DD for kind information.
2. The SIO, NIC, Daman, with a request to upload this quotation notice on the official website of U.T. Administration.

FORMAT FOR FINANCIAL BID

Sr. No.	Category	Total in INR (In Figures)	Total in Rupees in Words
1.	Financial Proposal for Providing Consultancy Services for NABL accreditation as per ISO 17025:2017 of the Environmental laboratory (Rates quoted shall be deemed to be inclusive of cost of manpower, travelling, lodging, food expenses, software/hardware, stationery, prints and presentation material or any other incidental expenses).		
2.	GST (as applicable)		
3.	Total Financial Proposal inclusive of all taxes in figures.		
4.	Total Financial Proposal inclusive of all taxes in Words.		

Quoted Rates are valid till completion of the project.

Signature of the bidder / authorised signatory.