



ಭಾ.ಕೃ.ಅ.ಪ - ರಾಷ್ಟ್ರೀಯ ಪಶುರೋಗ ಸೋಂಕುಶಾಸ್ತ್ರ ಮತ್ತು ಮಾಹಿತಿ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ  
भाकृअनुप-राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान  
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics  
पोस्ट बॉक्स नं ६४५०, येलाहंका, बेंगलुरु - ५६००६४, कर्नाटक, भारत  
Post Box No. 6450, Yelahanka, Bengaluru - 560064, Karnataka, INDIA



Ph: +91 80 23093110 Fax: + 91 80 23093222, Email: [director.nivedi@icar.gov.in](mailto:director.nivedi@icar.gov.in)  
GST No.29AAAGI0142J1ZK

F. No. 5-547/P&S/P&S/NIVEDI/2021-22

Dated: 18.08.2022

### NOTICE INVITING E-TENDER

E-tenders under two bid system (Technical and Financial) through e-procurement portal are invited from reputed experienced Consultants of Quality Management Services for obtaining **Consultancy Services for obtaining ISO/IEC 17025:2017 certification** at ICAR-NIVEDI, Bengaluru as per specifications and terms and conditions detailed in the **Schedule** attached. Tender documents are available online in the link <http://eprocure.gov.in/eprocure/app>.

#### **Critical dates of schedule for Tender**

Name of work	To provide Consultancy Services for obtaining ISO IEC 17025:2017 certification to ICAR-NIVEDI, Bengaluru, Karnataka
Period of contract	1 Year from the date of award of contract
Period for submission of e-Tender form	18.08.2022 5:00 pm
Last Date & Time of submission of e- tender	08.09.2022, 2:00 pm
Date & Time of Opening of e-Tender	09.09.2022, 2:00 pm
Earnest Money Deposit(EMD)	Rs. 13000/-
Performance security / Security Deposit	@ 3% of contract value Performance security shall be retained by the purchaser and shall be released after successfully obtaining ISO IEC 17025:2017 certification from the certification body.

Date: 18.08.2022  
Place: Bangalore

SD/-  
Administrative Officer  
ICAR-NIVEDI, Bangalore  
For Director, ICAR-NIVEDI



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## Annexure-I

### Note to the Bidder

1. The Director, ICAR-NIVEDI, Bangalore may at his discretion, extend the last date and such extension shall be binding on Tenderers.
2. If the date of opening of tenders is declared to be a public holiday, the tenders shall be opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. ICAR-NIVEDI reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. The tender form can be downloaded from our website [www.nivedi.res.in](http://www.nivedi.res.in) or GOI portal <http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
5. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
6. EMD should be submitted as per Terms and Conditions.
7. ICAR-NIVEDI will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website and enroll their Digital Signature Certificate and upload their quotation well in advance.
8. Please examine thoroughly the Note, Instruction to bidders or online submission of bid, General Conditions of Contract, Pre-requisite/requirement of the Service Contract (**Annexure I to IV**). Bidder should also examine the (Price Bid, Terms & Conditions, Bank Details, and Tender Acceptance Letter (**Annexure V to VIII**)) along with the necessary documents as required to be attached with the tender.
9. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as the name of the bidder). No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
10. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website and CPPP portal, no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website and procurement portal for updates.
11. All dispute related to the tender will come under Bangalore jurisdiction only.

Date: 18.08.2022

Place: Bangalore

SD/-  
Administrative Officer  
ICAR-NIVEDI, Bangalore  
For Director, ICAR-NIVEDI



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## Annexure-II

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submissions as per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available at URL: <https://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

### **FOR REGISTRATION**

2. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulates any condition of his own, such conditional tender is liable to be rejected.**
4. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Director, ICAR-NIVEDI, Bangalore-560 064
6. The firms are also required to upload copies of the following documents: -

### **DOCUMENTS TO BE UPLOADED IN COVER-I**

#### (A) TECHNICAL BID

1. Scanned copy of Earnest Money Deposit (EMD) /its exemption, if any such as scanned copy of MSME or Udyog Aadhar or NSIC is a must for EMD Exemption.
2. Scanned copy of firm's Valid registration/ incorporation certificate of the firm issued by Appropriate Authority and Valid trade licence issued by Appropriate Authority.
3. Scanned copy of PAN Card and GST Certificate.
4. Scanned copy of Bank Account Details duly filled in (Annexure-VII).
5. Scanned copy of Tender Acceptance letter (Annexure-VIII).
6. Scanned copy of Income Tax Returns for the last three assessment years (i.e; 2019-20, 2020-21 and 2021-22)
7. Annual turnover for the last 3 years duly verified by the Chartered Accountant.

#### a. FINANCIAL BID/BOQ

- (a) Price Bid as BoQ\_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.



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### Annexure-III

#### GENERAL INSTRUCTIONS/CONDITION OF CONTRACT

1. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Any firm/party requires quote their rates for all the items as per the Schedules.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract.
4. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN/TAN No., and GST No. with their tender.
6. Tenders received without Bid Security (EMD) amount by way of DD/Banker's Cheque in the name of ICAR UNIT-NIVEDI A/C, Bangalore will not be considered at all.
7. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
8. Late/delayed tenders received in ICAR-NIVEDI due to any reason whatsoever will not be accepted under any circumstances.
9. The tender is to be submitted through CPP Portal only. The EMD/Tender fee, etc. will be submitted offline before closing date of bid submission in CPP Portal. The scanned copy of tender fee & EMD must be uploaded with the technical bid on CPP portal.
10. Acceptance of the rate will be communicated through CPP Portal.

Date: 18.08.2022  
Place: Bangalore

SD/-  
Administrative Officer  
ICAR-NIVEDI, Bangalore  
For Director, ICAR-NIVEDI



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**Annexure-IV**

**PART-I**

**Pre-requisite for tender qualification**

(to be uploaded online in cover I)

1. Name of the Firm: \_\_\_\_\_
2. Full Address: \_\_\_\_\_

**PART – II**

Sl. NO.	Particulars
1.	Scanned copy of list of client like Central Govt/State Govt/Central Autonomous body.
2.	Minimum experience of 2 years for providing similar service to the Central Government/State Government/Public Sector Undertaking/Central Autonomous body. Scanned copy of work order issued by the above mentioned organization for undertaking the similar work or ISO certification work may be uploaded for proof. If any experience of rendering service to the Central Government departments/State Government department/Central Autonomous body to obtain <b>ISO/IEC 17025:2017</b> may be specifically mentioned. Claim of above should be supported by the documentary evidence.
3.	Firm/Agency should have executed Minimum two (2) ISO projects in the Central Government departments/State Government department/Central Autonomous body and copy of work may be enclosed for proof.
4.	Firm/Agency/authorized auditors should have a minimum of 2 years of professional experience in obtaining ISO Certification for the Central Government departments/State Government department /Central Autonomous body. ISO/IEC 17025:2017 may be specifically mentioned if provided to the above organization. Documentary evidence to be enclosed with the technical bid.
5.	Duly filled and signed Annexure VII.
6.	Duly filled Annexure VIII and signed Tender Acceptance Letter.

Date: 18.08.2022  
Place: Bangalore

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## **SCHEDULE OF WORK REQUIREMENT**

1. To conduct Gap Analysis in the Laboratory & Preparation of the Road Map with targets for ISO/IEC 17025:2017 Accreditation.
2. To provide Awareness Training on the ISO/IEC 17025:2017 requirements
3. To assist in the preparation of Laboratory Documents.
4. To conduct Adequacy Audit on the System in compliance with ISO/IEC 17025:2017 Standard.
5. To provide Implementation Support after preparation of the Documents.
6. To provide Training of Measurement Uncertainty for Measurement systems.
7. To provide Training of Internal Auditors and preparation of the Internal Audit System.
8. Provide support in conducting Compliance Audit / Internal audit.
9. To participate in Management Review
10. To support in sending application to NABL
11. Provide support to take action on receipt of any feedback after the Application review by NABL.
12. Provide support on receipt of any feedback after the Adequacy review by NABL.
13. Provide guidance on closure of Non Conformances received after the Pre Assessment by NABL
14. To provide guidance and support required to ensure closure of any observations before the Final assessment of the Laboratory.

### **Consultants Deliverables**

1. Gap Analysis Report
2. Roadmap
3. Awareness Training
4. Reviewed Documents
5. Internal Auditors Training
6. Internal Auditors Certificates
7. Internal Audit Report
8. Project Completion Report

Date: 18.08.2022

Place: Bangalore

SD/-  
Administrative Officer  
ICAR-NIVEDI, Bangalore  
For Director, ICAR-NIVEDI



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Annexure-V

**PRICE BID**

**To be quoted separately in the excel sheet  
provided as BOQ (Financial Bid) and uploaded  
in the CPP Portal**

Date: 18.08.2022  
Place: Bangalore

SD/-  
Administrative Officer  
ICAR-NIVEDI, Bangalore  
For Director, ICAR-NIVEDI



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Annexure-VI

### Terms and Conditions

1. The rates quoted shall be valid for a minimum period of 120 days.
2. The bidders may visit ICAR-NIVEDI website [www.icarnivedi.res.in](http://www.icarnivedi.res.in) for more information.
3. The firm will specify a team of Experts for execution of the work and their CVs are to be provided.
4. The successful bidder has to make presentation before the ISO committee about the company's services and overall performance.
5. It may be specifically noted that the tender is required to be submitted with EMD of Rs.13000/- must be deposited in the form of demand draft in favor of ICAR UNIT-NIVEDI A/C, Bangalore.
6. If taxes, duties or any other charges over and above the rate quoted are leviable by the company, the actual/ percentage of such taxes/duties/charges should be clearly indicated.
7. If tenderer does not accept the offer, after issue of letter of award by ICAR-NIVEDI within 15 days, the offer made shall be withdrawn and earnest money forfeited.
8. PAYMENT TERMS: Payment will be made after satisfactory completion of supply/execution of the assignment and only after **receipt of hard copy of ISO/IEC-17025:2017 certificate.**
9. Pre- receipted bills in triplicate should be forwarded to this office for arranging payment .
10. TDS- IT/ TDS on GST will be deducted from the bill as per applicable rules of ICAR and GOI time to time.
11. Tender not complying with the above conditions are liable to be rejected.

Date: 18.08.2022  
Place: Bangalore

SD/-  
Administrative Officer  
ICAR-NIVEDI, Bangalore  
For Director, ICAR-NIVEDI





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**Annexure-VII**

**FIRM BANK DETAIL**

Name of the firm \_\_\_\_\_

Postal Address \_\_\_\_\_

1.	Permanent Account Number (PAN)	
2.	GST No.	
3.	Bank Details	
4.	Bank Name	
5.	Branch Address	
6.	Account Number	
7.	Type of Account (Current/Saving)	
8.	IFSC Code Number	

Yours faithfully,

(Signature of the Bidder, with Official Seal)



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**Annexure-VIII**

**TENDER ACCEPTANCE LETTER**

(To be given on Company letter head/Firm Letter Head)

To

The Director,  
ICAR-National Institute for Veterinary Epidemiology and  
Disease Informatics (NIVEDI)  
Ramagondanahalli,  
Bangalore, Karnataka- 560064.

**Ref: Tender Reference No. \_\_\_\_\_ dated \_\_\_\_\_**

Dear Sir,

1. I/We downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:  
\_\_\_\_\_  
as per your advertisement, given in the above mentioned website(s).
2. I/we hereby certify that we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totality/entirety.
5. I/we do hereby declare that our Firm has not blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)