

GOVERNMENT OF MEGHALAYA
OFFICE OF THE CHIEF ENGINEER, PHE MEGHALAYA
SHILLONG
E-mail - cephe.meghalaya@gmail.com

No.CE/PHE/JJM/WQ -01/2021-22/7


Shillong, dated 3rd May 2021

Notice for Expression of Interest

Detailed Notice Inviting Expression of Interest (Eoi) for "HIRING OF A CONSULTING ORGANIZATION FOR ISO/IEC:17025-2017 ACCREDITATION FROM NABL", for 1(one) state laboratory and 7 District Laboratory including NABL Recognition for 23 Sub-Divisional Laboratory across the state of Meghalaya


Sealed offers are invited for the above mentioned work in the office of the Chief Engineer, PHE Meghalaya, Lower Lachumiere, Shillong-793001 on or before 17th May 2021 upto 4.00 PM.

The submission of proposal by a consultant / organisation implies that he has read the detailed Eoi and all other documents. The detailed Eoi is available on Department's web site www.megphed.gov.in


3/5/2021
Chief Engineer (PHE)
Meghalaya, shillong.

Copy to: -

1. The Addl. Chief Secretary to the Government of Meghalaya, PHED, Meghalaya, Shillong for favour of information.
2. The Director of Information & Public Relation, Meghalaya, Shillong, for favour of information with a request to arrange publication of the same in the each issue of one local leading *English, Khasi and National* News Paper. - Two spares copies are enclosed.
3. The Director Printing & Stationary, Meghalaya, Shillong, for favour of information with a request to arrange publication of the same in the next issue of Meghalaya Gazette.
4. The State Informatics Officer, N.I.C. Building, Meghalaya, Shillong, for favour of information with a request to publish in the Web Site of the State.
5. The Deputy Commissioner cum Chairman DWSM East Khasi Hills/ West Khasi Hills/ South West Khasi Hills/West Jaintia Hills/East Jaintia Hills/ Ri-Bhoi/ West Garo Hills/South West Garo Hills/North Garo Hills/ East Garo Hills/ South Garo Hills for wide circulation.
6. The Additional Chief Engineer (PHE), Zone-I, Shillong / Zone II, Tura / Zone III, Shillong / Sanitation Cell, Shillong for favour of information. & for wide circulation
7. The Superintending Engineer (PHE), Rural Circle, Shillong / Greater Shillong Circle, Shillong / Western Circle, Nongstoin / Tura Circle, Tura / Williamnagar Circle, Williamnagar / Electrical Circle, Shillong for favour of information and wide circulation.
8. The Executive Engineer (PHE), Hills Division, Shillong / S&D, Division, Shillong / Nongstoin Division, Nongstoin / Jowai Division, Jowai/ Sohra Division, Sohra / Nongpoh Division, Nongpoh / Umsning Division, Umsning / Mawkyrwat Division, Mawkyrwat / Mairang Division, Mairang/ G.S.W.S. Division-I, Shillong / G.S.W.S. Division II, Mawphiang / Investigation Division, Shillong / Tura Division, Tura / Tura North Division, Tura / Ampati Division, Ampati / Baghmara Division, Baghmara / Resubelpara Division, Resubelpara / Simsangiri Division, Williamnagar for information & wide circulation.
10. Notice board


3/5/2021
Chief Engineer (PHE)
Meghalaya Shillong

**Detailed Notice inviting Expression of interest (EOI) for
"HIRING OF A CONSULTING ORGANIZATION FOR ISO/IEC: 17025-2017 ACCREDITATION
FROM NABL",**

1. INTRODUCTION

- a) Public Health Engineering Department is a Government of Meghalaya agency, undertaking various water supply and sanitation projects of the State and central including Jal Jeevan Mission (JJM) and Swachh Bharat Mission (SBM) under ministry of Jal shakti, Department of Drinking water supply and Sanitation Government of INDIA.
- b) The purpose of this Expression of Interest is to seek the services of an experienced firm for ISO/IEC:17025-2017 Accreditation from NABL.
- c) The objective of this document is to provide indicative information about the scope and objective of this activity.

2. NOTICE INVITING EOI

- a) The Public Health Engineering Department Meghalaya, Shillong, invites expression of interest from experienced firms desirous of and having proven track record of having conducted similar work i.e. ISO/IEC:17025-2017 Accreditation from NABL.
- b) Interested firms who meet the criteria as mentioned above, may furnish their Expressions of Interest with all the necessary documents to the below address along with the covering letters duly signed by the authorized signatories.
- c) The Expressions of Interest must reach at the following address on or before **4 P.M. of 17th May, 2021 along with the non refundable tender fee of ₹2000/=** (Rupees two thousand)only in the form of DD payable to the Chief Engineer (PHE), Meghalaya Shillong.

**Address:
Chief Engineer (PHE)
Meghalaya, Lower Lachumiere,
Shillong - 793001,**

- d) The EOIs submitted by telegram / fax / e-mail, etc. shall not be considered.
- e) The PHE Department shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- f) Any amendment / modification shall be issued through corrigendum only and the same will be hosted in the office website www.megphed.gov.in only. The interested applicants are requested to check the same in the website only.

3. SUBMISSION OF EOI

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, condition and implications.

Interested eligible firms may submit sealed proposal for the Expression of Interest along with necessary certificates and documents. All eligible consultant/organizations are requested to submit the proposal in a sealed envelope captioned "HIRING OF A CONSULTANT/CONSULTING ORGANIZATION FOR ISO/IEC: 17025-2017 ACCREDITATION FROM NABL" to The Chief Engineer, PHE Meghalaya, Lower Lachumiere, Shillong-793001 on or before 17.05.2021 at 4.00 pm.

4. ELIGIBILITY CRITERIA

The interested firms shall have to comply with the following criteria to participate in the tendering process –

- a) Should have its registered/ operating office in India.

(Self-attested copies of Registration Certificate of the Firm, GST Registration Certificate and PAN Card to be submitted along with the Eoi)

- b) Should have at least 5 years of experience as on 31.12.2020 in similar work.

(Self-attested copies of Work Orders/ Contracts/ Completion Certificates from the Employers to be submitted along with the Eoi)

- c) Should have at least one similar assignment in progress if any

(Self-attested copies of Work Orders/ Contracts/ Certificates from the Employers to be submitted along with the Eoi)

- d) Should Submit an undertaking in the format as per **Annexure II**

5. SCOPE OF WORK

FOR ISO/IEC:17025-2017 ACCREDITATION FROM NABL

1. Preparation of scope of accreditation for all the labs { 1(one) State Lab, 7 (Seven) District Lab and Recognition to the 23 Sub-Divisional NABL of PHE as per requirements.
2. Suggesting / helping the laboratory for procurement of test methods.

3. Suggesting for qualifications, experience, trainings required to the technical personnel based on criteria.
4. Advise on suitable environmental conditions as per test method specifications for the laboratories.
5. Suggesting suitable instruments, equipment as per scope parameters based on test methods / specifications if required.
6. Suggesting calibration of equipment from NABL accredited calibration laboratory.
7. Helping the laboratory in calibration of glassware.
8. Suggesting reference material CRM/SRM required as per scope of testing.
9. Helping the laboratory in calculation of measurement of uncertainty.
10. Suggesting Inter Laboratory Comparison (ILC) / Proficiency Testing (PT) parameters as per requirements of accreditation.
11. Awareness training to all laboratory staff as per ISO/IEC:17025-2017 and specific criteria of accreditation.
12. Suggesting trainings on ISO:17025-2017 to all Lab in charge.
13. Preparation of Quality Manual, Quality System Procedures, Standard Operating Procedures, Formats, Registers, Flow charts as per requirements
14. Apply for accreditation with all required annexure / attachments to accreditation body through the Executive Engineer (PHE).
15. Helping the lab in closure of NC's if any on the adequacy report.
16. Verification of preparations the lab for pre-assessment.
17. Helping the lab in closure of the NCS in the pre-assessment.
18. Helping the lab in preparations for final audit.
19. Helping the lab in closure of NCS if any in the final audit and get the accreditation.
20. Turnkey project to get accreditation as per ISO/IEC:17025-2017.

6. FEES

- a) Fees shall be quoted in Indian Rupees only.
- b) Fees shall be quoted in the Price Bid Format as per **Annexure I**.
- c) The agreed fees shall be fixed for the entire assignment.

7. EVALUATION

Total Fees Excluding GST (A) as in the Price Bid at Annexure I shall be taken into consideration for evaluation.

8. AWARD OF CONTRACT

- a) Contract shall be awarded to the firm whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated price.
- b) Any effort by an applicant to influence the PHE Department in its decision on evaluation or award of contract may result in rejection of the offer of the applicant.
- c) Notwithstanding the above, PHE Department Government of Meghalaya, Shillong reserves the right to accept any or all EoIs and to cancel the bidding process at any time prior to the award of contract.
- d) The successful applicant shall not disclose any information related to PHE Department, Government of Meghalaya, Shillong without the prior consent of the Chief Engineer PHE.
- e) Any legal dispute arising out of this is subject to Shillong jurisdiction only.

9. COMPLETION OF ASSIGNMENT/ SUBMISSION OF REPORT

Completion of the entire assignment and submission of report thereon must be done within 6 (Six) months from the date of issue of Work Order.

10. Payment and security Deposits

The payment will be released as follows:

- i. 25% After submission of all application form for NABL Accreditation.
- ii. 25% After external Auditing by the NABL and closure of all non conformance.
- iii. 50% After the Award of NABL Accreditation and recognition.
- iv. The successful bidder will have to deposit a Performance Bank Guarantee (PBG) equivalent to 5% of the earmarked amount in favour of the Chief Engineer (PHE), Meghalaya Shillong with validity of 6 (six) months to be extended every six months till the contract expires within 21 days of award of contract.

11. EOI PREPARATION COST AND RELATED ISSUES

- i. in this process, including, but not limited to, costs incurred in preparation of Eoi, participation in meetings / discussions. The PHE Department Government of Meghalaya, Shillong in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Eoi process.
- ii. This Eoi does not commit PHE Department Government of Meghalaya, Shillong to award a contract or to engage in negotiations. Further, no reimbursable cost should be incurred in anticipation of award or for preparing this Eoi.
- iii. All materials submitted by the applicant shall become the property of PHE Department Government of Meghalaya, Shillong.

Annexure I

PRICE BID.

Sl. No	Particulars	Fees (Excluding GST) (`)
1	2	3
1	Consultancy for ISO/IEC:17025-2017 Accreditation from NABL,	

Total Fees Excluding GST (A)

GST (-----%) (B)

Total Fees including GST (C=A + B)

Total fees excluding GST (In words)

(Rupees _____)

Note :

If there is a discrepancy between words and figures, the amount in words shall prevail.

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Annexure –II

UNDERTAKING BY THE FIRM/BIDDER

It is certified that the firm/Company or associated sister company are never been black listed by any agency . All the terms and conditions mentioned in this form have been understood and accepted by us. We are submitting all documents duly filled in, signed and stamped on each page.

Date :

Seal and signature

Place:

Full Name and Address