

ASSAM AGRICULTURAL UNIVERSITY

Raha-782103

BIDDING DOCUMENT

(Terms and conditions)



Dean
College of Fisheries
Assam Agricultural University
Raha, Nagaon-03

**OFFICE OF THE DEAN
COLLEGE OF FISHERIES
ASSAM AGRICULTURAL UNIVERSITY
RAHA, NAGAON-782103**

NOTICE INVITING QUOTATION

Engagement of Consultancy firm for obtaining NABL accreditation as per ISO/IEC 17025:2017 for Aquatic Animal Health Laboratory (AAHL), College of Fisheries, Assam Agricultural University, Raha, Nagaon.

The Tender documents may be obtained from the office of the Dean, College of Fisheries, AAU, Raha, Nagaon-03 on payment of Tender fee of Rs 300/- (Rupees Three Hundred) only in the form of IPO/Demand Draft to be drawn in favor of DEAN, COLLEGE OF FISHERIES, ASSAM AGRICULTURAL UNIVERSITY payable at SBI RAHA Branch. The Tender Documents may also be downloaded from the website www.aau.ac.in or www.vetbifg.ac.in or www.cofaaau.ac.in in subject to the condition that the bidders must have to submit the Tender fee Rs 300/- along with the quotation, without which the tender/ quotations will be rejected. The earnest money 4% for Rs. 10,00,001 and above, 3% for Rs. 5,00,001 to Rs. 10,00,000 and 2% for upto Rs. 5,00,000 of the prices quoted for consultancy service for obtaining NABL accreditation of the AAHL laboratory in the form of Demand Draft to be drawn in favor of DEAN, COLLEGE OF FISHERIES, ASSAM AGRICULTURAL UNIVERSITY, RAHA payable at SBI RAHA Branch must be submitted along with the quotations. The tenders/quotations will be received up to 4:00 pm of **14th August 2023**. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Sd/-


(Ayub Ali)
Dean (i/c)
College of Fisheries Assam
Agricultural University Raha
Nagon-782103

AAU/FY/Tech-62/2018-19/ 2218-23

Dated: 28/07/2023

Copy for information and necessary action to

1. The Registrar, AAU, Jorhat
2. The Comptroller, Assam Agricultural University, Jorhat-13
3. Dr. Hemanta Pokhrel, Nodal Officer, *Aquatic Animal Health Laboratory*, AAU, Raha
4. The system Administrator, with a request to publish the advertisement on the AAU website.
5. The Advertisement manager, The Assam Tribune with a request to publish the above Advertisement in one issue of your paper and submit the bill for payment to the office of the undersigned with copy of the Advertisement.
6. Office Copy


(Ayub Ali)
Dean(i/c)
College of Fisheries Assam
Agricultural University Raha
Nagon-782103
Dean
College of Fisheries
Assam Agricultural University
Raha : Nagaon : Assam

Terms and Conditions of the Invitation to BID

1. The quotation fees of Rs.300/- (Rupees Three hundred only) in favor of Dean, College of Fisheries, AAU, Raha is not refundable. Those who will submit the quotation by downloading the tender documents, they must have to submit the quotation fee in the form of IPO/DD along with the quotation without which quotation will be rejected.
2. The bidder shall enclose the earnest money 4% for items of Rs. 10,00,001 and above, 3% for Rs. 5,00,001 to Rs. 10,00,000 and 2% for items of upto Rs. 5,00,000 of the quoted prices in the shape of DD drawn in favor of the Dean, College of Fisheries, AAU, Raha, payable at SBI, Raha, Branch. The bids that are not accompanied by the aforesaid bid security will not be accepted. The details of bid security must be provided. The bid security of the unsuccessful bidders will be released after issuing work order to the successful bidder and the bid security of the successful bidder will be released after execution of the order. **Companies registered under MSME and having Udyam certificates are exempted from submission of EMD.**
3. The quotation shall be sealed and superscribed at the top of sealed cover "Quotation for Engagement of Consultancy firm for obtaining NABL accreditation as per ISO/IEC 17025:2017 for Aquatic Animal Health Laboratory (AAHL), College of Fisheries, Assam Agricultural University, Raha, Nagaon vide memo no. No. AAU/FY/Tech-62/2018-19/ 2218-23 Dated: 25.09.2023
4. Quoted price: To facilitate format evaluation, the bidder shall quote the price of items along with POs and work completion certificates from Central/ State Govt. or PSUs related to NABL Accreditation of Labs as per ISO/IEC 17025: 2017 (at least 3 nos. in the last 5 years).
5. The bid submitted by the bidder shall remain valid for a period of 90 (ninety) days. Bid not conforming to this provision shall be treated as non-responsive.
6. To facilitate prompt evaluation, the bidder must positively submit Double Bid (Technical bid and price bid separately) for each item for verification and evaluation. If the bidder fails to qualify the technical part, the bid would automatically get cancelled for the same prior to opening of the price bid.

7. Price Format

Name of Consultancy Service provider	Brief Specification of the Consultancy firm and work	Unit Price	GST/Freight Charge if any	Total
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8. The rate shall be quoted for all duties, taxes and other levies payable by the bidder shall be included in the item rate. GST should be quoted separately (GST No. must be furnished)
9. There should not be any overwriting. Corrections, if any, should be made with dated initial of bidder. Bidder shall submit quotation separately in each item.
10. Rates should be quoted clearly both in words and figures without which the quotation shall stand rejected.
11. The price quoted shall be fixed and not subject to adjustment/variation during the performance of the contract.

12. Assam Agriculture University

Assam Agricultural University is the first institution of its kind in the whole of North-Eastern Region of India. The main goal of this institution is to produce globally competitive human resources in farm sector and to carry out research in both conventional and frontier areas for production optimization as well as to disseminate the generated technologies as public good for benefitting the food growers/producers and traders involved in the sector while emphasizing on sustainability, equity and overall food security at household level. The embryo of the agricultural research in the state of Assam was formed as early as 1897 with the establishment of the Upper Shillong Experimental Farm (now in Meghalaya) just after about a decade of creation of the agricultural department in 1882. However, the seeds of agricultural research in today's Assam were own in the dawn of the twentieth century with the establishment of two Rice Experimental Stations, one at Karimganj in Barak valley in 1913 and the other at Titabor in Brahmaputra valley in 1923. Subsequent to these research stations, a number of research stations were established to conduct research on important crops, more specifically, jute, pulses, oilseeds etc. The Assam Agricultural University was established in April 1, 1969 under The Assam Agricultural University Act, 1968' with the

mandate of imparting education, conduct research in agriculture and allied sciences and to effectively disseminate technologies so generated. Before establishment of the University, there were altogether 17 research schemes/projects in the state under the Department of Agriculture. By July 1973, all the research projects and 10 experimental farms were transferred by the Government of Assam to the AAU which already inherited the College of Agriculture and its farm at Barbheta, Jorhat and College of Veterinary Sciences at Khanapara, Guwahati.

Subsequently, College of Community Science at Jorhat (1969), College of Fisheries at Raha (1988), Biswanath College of Agriculture at Biswanath Chariali (1988) and Lakhimpur College of Veterinary Science at Joyhing, North Lakhimpur (1988) were established. Presently, the University has three more Colleges under its jurisdiction, viz., Sarat Chandra Singha College of Agriculture, Chapar, College of Horticulture, Nalbari & College of Sericulture, Titabar. Similarly, few more regional research stations at Shillongani, Diphu, Gossaigaon, Lakhimpur; and commodity research stations at Kahikuchi, Buralikson, Tinsukia, Kharua, Byrnihat and Mandira were added to generate location and crop specific agricultural production packages.

Mandates:

- Imparting resource conserving, quality and market driven education in agriculture and allied fields to facilitate agricultural growth for food security
- Undertake basic, strategic and applied research in the sector for agriculture centric business and employment avenues in the production to consumption chain
- Technology showcasing and transfer to the user groups for science led agricultural growth

Mission:

- To fill up talent gap in agriculture and allied sector to preposition the state to combat the emerging challenges in agriculture and ensure productivity increase in Agri-horti-animal-fish crops on the face of shrinking/fragmented land holdings, ailing soil health, diminishing water resources and increased human population. Technology showcasing and transfer to the user groups for science led agricultural growth

13. A write up on Chemical Lab at the College of Fisheries along with scope of accreditation (this may change after GAP analysis when the scope will be examined and compared with the present scope of accreditation of NABL)

College of Fisheries, established in 1988 at Raha, Nagaon, 200 km away from Jorhat and 100 km away from Guwahati on National Highway No. 37 offers following degree programmes. There are seven departments in the College namely, Department of Aquaculture, Department of Aquatic Animal Health Management, Department of Aquatic Environment Management, Department of Fisheries Resource Management, Department of Fisheries Engineering, Department of Fish Processing Technology, Department of Fisheries Extension Economics and Statistics. Among all the seven departments Aquatic Animal Health Management is one of the major departments where all problems relating to fish health management is being taken care off. Under this department Aquatic Animal Health Laboratory (AAHL) was being sanctioned in 05/02/2019 under the agreement with NFDB to be part of NFDB projects and NBFGR disease surveillance programme.

The AAHL laboratory was established with the following purpose:

- To established strong network of field laboratory for improving aquatic animal health services and strengthen existing national disease surveillance programme.
- To analyze the physical, chemical and biological quality of the water, soil and other aquaculture inputs.
- To assess the health of aquatic animals for the bacterial, viral, fungal, parasitic and other diseases of commercial importance following standard diagnostic methods.
- To extend full-fledged diagnosis support and services to the aquacultural farmers in terms of microbiological and molecular diagnosis of disease in aquatic organism.
- To develop cost effective and reliable quality certification service to the aquaculture industry.
- Reporting occurrence and communicating results to stakeholders including NFDB, DOF-GoI, NBFGR and state Fisheries Departments officers for timely action.

14. Pre-Qualifying Requirements/ Eligibility Criteria

- Consultancy firm must be working in the field of training and consultancy for NABL accreditation of Labs for the last 15 years,
- Should be a company with a valid current version ISO 9001:2015 certificate
- Should have executed at least three NABL accreditation Work Orders successfully in the last 10 (ten) years in Central/ State Government, Public Sector or reputed Private Sector Labs. Should produce valid Pos and Work completion certificates as a proof of successful completion of work.
- Should have valid PAN & GST certificates.

15. Scope of Work

Scope of work will comprise of the following;

Sl. No	Topic
a.	Awareness sessions on ISO/IEC 17025: 2017
b.	Training on Risk assessment
c.	Conducting Gap analysis
d.	Preparation of formats, Quality Manuals, Test Procedures and Standard Operating Procedures
e.	Training on Uncertainty of Measurement
f.	Guidance for PT/ILC (Proficiency testing and Inter Lab Comparison)
g.	Conducting Internal Audit
h.	Management Review
i.	Online application on NABL Portal
j.	Co-ordination for Pre-assessment) – NABL pre - accreditation audit, closing of non-conformance on time (optional)
k.	Co-ordination of final assessment – NABL Accreditation audit, closing of non-conformance on time

16. Duration: The work of NABL accreditation of the lab as per ISO/IEC 17025: 2017 must be completed within 8 months from the date of placement of our Work Order.

17. Validity: Validity of your offer will be for 90 days.

18. PAYMENT TERMS: Payment will be made maintaining all codal formalities once the firm is selected. Payment will be made online by RTGS/ NEFT after the receipt of GST Invoice.

19. EMD – Offers without EMD will be summarily rejected. Amount of EMD will be 4% for items of Rs. 10,00,001 and above, 3% for Rs. 5,00,001 to Rs. 10,00,000 and 2% for items of upto Rs. 5,00,000 of the quoted prices. **Firms registered under MSME and having Udyam Certificate are exempted from submission of EMD.**

20. Technical Experience Criteria:

- The bidder should be an ISO 9001:2015 certified consultancy firm/organization.
 - The bidder should mention the name of experienced technical person(s) in the offer and shall submit documentary evidence(s) in support for executing the work. The technical person(s) should have successfully completed “4 –Day Training Programme on Laboratory Quality Management System & Internal Audit as per ISO/IEC 17025:2017”.
21. The bidder shall submit at least three copies of Purchase Order/Work order(s) and corresponding Completion Certificate in support of their consultancy services rendered to Chemical Testing Laboratory of any organization for obtaining successful NABL accreditation in the last ten (10) years

from the date of Invitation to Tenderer (ITT). Including Government/ PSU/ reputed private organization

22. Documents to be submitted along with offer:

- Valid copy of ISO 9001:2015 certificate in the name of bidder for Clause: Technical Experience Criteria,
- Copy of certificate in the name of person(s) mentioned in the offer towards successful completion of "4 –Day Training Programme on Laboratory Quality Management System & Internal Audit as per ISO/IEC 17025:2017" for Clause: Technical Experience Criteria,
- Two copies of Purchase Order/Work order(s) in the name of bidder and corresponding Successful Completion Certificate for Clause: Technical Experience Criteria,
- Company certificates like PAN, GST, MSME Balance Sheet & P/L statement for the last 3 years

23. Scope of Work:

- Gap Analysis between existing management system and requirement of NABL accreditation as per ISO/IEC 17025:2017.
- Awareness training on ISO/IEC 17025:2017 to all laboratory personnel along with responsibilities of Quality Manager and Technical Manager.
- Preparation of Laboratory Quality Management System (LQMS), Standard Operating Procedure (SOP), Process Manuals (PM), Calibration & Maintenance Records of equipment etc. in line with NABL requirement.
- All other applicable requirements as per ISO/IEC 17025:2017 are to be covered including Risk Analysis, and newly introduced requirement by NABL authority.
- Validation of Method for required parameters.
- Preparation of PT plan calendar.
- Training on calculation & computation of Measurement of Uncertainty (MU) for testing parameters to all laboratory personnel.
- Comprehensive list of each testing parameter in line with NABL requirement for Scope of Application.
- Conduct Internal audit in accordance to NABL requirement.
- Conduct Management Review in accordance to NABL requirement.
- Adequacy Audit on the System in compliance with ISO/IEC 17025:2017 Standard.
- Online submission of NABL application form.
- Corrective action to be taken on observations/feedback received from NABL in the uploaded documents after review, if any.
- Guidance & Support during assessment of the laboratory by NABL assessors.
- Necessary actions on closure of Non-Conformances received, if any.

24. Deliverables:

- Gap Analysis Report.
- All relevant documents/presentations/materials/formats for ISO/IEC 17025:2017, NABL and Measurement of Uncertainty etc.
- Comprehensive list of each testing parameter in detail (including MU value) in line with NABL requirement.

- Documentation – Laboratory QMS, PM, SOP, Records, formats etc. and all other relevant documents required for NABL application.
- Internal Audit Report.
- Management Review Report.

25. Other Technical Terms & Conditions:

- The successful bidder shall cover and provide support, assistance in all respect for fulfilling every requirement of NABL accreditation process which is not explicitly mentioned under Scope of Work.
- The successful bidder will provide all necessary guidance/inputs till successful accreditation and certificate received from NABL.

26. Time schedule:

- Eight (8) months from the date of work order, OR, receipt of accreditation certificate from NABL, whichever is earlier.

**ANNEXURE -I
Format for EMD Details**

Sl.No	Sl. No of the Service offered (as per bid document)	Name of the Consultancy service quoted for	Basic price of the consultancy service (excluding taxes and transportation charges)	Price in Indian rupee	Amount of EMD (4% for items of Rs. 10,00,001 and above, 3% for items of Rs. 5,00,001 to Rs. 10,00,000 and 2% for items of upto Rs. 5,00,000)	Details of EMD submitted including amount and validity

**Annexure II
FORMAT FOR COMPLIANCE STATEMENT**

Sl No	Name of the Consultancy Service quoted for as per Bid Document	Consultant firm	
Detailed Specification:			
Sl No.	Consultancy serviced Asked for	Consultancy serviced offered*	Complied (Yes/No)

*The Specification offered must be verifiable form the data sheet (both softcopy and hardcopy) from the OEM, provided by the vendor as well as the official website of the OEM.