

Madhya Pradesh Rural Road Development Authority

Project Implementation Unit Bhopal 462023

*Request for proposal for Providing consultancy services
for NABL*

*Accreditation of a Centralised Testing Facility
Laboratory at MPRRDA PIU BHOPAL*

Issued to M/s

MR No. & Date

Signature of issuing officer

**PROJECT IMPLEMENTATION UNIT, BHOPAL
(M.P.RURAL ROADS DEVELOPMENT AUTHORITY)**

Notice No.: 250/PIU/GM/NABL/Consultant/15-16 dtd. 15/2/2016

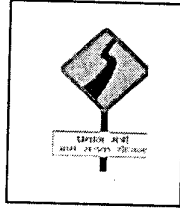
Request for proposal

(Press Notice)

Project Implementation Unit Bhopal invites request for proposal from reputed consultants for NABL accreditation of a centralized testing facility laboratory at PIU Bhopal. Detail terms and conditions including prescribed format are available in the PIU web-site : www.mprrda.com. RFP Document may be purchased on payment of Rs. 2000/- upto 05.03.2016 PM on 17:30

General Manager

OFFICE THE PROJECT GENERAL MANAGER
(M.P.RURAL ROADS DEVELOPMENT AUTHORITY)
PROJECT IMPLEMENTATION UNIT, BHOPAL
 293, Rohit Nagar Phase – II Aakarti Eco City Bawadia Kalan Bhopal (M.P.)
 E-mail ID- gmrrdabpl@hotmail.com, Phone No. 0755-2427596, Fax No. 0755-2427596



Notice No.: *2412/A*/PIU/GM/NABL/Consultant/15-16 dtd. *15/2/2016*...

Name of the work:

Providing consultancy services for NABL Accreditation of a centralized Testing Facility
 Laboratory at PIU BHOPAL

Detailed Notice

1. RFP document may be purchased on payment of Rs. 2000/- through DD drawn in favour of G.M. PIU Bhopal upto 05.03.2016 PM on 17:30 RFP Document may also be downloaded form our website www.mprrda.com. and in such case cost of RFP Document in form of DD may be submitted in separate envelope with the technical bid.
2. Last date for submission of proposal is 08.03.2016 .upto 17:30 PM.
3. Technical proposal will be opened on 09.03.2016 at 15:30 PM.
4. Financial proposal of technically qualified bidders will be opened on 14.03.2016 at 10:30 AM.
5. Proposal should be accompanied with EMD of Rs. 10,000/- (ten thousand) in the form of FDR/DD drawn in favour of G.M. PIU Bhopal.
 - 5.1 EMD will be forfeited if,
 - (a) Proposal is withdrawn within validity period.
 - (b) successful bidder fails to submit performance security and sign agreement within the given period.

6. Submission of proposal :

Proposal are to be submitted in three envelope system. The Bidder shall place the three separate envelopes (called inner envelopes) marked "EMD", "Technical Proposal" and "Financial Proposal" in one outer envelope. If RFP document is downloaded from website, cost of bid document in the form of DD should also be submitted in a separate envelope marked as cost of bid document. Technical proposal should be submitted in form of 'A' 'B' 'C' & 'D' annexed to RFP document with supporting documents.

The outer envelope addressed to GM, PIU Bhopal, MPRRDA, 293, Rohit Nagar Phase – II Aakarti Eco City Bawadia Kalan Bhopal (M.P.) shall bear the name of the consultants, name of work for which bid is submitted and have markings as ;

Not to be opened before 09.03.2016 at 15:30 hrs (date and time of Technical Proposal opening)

7. Financial Offer :

Financial offer should be submitted in the form "E" attached to this document.

8. Opening of Proposal :

- a. Technical Proposal will be opened in the following order ;
 - i. first envelope containing cost of RFP Document (if downloaded from website) will be opened.
 - ii. envelope containing EMD. If cost of RFP Document and EMD is in order,
 - iii. envelope containing Technical bid will be opened.
- b. Financial bid of technically qualified consultants shall be opened on the given date and time.

9. Validity of Proposal :

Proposal will be valid for 90 days reckoned from the last date of submission of offer.

Note : This detailed notice is part of RFP Document and treated as such for all purposes.

REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES

Section – I

1. Preamble :

- (i) MPRRDA PIU BHOPAL has set up a single storeyed building for Centralized Testing Facility Laboratory covering an area of 775 sqft under Rural Engineering Services Department. The Laboratory is intended to promote consultancy and high level research activities at PIU BHOPAL
- (ii) The laboratory has housed testing facilities for different building materials like cement, concrete, bitumen, soil steel, brick, etc. Some non-destructive testing facilities for concrete and soil have also been installed.
- (iii) The Laboratory will be now accredited by NABL.

2. Scope of Work :

- a. The consultant is to assist the institute in getting the NABL accreditation
- b. Other relevant works include .
 - i. Filling Application Form NABL 151
 - ii. Preparation of Laboratory quality manual in accordance with ISO/IEC 17025:2005
 - iii. Assisting in fulfilment of terms and conditions as per NABL 131
 - iv. Arranging 4 days training programme on Laboratory management system for Quality Manager.
 - v. Completion of internal audit covering the clauses of ISO/IEC 17025:2005
 - vi. Completion of Management Review as per CI 4.15 ISO/IEC/ 17025:2005
 - vii. Initiation in Proficiency Testing/ Inter Laboratory Comparison

3. Time allowed for completion of the Assignment :

Consultants is expected to complete the whole assignment within a period of four months. Immediately after signing the agreement consultant has to submit detailed activity wise programme for the approval of client. Assignment will be treated to have been completed when NABL accreditation is received by MPRRDA.

4. Technical Qualification for Consultant :

The applicant should have satisfactorily completed similar consultancy assignments as given below , during last 5 years, including current year.

- a. Have experience in the field for not less than 05 years, including current year
- b. Have completed at least two similar consultancy assignment during the last 5 years including current year
- c. At least one of the above projects shall be for Government /Semi Government /Government undertaking/Government Autonomous Bodies etc.
- d. Similar assignment means providing consultancy for preparation of necessary documents, preparation of laboratory Quality Manual in accordance with all ISO/IEC 17025:2005. Conducting necessary training program on laboratory management system, conducting in internal audit covering the clauses of ISO/IEC 17025:2005 completing Management review as per CL 4.15 of ISO/IEC 17025:2005 initiation in Proficiency Testing .Inter Laboratory Comparison etc.
- e. should have average turnover of Rs. 30 lakhs during last 5 years. (attach copy of audited P/L account & Balance sheet)

Interested consultant (s) may submit their technical bid with experience certificate etc. and PPT presentation in hard copy/soft copy in the office of G.M. PIU Bhopal by the prescribed date. It is desired that the presentation should include consultant's experience, his organizational set up fulfilment of the scope of work acceptance of the MPRRDA terms and condition. Interested consultant are to submit duly signed hard copy of the presentation with the technical bid.

5. EVALUATION CRITERIA :

Technical bid will be evaluated for 100 points/ score as below ;

a. ORGANIZATION.....	35 Points
i. Organization setup & Office Locations,	(5 Points)
ii. In house Service for Assignment	(05 Points)
iii. Curriculum Vitae of main Professionals, Section III Form "C" (CV of only three professionals be submitted for evaluation)	(15 Points)
iv. Turnover	(10 Points)
b. EXPERIENCE	40 Points
i. Experience in similar Nature of work completed during last five years (Attached Performance Report)	(35 Points)
ii. Previous experience with D.A.E/Central Govt.	(5 Points)
c. PRESENTATION	25 Points
Total	100 Points

Note : Financial offers of consultants securing 75 or more points will only be opened on given date and time.

- d. Even though an applicant may satisfy the above requirements he would be liable to disqualification if he has:
- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
- e. Document submitted by the consultants shall be subject to thorough verification of their credential and inspection of similar works carried out/in progress by them, through a Technical committee of experts to be constituted by MPRRDA

without being liable for any damages or obligation or assigning any reason to the applicant MPRRDA reserves the right to.

- i. Amend the scope and value of work.
- ii. Reject any or all of the proposal without assigning any reason.

Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

6. TERMS AND CONDITIONS FOR PAYMENT:

Since the scope of work includes getting the NABL accreditation of the laboratory hence the full payment will be made only after the accreditation. However, for carrying out the work, interim payment shall be made as under ;

Sr. No.	Name of work	Payment as % of total consultancy fees
1	Preparation of laboratory quality manual in accordance with ISO/IEC 17025:2005	10%
2	Completion of 4 days training programme on Laboratory management system for Quality Manager	10%
3	Completion of internal audit covering the clauses of ISO/IEC 17025:2005	10%
4	Completion of Management Review as per Cl. 4.15 of ISO/IEC 17025:2005	10%
5	Initiation in Proficiency Testing. Inter Laboratory comparison	10%
6	Submission of application form NABL 151	20 %
7	Approval NABL accreditation	30%

7. Penalty for delay in completion of assignment :

If the whole assignment is not completed within the prescribed time limit a penalty of 0.50% per week subject to a maximum of 10% of the bid amount shall be levied. Extension of time if requested by the consultant will, however, be considered by the client on the merits.

8. Performance Security :

Successful Consultant will have to deposit performance security equal to 5% (five percent) of the contract amount in the form of DD/FDR drawn in the favour of G.M. PIU Bhopal within 10 days from the date of issue of acceptance letter and sign the agreement. Consultant's failure to furnish the performance security and sign the agreement within the prescribed time limit will result in forfeiture of EMD and debarring the consultant from the participation in future tenders.

9. Termination of contract :

9.1 Contract may be terminated by the client, by giving 15 days notice, if consultant fails to complete the assignment as per agreement. On termination of contract performance security will be forfeited and consultant will be debarred from participation in future tenders.

9.2 Notwithstanding the above, the client may terminate the contract for convenience.

Section - II

LETTER OF TRANSMITTAL

From :

To General Manager
Madhya Pradesh Rural Road Development Authority
PIU Bhopal- 462023

Subject : Submission of proposal for the NABL accreditation of a centralized testing facility laboratory at PIU BHOPAL

Sir,

Having examined the RFP Document for the above assignment. I/we submit my proposal with relevant document.

- i. I We/hereby certify that all the statements made and information supplied and accompanying statement are true and correct .
- ii. I/We have furnished all information and details necessary for evaluation of proposal and have no pertinent information to supply
- iii. I/We agree the terms and conditions for payment.
- iv. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:

Sl. No.	Name of work	Certified by/from

Enclosures

Signature(s) of Applicant (S)

Seal of Applicant

Date of submission

Section III FORM - "A"

Organisational structure

1	Name & Address of the applicant with Telephone no /FAX NO/E-Mail ID	
2	a. Year of Establishment b. Date & year of commencement of Practice	
3	Legal status of the applicant (attach Copies of original document defining the legal status)	
	A proprietary Firm	
	B Firm in Partnership	
	C A limited company of Corporation /Joint venture/consortia	
4	Name of Directors & other Executives with designation	
5	Designation of individuals authorized to act for the organization	
6	Total No of professional staff (In house):-	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? if so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? if so give name of the project and reasons for abandonment .	
9	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so give details .	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law ? if so give details	
11	In which field of consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Financial turnover of last 5 years	

Section III FORM -"B"

Details of in House service available for the assignment

Sl.NO.	Inhouse Service	Availability of Services	NOs of Inhouse staff with experience		
			Experience of 10 years & above	Experience of more than 5 years	Experience of less than 5 years
1	Administrative /Support Staff, categories to be mentioned	Yes/No			
2	Office Equipment a. Computers b. Plotters c. Printers d. Scanners e. Photocopying machine f. g.	Yes/No	Nos available		
		Yes/No Yes/No Yes/No Yes/No			
3	Software available to be mentioned				

Section III FORM -"C"

Format of Curriculum Vitae (CV) of key professionals

Name of Firm :

Professional :

Date of Birth :

Years with Firm :

Nationality :

Membership in Professional Societies :

Detailed Task Assigned :

Key Qualification:

[Give an outline of staff member's experience and training relevant to responsibility of context of assignment Describe degree of responsibility held by staff member on relevant previous assignment and give dates location. Use up to half a page

Education

[Summarize college/University and other specialized education of staff member, giving names of schools, dates attended and degree (s) obtained. Use up to a quarter page.]

Certification :

I, the undersigned, certify that to the best of my knowledge and belief. These bio-data correctly describe my qualifications, my experience and myself.

Date :.....

Section III FORM -"D"

Details of all works of similar nature of assignment completed during the last five years including current year

<i>SL.No</i>	<i>Description</i>	<i>Similar Nature of assignment – Completed works</i>		
		<i>3</i>	<i>4</i>	<i>5</i>
1	Name of work/Project and location			
2	Name & Address of Employer/Organization , Telephone No of officer to whom reference may be made.			
3	Cost of work in Rs. Lakhs (Attach Copy of Work Order)			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details **			
8	Service rendered			
	a) Inhouse teams			
	b) Associated consultants / Consortia Members			
9	Names of Project in charge & Key staff & Nos. of staff involves .			
10	Any other information .			

** Indicate gross amount claimed and amount awarded by the Arbitrator

Section III FORM –"E"**Financial Proposal**

I/We hereby submit my Financial Proposal for Providing consultancy services for NABL Accreditation of a Centralised Testing Facility. Laboratory at MPRRDA PIU BHOPAL for the total some of Rs./- (Rs. in words) including all taxes.

I also agree to the payment schedule proposed by the client in the RFP Document.

Signature(s) of the applicant

(Authorised signatory with seal)