

Request For Proposal (RFP)

For

Engagement of Consultant/Agency for

NABL Accreditation of

State Disease Investigation Laboratory

Director

Animal Resources Development Department,

Government of Tripura, Agartala

Background

The State Disease Investigation Laboratory (SDIL), under the Animal Resources Development Department (ARDD), Government of Tripura, functions as the apex diagnostic facility for animal disease investigation, surveillance, and monitoring in the state.

In order to ensure quality, reliability, national recognition of testing services, the Government intends to obtain accreditation of SDIL as per ISO/IEC 17025:2017 guidelines from the National Accreditation Board for Testing and Calibration Laboratories (NABL).

Accordingly, ARDD invites proposals from experienced and qualified consultants/agencies for providing end-to-end support in achieving NABL accreditation.

Scope of Work:

The selected agency shall provide comprehensive services, including but not limited to:

1. **Gap Analysis & Action Plan**
 - Assess existing laboratory infrastructure, quality management system, and practices.
 - Identify gaps as per NABL requirements (ISO/IEC 17025:2017).
 - Prepare a time-bound action plan.
2. **Documentation Support**
 - Develop/upgrade Quality Manual, SOPs, Work Instructions, Forms, Records, etc.
 - Assist in implementation of Quality Management System.
3. **Training & Capacity Building**
 - Train laboratory staff on ISO/IEC 17025:2017 requirements, internal audits, measurement of uncertainty, method validation, etc.
4. **Internal Audit & Management Review**
 - Conduct mock/internal audits.
 - Facilitate Management Review Meetings.
5. **Application & Coordination with NABL**
 - Assist in preparation and submission of NABL application.
 - Provide support during pre-assessment and final assessment by NABL.
 - Facilitate closure of non-conformities (NCs).
6. **Post-Accreditation Support**
 - Guidance on maintaining compliance for at least one year after accreditation.

Eligibility Criteria: The bidder must:

- Be a registered consultancy/organization in India with at least 5 years' experience in laboratory quality management systems.
- Have successfully facilitated at least 3 NABL accreditations in the last 5 years, preferably in veterinary/medical/biological laboratories.
- Have qualified resource persons (Lead Assessors/Internal Auditors trained by NABL/QCI).
- Provide relevant documents (Incorporation Certificate, PAN, GST, Experience Certificates, CVs of experts).

Deliverables and Timelines:

- Gap Analysis Report – within 30 days of award of contract.
- Draft QMS Documentation – within 60 days.
- Training Programs – within 90 days.
- Application submission to NABL – within 120 days.

- Support till NABL accreditation is granted (tentatively 9–12 months).

Proposal for submission:

Bidders are required to submit proposals in **two parts**:

Instructions to Bidders (ITB)

1. Two-Bid System: Proposals must be submitted in two parts – Technical Bid and Financial Bid.
2. Bid Validity: Bids shall remain valid for 120 days from the date of submission.
3. Bid Security (EMD): Rs. 36,000/- (5%) to be deposited in the form of DD/Bank Guarantee (exemptions as per GoI rules apply).
4. Performance Security: 3–5% of contract value to be furnished by successful bidder.
5. Pre-Bid Queries: May be submitted in writing by 7 (seven days) days from date of publication of bid.
6. Proposal Language: English.
7. Conflict of Interest: Bidders must disclose any conflict of interest
8. The Authority reserves the right to accept or reject any/ all Bids without assigning any reason thereof.

1. **Technical Proposal** (no price information):
 - Organization profile, experience, team composition, methodology, work plan, and past assignments.
2. **Financial Proposal**:
 - Lump-sum professional fee with break-up (consultancy fee, training, documentation, out-of-pocket expenses, applicable taxes).

Proposals must be submitted in sealed envelopes clearly marked as:

- Envelope 1: Technical Proposal
- Envelope 2: Financial Proposal

Evaluation Criteria:

- **Technical Proposal – 70% Weightage**
 - ✓ Relevant Experience: 30 marks
 - ✓ Team Qualifications: 20 marks
 - ✓ Methodology & Work Plan: 20 marks
 - **Financial Proposal – 30% Weightage**
- ✓ Lowest evaluated financial proposal (L1) will be given full score; others will be scored proportionately.

Final selection will be based on **Quality and Cost Based Selection (QCBS)** method.

Signed by

Neeraj Kumar Chanchal

Date: 09/10/2025 11:08:26

**Animal Resources Development Department
Government of Tripura**