



NATIONAL AUTOMOTIVE TESTING AND R&D INFRASTRUCTURE PROJECT

(A Registered Society under Ministry of Heavy Industry and Public Enterprises)

Ref. No. 381/NATRiP/GARC/2019/ISO/IEC 17025:2017/Consultant for
NABL- NIQ

Date: 17/10/2019

NOTICE INVITING TENDER (NIT)

Subject:- “Hiring of a consultant to prepare the documents as per ISO/IEC 17025:2017 and Implementation, Training, Internal Audit & Assistance in External Audit with Recommendation for Accreditation of NABL” at GARC, Chennai.

Dear Sir,

National Automotive Testing and Research & Development Infrastructure Project (NATRiP) Implementation Society under Government of India, Ministry of Heavy Industries & Public Enterprises invites quotations from registered and authorized firms for **“Hiring of a consultant to prepare the documents as per ISO/IEC 17025:2017 and Implementation, Training, Internal Audit & Assistance in External Audit with Recommendation for Accreditation of NABL”** at ‘Global Automotive Research Centre (GARC) at Plot E-1, Oragadam Industrial Growth Centre Oragadam, Mathur Post, Sriperumbudur, and Taluk Kanchipuram District-602105.

2. The sealed bids titled “Quotation “With ref no of the document addressed to the **“Procurement Officer” Global Automotive Research Centre (GARC), Plot E1, SIPCOT Industrial Growth Centre, Oragadam, Mathur Post, Kanchipuram Dist-601 105, Tamil Nadu, INDIA”** shall reach by 5th November 2019 @ 3.00 pm.

3. Scope of Work & Detailed Requirements as per annexure - 1

4. Terms & Conditions:

1. The rates shall include all costs against mobilization and demobilization of your equipment and professional personnel, unskilled labors, necessary arrangement like site clearing, lights, power supply etc., GARC will not arrange any security for your equipment.
2. The offer shall include any other activity related to the scope of the work as in title above needed for the project but not explicitly mentioned above.
3. It shall be the responsibility of the successful bidder to complete the job as per the technical specifications stated herein in at Global Automotive Research Centre (GARC).
4. The rates quoted by the bidder shall remain firm till the completion of the job/work order and price variation shall not be entertained.
5. The prices should be quoted must be free from any kind of overwriting, alteration and correction.
6. Taxes/GST, if any should be mentioned separately.
7. The agency shall carryout the work/supply within 20 days (Twenty days) against the acceptance of the work/purchase order.



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8. Prospective bidders may visit the premises to ascertain the scope of works involved, before submitting their quotation.
9. It shall be ensured by your agency that all your equipment is handled carefully while doing works without causing any damage to GARC premises.
10. Cost of any damages shall be recovered from agency.
11. It shall be your agency's liability to avoid any causality during the work in all respects, any kind of causality to be borne by your agency.
12. It shall be your agency's liability to avoid any losses or damages by wrongful act; or negligence; or irresponsibility; or carelessness during the work.
13. The Competent Authority of this office reserves the rights to reject any or all the quotations without assigning any reason and the decision of the competent authority of this office shall be final and binding.

5. Terms of Payment:

1. 100% payment shall be release after supply of items/Works, as certified by engineer incharge of the lab.
2. Payment shall be released within 45 days from the date of submission of work completion report signed by engineer incharge of the lab.
3. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment
4. All payments to the Vendor shall be made by Account payee cheque or RTGS in Indian Rupees
5. Liquefied Damages: In the event of delay on part of the supplier/contractor to achieve completion of the work within the time lines as specified in the quote, the supplier/contractor liable to pay to GARC a sum equal 0.5% of the contract price for every week of delay, or part thereof, subject to the maximum of 10% of the contract price, for such default as liquefied damages, which the supplier/contractor is not a penalty but a genuine pre-estimate of loss and damage likely to be suffered and incurred by GARC for every day, or part thereof, that such delay subsists till the date of actual completion. GARC may, without prejudice to any other method of recovery, deduct the amount of such damages from any monies due or to become due to the supplier/contractor.

GARC shall be at liberty to withhold any of the payments in full or in part.subject to recovery of taxes including TDS as applicable


Rajeswar Tripathy
(Procurement Incharge)

Annexure- 1

SCOPE OF WORK - NABL

1. System Establishment & Training

- a) Including gap analysis, preparation of all documents with respect to NABL like Quality Manual, System Procedures & Test Procedures/SOP for all instruments, gauges and testing equipments'
- b) Awareness training for the respective lab personals.

2. Implementation & Assistance:

- a) Review of the established systems, documents and procedures with respective department.
- b) Assisting the department to ensure that the documents and records are effectively implemented

3. Internal Auditing & Corrective Action:

- a) Carrying out internal Auditors Training Program, including 4 days mandatory training with certificate.
- b) Assisting Internal Auditors to perform Internal Auditing for various departments.
- c) Assisting in taking appropriate corrective actions for non-conformances identified.

4. External Auditing and Recommendation to Accreditation:

- a) Submission of Application for Accreditation
- b) Assisting the organisation at the time of Pre- Assessment of Laboratory & Final Assessment of Laboratory
- c) Ensuring that the Organisation is recommended to the standard during the Accreditation Audit by External Agency

