



**OFFICE OF COMMISSIONER OF CUSTOMS
CUSTOM HOUSE LABORATORY
CUSTOM HOUSE, NEW HARBOUR ESTATE
TUTICORIN- 628 004.
Telephone: 0461-2353104**

**Sub: Quotation for the appointment for Consultant for
NABL work - Reg.**

Sir,

Please quote your price for the consultancy for NABL work.

- Sealed quotations are invited from the eligible and qualified consultants for obtaining NABL accreditation for Textile testing for Custom House Laboratory, Custom House, Tuticorin as per NABL requirements, read with ISO/IEC 17025:2017, as detailed in **Annexure 'A'**
- The quotation should be marked as **"Quotation for Consultant for NABL Accreditation for Custom House Laboratory, Custom House, Tuticorin"** addressed to The Chemical Examiner Gr-I, Custom House Laboratory, Custom House, New Harbour Estate, Tuticorin-628 004.
- The **last date for the submission of the quotation is 30.06.2021 till 17.00 hrs.** Quotation received after due date shall be rejected.

The information regarding quotation is also available in

www.tuticorincustoms.gov.in .

Yours sincerely,

-Sd-

F No. 06/NABL-LAB/2020-21
Dated: 21.06.2021

(T.R. SURESH)
Chemical Examiner Gr-I

ANNEXURE-‘A’

NATURE OF WORK

- * The Consultant(consultancy service provider) shall act as facilitator in development and approval of documentation suitable to Custom House Laboratory, Custom House, Tuticorin for its implementation and meeting requirements of ISO/IEC 17025:2017.
- * Providing awareness to our officers & chemists on ISO/IEC 17025:2017 in the form of workshop/seminar in fulfilling the overall process of system development, implementation in line with NABL.
- * Preparation of Quality Manuals, Management System Procedures(MSP), Formats and Registers.
- * Verification of Accommodation, Facilities & Environment conditions.
- * Verification of Personnel and Equipment.
- * Verification of Handling of samples, Test methods, method validation, Test finding registers and Reporting of Results.
- * Minimum of two physical visits shall be made by consultant.
- * Assuring of quality of Test Results.
- * Guiding for implementation of Management system, Document & Record control.
- * Guidance for implementation of Purchasing services and supplies.
- * Guidance for implementation for Corrective and preventive action.
- * Guidance for Internal Audit, Management Review meeting and preparation of minutes.
- * Guidance for submission of Quality Manual to NABL for adequacy by Lead Assessor.
- * Guidance for submission of application for accreditation to NABL.
- * Closure of Non-conformance by Assessor.
- * Consultant shall be present at the time of pre Assessment Audit and final Audit by accreditation body and guide for closing the observations given by accreditation body. Also guide for submission of any corrective action to NABL.
- * Any other jobs relevant for obtaining NABL accreditation.

QUALIFICATION CRITERIA

- The Consultant must have attended/passed minimum 4-days course on ISO 17025:2017 conducted by any Govt. Institution as per NABL requirement. A copy of certificate issued by Govt. Institution is to be submitted.
- The Consultant shall have minimum 5 years of working experience in quality functions including testing and calibration of Chemical Laboratory. Copy of Work order(s) indicating the work experience, period & area of activity and User(s) performance certificate, Completion certificate are to be submitted.
- The Consultant shall have minimum 5 previous consultancy works w.r.t ISO 17025:2017 and have successfully executed within stipulated time and submit the same with documents.
- The Consultant must be in possession of valid registration under Income Tax, PAN, Service Tax etc. Copy of latest valid certificate is to be submitted.

SELECTION PROCESS

- The Consultants who fulfill the qualification & experience are eligible to apply.
- The Consultant shall submit all relevant documents duly self-attested confirming their qualification & experience.
- The selection is based on the technical qualification and lowest cost quoted(L1 price).

TERMS & CONDTION

- The Consultant shall be engaged for a period of 2-months/till the acquisition of NABL Accreditation. The Consultant will be required to complete the work within a specified time.
- No advance payment shall be made.
- The payment shall be after completion of the work.
- While claiming payment, the Consultant should certify the bill that the payment claimed is strictly in terms of the contract and all the obligations on his part for claiming that payment have been fulfilled as required under the contract.
- Total cost quoted by the Consultant should be inclusive of TA & DA. No separate charges shall be given for TA & DA.
- The Consultant who have blacklisted by CRCL/any of State Govt./Central or State Govt. Undertakings etc., shall not be eligible to participate in this tender.
- This Office reserves the right to reject or accept any/all Quotations.

SCOPE OF THE WORK: ENCLOSED