

National Centre for Sustainable Coastal Management
Ministry of Environment, Forest & Climate Change, Govt. of India
Anna University Campus, Chennai - 600025

HIRING OF A CONSULTING ORGANIZATION

FOR

**EXTERNAL CALIBRATION OF EQUIPMENT/
INSTRUMENTS**

FOR ISO & NABL ACCREDITATION

EOI No. NCSCM/CALIB/2024

Date: 10-05-2024

1. INTRODUCTION

- a) National Centre for Sustainable Coastal Management (NCSCM) is an institution under the Ministry of Environment, Forest and Climate Change, Government of India. NCSCM is located in Anna University Campus, Chennai-600025. NCSCM is undertaking various studies and scientific research works for the better protection, conservation, rehabilitation, management and policy design of the coastal & marine areas in India.
- b) The purpose of this Expression of Interest is to seek the services of an experienced firm for external calibration of equipment/ instruments at NCSCM, Chennai for ISO & NABL Accreditation.
- c) The objective of this document is to provide indicative information about the scope and objective of this activity.

2. NOTICE INVITING EOI

- a) The NCSCM invites expression of interest from experienced firms desirous of and having proven track record of having conducted similar work i.e. calibration of equipment/ instruments for ISO & NABL Accreditation.
- b) Interested firms who meet the criteria as mentioned above, may furnish their Expressions of Interest with all the necessary documents to the below address along with the covering letters duly signed by the authorized signatories.
- c) NCSCM shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) The offers shall remain valid at least for a period of 90 (ninety) days from the last date of submission of EoIs.

3. CRITICAL INFORMATION

Submission of proposals in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

4. ELIGIBILITY CRITERIA

The interested firms shall have to comply to the following criteria to participate in the tendering process –

- a) Should have its registered/ operating office in India.
(Self-attested copies of Registration Certificate of the Firm, GST Registration Certificate and PAN Card be submitted along with the EoI)
- b) Should have valid NABL accreditation/ authorized by an NABL accredited agency based on ISO/IEC: 17025-2017 for mass, temperature, pressure, volume, humidity, time and air flow.
(Self-attested copy of such valid accreditation certificate along with the

authorization in case of authorized applicant be submitted.)

- c) Should have at least 5 years of experience as on 31.10.2023 in performing calibration services and issue calibration reports with ISO & NABL symbols.
(Self-attested copies of Work Orders/ Contracts/ Completion Certificates from the Employers be submitted.)

The start-ups are exempted from the criteria mentioned in (b) & (c) above. For such exemption, the bidder should enclose a self-attested copy of such registration certificate along with the Tender Document.

5. SCOPE OF WORK

- a) The firm shall perform external calibration of equipment/ instruments (as per Annexure I) of NCSCM, Chennai and issue calibration reports with ISO & NABL symbols.
- b) The firm shall send calibration Engineers to NCSCM, Chennai where on-site calibration is applicable / possible / feasible and issue calibration reports with ISO & NABL symbols.
- c) The firm shall provide traceability of their master calibrators if requested by NCSCM, Chennai.
- d) The firm shall provide ISO & NABL calibration certificates with traceability for
- i) mass (E-2 / F-1 class weight box with ISO & NABL calibration certificate),
 - ii) master calibrators / thermo-couples for different temperature ranges i) ambient to 250 degrees centigrade ii) ambient to 1200 degree centigrade
 - iii) low temperature thermo-couple for water baths, incubators at microbiology laboratory.
 - iii) master calibrator for time,
 - iv) master calibrator for air flow / top load calibrator.
- e) The firm shall supply glassware of different types and volumes with ISO & NABL calibration certificates for volume, if requested by NCSCM, Chennai.
- f) The firm shall adhere to all the terms & conditions of NCSCM, Chennai while executing calibration of equipment and supply of traceable master calibrators.
- h) The firm shall complete the calibration services and supply master calibrators with valid traceability within the stipulated time period.

6. FEES

- a) Fees shall be quoted in Indian Rupees only.
- b) Fees shall be quoted in the Price Bid Format as at **Annexure I**.
- c) The agreed fees shall be fixed for the entire assignment.

7. EOI PREPARATION COST AND RELATED ISSUES

- a) The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of EoI, participation in meetings / discussions. The NCSCM in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EoI process.
- b) This EoI does not commit NCSCM to award a contract or to engage in negotiations. Further, no reimbursable cost should be incurred in anticipation of award or for preparing this EoI.



- c) All materials submitted by the applicant shall become the property of NCSCM.

8. EVALUATION

- a) Item-wise evaluation shall be made.
b) Fees Excluding GST (A) as in the Price Bid at **Annexure I** shall be taken into consideration for evaluation.

9. AWARD OF CONTRACT

- a) Contract shall be awarded item-wise to the firm whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated price for a particular item.
b) Firms/ Agencies registered under SSI/ MSME are eligible for price preference of up to 15% over the non-MSE units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of such registration under SSI/ MSME along with the Tender Document.
c) Local Suppliers shall be given purchase preference up to 20% as per the "Public Procurement (Preference to Make in India) order 2017 of GOI, Dept of DIPP". The bidder should enclose a self-certification in this regard.
d) In case of participation of both MSE and Local Suppliers, MSE bidder will be given preference to match with L1 bidder as per Public Procurement Policy for MSEs Order 2012. MSE Bidders will be evaluated with L1+15% bracket whereas Local Suppliers will be evaluated with L1+20% bracket as MSE doesn't fall under Public Procurement (Preference to Make in India) Order 2017 as per Public Procurement Policy for MSE Order 2012 and Public Procurement (Preference to Make in India) Order 2017 is not applicable for MSEs.
e) Bidders declaring Local supplier/ MSE status to seek benefits of only one policy of the two. Bidders are not be allowed to change their status from MSE to Local supplier & vice versa.
f) Any effort by an applicant to influence NCSCM in its decision on evaluation or award of contract may result in rejection of the offer of the applicant.
g) Notwithstanding the above, NCSCM reserves the right to accept any or all EoIs and to cancel the bidding process at any time prior to the award of contract.
h) The successful applicant shall not disclose any information related to NCSCM without the prior consent of the NCSCM officials.
i) Any legal dispute arising out of this is subject to Chennai jurisdiction only.

10. COMPLETION OF ASSIGNMENT/ SUBMISSION OF REPORT

Completion of the entire assignment must be done **within 10 (ten) days** from the date of issue of Letter of Award (LOA).

11. PAYMENT

Full payment under the contract shall be made after completion of the work and on submission of bills/ invoices in triplicate along with the calibration reports. However, payments are subject to the acceptance by NCSCM, Chennai and subject to statutory deductions applicable on this type of contract.



12. SUBMISSION OF QUOTATIONS

- 12.1 The bidder is advised to visit the office of his own expense and obtain all information that may be necessary for preparing the quotation.
- 12.2 Each bidder shall submit only one quotation. Bidders shall not contact other bidders on matters relating to this quotation.
- 12.3 The bidder seal the quotation in an envelope addressed to

The Director
National Centre for Sustainable Coastal Management
Anna University Campus
Chennai – 600 025

Quotation for External calibration of equipment / Instruments for ISO& NABL Accreditation

Do not open before ~~30~~ 05-2024 @ 11.00 Hrs. *D*

- 12.4 Quotations must be received in the Office of the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.
- 12.5 Any quotation received by the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

S. Purraj
Director

20/5/2024

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National Centre for Sustainable Coastal Management

PRICE BID

Sl. No.	Name of the Item	Serial Number	Calibration Internal/ External	Parameter	Fees (Excluding GST) (Rs.)
Fees for external calibration of equipment/ instruments for ISO & NABL Accreditation					
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					

List of instruments for calibration

S.No.	Description	No.
1	Analytical Weighing Balance (120gm, 220gm and 1000gm)	7
2	Micro Analytical Weighing Balance (0-5gm)	1
3	Auto Clave (Including for Temperature, Timer and pressure gauge)	2
4	Bacteriological Incubator (Multi point Calibration)	2
5	BOD incubator (Multi point Calibration)	2
6	Deep Freezer (Multi point Calibration)	1
7	Hot air oven (Multi point Calibration)	2
8	Refrigerator (Multi point Calibration)	2
9	Biosafety Cabinet	1
10	Exotech Hygrometer with accessories	1
11	HOBO Pendent (Temp/Light)	2
12	Hygrometer	8
13	RTD Digital instrument with Sensors	1
14	Laminar Flow	1
17	pH meter	2
18	UV-VIS Spectrophotometer (Wavelength)	1
19	High volume air dust sampler (Enviro Tech)	2
20	Ambient Fine Dust Sampler (Polltech Instruments)	2
21	Orifice Flow Calibrator (Polltech Instruments)	1
22	Top Loading Calibrator (Enviro Tech)	1
23	Cold Storage (-20 Deg) and 4 Deg (Multi point Calibration)	2

List of analytical glassware's for calibration

S.No.	Description	Volume	No.
1	Volumetric flask	1000ml	2
2	Volumetric flask	500ML	3
3	Volumetric flask	250ML	4
4	Volumetric flask	100ML	9
5	Volumetric flask	25ML	2
6	Measuring cylinder	1000ml	1
7	Measuring cylinder	500ml	2
8	Measuring cylinder	100ml	1
9	Measuring cylinder	50ml	1
10	Burette	50ml	2
11	Burette	25ml	1
12	Pipette	50ml	2
13	Pipette	25ml	3
14	Pipette	15ML	2
15	Pipette	10ML	3
16	Pipette	5ML	1
17	Pipette	2ML	2
18	Pipette	1ML	2
19	Glass Thermometer		1
20	Micropipette	10-100 μ l	1
21	Micropipette	0.5-10 μ l	1
22	Micropipette	20-200 μ l	1
23	Micropipette	100-1000 μ l	1
24	Micropipette	2-20 μ l	1
25	Micropipette	5-50 μ l	1
26	Micropipette	0.2-2 μ l	1