



# जीव विज्ञान संस्थान

## INSTITUTE OF LIFE SCIENCES

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

No. VI-184-PJ/2021-22/ 1173 /ILS

Dated: 22.06.2023

### EXPRESSION OF INTEREST (EOI)

1. On behalf of the Director, Institute of Life Sciences (ILS), Bhubaneswar, "Expression of Interest" is invited from reputed and interested firms/service providers/companies for providing consultancy service towards NABL accreditation at ILS, Bhubaneswar, Odisha.
2. Agencies/bidders, who are interested to participate may visit our website ([www.ils.res.in](http://www.ils.res.in)) for details.
3. Schedule-1

Name of the work	Invitation of Expression of Interest (EOI) from reputed and interested firms/service providers/ companies for "For Providing consultancy service towards NABL accreditation"
Address	Institute of Life Sciences, Nalco Square, Bhubaneswar-751023
Place of submission of EOI	Through e-mail to <a href="mailto:ao@ils.res.in">ao@ils.res.in</a>
Location	Institute of Life Sciences, Nalco Square, Bhubaneswar-751023
Last date for submission of EOI	29.06.2023 (2.00 PM)
Date & time of opening of EOI	29.06.2023 (5.00 PM)
Processing Fee	Rs.1500/- (non-refundable). <b>Bank details:</b> Account No: 450502010006285 Name of Bank: Union Bank of India Name of the Account Holder: Institute of Life Sciences-DBT IFSC code of the Branch: UBIN0545058 MICR code of the branch: 751026004 Type of Account: Saving
<b>Contact Person for clarifications:</b>	
1. Administrative: Dr. D. Pradhan, Ph: 0674 2304348, Email: <a href="mailto:ao@ils.res.in">ao@ils.res.in</a>	
2. Technical: Dr. S.K. Raghav, Ph: 0674 2304310, Email: <a href="mailto:sunilraghav@ils.res.in">sunilraghav@ils.res.in</a>	

  
प्रशासनिक अधिकारी/Administrative Officer  
जीव विज्ञान संस्थान  
INSTITUTE OF LIFE SCIENCES  
भुवनेश्वर/BHUBANESWAR-751023

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Fax : +91-674-2300728, Website : [www.ils.res.in](http://www.ils.res.in)

नालको चौक, भुवनेश्वर-751023, ओडीशा, भारत

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फैक्स : +91-674-2300728, वेबसाईट : [www.ils.res.in](http://www.ils.res.in)

#### 4. (A) Scope of Work:

THE DIRECTOR, ILS, BHUBANESWAR invites Expression of Interest (Eoi) from reputed and interested firms/manufacturers/companies "for providing consultancy service towards NABL accreditation." Bidders should have experience in conducting Internal Audit for the NABL accreditation application for various scientific research organization/ Government Academic Institutes, Providing & retaining of laboratory personnel as per ISO guideline, conducting management review meeting, assisting in maintenance of quality indicators and quality protocols.

**The broad scope of work will include the following:**

1. Training and retaining of laboratory staff as per standard guideline as per ISO 15189:2012
2. Preparation of Gap analysis report
3. Conducting Internal Audit and preparation of audit report
4. Conducting Management Review Meeting (MRM) and Internal Audit closure
5. Assisting in maintenance of quality indicators and quality protocols
6. Submission of assistance of NABL application form
7. Assisting in facing the first NABL assessment
8. Pre audit, audit and post-audit non-compliance closure
9. Ensuring in timely closure of the non-compliance which will be raised during assessment.
10. Assisting in preparation of all major quality documents like quality manual, QSP, sample collection manual, SOPs and standard log sheets.

#### Introduction

Institute of Life Sciences (ILS) was established in the year 1989 as an autonomous institute under the administrative control of Govt. of Odisha. In 2002, it was taken over by the Department of Biotechnology, Govt. of India. Institute of Life Sciences has a broad vision of carrying out high-quality multidisciplinary research in the area of life sciences. The goal is for overall development and betterment of human health, longevity, agriculture and environment. The stated mission of the institution is to work towards upliftment of the human society and generate skilled human resources for future India. These are achieved by undertaking cutting-edge research using state-of-the-art technologies in the fields of vector-borne diseases such as malaria and filaria, viral infections, cancer biology, allergy and auto-immune disorders, genetic disorders, and agricultural productivity. Towards this, the institute has established necessary infrastructure, including research facilities, genomics and proteomics platforms, flow cytometry, imaging facilities, animal house, green-house, plant tissue culture and zebrafish facilities and high performance computing facility etc. with financial support from the Dept. of Biotechnology, Govt. of India.

The Expression of Interest (EOI) received shall be evaluated based on predetermined criteria, and only those qualifying the same shall be considered for providing consultancy service.

  
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In general, the entire work shall consist of the following two stages:

**Stage-1 (EOI by Vendors):** - Receipt of Expression of Interest (EOI) from specialized agencies meeting minimum eligibility criteria. A technical evaluation committee appointed by the Director, ILS shall evaluate the agencies based on minimum eligibility criteria and terms and conditions specified in the EOI.

**Stage-2 (Evaluation of Financial part):** - The committee will verify the financial part along with the terms and conditions mentioned by the agencies.

**A Committee will comprehensively evaluate bidders based on credentials, quality control system, financial background, dealer/distributor network, past performance.**

Along with "Expression of Interest," please furnish the following information with self-attested proof/Registration copies:

1. Registered address with phone, Email, Web, etc.,
2. Years of Existence in this field
3. Company / Organization status Individual / Proprietary / Partnership /Ltd (or) Private LtdEtc. With Name and Address of Proprietor, Partners, Board of Directors, etc
4. List of major customers with full address and their Contact Persons.
5. Details of other contracts, if any, are now in hand.
6. Establishment / GST Registration Number / PAN Number
7. Nature of Business

Note: Any wrong or misleading information will lead to disqualification. Part solutions received from the bidders will not be entertained.

ILS reserves the right to cancel the EOI without assigning any reason.

#### General Instructions

1. Bidders are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed done after careful study and examination of this document to understand its terms, conditions, and implications fully.
2. Bids received via email, fax, and Late Bids will not be considered.
3. EOI submitted without processing fee will not be considered. The receipt of the payment of the processing fee need to send along with other documents.
4. The response to this EOI should be complete in all respects. Failure to furnish all or correct/adequate information required by the EOI documents or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of its Proposal.
5. The financial document along with terms and conditions may be enclosed in a separate envelope.

  
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(B) **INSTRUCTION TO AGENCIES /TERMS & CONDITIONS:**

Interested agencies should note the following:

1. This EOI invitation document is not a Tender or Request for Proposal in any form and would not be binding on ILS in any manner whatsoever.
2. ILS reserves the right to cancel the EOI invitation as a whole or in part without assigning any reason whatsoever.
3. The Agencies are encouraged to conduct their own independent survey, assessment, analysis on any working day with prior approval from the competent authority of ILS and check the reliability, accuracy, feasibility and completeness before submission of their interest/ proposal.
4. ILS reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.
5. The Agency should submit the EOI with supporting documents about their experience, qualification, annual turnover etc.
6. Director, ILS reserves the right to call limited or all parties for making a presentation, based on their experience and technical submission made in the EOI. Mere fulfilment of EOI criteria does not entail the parties to be called for making a presentation.
7. In support of the credential submitted by the parties, ILS reserves the right to solicit information from the organizations, issuing such credential certificates.

(C) **General Information**

Sl. No.	Basic Information	Please fill details	Page No. with name of the documents attached in support of information required
1.	Name of the Company		
2.	Full address of company along with Telephone no./Mobile No. E-mail address :		
3.	Contact person details, if any		
4.	GST Registration no. with Place		
5.	Income Tax Registration no. with place		
6.	Complete Bank details:		
7.	Date of conducting Internal Audit		
8.	Details of major customers		

INDENTING OFFICER



  
ADMINISTRATIVE OFFICER  
प्रशासनिक अधिकारी / Administrative Officer  
जीव विज्ञान संस्थान  
INSTITUTE OF LIFE SCIENCES  
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