

**OFFICE OF THE SUPERINTENDING ENGINEER (HQ)
NHP, GROUND WATER DEPARTMENT, JAIPUR**

S. No. F1(39)/NHP/SE(HQ)/GWD/JPR/2021/ 68

Date:20.05.2022

Expression of Interest (EOI)

EOI No.: NHP/GWD/RAJ/EOI/02/2022

Hiring of Consultancy Services (Individual Consultant) for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur

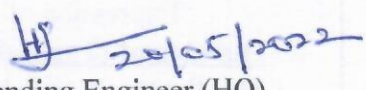
National Hydrology project (NHP) is being implemented all over India by Ministry of Jal Shakti GoI with active assistance of the World Bank. Ground Water Department Govt. of Rajasthan is the implementing agency for the NHP Ground Water component in Rajasthan. The Superintending Engineer (HQ), GWD, Jaipur, GOR intends to engage 'Individual Consultant' to provide **Consultancy Services for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur**. To complete NHP mandate, Hiring of **Consultancy Services for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur** (individual consultant) on contract is approved in NHP,GWD.

1. The Terms of Reference consisting of eligibility criteria, functions and responsibilities etc. for the Consultant and Annexure attached herewith shall be part of this EOI.
2. The SE (HQ), GWD, Jaipur invites interested eligible individuals/candidates to submit proposals to indicate their interest for the above mentioned **Consultancy Services**.
3. **The Submission of Proposals**
The proposals shall be submitted in only one part and should follow the forms given in Annexure 1 to 3.
 - 3.1 The proposal must be submitted in sealed envelope duly following the formats/schedules given in the Annexure. The envelope should include the duly filled and signed Letter of Offer (Annexure 1), CV (Annexure 2) mentioning educational qualifications, description of the general experience in the field of assignment and the qualification and competency for the assignment (Annexure 3), and supporting documents for verifying claims made by consultant in submitted CV etc.
 - 3.2 The sealed envelope super scribed "Proposal against Expression of Interest for Hiring of Consultancy Services for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur under NHP" and be delivered to the address below by not later than 01:00 PM on 30.05.2022 In case this last date being declared as holiday by the State Government. Due date for submission of above "Expression of Interest" will be the next working day up till the same appointed time.
4. **Opening of proposal**
The Proposals will be opened in the office of SE (HQ), GWD, Jaipur at **03:00 PM on 30.05.2022**.
5. **Evaluation**
The Proposals will be evaluated using the criteria mentioned in ToR. Curriculum vitae of consultant for assessing the qualifications and experience should be included with the proposal (in the format of the sample curriculum vitae). Proposal will not be entertained without supporting documents.
6. **Deciding Award of Contract**

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be based on following criteria:

- A. Total Score obtained by the Individual Consultant in the Evaluation of Proposal would be calculated in accordance with the Evaluation Criteria given in ToR
 - B. Those Individual Consultants who's Total Score is more than 50 out of 100, would be considered "Qualified Candidates". A merit list of qualified candidates would be prepared based on Total Score obtained after the Evaluation of Proposals.
 - C. The Qualified Candidate scoring highest Score out of all qualified candidates would be selected for this consultancy work and would be invited for negotiation of a contract after reaching agreement on satisfactory terms and conditions of the contract, including reasonable fees and other expenses.
 - D. If the negotiations with the selected Individual Consultant fail, as per World Bank Guidelines, the purchaser would seek Bank's no-objection before proceeding to negotiate with the next best individual. If bank provides no-objection then next best individual would be invited for negotiating a contract.
7. Please note that the SE (HQ), GWD, Jaipur is not bound to select any of the consultant submitting proposals.
 8. You are requested to hold your proposal valid for 40 days from the deadline fixed for the offer submission without change the personnel proposed for the assignment and your proposed price. The SE (HQ), GWD, Jaipur will make its best efforts to select a consultant within this period.
 9. Please note that the cost of preparing a proposal and of negotiating a contract if any is not reimbursable as a direct cost of the assignment.
 10. An individual consultant being selected in accordance with the procedures set out in the World Bank's "Guidelines: Selection and Employment of Consultants Under IBRD Loans and IDA Credits & Grants by World Bank Borrowers- January 2011 (Revised July 2014)" / The Guidelines are available at www.worldbank.org/procure.
 11. Interested individuals may obtain further information at the address given below from 10.00- 17.00 hours (IST) on all working days. This notice for engagement of individual consultants has also been posted on: <https://phedwater.rajasthan.gov.in/content/raj/water/ground-water/en/departmental-tender.html#>

Name and Address of Employer:
Superintending Engineer (HQ)
Ground Water Department, Jaipur
72-B Jhalana Institutional Area,
Jhalana Doongri-302004
Contact No. 9413303430
Email: mkgsehqgwd@gmail.com


Superintending Engineer (HQ)
GWD, Jaipur

TERMS OF REFERENCE (TOR)

(Hiring of Consultancy Services (Individual Consultant) for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur)

1. INTRODUCTION:

The Ground Water Department started as an independent department in the year 1956 with an objective of monitoring, exploration and management of ground water resources in the state. The department is nodal department in the state for all kind of ground water related activities e.g. Ground water resources evaluation, survey and investigation, drilling of tube wells/H.P., ground water quality monitoring, GW source development, technical assistance for artificial recharge structures, rain water harvesting structure etc. The department is multidisciplinary in nature and has mechanical engineer, civil engineer, hydrogeologist, geophysicists, chemists, and skilled technical staff.

National Hydrology Project's (NHP) one of the main objectives is "to improve the extent, quality, and accessibility of water resources data". In this regard, the existing water quality Labs are being extended to undertake activities that would help in improving the quality of water quality data and thus it would facilitate assessment of ground water quality with modern technology/techniques. With a clear focus on objectives of NHP, the water quality lab in GWD for Ground Water quality analysis will emerge as a premiere water quality testing facility for the Ground Water Department in the long term.

Now a day, presence of undesirable chemicals in water is a serious problem. To ensure safety to the consumer or society or environment and to overcome the trade barriers at international level, it become absolute essential to know the status of various chemicals residues in water. On the other hand, it is also imperative to protect the environment and maintenance of standard quality of water for safe ingestion by humans and animals.

The department was established in 1956, with the work of drilling and blasting. Looking to meagre availability of surface water, small and inferior quality of ground water in tube-well and an escalating cost of tube –wells on account of failure of tube-wells, need for systematic investigation for ground water was felt. Consequently proposal for scientific exploration, dividing the entire state in 12 blocks was placed before the Government, which was later on sanctioned by the central government in two phases- the fourth and the fifth five year plan. Finally, in 1966 the work of survey and research was started and requisite engineering, scientific and technical staff were appointed and necessary equipments were procured.

Looking to the need and vast uses of water from the state, the department has decided to strive towards knowing the status of water quality and other contaminants in water and a water quality parameter testing laboratory was established in 1966 at Jodhpur, Jaipur, Udaipur, Bikaner with the objective to promote water quality in the state.

Accreditation is the formal recognition, authorization and registration of a laboratory that has demonstrated its capability, competence and credibility to carry out the tasks, it is claiming to be able to do. It provides feedback to laboratories as to whether they are performing their works in accordance with International criteria for technical competence.

For a water quality testing lab, accreditation is necessary to show its competence in the work of analysis of water quality in various areas of Rajasthan. Laboratory accreditation is a mean to improve stakeholder's confidence in the test reports issued by laboratory, so that the area of Rajasthan/ stakeholders may not doubt and shall accept the reports with confidence. ISO 17025 (General requirements for the competence of testing and calibration labs) is the international reference for testing and calibration laboratories to demonstrate their capacity to deliver reliable reports. Therefore, the department intends to get accredit their labs from NABL.

The Ground Water Department is working with the major objective of screening water quality standard from a field of Rajasthan, to jug the water parameter use pattern and use the findings for educating/training the society for proper use of water and to promote quality standard of water quality maintained in the state.

2. PURCHASER: Superintending Engineer (HQ), Ground Water Department, Jaipur

3. CONSULTANCY LOCATION FOR NABL ACCREDITATION:

(A) Legal Status of Ground Water Department

The laboratories were established by Ground Water Department, Government of Rajasthan at Jaipur, Jodhpur, Bikaner and Udaipur. Where Bikaner lab is Idle due to non availability of staff.

The laboratories were sanctioned as new Initiative in Water Quality Standard of accreditation NABL (ISO/IEC 17025:2017) under erstwhile scheme named "National Hydrology Project's (NHP)".

The laboratories under consideration to get accreditation are being operated for testing of water quality parameters using standard methods.

The laboratories under consideration to get accreditation are situated at three locations in Ground Water Department. The detail is as follows:-

1. Jaipur:- Jhalana Institutional Area, Jhalana Doongri, Jaipur-302004 Rajasthan
2. Jodhpur:- New Power House Rd, Patrakar Colony, Shastri Nagar, Jodhpur-342003, Rajasthan
3. Udaipur:- Bhuvana Bye Pass Road, Chitrakoot Nagar, Udaipur-313001 Rajasthan

The laboratories have independent site with no branches and mobile units

(B) Type of service – Chemical

(C) Major Field of Activity: Water Analysis for chemical parameters.

(D) Scope: Testing services: - Water quality standard testing for chemical parameters. The samples for testing have been collected from all districts of Rajasthan in various blocks /areas.

4. NEED TO SET UP THE INFRASTRUCTURE:

Rajasthan is a water stressed state with respect to both quality and quantity and most of the population and activities mainly depends only on ground water. Ground water department, Rajasthan is major body for monitoring the quality and quantity of the ground water and its management aspects. Due to increasing demand of ground water for various human activities, the ground water level is depleting with an alarming rate and the quality is also declining drastically. Since in recent times, a lot of questions are being raised on different platforms regarding ground water level decline & contaminations, in order to answer them appropriately and arrive at evidence based comprehensive plan of action to address it, the present laboratory needs up-gradation with Water Quality Testing Standard to meet requirement of NABL Accreditation. The present laboratories have analysis facilities of Water sample as per CGW testing specification and method of testing. Therefore, Water Analysis Lab needs to upgrade of water quality testing standard to compliance/conformity of standard as per accreditation NABL (ISO/IEC 17025:2017). Thus, consultancy services are required for documentation, training and technical consultancy for fulfilment of requirement within time frame and successful completion. There will be requirement of training in depth of awareness of requirement of NABL standard. In Each lab, team of testing will be appointed which will include a quality manager and a technical manager from laboratory person sand minimum two people will be qualified for internal audit conducted for verification activity of NABL requirements.

5. OBJECTIVE:

Identification of gap in the water analysis procedure of existing laboratory management system and preparation of Gap Analysis Report for NABL requirements, documentation, training and pre-assessment completion by NABL official, final assessment completion by NABL official and Issuance of certificate from NABL for Laboratory at GWD Jaipur, Jodhpur and Udaipur under NHP.

6. SCOPE OF WORK:

1. The consultancy is needed to cover the entire requirements of ISO/IEC 17025:2017 from pre-NABL preparedness up to issuance of accreditation certificate to the labs.
2. The Consultants must cover the following basic needs/aspects during course of consultancy:
 - (1) Scope Finalization – the Consultant will discuss and provide guidance to labs officials for finalization of scope for accreditation.
 - (2) Procurement of Equipments / Materials: Suggestion about procurement of all required equipment & material including CRM/SRM as per the scope
 - (3) Calibration: Advice regarding Calibration of all required measuring and monitoring equipments from NABL acc. Lab, CRM/SRM as per scope of national / international traceability, PT/ILC results and test results for each test to calculate MU

- (4) Documentation – the Consultant will guide to prepare and complete the documentation part, the Consultant will cover all the regular documents via, quality manual, system operate procedures, guidance for preparation of SOP's. Work instruction and formats for data, record and other essential parts of requirements.
- (5) The Consultant will provide spot training as required from time to time during the course of documentation and preparation of NABL application / Implementations.
- (6) The Consultant will also guides to asses/ calculate the measurement uncertainty / z-score calculation and technical & statistical requirements fulfilling the ISO 17025 guidelines and NABL requirements.
- (7) The Consultant will provide required assistance to complete necessary clauses of ISO: 17025 and to assist for completion of all such activities in time.
- (8) The Consultant will provide training / assistance / guidance for ILC/PT Internal audit, its procedure and NC closer, risk assessment, decision rule etc..
- (9) The Consultant will guide to make data sheets, records and freezing of formats.
- (10) The Consultant will cover all aspects of measurement uncertainty.
- (11) The Consultant will cover the entire process of internal audit, how to conduct, what aspects to be covered, and important things to ponder during audit plans, Non Compliance (NC) raising, closing of NC etc.
- (12) The Consultant will assist to make the structure for MRM and related in all aspects.
- (13) The Consultant will help/assist/guide for preparation of application for NABL accreditation, it's uploading on NABL Portal.
- (14) The Consultant will also guide to handle the pre assessment and final assessment stage.
- (15) The Consultant will also help/guide for NC closer raised in external audit.

7. Other terms and conditions;

- A. The hired consultant will be fully responsible to provide services and guidance for development of laboratory and related document for accreditation.
- B. Arrangements related for Lab development like equipment's accessories, calibration and infrastructural requirements etc will be arranged by the department as per the guidance provided by the approved consultant.
- C. No transportation/lodging/boarding/food etc charges will be given to the consultant during his visits under the contract period. The arrangements for lodging and boarding/food for himself or his staff will be the sole responsibility of the Consultant.
- D. The rates offered should be firm and fix, any extra charge will not be paid.

8. DELIVERABLES:

- 8.1 Provide List of Measuring and Monitoring Equipments and Materials (CRM/SRM) as per the scope for standardisation and accreditation of NABL
- 8.2 Provide List of measuring & monitoring devices for calibration by NABL agencies.
- 8.3 Guide to conduct PT/ILC for scope of test parameters to calculate MU.
- 8.4 Draft of documentation to be submitted for NABL accreditation then finalization of quality manual, Standard operating procedures (SOP's), Work instruction and formats for monitoring data/ record and other essential parts of NABL requirements.

- 8.5 Guide to prepare application for NABL accreditation, it's uploading on NABL Portal and reply to NABL against any findings/quarries.
- 8.6 Provide spot training to the chemists as required from time to time during the course of documentation and preparation of NABL application / Implementations.
- 8.7 Guidance to asses/ calculate the measurement uncertainty / z-score calculation and technical & statistical requirements, fulfilling the ISO 17025 guidelines and NABL requirements.
- 8.8 Guidance to Conduct Internal audit, its procedure and NC closer.
- 8.9 Assist to make the structure for Management Review Meeting (MRM) related with all aspects of NABL requirements.
- 8.10 Guide to handle the pre assessment and final assessment stage Audit by NABL and to close raised NC by NABL.
- 8.11 Guide to laboratories for maintaining the accreditation after receiving of NABL Certificate.

9. SCHEDULE FOR COMPLETION OF TASKS STEP BY STEP

Activity Schedule along with timelines: (service level standard)

S.No.	Activity	Suggested time for completion of required formalities by the department	Time Period within which the Consultant will attend the task after completion of required formalities by the department
1	List of current equipment & Material including CRM/SRM as per the scope	Within 10 Working days from the Date of work order	Within 15 Working days after intimation
2	Suggestion about procurement of all required equipment & Material including CRM/SRM as per the scope	--	Within 15 Working days after intimation (after completion of Activity no. 1)
3	Suggestion about calibration of all required equipments as per scope.	--	Within 15 Working days after intimation (after completion of Activity no. 1)
4	Guidance about application's documents preparation and information like organisation chart , appointment of technical manager/quality manager, other staff and scope of testing parameter	Within 15 Working days after completion of activity no. 1	Within 15 Working days after intimation
5	Draft of required documentation like manual, SOP and formats	--	Within 90 days after completion of activity no. 4
6	Finalisation of required documentation like manual, SOP and records PT /ILC report internal audit , MRM as per ISO 17025	Within 30 days after completion of activity no. 5	Within 15 Working days after intimation
7	Application submission	Within 15 Working days after completion of activity no. 6	-
8	Reply to NABL against any findings on application. Subject to	--	Within 15 working days after intimation

	response from NABL and Laboratory assistance in providing the required evidences for findings closure.		
9	Selection of Pre assessment date on NABL Portal	The date when NABL has opened the section for date selection, after completion of activity no. 8	--
10	Review of laboratory work for readiness of pre assessment	Within 3 working days to inform about final date of pre assessment	Within 15 working days after intimation
11	Pre assessment by NABL	The date as agreed between lab and NABL	--
12	Pre assessment findings /NC's reply: Assistance in providing the required evidences for findings / NC's closure.	Intimation within 7 working days after receiving findings /NC from NABL	Within 45 working days after intimation
13	Acceptance of reply on findings /NC by NABL	--	--
14	Selection of dates for final assessment by NABL	The date when NABL has opened the section	
15	Review of laboratory work for readiness of Final assessment.	Within 3 working days to inform about date of final assessment	Within 15 working days after intimation
16	Final assessment by NABL	The date as agreed between lab and NABL	--
17	Final assessment findings /NC's reply: Assistance in providing the required evidence for findings / NC's closure.	Intimation within 7 Working days after received final assessment findings	Within 30 working days after intimation
18	Acceptance of Findings response by NABL	--	--
19	Issue of accreditation: Recommendation letter by NABL	--	--
20	Guidance to laboratory for maintaining the accreditation	Intimation within 10 working days from the Date of Issue of recommendation letter of accreditation by NABL	Within 15 working days after intimation

10. Completion Period: The total estimated **Completion Period** of the services would be for 12 months from the date of signing of contract. **Completion Period** may be extended with or without liquidated damages if the delay in the service activity is on account of hindrance beyond the control of the Consultant or due to delay made by the department labs with proper justifications and timely written correspondences made by the Consultant.

11. Liquidated Damages (LD):

Liquidated Damages (LD): Rs. 1000 per week with maximum 10% of ordered value.

12. CONSULTANCY CHARGES/ TOTAL FEE PAYABLE:

- The Consultant has to quote “Total Fee Payable/Consultancy Charges” for this assignment (inclusive of all taxes and TA/DA for site visit and all other expenditures) in the PRICE OFFER attached with this TOR at Annexure 4.
- NABL accreditation charges, PT charges, RM/CRM, stationary, Lab testing, Instrument / machine / other safety / up-gradation charges will be excluded i.e. these expenditures will be in the scope of the purchaser.

13. PAYMENT SCHEDULE:

(a) Payment schedule:

S. No	Milestone/Phase	Deliverables	Payable Amount
1.	Gap analysis and Scope finalization	On production of part/ running bill. After Satisfactory completion and verification of the phase activity from the Sr. Chemist, GWD, Jaipur, Jodhpur and Udaipur.	I part – 10% of work order value. (Activity completed Sr. 1 to 5)
2.	Completion of documentation (Manual/ Procedures etc.)	On production of part/ running bill After Satisfactory completion and verification of the phase activity from the Sr. Chemist, GWD, Jaipur, Jodhpur and Udaipur.	II part – 10 % of work order value (Activity completed Sr. 6 to 10)
3.	Completion of pre assessment from NABL official	On production of part/ running bill After Satisfactory completion and verification of the phase activity form the Sr. Chemist, GWD, Jaipur, Jodhpur and Udaipur.	III part – 10 % of work order value (Activity completed Sr. 11 to 13)
4.	Completion of Final assessment from NABL official	On production of part/ running bill After Satisfactory completion and verification of the phase activity form the Sr. Chemist, GWD, Jaipur, Jodhpur and Udaipur.	IV part – 10 % of work order value (Activity completed Sr. 14 to 16)
5.	Issuance of certificate from NABL	On production of final Bill After Satisfactory completion of activity and receipt of certificate from NABL Final verification from the Sr. Chemist, GWD, Jaipur Jodhpur and Udaipur.	V part-rest 60% of the work order value (Final payment) (Activity completed Sr. 17 to 20)

(b) No advance payment will be made.

(c) The payment will be given after successful completion of the Phase activity as mentioned above. The bill has to produce within 10 days after completion of the Phase activity in duplicate in the name of **Superintending Engineer (HQ), NHP-GWD, Jaipur.**

- (d) The currency in which payment will be made to the selected Consultant under this proposal, will be Indian Rupees (INR) only.
- (e) All remittance charge will be borne by the selected Consultant.
- (f) Any penalties liquidated damages, as applicable, for delay and non-performance, as mentioned in this TOR document, will be deducted from the payments for the respective work.
- (g) Taxes/Deductions, as applicable, will be deducted, as per the prevalent rules and regulations of Govt. of Rajasthan.

14. Criteria: Academic Qualifications & Experience

S.No.	Designation	Qualifications & Experience
1	Individual Consultant	<ul style="list-style-type: none"> M.Sc./B.E./B.Tech along with Minimum 3 years work experience of providing consultancy services regarding NABL Accreditation of Chemical Labs. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> M.Sc./B.E./B.Tech along with Minimum 3 years work experience of working in any NABL Accredited Lab and Min. 1 year work experience of providing consultancy services regarding NABL Accreditation of Chemical Labs.

Criteria, sub-criteria, and point system for the evaluation are:

Maximum Points 100			
(i)	Qualification		
	a)	B.E. / B. Tech / M. Sc.	20
(ii)	Work Experience		
	a)	Three years work experience of providing consultancy services regarding NABL Accreditation of Chemical Labs OR 3 years work experience of working in any NABL Accredited Lab and Min. 1 year work experience of providing consultancy services regarding NABL Accreditation of Chemical Labs	30
	b)	Competency for Internal Auditing of NABL Labs.	20
	c)	Work experience of providing consultancy services for Accreditation of ISO Series in the field of Quality/Environment/Food Management System.	20
	d)	Recognition/Award/Certificate received by any institute regarding training/project/workshop in the field of Quality/Environment/Food Management (Two mark for each certificate)	10

15. Method of selection

Depending upon the criteria, sub-criteria and point system as mentioned in above table, the Individual Consultant with highest score shall be selected. The final decision shall be of the procurement committee to hire the Individual Consultant based on the proposal submitted by them. For selection of Consultant, CV alongwith copy of necessary supporting documents are need to be submitted such as degree, experience certificate etc.

The highest scored shortlisted candidate will be called for negotiation on the terms and condition as mentioned in the ToR.

16. GENERAL CONDITIONS OF CONTRACT

(i) Execution of agreement

(a)The procurement contract will come into force from the date of signing of contract agreement.

(b)The successful Consultant will sign the procurement contract within 10 days from the date on which the Letter of Acceptance is dispatched to the successful Consultant.

(c)If the Consultant, whose proposal has been accepted, fails to sign a written procurement contract within specified period, the procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of L-1 Consultant to the next higher (L-2) consultant.

(d)The Consultant will be required to execute the agreement on a non-judicial stamp of the value as per prevailing rules of Govt. of Rajasthan, at its cost to be purchased from anywhere in Rajasthan only.

(ii) Other conditions :

(a) The Consultant has to maintain the Quality of Service (Q o S) during the entire contract period to ensure delivery of high quality training in an efficient manner.

(b) Price validity – The quoted price will remain valid and unchanged during the entire duration of Contract.

(c) The Consultant has to submit the original documents with signature on each page along with the Price offer in a sealed envelope in the name of Superintending Engineer (HQ), Ground Water Department, Jaipur.

(d) The Consultant shall make necessary revisions as may be required by the NABL requirements of standard and other documents submitted by him with the permission of the department without any additional fee.

(e) The consultant shall advise the Department regarding the work under execution during the visits to the site and reports his observation. The implementation of the advice shall not be binding on the Department.

(f) The department and the consultant and successors, executors, administrators and assignees each binds himself jointly and severally to the other party in respect of all covenants to the Agreement. Neither the Department nor the consultant shall assign, sublet or transfer their interest in this

agreement without the written consent of the other party and the Department and the consultant hereby agree to full performance of the covenants contained herein.

(iii) Force Majeure:

- a) The Individual Consultant will not be liable for liquidated damages and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Individual Consultant that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Individual Consultant. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the Individual Consultant shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Individual Consultant shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

17. DISPUTE RESOLUTION

In case of any dispute arising out of this agreement, the matter will be referred to **Chief Engineer, Ground Water Department, and Jodhpur** whose decision will be binding for both the parties. However an appeal can be preferred before **Principal Secretary, PHED & GWD Rajasthan, Jaipur** whose decision will be final and binding on both the parties.

18. JURISDICTION:

All questions, disputes, differences, arising either out of or in connection with this contract will be subject to the exclusive jurisdiction at Jaipur.

19. COMPLIANCE WITH WORLD BANK GUIDELINES

- a) The Consultant will not have conflict of interest as defined in the Bank’s Procurement Regulations;
- b) The Consultant should not have been either temporarily suspended or debarred by the World Bank Group in compliance with the Bank’s Anti-Corruption Guidelines and its Sanctions Framework; or blacklisted or suspended by Central or any State Government Departments in India.

Letter of Offer

The Individual Consultant must prepare the Letter of Offer on stationery clearly showing the Individual Consultant's complete name and address. The italicized text is for Individual Consultant's guidance in preparing these forms and shall be deleted from the final products.

EOI No.: **NHP/GWD/RAJ/EOI/02/2022**

Our Reference: No..... dated.....

To:

Superintending Engineer (HQ)
Ground Water Department, Jaipur

Subject: Hiring of Consultancy Services (Individual Consultant) for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur in GWD, Rajasthan under NHP .

Sir,

I offer to execute the consulting services as described in your Expression of Interest. This EOI and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the one or any offer you receive.

I hereby confirm that

- (a) **No reservations:** I have examined and have no reservations to the EOI Document;
- (b) **Conformity:** I offer to provide Consulting Services **for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur in GWD, Rajasthan under NHP** from the date of signing of contract in conformity with the EOI Document and in accordance with the Terms and condition specified in the Terms of Reference (TOR).
- (c) **Consultancy Charges:** Consultancy charges is mentioned in the **price offer** in the attached **Annexure-4** .
- (d) **Offer Validity Period:** My offer shall be valid for the period of 40 days, from the deadline fixed for the offer submission;
- (e) **Eligibility:** I meet the eligibility requirements and have no conflict of interest, we are not participating in more than one offer in this procurement process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (f) **Fraud and Corruption:** I hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."
- (h) I hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Yours faithfully,

Signature of Consultant

Name of Individual Consultant _____

Address _____

Dated on _____ day of _____, _____ [insert date of signing]

**FORMAT OF CURRICULUM VITAE (CV) FOR
CONSULTANT**

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations, use about half a page]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use about one Quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client reference, where appropriate. Use about two pages]

Language:

[For each language indicate proficiency; excellent, good, fair or poor; in speaking, reading, and writing]

Documents:

[PAN card, Aadhar card] _____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualification, and my experience.

Date: _____

Place: _____

[Signature of Consultant]

Full name of Consultant: _____

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 3 YEARS

Outline of recent experience on assignments of similar nature	Name of assignment	Name of Project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof.

[Signature of Consultant]

Full name of Consultant: _____

PRICE OFFER

Name Of Work - Hiring of Consultancy Services (Individual Consultant) for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur in GWD, Rajasthan under NHP.

Item no.	Description/ Specification	Rate (in Rs)	GST (in Rs)	Other taxes/expenses (in Rs)	Total Price including GST and other taxes/expenses. (in Rs)
1	2	3	4	5	6
1	Hiring of Consultancy Services (Individual Consultant) for Standardization & NABL Accreditation of Govt. Water Testing Lab. GWD, at Jaipur, Jodhpur and Udaipur in GWD, Rajasthan under NHP				

*Payment of GST and other taxes payable for the services at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.

We/I agree to provide the above services with the terms & conditions mentioned in this TOR for a total contract price of Rs. (Amount in figures) (Rs. amount in words).

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Consultant

Name of the Consultant:-

Date:-

Place: