

**Office of the Principal Accountant General (Audit-I)  
Madhya Pradesh, Audit Bhawan, Jhansi Road, Gwalior**

No./Ex Br/F-258/Drug-Testing/D-60

Dated- 29/8/2025

**Tender Notice for Drug Testing of Samples from NABL Accredited  
Laboratories**

Sealed Tenders are invited from the reputed laboratories/firms for **Drug Testing of Samples from NABL Accredited Laboratories** in the office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior, Audit Bhawan, Jhansi Road, Gwalior. The sealed tenders may be addressed to the Deputy Accountant General (Administration), office of the Principal Accountant General (Audit-I), Madhya Pradesh, Audit Bhawan, Jhansi Road, Gwalior. The sealed tender may be submitted in his chamber on any working day on or before 19/9/2025 (4.00 PM). The tenders received late will not be considered. Any delay on the part of the postal authorities will be the sole responsibility of the tenderer.

1. The tender will be opened on 19/9/2025 (4.00 PM) in the chamber of Deputy Accountant General (Administration), office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior.
2. Terms and conditions attached.
3. Conditional tenders shall not be accepted.
4. The office has full right to cancel the tender without assigning any reasons to the firm.
5. All disputes and differences arising out of/or in connection with this order shall be subject to the exclusive jurisdiction of the courts at Gwalior.

Sd/-  
Deputy Accountant General/Administration

**BID DOCUMENT**  
**For Drug Testing of Samples from NABL Accredited Laboratories**

**1. Introduction**

The Office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior, invites sealed bids from NABL (National Accreditation Board for Testing and Calibration Laboratories) accredited laboratories for the testing of drug samples collected within the jurisdiction of Madhya Pradesh. This initiative is undertaken to ensure quality assurance and compliance with the provisions of the **Drugs and Cosmetics Act, 1940** and the rules framed thereunder.

**2. Scope of Work**

The successful bidder shall be required to:

- Collect samples either on-site or receive them via courier from the 21 Health Institutions located in selected districts of Madhya Pradesh (Bhopal, Gwalior, Jabalpur, Shahdol, Sagar, Dhar, and Dewas).
- Test the drug samples strictly as per pharmacopeial standards and statutory requirements.
- Submit detailed test reports in the prescribed format within the stipulated time.
- Ensure **turnaround time of maximum 15 working days** from the date of receipt of samples.
- Comply with all norms under the Drugs and Cosmetics Act, 1940, and related Rules.
- Handle, store, and dispose of samples in accordance with environmental and biomedical waste management regulations.

**3. Eligibility Criteria**

The bidders must:

- Be **NABL accredited** for the relevant drug categories.
- Possess a valid **Drug Testing License** under the Drugs and Cosmetics Rules.
- Have a minimum of **three (03) years' experience** in pharmaceutical sample testing.
- Not be **debarred or blacklisted** by any Government organization/PSU.

**4. General Instructions to Bidders**

**1. Mode of Submission:**

- Bids must be submitted in **sealed envelopes** clearly superscribed: “Bid for Drug Testing of Samples – O/o Principal Accountant General (Audit-I), M.P.” either in person or through post/courier to **Secretariat, Dy. Accountant General (Admn.), O/o the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior**. Late bids shall not be accepted and delay on any part in receipt of bids within the stipulated time shall rest with the bidder.

2. **Bid Validity:**

- Bids shall remain valid for a period of **90 days** from the date of opening.

3. **Bid Opening:**

Only the qualified bidders as per eligibility criteria will be considered for opening of Financial Bids. **Financial Bid** must be submitted strictly in the format given at **Annexure-A**, in a separate sealed envelope.

- Bidders may depute an authorized representative to remain present at the time of bid opening.

4. **Language of Bids:**

- All documents must be submitted in **English/Hindi**.

5. **Deadline for Submission:**

- Bids must be submitted before the prescribed date and time mentioned in the bid notice. Late bids shall not be accepted.

6. **Clarifications:**

- Any clarification required by a bidder may be sought in e-mail at least **5 working days before the last date of bid submission**.

7. **Amendments to Bid Document:**

- The Department reserves the right to issue any amendments, corrigenda, or addenda. Such information will be uploaded on the GeM portal.

8. **Cost of Bidding:**

- All costs associated with the preparation and submission of the bid shall be borne by the bidder.

5. **Bid Submission Requirements**

Bidders shall submit the following documents in the **Bid**:

- Covering letter on the company’s letterhead.
- Copy of valid NABL accreditation certificate.
- Copy of valid drug testing license.
- Company profile including details of past work experience.

- Declaration of non-blacklisting (Annexure-B).
- **Financial Bid** must be submitted strictly in the format given at **Annexure-A**, in a separate sealed envelope.

## 6. Evaluation Criteria

Bids shall be evaluated on the basis of:

- Compliance with eligibility criteria.
- Technical capability and relevant experience.
- Competitiveness of financial bid.
- Assurance of timely delivery of test reports.

## 7. Terms and Conditions

- The Department reserves the right to accept or reject any bid without assigning reasons.
- The selected laboratory shall sign an **Agreement/Contract** before commencement of work.
- **No advance payment** shall be made. Payments shall be released only upon satisfactory submission of test reports.
- Any disputes arising out of the contract shall fall under the jurisdiction of **Courts at Gwalior, Madhya Pradesh**.
- A **Performance Security Deposit of 5% of the contract amount** shall be deposited by the successful bidder, either in cash or as a Fixed Deposit Receipt (FDR). The deposit shall be retained during the contract period and refunded after two months of successful completion.
- No interest shall be payable on the Performance Security Deposit.
- The Performance Security Deposit is liable to be **forfeited** in case of non-performance, breach of contract, or termination due to bidder's fault.
- Applicable **taxes, cess, Income Tax, and TDS** shall be deducted at source from all payments.
- Payment shall be made only after completion of testing and submission of satisfactory reports. No payment shall be made for unsatisfactory services.
- Submission of a bid shall be deemed to indicate acceptance of all terms and conditions of this document.

Sd/-  
Dy. Accountant General (Admn)

**Annexure-A: Financial Bid Format**

<b>Sl. No.</b>	<b>Sample</b>	<b>Parameters of drug testing</b>	<b>Required quantity of sample</b>	<b>Required time for analysis</b>	<b>Rate per sample</b>
01	Tablet				
02	Capsule				
03	Suspension				
04	Syrup				
05	Injection (small)				
06	Injection (big)				

**Note: Rate should be quoted excluding GST**

**Authorized Signatory**

(Signature with Seal)

Name:

Designation:

Date:

**Annexure-B**  
**Declaration Regarding Non-Debarment / Non-Blacklisting**

(To be printed on the (On Company Letterhead) and signed by an authorized signatory)

**To**

**The Dy. Accountant General (Admn.)**  
O/o the Principal Accountant General (Audit-I),  
Madhya Pradesh,  
'Audit Bhawan', Jhansi Road,  
**Gwalior-474002**

Subject: **Declaration for Not Being Debarred / Blacklisted**

Sir,

I/We, the undersigned, hereby declare that **[Name of the Firm/Company]**, having its registered office at **[Full Address]**, have **not been debarred or blacklisted** by any State Government, Central Government, Public Sector Undertaking, Autonomous Body, or any other Government Agency in India as on the date of submission of this bid.

I/We further declare that if at any stage the above statement is found to be false or incorrect, our bid shall be liable for rejection, and appropriate legal action may be taken against us, including termination of contract and blacklisting.

This declaration is made in accordance with the tender conditions and is true to the best of my/our knowledge and belief.

Thank you.

Sincerely,

For and on behalf of  
**[Name of Firm/Company]**  
**Authorized Signatory:**  
(Signature with Seal)

Name:

Designation:

Date:

Place:

Contact No.:

Email: