PUNE MUNICIPAL CORPORATION

Health Department

Outward No :- H0/3381 Date :- 27/06/2025

Request for Proposal (RFQ) for hiring of Consultant for establishing Bio Safety Laboratory Level – II (BSL-2) under Metropolitan Surveillance Unit, Pune Municipal Corporation, Pune.

You are invited to submit your most competitive quotations for the following :-

Sr. No.	Description	Place of Work
1.	Request for Proposal (RFQ) for hiring of Consultant for establishing Bio Safety Laboratory Level – II (BSL-2) under Metropolitan Surveillance Unit, Pune Municipal Corporation, Pune.	Late Tukaram Haribhau Jawale Bhavan, Kasba Peth, Pune.

Quotations Submission date and timing

Date	Description	Timing
27/06/2025	Opening Date	10.00 am
03/07/2025	Last Submission Date	03.00 pm

Quotations shall be submitted on pmcmsupune@gmail.com within above prescribed date & time limit

1) Consulting firm or an Individual Consultant has to quote the price as per prescribed format in Annexure – I
2) Consulting firm or an Individual Consultant should read and understand the Terms and Conditions mentioned in Annexure – II before quoting the prices.
3) Consulting firm or an Individual Consultant should read and understand the Scope of Work mentioned in Annexure – III before quoting the prices.

4) Proposal with rewriting, corrections or any other discrepancy shall liable for rejection.

5) All taxes and other levies payable on transportation and deliverable at site shall be included in the total price.

6) Quoted price should be including of GST.

7) The rates quoted by the firm or consultant shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

8) Partial quote will not be acceptable and such quotation shall be considered as non-responsive and shall be rejected.

(Dr. Nina Borade)
Medical Officer of Health
Pune Municipal Corporation

Annexure – I

Price Structure :-

Sr. No.	Description	Amount (INR)
1.	One-Time Setup Consultancy (Lab design & Materials, SOPs, Tender documentation, Preparation of BOQ)	₹
	Total	₹

Note :- 1) All prices to be inclusive of taxes and other charges.

2) Tenure of project will be 1 year.

(Dr. Nina Borade)
Medical Officer of Health
Pune Municipal Corporation

Annexure – II

Terms and Conditions :-

1. The Consulting firm should have registered as per Law (Public/Private Ltd. /Partnership Firm/Proprietary Firm) with valid GST and PAN Certificate.
2. Individual Consultant must possess a valid PAN and must be eligible to undertake professional consultancy assignments under Indian law. GST registration is preferable but not mandatory if exempted under applicable rules.
3. The Consulting firm shall have experience of successfully completion of at least 1 similar consultancy assignment of Bio Safety Laboratory Level – II (BSL-2). Work Order copy should be attached.
4. Individual Consultant must possess a degree in engineering, architecture, biomedical engineering, microbiology, or a related discipline relevant to laboratory planning and biosafety and minimum of 3 years of relevant professional experience working in BSL2/BSL3 or supervised such construction or renovation.
5. The Consulting firm or an Individual Consultant should not have been blacklisted, debarred or expelled by Union Government/ State Government /PSU/Local Bodies on the date of submission of proposal. Mandatory to provide self-Declaration of Non-Blacklisting on letter head.
6. The Consulting firm or an Individual Consultant should provide consultation of detail lab design, SOPs, Tender Documentation (Including Technical Specifications and BOQ)
7. Any conflict arises during the tenure regarding the project Order of Additional Municipal Commissioner (G) of Pune Municipal Corporation shall be bidding on all parties.
8. Any question arises regarding validity of documents submitted by Consulting firm or an Individual Consultant, then Consulting firm or an Individual Consultant solely will be held responsible for fraudulence.
9. Project tenure will be 1 year from date of Work Order. Additional 6 months services if needed by Pune Municipal Corporation shall be provided with same rate noted in quotation.

(Dr. Nina Borade)
Medical Officer of Health
Pune Municipal Corporation

Annexure – III

Scope of Consultancy Services:-

1. Laboratory Establishment Consultancy

- Guidance on BSL-2 facility layout and design (in compliance with ICMR, WHO, and NABL norms)
- Equipment specification finalization and vendor coordination.
- Biosafety SOP preparation and implementation guidance
- Validation protocols (HEPA testing, pressure differentials, etc.)

2. Tender Documentation Support

- Preparation and review of technical specifications
- Bid document drafting
- Vendor evaluation framework
- Compliance checklist development

3. Ongoing Monitoring & Reporting

- **Monthly Reports:** Detailed updates with risk analysis and mitigation strategies
- Support for inspections, audits, and documentation review

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