

MEGHALAYA STATE ORGANIC CERTIFICATION BODY

Bio-Resources Development Centre Experimental Farm
Laitmynsaw, Upper Shillong, -793009, Meghalaya



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MEGHALAYA STATE ORGANIC CERTIFICATION BODY (MSOCB)

Notice Inviting Quotation (NIQ)

FOR

**ACCREDITED TESTING LABORATORIES AS APPROVED TESTING SERVICE PROVIDERS TO THE
MSOCB**

NOTICE INVITING QUOTATION

ACCREDITED TESTING LABORATORIES AS APPROVED TESTING SERVICE PROVIDERS TO THE MSOCB

Employer: *Meghalaya State Organic Certification Body (MSOCB)*

Contract title: *NIQ for accredited testing laboratories as approved testing service providers to the MSOCB*

NIQ No:File No: PLN/MSOCB/05959/2025/NF/263

Sl. No	Description	Date & Time
1	Date of Issue of NIQ	26th October, 2026
2	Last Date and Time of submission of NIQs	5th November, 2026, 3:00 PM
3	Opening of NIQs	To be Notified

**NOTICE INVITING QUOTATIONS FOR VENDORS FROM ACCREDITED TESTING
LABORATORIES AS APPROVED TESTING SERVICE PROVIDERS TO THE MSOCB**

To

Dear Sir/Madam,

Subject: Notice Inviting Quotations for NIQ for accredited testing laboratories as approved testing service providers to the MSOCB

1. Background

MSOCB is a State Organic Certification Body accredited by the Agricultural and Processed Food Products Export Development Authority (APEDA), which functions as the National Accreditation Body (NAB) under the National Programme for Organic Production (NPOP). As part of the certification process, MSOCB is required to periodically test samples of organic produce and soil sample for Pesticide Residue, Heavy Metals and GMO contamination, in order to verify conformity with NPOP, NOP and applicable APEDA requirements. MSOCB frequently requires such testing services on account of ongoing certification, surveillance, and renewal inspections, many of which are time-sensitive in nature. Given the recurring and often urgent requirement for such testing, inviting fresh quotations for each requirement is time-consuming and inefficient. MSOCB has therefore decided to empanel eligible NABL-accredited and APEDA-approved testing laboratories to streamline and expedite the testing process.

2. Scope of work

The tentative testing requirements of MSOCB are as follows:

I. Pesticide Residue Analysis

- Testing to be conducted as per NPOP, EU and APEDA prescribed Maximum Residue Limits (MRLs) 267 parameters
- Multi-residue pesticide panel
- Applicable to raw agricultural produce, processed organic products, and inputs

II. Heavy Metals Analysis

- Lead (Pb)
- Arsenic (As)
- Cadmium (Cd)
- Mercury (Hg)

- Other metals as may be required (Copper, Zinc, Chromium, Fe, etc.)

III. GMO (Genetically Modified Organism) Testing

- PCR-based qualitative
- Event-specific/quantitative GMO testing where required
- Applicable to seeds, planting material, and relevant crop/processed samples

IV. Microbiology test

- Total Plate Count
- Other relevant Microbial parameters

V. Other Testing Activities

- ETO
- Any other testing parameters as may be prescribed under NPOP/NOP/APEDA guidelines from time to time, including but not limited to nutritional/compositional analysis where required.

Note: MSOCB reserves the right to modify, add, or remove specific parameters within the above scope, in line with evolving NPOP/NOP/APEDA requirements.

The indicative budget estimate for this requirement is in the range of ₹6,000 to ₹8,000, and is provided for the bidder's reference only

Terms and Conditions:

- 1. Eligibility:** A Bidder/Contractor (a) shall not participate in more than one Quotation; (b) shall not have Conflict of interest as defined in the Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the State/Central Government/PSU's or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 2. Clarifications & Amendments:** If the Bidder receives any request for clarification of this NIQ Document, it will upload its response together with any amendment to this document, on <https://msocb.org/> for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- 3. Completion Period:** The work shall be completed within **90 days** from the date of issue of the Work Order. The contractor shall be responsible for all materials, labour, equipment, transportation, safety measures, and execution of the work until completion and handing over.
- 4. Employer Address (and quotation Delivery Address):**
Meghalaya State Organic Certification (MSOCB), 5 ½ Mile, Upper Shillong – 793009
- 5. Quoted Price**
 - a. The quoted rate shall be inclusive of all labour, materials, transportation, loading/unloading, tools, equipment, taxes, duties and incidental expenses necessary for completion of the work.
 - b. GST shall be indicated separately.
 - c. Rates shall remain firm throughout the contract period and shall not be subject to escalation.
 - d. No extra payment shall be admissible beyond the accepted contract value except where specifically approved by MSOCB in writing.

6. **Qualification of Bidders shall:**
- Possess valid legal capacity to enter a contract.
 - Hold a valid Trade Licence/Registration Certificate.
 - Possess valid GST Registration.
 - Not be insolvent, bankrupt or under liquidation.
 - Not be blacklisted, suspended or debarred by any Central Government, State Government, PSU or Autonomous Body.
7. **Validity of Quotation:** Quotations shall remain valid for a period of ninety (90) days from the date of submission.
8. **Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- Laboratory should be a sole proprietorship concern or partnership firm or company registered in India. Certificate of Registration/Partnership Deed/ /Dealership/Sub- Dealers Certificate/Manufacture's Authorization Form/Valid Trading License.
 - The laboratory should furnish valid GST/PAN registration and other statutory documents. Copy of PAN/GST or/and details of other statutory authority.
 - Laboratory should have executed at least two (2) similar testing contracts/assignments for reputed organizations such as Central/State Governments, Certification Bodies, Academic Institutions, PSUs, or Private Sector entities. Copy of Work order and a list of agencies with whom the vendor has worked in the past.
 - The laboratory should have a functioning testing facility with adequate infrastructure (e.g. LC-MS/MS, GC-MS/MS, ICP-MS, PCR facility, microbiology lab) for the parameters under this NIQ. Documentary proof/equipment list/facility details
 - The laboratory must hold valid NABL accreditation (ISO/IEC 17025:2017) for the relevant scope of testing (Pesticide Residue/Heavy Metals/GMO/Microbiology. Copy of valid NABL Accreditation Certificate.
 - The laboratory must be notified/approved by APEDA for testing of organic products under NPOP. Copy of APEDA notification/approval letter.
 - Turnaround Time (TAT) commitment for routine testing requests. Declaration of TAT for each test category
 - Self-declaration regarding non-blacklisting.
 - Self-declaration regarding financial and legal standing.
9. **Evaluation of Quotations:** The Employer will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
- are properly signed; and
 - Eligibility and qualification of bidders.
 - Compliance with technical specifications.
 - Completeness of submitted documents.
 - Confirm the terms and conditions and specifications.
 - Quoted price.
 - Any historical information, if required may be asked from the bidders during evaluation of quotes.

- h. Bid submitted should be in English Language only
- i. The quotation will be evaluated on a consolidated basis.

10. Award of contract: The Employer shall award the Work Order to the bidder whose quotation is substantially responsive and offers the lowest evaluated cost. The Employer reserves the right to accept or reject any quotation or annul the bidding process without assigning any reason.

11. You are requested to provide your sealed quote latest by 5th November 2026, 3:00 PM. Quotations that have been submitted on or before time will be opened at 3:30 P.M on 5th November, 2026, or it will be extended to the next working day.

12. Late and delayed quotation: Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on a prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.

13. Payment: Payment shall be released after satisfactory completion of work and certification by the authorized officer of MSOCB. Payments may be made in stages, if specified in the Work Order. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -

- a. Name of the Bidder/Contractor with complete postal address
- b. Name of the Bank with Branch where the Account exist
- c. IFSC CODE
- d. ACCOUNT No
- e. PAN No.

14. Rates should be quoted as per format in ANNEXURE 1: FORMAT OF QUOTATION

15. We look forward to receiving your quotations and thank you for your interest in this bid.

Important: - The Employer, namely the Meghalaya State Organic Certification (MSOCB) reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and does not bind itself to accept the lowest quotation. The Employer further reserves the right to increase or decrease the scope of work, modify technical specifications, or omit any part of the work before the award of contract and issuance of the Work Order, without incurring any liability to the bidders



(Mitali Chandra), IAS,
CEO,

Meghalaya State Organic Certification (MSOCB)

ANNEXURE 1: FORMAT OF QUOTATION

Sl. No.	Description of Parameter	Sample Type or Matrix	Quoted Unit Rate Lot wise at destination in Rs.	GST And similar other taxes applicable on finished Goods/Services	*Total Sample Type or Matrix at Destination -inclusive of discounts, all taxes and duties	
					In Figures	In Words
1						
2						
3						
4						
5						
Total						

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....(Amount in figures) (Rs

We also confirm that commercial warrantee/ guarantee of at least 12 months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Seal & Signature of Supplier
