



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी
All India Institute of Medical Sciences (AIIMS), Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक संबर्धक निकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग-34, बसंतपुर, सगुना, कल्याणी, नदीया, पश्चिम बंगाल-741245
NH-34 connector, Basantapur, Saguna, Kalyani, Nadia, West Bengal -741245

ADVERTISEMENT / NOTICE INVITING APPLICATIONS

Engagement of Individual Consultant for NABL Accreditation of Viral Research and Diagnostic Laboratory (VRDL), Department of Microbiology, AIIMS Kalyani

Advt. No.: 57/26-27/MICRO/E-10412/177

Date: 29/05/2026

Applications are invited from eligible individual consultants for engagement as consultant for facilitating NABL accreditation of the Viral Research and Diagnostic Laboratory (VRDL), Department of Microbiology, AIIMS Kalyani, functioning under the DHR/ICMR-supported VRDL network.

This is an individual, temporary, deliverable-based consultancy assignment. Firms, agencies, companies, partnerships, institutions, or consortiums are not eligible to apply under this notice.

The engagement shall be governed by applicable provisions of the General Financial Rules, 2017, as amended from time to time, and the Manual for Procurement of Consultancy Services, Second Edition, 2025, Department of Expenditure, Ministry of Finance, Government of India, along with applicable AIIMS Kalyani rules, procedures and approvals.

1. Details of Assignment

Sl. No.	Name of Assignment	No. of Consultant	Financial Ceiling	Nature of Engagement
1	Consultant for NABL Accreditation of Viral Research and Diagnostic Laboratory (VRDL), Department of Microbiology, AIIMS Kalyani	01 (One) individual consultant	Not exceeding Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only), inclusive of all professional charges, travel/incidental expenses and applicable taxes, subject to statutory deductions/TDS as applicable	Temporary, individual, fixed-budget, milestone-linked and deliverable-based consultancy assignment

The final payable amount shall not exceed Rs. 1,50,000/- under any circumstances. No separate TA/DA, travel, accommodation, local conveyance, secretarial charges or out-of-pocket expenses shall be payable unless specifically approved in writing by the Competent Authority before incurring such expenditure.

2. Background and Objective

The VRDL, Department of Microbiology, AIIMS Kalyani, undertakes diagnosis and surveillance of viral diseases under the DHR/ICMR-supported VRDL network. NABL accreditation is required for selected serological and molecular diagnostic tests to ensure quality, reliability, traceability, standardisation and external credibility of laboratory testing.

The objective of this consultancy is to provide expert technical guidance, documentation support, implementation support, training, application support, assessment support and non-conformity closure support required for NABL accreditation of the agreed scope of VRDL testing services.

3. Essential Eligibility Criteria

The applicant must fulfil all essential criteria listed below. Applications not meeting any essential criterion, or not supported by documentary evidence, are liable to be rejected at the scrutiny stage.

Sl. No.	Criterion	Requirement
1	Educational qualification	MD / PhD in Medical Microbiology / Virology / Viral Immunology / Molecular Biology/ relevant discipline. Candidates with closely related doctoral qualifications may be considered only if their thesis/work experience is demonstrably relevant to medical virology, viral diagnostics, medical microbiology or molecular diagnostics.



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Sl. No.	Criterion	Requirement
2	NABL laboratory leadership and consultancy experience	Documented experience of having led an NABL-accredited medical testing laboratory as Laboratory Director / Technical Head / equivalent laboratory quality leader, and documented experience as NABL / ISO 15189 consultant in at least three assignments involving accreditation, renewal, surveillance assessment or scope extension of medical testing laboratories.
3	ISO 15189:2022 training	Documented completion of a recognised ISO 15189:2022 training course.
4	Government viral diagnostic laboratory experience	Minimum two years of experience as Microbiologist / Molecular Biologist / equivalent technical expert within a viral diagnostic laboratory in a Government facility.
5	Relevant domain expertise	Demonstrable experience in documentation and/or implementation of Quality Management Systems for medical laboratories, preferably including molecular diagnostics and/or serology.
6	Conflict of interest and confidentiality	Submission of signed declarations regarding absence of conflict of interest, non-blacklisting/debarment, confidentiality, and acceptance of assignment terms.

4. Desirable Criteria

- Currently working or having worked as Laboratory Director / Technical Head in an NABL-accredited laboratory with more than two accredited disciplines.
- Acted as faculty/resource person for ISO 15189:2022 training courses.
- Currently working as Consultant Microbiologist / Consultant Molecular Biologist in a recognised medical diagnostic laboratory.
- Prior experience of working in or providing consultancy support to an ICMR-VRDL / DHR-supported viral diagnostic laboratory.
- Experience in NABL accreditation processes for molecular virology, serology, infectious disease diagnostics or similar medical laboratory disciplines.

5. Scope of Work / Terms of Reference

1. Conduct an initial gap assessment of VRDL infrastructure, documentation, workflow, quality system, staff competency records, equipment records, biosafety practices and test processes against applicable NABL/ISO 15189 requirements.
2. Assist VRDL in finalising the scope of accreditation, including the list of serological and molecular viral diagnostic tests proposed for accreditation.
3. Prepare and/or review the Quality Management System documentation, including quality manual, quality policy, document control procedure, record control procedure, internal audit procedure, management review procedure, non-conformity and corrective action procedure, risk management, impartiality/confidentiality, sample handling, reporting, equipment, calibration, maintenance, reagent/logistics and biosafety-related documents.
4. Assist in preparation/review of technical SOPs, method validation/verification formats, IQC records, EQA/PT participation records, uncertainty/measurement-related records wherever applicable, staff competency records, training records and equipment calibration/maintenance documentation.
5. Conduct orientation/training sessions for VRDL staff on NABL documentation, QMS implementation, record maintenance, internal audit preparedness and assessment-facing requirements.
6. Assist in conducting/mock-reviewing internal audit and management review, and guide the laboratory in documenting corrective and preventive actions.



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7. Assist in preparation and submission of the NABL application and supporting documentation through the applicable NABL portal/process.
8. Provide technical guidance before and during NABL pre-assessment/final assessment, including preparation of staff, records and documents for assessor review.
9. Assist in preparing responses to NABL assessor observations/non-conformities and guide closure of corrective actions until formal accreditation/acceptance for the agreed scope is obtained.
10. Submit all documents in editable soft copy and PDF format. All documents prepared under this assignment shall remain the property of AIIMS Kalyani/VRDL.
11. Maintain confidentiality of laboratory records, patient/sample-related information, institutional documents and assessment-related communications.
12. Submit periodic progress updates to the Expert/Consultancy Evaluation and Monitoring Committee constituted for this assignment.

6. Expected Time Schedule and Deliverables

The assignment shall commence from the date of issue of the engagement/work order. The following timelines are indicative and may be refined by the Expert/Consultancy Evaluation and Monitoring Committee depending on NABL portal requirements, laboratory readiness and assessment schedule.

Milestone	Indicative Timeline	Deliverable	Payment
Milestone 1	Within 15 days of engagement	Gap assessment report against NABL/ISO 15189 requirements; proposed scope/test list; implementation roadmap; document master plan	30%
Milestone 2	Within 45 days of engagement	Core QMS and technical documentation prepared/reviewed; document control framework; records/forms; equipment/calibration, IQC/EQA and biosafety documentation; initial staff orientation/training	30%
Milestone 3	Within 75 days of engagement, subject to laboratory readiness	Internal audit support, management review support, corrective/preventive action documentation, readiness review and submission of NABL application with supporting documents	30%
Milestone 4	During/after NABL assessment and closure process	Support during NABL assessment; response to observations/non-conformities; closure documentation; receipt of NABL accreditation certificate/formal acceptance/approval communication for the agreed scope	10%

Payment shall be released only after satisfactory completion and certification of milestone-wise deliverables by the Expert/Consultancy Evaluation and Monitoring Committee. The last payment shall be released only after receipt of NABL accreditation certificate or formal communication of accreditation/acceptance/approval from NABL for the agreed scope.

7. Institutional Support to be Provided by AIIMS Kalyani / VRDL

- Access to relevant laboratory areas, records, existing SOPs, test methods, equipment details, IQC/EQA records and staff competency records, subject to institutional confidentiality requirements.
- Nomination of laboratory personnel for coordination, documentation, implementation, internal audit and corrective action closure.
- Administrative support for submission of NABL application and coordination of assessment, as per institutional norms.



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- No office space, secretarial staff, travel, boarding, lodging, local conveyance, hardware or paid software shall be separately provided unless specifically approved in writing.

8. Application Process

Eligible individual consultants may submit applications in the prescribed format, along with supporting documents, through the application link/email specified below. Applications must be submitted in two separate PDF files:

- File 1: Technical Application and Supporting Documents, including the application form, CV, eligibility documents, experience documents, technical proposal, declarations and checklist.
- File 2: Financial Acceptance/Financial Quote, as per prescribed format, not exceeding the approved financial ceiling of Rs. 1,50,000/- inclusive of all charges and taxes, subject to statutory deductions/TDS.

Application link/email: projectaiimsk@gmail.com

Last date and time for submission: **15/06/2026 up to 05:00 PM**

Applications received after the deadline shall not be considered. Incomplete applications, unsigned applications, applications without mandatory supporting documents, or applications submitted by firms/agencies/companies/consortiums are liable to be rejected.

9. Application Checklist

Sl. No.	Document / Information	Mandatory / If Applicable	Tick by Applicant
1	Duly filled and signed Application Form (Annexure I)	Mandatory	
2	Updated CV of the individual consultant	Mandatory	
3	Photo identity proof and address proof	Mandatory	
4	PAN card	Mandatory	
5	Degree certificates: MD/PhD and relevant qualifications	Mandatory	
6	Medical Council/other professional registration certificate, wherever applicable	If applicable	
7	ISO 15189:2022 course completion certificate	Mandatory	
8	Documentary evidence of NABL-accredited laboratory leadership experience	Mandatory	
9	Documentary evidence of at least three NABL/ISO 15189 consultancy/accreditation assignments	Mandatory	
10	Experience certificate for at least two years in a Government viral diagnostic laboratory	Mandatory	
11	List of laboratories supported for NABL accreditation/renewal/surveillance/scope extension	Mandatory	
12	Documents supporting desirable criteria, if any	If applicable	
13	Technical proposal/work plan, preferably not exceeding three pages	Mandatory	
14	Financial Acceptance/Financial Quote (Annexure II) in a separate file/envelope	Mandatory	
15	Conflict of Interest, Confidentiality and Non-debarment Declaration (Annexure III)	Mandatory	
16	NOC from present employer or undertaking to submit NOC before engagement, if currently employed	If applicable	

10. Selection Process

- Applications shall be scrutinised by the Expert/Consultancy Evaluation and Monitoring Committee constituted for this purpose.
- Only individual applicants fulfilling all essential eligibility criteria shall be considered for technical evaluation.



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- Technical suitability shall be assessed through comparison of qualifications, experience, NABL/ISO 15189 expertise, Government viral diagnostic laboratory experience, previous assignments, technical proposal/work plan and, if required, interaction/presentation/interview.
- The Committee shall endeavour to compare at least three eligible individual consultants. If fewer than three eligible consultants are available, AIIMS Kalyani may extend the last date, re-advertise, or proceed further only with approval of the Competent Authority, as per applicable rules/procedure.
- Financial acceptance/quote shall be opened/considered only for technically responsive and eligible applicants.
- Since the assignment is an individual consultant engagement where qualification and experience are the paramount requirements, selection shall be based on technical merit, suitability for the assignment, reasonableness/acceptance of the approved fixed budget, and approval of the Competent Authority.
- The Committee may call shortlisted applicants for discussion/presentation/interview, if required. No TA/DA shall be paid for the same.
- Mere fulfilment of minimum eligibility criteria shall not confer any right to selection.
- The final recommendation of the Committee shall be submitted to the Competent Authority for approval. The decision of AIIMS Kalyani/Competent Authority shall be final and binding.

11. Suggested Technical Evaluation Framework

The following evaluation framework may be used by the Committee for internal evaluation of technically responsive applications. AIIMS Kalyani reserves the right to refine the marking scheme before evaluation, provided the same is applied uniformly to all applicants.

Evaluation Component	Indicative Marks	Basis of Assessment
Educational qualification and ISO 15189:2022 training	20	Relevance of MD/PhD, ISO 15189:2022 training and related quality/accreditation training
NABL laboratory leadership and consultancy experience	30	Leadership in NABL-accredited laboratory and number/quality of NABL assignments supported
Government viral diagnostic laboratory / VRDL experience	20	Experience in Government viral diagnostic laboratory and relevance to VRDL/molecular virology/serology
QMS, documentation and technical domain experience	15	Experience in QMS documentation, SOPs, validation/verification, IQC/EQA, internal audit and NC closure
Technical proposal, work plan and interaction/interview, if held	15	Practicality of approach, timeline, clarity, understanding of assignment and capacity-building plan
Total	100	Minimum qualifying technical score may be fixed by the Committee, preferably 70/100

12. Terms and Conditions

- The engagement is purely temporary, contractual, consultancy-based and limited to the specific NABL accreditation assignment of VRDL, Department of Microbiology, AIIMS Kalyani.
- This engagement shall not confer any right to claim regular appointment, absorption, continuation, seniority, remuneration parity, employee benefits or any other service benefit in AIIMS Kalyani or any project of AIIMS Kalyani.
- The selected consultant shall personally perform the assignment. Sub-contracting, delegation or substitution shall not be permitted without prior written approval of AIIMS Kalyani.



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- The total consultancy fee shall be limited to Rs. 1,50,000/- only, inclusive of all professional charges, travel/incidental expenses and applicable taxes, subject to statutory deductions/TDS as applicable.
- Payment shall be made only on satisfactory completion of milestone-wise deliverables and certification by the Expert/Consultancy Evaluation and Monitoring Committee.
- AIIMS Kalyani reserves the right to terminate the engagement in case of unsatisfactory performance, non-compliance with timelines, breach of confidentiality, conflict of interest, misrepresentation, submission of false documents, misconduct or violation of institutional norms.
- The consultant shall maintain strict confidentiality of all institutional, laboratory, patient/sample-related, technical and assessment-related information.
- All documents, records, manuals, SOPs, formats, reports and other materials prepared under this assignment shall remain the property of AIIMS Kalyani/VRDL.
- The consultant shall not use institutional data, laboratory records, patient/sample-related information or accreditation-related documents for publication, presentation, consultancy, teaching, commercial use or any other purpose without prior written permission of AIIMS Kalyani.
- Canvassing in any form shall lead to disqualification.
- AIIMS Kalyani reserves the right to accept or reject any or all applications, cancel the advertisement, modify the process, extend the deadline, or re-advertise without assigning any reason thereof.
- The selected consultant shall comply with applicable rules, regulations, institutional procedures and instructions issued by AIIMS Kalyani from time to time.
- All disputes shall be subject to the jurisdiction of competent courts at Kolkata, West Bengal.

Dr. Sayantan Banerjee
Principal Investigator, VRDL
Department of Microbiology
AIIMS Kalyani



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Annexure I

Application Format

Application for Engagement as Individual Consultant for NABL Accreditation of VRDL, Department of Microbiology, AIIMS Kalyani

Sl. No.	Particulars	Details to be filled by applicant
1	Name of applicant (IN BLOCK LETTER)	
2	Father/Mother/Spouse name	
3	Date of birth and age	
4	Gender	
5	Postal address	
6	Mobile number	
7	Email ID	
8	PAN	
9	Current designation/position and organisation	
10	Whether currently employed; if yes, whether NOC enclosed/undertaking submitted	
11	Highest educational qualification	
12	Subject/discipline of MD/PhD	
13	Professional registration number, if applicable	
14	Details of ISO 15189:2022 training completed	
15	Total experience in medical laboratory quality/NABL/ISO 15189	
16	Experience as Laboratory Director/Technical Head/equivalent in NABL-accredited laboratory	
17	Experience as NABL/ISO 15189 consultant - number of assignments	
18	Experience in Government viral diagnostic laboratory - duration and role	
19	Experience in ICMR-VRDL/DHR-supported laboratory, if any	
20	Any debarment/blacklisting/disciplinary proceedings pending or past	
21	List of documents enclosed	

Declaration: I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that any false information, suppression of material fact or misrepresentation shall lead to rejection of my application or termination of engagement, as applicable.

Place: _____ Date: _____

Signature of Applicant: _____

Name: _____



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Annexure II

Financial Acceptance / Financial Quote

To be submitted as a separate PDF file/envelope.

I, Dr./Mr./Ms. _____, hereby submit my financial acceptance/quote for the assignment titled "Engagement of Individual Consultant for NABL Accreditation of VRDL, Department of Microbiology, AIIMS Kalyani" as follows:

Item	Amount / Acceptance
Total lump-sum consultancy fee quoted, inclusive of all professional charges, travel/incidental expenses and applicable taxes, subject to statutory deductions/TDS	Rs. _____
Confirmation that quoted amount does not exceed Rs. 1,50,000/-	Yes / No
Acceptance of milestone-linked payment schedule	Yes / No
GST applicability, if any, with GSTIN	

I understand that no amount above the approved ceiling shall be payable under any circumstances and that payments shall be released only after satisfactory certification of deliverables by the designated Committee.

Place: _____ Date: _____

Signature of Applicant: _____

Name: _____



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Annexure III

Conflict of Interest, Confidentiality and Non-debarment Declaration

I, Dr./Mr./Ms. _____, declare that I have no conflict of interest that would affect objective and impartial performance of the proposed consultancy assignment for NABL accreditation of VRDL, Department of Microbiology, AIIMS Kalyani.

I undertake to maintain strict confidentiality of all institutional, laboratory, patient/sample-related, technical, quality, assessment-related and administrative records accessed or prepared during the assignment.

I shall not use, disclose, copy, publish, present, commercialise or share any AIIMS Kalyani/VRDL document, data, record, SOP, report or accreditation-related information without prior written permission of AIIMS Kalyani.

I declare that I have not been debarred, blacklisted or restricted by any Government organisation, autonomous body, public sector organisation, NABL or other statutory/regulatory/accreditation body. If any such matter exists, details are provided below.

I undertake to perform the assignment personally and not to sub-contract or delegate the assignment without prior written permission of AIIMS Kalyani.

Details of any conflict/debarment/disciplinary matter, if applicable:

Place: _____ Date: _____

Signature of Applicant: _____

Name: _____