


DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE CHIEF ENGINEER  
QUALITY ASSURANCE CELL  
(ISO 9001-2015)

**LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FOR EMPANELMENT OF LABORATORIES FOR TESTING OF ELECTRICAL MATERIAL SAMPLES.**

- (1) Copies of certificates of accreditation, along with scope of accreditation, with
  - a) NABL
  - b) Any other accreditation body which operates in accordance with ISO/IEC 17011 and accredits labs as per ISO/IEC 17025 for testing and calibration scopes is eligible.
- (2) List of empanelment with other government and reputed organization .
- (3) Name of the organization for whom tests have been carried out during the last once year.
- (4) Lists of test facilities available specifying the name of items/tests with National/International standard applicable in proforma Annexure "C".
- (5) List of testing charges along with service tax. If any applicable and discounts offered in proforma Annexure "C".
- (6) Organization structure indicating.
  - a) Details of testing personnel on roll along with name, qualification, designation, experience and NO. of years with your lab .
  - b) Testing personnel on contract basis with name, qualification and experience.
- (7) Details of testing equipment (S) /facilities available for testing specifying.
  - a) Name of instrument with NO. of equipment (S)(Quality).
  - b) Make
  - c) Range of accuracy .
  - d) Status of calibration of instruments/equipment indicating date of calibration and calibrating agency.
- (8) List of BIS/IRC codes and technical books in Proforma Annexure "C".
- (9) Copy of registration with service tax department.
- (10) Location plan of the premises of the laboratory along with title.

- Encl:1.Detailed EOI -Annexure -'A1'  
2. Proforma for empanelment of laboratories - Annexure -'B1 to B3'  
3. Detail of list of test facilities available - Annexure "C"

  
06/11/25  
(Er. Sanjay Kumar Khare)  
CE(QAC)/DDA

**EXPRESSION OF INTEREST**

Sealed EOI is invited for "Empanelment of Private Testing Laboratories for testing of Electrical Items in DDA" from laboratories of repute whose registered office as well as lab situated in National Capital Territory of Delhi. The detailed credentials, information about infrastructure, work handling capacity, accreditations, list of testing charges of Electrical Items, empanelment in other government and semi government organizations are to be furnished with documentary proof. The empanelment shall be done strictly on merits amongst the applicant laboratories fulfilling the terms & conditions as under :

1. The laboratories with specific scope of tests having accreditation by NABL or any other accreditation body which operates in accordance with ISO/IEC 17011 and accredits labs as per ISO/IEC 17025 for testing and calibration scopes is eligible.
2. The empanelment shall be done for a period of 2 years.
3. The empanelment shall remain liable for cancellation, in case any adverse remarks are received against any laboratories. However, Chief Engineer(QAC),DDA reserves the right to cancel the empanelment.
4. The laboratories empaneled shall remain open to inspections by Chief Engineer (QAC) or his representative after empanelment as and when required, with prior intimation.
5. The empaneled laboratories shall indemnify DDA for any loss of samples/litigation or any other financial loss in the process of testing of materials and shall submit indemnity Bond for amount of Rs. One Lakh.
6. The empaneled laboratories shall lift samples from work sites/offices of DDA as per requisition. The cost of Testing Charges quoted shall include all incidental charges such as lifting of samples from sites/office, witness charges etc. but shall be exclusive of GST as applicable. On refusal/delaying in lifting the samples by Lab, Chief Engineer (QAC), DDA reserves the right to cancel the empanelment anytime without assigning any reason.
7. The empaneled laboratories shall retain the balance material after testing for at least thirty days from date of report to the department, for conforming test results and sixty days in case of non-conforming test report/result, for witness/verification as per the requirement of the department.
8. On receiving of samples, empaneled lab shall perform the tests within prescribed period as per relevant specification and shall submit the test results/reports within three days of conducting test. In case of frequent delay in submission of test reports, Chief Engineer (QAC), DDA reserves right to cancel the empanelment.
9. (a) The empaneled laboratories shall report the acknowledgement of receipt of sample from DDA on same day via e-mail at official email ID of concerned office of DDA.  
(b) Soft copy of Test Report shall be sent to the official email ID of concerned office of DDA on the date of issue of Test Report as well as hard copy to concerned office of DDA. The empaneled lab shall give undertaking in this regard.
10. The interested laboratories may send their sealed EOI in the prescribed Performa for empanelment to **CE(HQ & QAC), DDA, E Block, ground floor, Vikas Sadan, INA, New Delhi-110023.**
11. The prescribed Performa can be obtained free of cost from the **O/o CE(HQ & QAC) DDA, E Block, ground floor, Vikas Sadan, INA, New Delhi -110023** or can be downloaded from DDA website [dda.org.in](http://dda.org.in)
12. The last date for receipt of complete performa is **05.02.2025** in the O/o of CE(QAC) in hard copy. EOI received after the date and time shall be rejected altogether.

- Sd -  
(Er. Sanjay Kumar Khare)  
CE(HQ & QAC)/DDA

D.D.A.	PROFORMA FOR EMPANELEMENT OF LABORATORIES	Application no. For office use  EE(HQ)/QAC	
Please indicate relevant details in the column observation and where necessary, enclosed documents.			
Sr. No	Requirements/Details	Your answer	For Official use
A1	Name and address of Laboratory		
2	Laboratory Reg. No., if any		
3	Telephone/Fax/E-Mail		
4	Contact Person(s), with designation		
5	Laboratory Management (Name and designation of owners, partners, directors etc.)		
B1	Accreditation, with date of validity(enclose copies of certificate)		
	a). NABL		
	b). Any other accreditation body which operates in accordance with ISO/IEC 17011 and accredits labs as per ISO/IEC 17025 for testing and calibration scopes is eligible.		
	c). In case your application is under process for any of above (State name of the certification agency, application no. and current status)		
2	Approval by any other organization (enclose copies of approval granted if any).		
C1	Name of the organization for whom test have been carried out during last one year.		
2	Test facilities available (specify the product/item/test, National/International other standard applicable range/limits of testing operation).	List in Annexure "C"	

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Signature of authorized person

With stamp

Name:

Designation:

Date:



D.D.A.		PROFORMA FOR EMPANELEMENT OF LABORATORIES	
Sr. No	Requirements/Details	Your answer	For Official use
3	Testing Charges (Specify and Taxes , charges etc.) Indicate separately for each test.	List in Annexure 'C'	
4	Discount offered Facility/service offered for collection of sample and delivery of test report.		
D1		List in Annexure 'C'	
1	Details of equipments/facilities available for testing (specify instruments names, make, range, accuracy No. of given type of equipment etc.) status of calibrations of instruments/equipments (Indicate the date of calibration).		
2	Calibration of agency, traceability etc.		
E1		List in Annexure 'C'	
1	Present organization structure (Indicate relationship with parent organization , if any)		
2	(a) Details of testing personnel available in the labs on roll( specify name, qualification, designation, total experience , No. of years with your lab etc. ) . (b) Details of testing personnel on contract (specify name, qualification, designation, total experience etc.).		

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Signature of authorized person

With stamp

Name:

Designation:

Date:

<b>D.D.A.</b>	<b>PROFORMA FOR EMPANELEMENT OF LABORATORIES</b>	Application no.  EE(HQ)/QAC
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Sr. No	Requirements/Details	Your answer	For Official use
<b>F</b>	<b>Facilities of which empanelment is sought.</b>	List in Annexure "C"	
<b>G</b>	<b>Copy of registration with service tax department</b>		
<b>H</b>	<b>Location plan of the premises of the laboratory along with title.</b>		
<b>I</b>	<b>List of BIS/IRC codes &amp; technical books.</b>		

Signature of authorized person  
With stamp  
Name:  
Designation:  
Date:

- For Official Use:
1. Rating of laboratory (As per document)
  2. Reference of lab document/letter.
  3. Action proposed.
  4. Recommendations.

Received by  
AE(HQ)QAC  
Date

EE(HQ)QAC

Date

Approved by  
CE/QAC

Date

DETAILS OF TESTING OF MATERIALS WITH RATES

Name of Lab :

Address :

S. No.	Name of material	Test to be conducted	Relevant IS Code/International Code	Rate	Test scope NABL/Non - NABL	Qty. of sample required	No. of days required for testing
		Parameter (A)		Rate of (A)			
		Parameter (B)		Rate of (B)			
		Parameter (C)		Rate of (C)			
		& so on					

Signature of authorized person

With stamp

Name:

Designation:

Date: