



भारतीय मानक ब्यूरो

"उत्पाद प्रमाणन के लिए बीआईएस की अनुरूपता आकलन योजनाओं का मूल्यांकन"  
के लिए संगठनों की नियुक्ति के लिए  
रूचि की अभिव्यक्ति (ईओआई)

नीति, अनुसंधान और प्रशिक्षण विभाग  
भारतीय मानक ब्यूरो  
मानक भवन  
9, बहादुर शाह जफर मार्ग  
नई दिल्ली. 110002

संदर्भ: पीआरटीडी/ईओआई/सीए/2021



**BUREAU OF INDIAN STANDARDS**

**Expression of Interest (EOI)  
for Engagement of Organizations for  
“Evaluation of Conformity Assessment Schemes of the Bureau of Indian Standards for  
Product certification”**

**Policy, Research and Training Department  
Bureau of Indian Standards  
Manak Bhavan  
9 Bahadur Shah Zafar Marg  
New Delhi- 110002**

**Reference: PRTD / EOI / CA/ 2021**

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## 1 Fact Sheet

Sl. No.	Item	Description
i.	EOI Number	PRTD/EOI/CA/2021
ii.	Date of publication of EOI	13-12-2021
iii.	EOI Title	Engagement of Organizations for Evaluation of Conformity Assessment Schemes of the Bureau of Indian Standards for Product certification
iv.	EOI Inviting Authority	Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi - 110002
v.	Advertisement of EOI	EOI advertisement has been made available on:- Website of Bureau of Indian Standards, ( <a href="https://bis.gov.in/">https://bis.gov.in/</a> ) The Central Public Procurement Portal ( <a href="http://eprocure.gov.in">http://eprocure.gov.in</a> ) from 13-12-2021 onwards
vi.	Name and Address for communication and seeking clarifications regarding this EOI	Smt. Surabhi Raja Ram Arya Scientist-C (Policy, Research and Training Department) Bureau of Indian Standards 9, BSZ Marg, New Delhi-110002 Email: <a href="mailto:prtd@bis.gov.in">prtd@bis.gov.in</a> Phone: 011-23608357
vii.	Last date for submission of pre-EOI queries	The last date of submission of pre-EOI queries shall be 23-12-2021 at 1730h. All the pre-EOI queries should be received on or before the prescribed date and time. Pre-EOI queries may be raised through CPP Portal. No other means of submission of queries will be entertained.
viii.	Date, time & venue for pre-EOI meeting	On 27-12-2021 from 1430 h onwards at Meeting Room, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002
ix.	Date of publishing of responses to pre-EOI queries	On 29-12-2021 The Bureau shall not be obligated to respond to any or all the queries. The Bureau may, at its sole discretion, choose to publish responses to the pre-EOI queries or any corrigendum on Central Public Procurement Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ) or may send the same through e-mail or any other means.
x.	Last date for EOI response submission (on or before)	4-01-2022 1530h
xi.	Addressee and address at which response document is to be submitted	Proposals shall be uploaded in the format and mode as provided for in the Central Public Procurement Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ) and shall be

Sl. No.	Item	Description
		digitally signed by the authorized signatory of the Applicant.
xii.	Language of submission	Response document should be submitted in English language only
xiii.	Date till which the EOI response would be valid	Would be valid up to 365 (Three hundred and sixty five) days from the last date of submission of the interest.
xiv.	Late Responses	Responses received after the specified date and time of receipt will not be considered.

## 2 Abbreviations

Sl. No.	Acronym	Full Form
i.	AoA	Article of Association
ii.	The Bureau	Bureau of Indian Standards
iii.	BIS	Bureau of Indian Standards
iv.	CIPP	Code of Integrity for Public Procurement
v.	CPP	Central Public Procurement
vi.	CV	Curriculum Vitae
vii.	DPIIT	Department for Promotion of Industry & Internal Trade
viii.	DSC	Digital Signature Certificate
ix.	EOI	Expression of Interest
x.	GFR	General Financial Rules, 2017
xi.	HR	Human Resources
xii.	MoA	Memorandum of Association
xiii.	MSE	Micro and Small Enterprises
xiv.	MSME	Micro, Small and Medium Enterprises
xv.	RFP	Request for Proposal

### **3 About the Bureau of Indian Standards**

The Bureau of Indian Standards (the Bureau) is the National Standards Body of India. It functions under the aegis of the Ministry of Consumer Affairs, Food and Public Distribution as per the BIS Act 2016, Rules and Regulations thereunder. It has 41 Branch Offices, 5 Regional Offices and 8 Laboratories spread across India. The Bureau in addition to its main activity of Standards Formulation also provides Conformity Assessment Services ensuring quality of goods under certification. This covers Product Certification (ISI Mark), Compulsory Registration Scheme (CRS), Hall marking of Gold and Silver jewellery or articles, Systems Certification, etc. The Bureau also provides certification services to foreign manufacturers. The Conformity Assessment Scheme of the Bureau is supported by a network of 8 BIS Laboratories and about 267 outside recognized laboratories and 258 empanelled Govt. laboratories.

### **4 Purpose**

**4.1** India is the world's sixth-largest economy by nominal GDP and the third largest by purchasing power parity (PPP). As per the World Bank report published in October 2021, India is expected to emerge as the second fastest growing major economy. India, has the potential to achieve great developmental heights by harnessing technology and strengthening its quality ecosystem. Nations create quality ecosystem from two perspectives, (i) A voluntary regime, which is enabling, but allows market forces to determine compliance levels; and (ii) A regulatory framework that mandates compliance to standards to protect consumer safety, to address environmental concerns, overcome market malpractices. The development of the Nation would depend to a great extent on achieving the fine balance between these voluntary and regulatory regimes, which forms the objective of all regulatory reforms.

**4.2** The three main components of the quality ecosystem are Standardization, Conformity Assessment and Testing. The benefits of Standardization in improving economic efficiency and providing access to world markets cannot be achieved without the ability of reliable testing and to be able to demonstrate that items conform to the requirements specified in the Standards.

**4.3** Conformity Assessment is the demonstration that specified requirements relating to a product, process, system, person or body are fulfilled. It involves sampling, inspection, testing and certification as a means of giving assurance to the parties to a transaction that the product, process, system, body or person does in fact conform to the requirements of a standard.

**4.4** As a part of our quality ecosystem, our economy needs access to credible Conformity Assessment Services for a variety of purposes, including: (i) Demonstration that products, processes, services, commodities and personnel meet required specifications. These may include requirements specified under regulations (domestic or foreign), purchasers' specifications, trade agreements etc. (ii) Establishing and monitoring appropriate requirements for protection of Health, Safety and the Environment. (iii) Underpinning public infrastructure services in construction, energy, water and gas supplies, defence, transportation and communication systems. (iv) Protection of consumers through control of unfair trading practices. (v) Ensuring the compatibility and interoperability of components in products and systems. (vi) Assisting the quarantining of harmful commodities, products, pests and diseases from entry into in an economy. (vii) Improving international trading opportunities by reducing

technical barriers to trade and demonstrating compliance with specifications of international standards, technical regulations and commercial specifications.

**4.5** The Bureau of Indian Standard (the Bureau) has the legacy of successfully implementing product Conformity Assessment Schemes for more than seven decades. The promulgation of the Indian Standards Institute (Certification Marks) Act, 1952 was the first step in this direction and since then the Bureau has come up with several Conformity Assessment Schemes largely based on ISO/IEC Guide 28 ‘Conformity assessment — Guidance on a third-party certification system for products’ and corresponding to the requirements of ISO/IEC 17065 ‘Conformity assessment — Requirements for bodies certifying products, processes and services’. The Bureau is currently operating four Product Conformity Assessment Schemes, i.e., (i) Product certification scheme for use of ISI mark (ii) Product Certification Scheme for grant of Certificate of Conformity (iii) Foreign Manufacturers Certification Scheme (iv) Compulsory Registration Scheme.

**4.5.1 Product Certification Scheme for use of ISI Mark:** The Bureau operates this Product Certification Scheme under the Bureau of Indian Standards Act, 2016 and the Rules thereunder and BIS (Conformity Assessment) Regulations, 2018. The presence of Standard Mark (popularly known as ISI mark) on a product indicates its conformity to the relevant Indian Standard. Before granting a licence to any manufacturer, The Bureau ascertains the availability of required infrastructure and capability of the manufacturer to produce and test the product conforming to the relevant Indian Standard. Samples drawn from the production line as well as from the market are tested in the BIS laboratories or recognized independent laboratories to ensure conformance of the product to the relevant Indian Standard. The Bureau also conducts surveillance visits to ensure conformance of licensees’ products to the relevant Indian Standard.

**4.5.2 Foreign Manufactures Certification Scheme (FMCS):** The Bureau also operates FMCS since year 2000 with global footprint in 53 countries for over 114 standards. Under this Scheme, foreign manufacturers can seek certification from The Bureau for use of the BIS Standard Mark on their product(s).

**4.5.3 Product Certification Scheme Grant of Certificate of Conformity (CoC):** The presence of the BIS CoC number on a product indicates its conformity to the relevant Indian Standard. Before granting Certificate of Conformity to any manufacturer, The Bureau ascertains the availability of required infrastructure and capability of the manufacturer to produce and test the product conforming to the relevant Indian Standard. Samples drawn from the production line as well as from the market are tested in the BIS laboratories or recognized independent laboratories to ensure conformance of the product to the relevant Indian Standard. BIS also conducts surveillance visits to ensure conformance of licensees’ products to the relevant Indian Standard.

**4.5.4 Compulsory Registration Scheme (CRS):** The introduction of CRS, is an alternative mechanism to the Compulsory Certification, to facilitate growth of fast growing sectors like IT, and protect consumers from spurious and sub-standard products manufactured in India or abroad. Under this Scheme, Manufacturers register to apply for Standard Mark along with the Registration number on the conforming product based on complete test report of the product.

**4.6** The BIS product certification schemes are voluntary in nature. However, for a number of products compliances to Indian Standards is made compulsory by the Central Government under various considerations viz. public interest, protection of human, animal or plant health, safety of environment, prevention of unfair trade practices and national security. There are 380 product standards which are under mandatory BIS Product Certification (ISI Mark), 77 products which are under mandatory registration and 02 products have been made mandatory by the Central Government to obtain CoC on considerations of health and safety of the consumers. The products under these QCOs shall conform to corresponding Indian Standard(s) mentioned in the QCO and shall bear the Standard Mark under a Licence/ Registration or CoC from the Bureau as per the relevant Scheme of the BIS (Conformity Assessment) Regulations, 2018 as notified in the Order. Further, as per the Foreign Trade Policy, 2015-2020, domestic laws / Rules / Orders / Regulations / technical specifications / environmental safety and health norms applicable to domestically produced goods shall apply, *mutatis mutandis*, to imports, unless specifically exempted.

**4.7** The technical regulation framework in the country is going through a transitional phase, with many new regulations (i.e. Quality Control Orders) being notified and with many more in the anvil mandating the BIS Product Certification/ Registration/CoC etc. Thus, a huge quantum of work may fall under “Conformity Schemes of BIS”.

**4.8** In view of the above, there is a requirement to evaluate the Conformity Assessment Schemes of the Bureau to assess their capability and suitability to cater to the current scenario and future projections of work volume and diversity.

**4.9** This EOI is invited to select organization(s) to be engaged to evaluate product Conformity Assessment Schemes of BIS, in light of the ongoing regulatory reforms in the nation’s quality ecosystem, and to suggest structural and systemic reforms to have efficient, internationally harmonised Conformity Assessment Schemes to support developmental interests of our nation and protection of our consumers.

**4.4** *The detailed RFP documents would be sent to successful Applicants.*

## **5 Eligibility Criteria**

**5.1** The invitation to proposal is open to all Applicants who qualify the eligibility criteria as given below:

<b>Sl. No.</b>	<b>Specific Requirement</b>	<b>Evidence</b>
a.	The applicant should be a legal entity i.e. firm or company registered under the relevant law, consulting, research institution, policy research institution, academic institution, registered societies, market research agency, not for profit organization, registered society engaged in research, etc.	a) Copy of registration certificate indicating date and incorporation status & address b) Along with MoA (Memorandum of Association) or AoA (Article of Association) –if any



Sl. No.	Specific Requirement	Evidence
b.	It should be registered with the Goods & Services Tax Authorities.	The Goods & Services Tax Registration certification is required.
c.	It should be operating in India for the last seven years.	The Extracts from the audited Balance sheet and Profit & Loss Account; Or Certificate from the statutory auditor.
d.	It should not have been blacklisted by any of the State or Central Government or Ministry or Department or organizations under either of them.	Undertaking on letter head (Refer Annexure II)
e.	It should not have been found guilty of any criminal offence by any Court of law.	Undertaking on letter head (Refer Annexure III)
f.	It must comply with the code of integrity as specified in the bidding document	Undertaking on letter head (Refer Annexure IV)
g.	The applicant should have completed at least 3 evaluation or research projects at national level during last 7 years.	a) Copy of Work Order or Contract Document indicating scope of work, deliverables, cost, timelines b) Completion Certificate from Client indicating timelines c) Synopsis of the evaluation or research studies
h.	The applicant must have minimum average turnover of Rs. 1 Cr in last three financial years.	Certificate from internal auditor or statutory auditor.
i.	<p>It should have a sufficiently strong core team of professionals with expertise &amp; experience in field of research. The team should have at least:</p> <p>a) One team leader with experience of having associated with at least 3 national level studies in last 7 years</p> <p>b) Five lead researchers with minimum of 5 years of experience.</p> <p>c) The team leader and members should have minimum qualification of Graduation (in Engineering or Technology) or Post Graduation (in cases other than Engineering or Technology)</p> <p>They must be either on permanent rolls of the Applicant or must have a long tenure contract (two years or more) to ensure continuity of the proposed project team. The</p>	Certificate from Head (HR) or Internal or External Company Secretary along with CVs of resource persons as per the Annexure V.

Sl. No.	Specific Requirement	Evidence
	CVs of the resources are to be submitted for evaluation. In addition, the Applicant may also indicate the number of researchers intended to be hired along with their competence criteria.	

**5.2 Relaxation in Prior Turnover and Experience:** The Bureau reserves its right, to relax the condition of prior turnover and prior experience for such Registered Micro and Small enterprises (MSE) as defined in MSE procurement policy 2012 issued by Department of MSME or bidders registered with the Central Purchase organisation or the concerned Ministry or Department or Start-ups as recognised by the Department for Promotion of Industry & Internal Trade (DPIIT), Government of India subject to meeting of quality & technical specifications. The decision of the Bureau in this regard shall be final and binding.

**5.3 Compliance of Rule 144 (xi) of General Financial Rules and Orders issued and as amended from time to time thereunder:** Any applicant from such countries which share land border with India will be eligible to apply only if the applicant is registered with the Competent Authority as specified by the Government of India. A certificate to this effect is to be provided by the Applicant in the format placed at Annex-X.

**5.4 Purchase preference:** Subject to meeting the Terms and Conditions stated in the tender document including but not limiting to prequalification criteria, purchase preference shall be admissible to:

i) Public Procurement Policy for MSE Order 2012: MSE OEM suppliers in accordance with and as per the procedure thereof laid down in the Public Procurement Policy for MSE policy 2012 subject to submission of valid document confirming registration as MSE.

ii) Public Procurement (Preference to 'Make in India') Order: Class I Local Suppliers in accordance with and as per the procedure thereof laid down in the Public Procurement (Preference to Make in India) Order 2017 (latest being Order dated 16.09.2020). Applicants may note that only Class I & Class II Local Suppliers as defined in the said Order shall be eligible to apply and Non-Local Suppliers shall not be eligible to apply. The applicants must submit a certificate in accordance with para 9 (a) of the said Order regarding the local content requirements for Class I Local Supplier or Class II Local Supplier, as the case may be. The certificate shall also contain the details of the location(s) at which the local value addition is made.

Minimum Local Content – The 'local content' requirement to categorize a supplier as 'Class-1 local supplier' is minimum 50%. For Class-II local supplier', the 'local content' requirement is 20%.

iii) In case Buyer has selected Purchase preference to Micro and Small Enterprises (MSE) clause in the bid, the same will get precedence over 'Make In India' clause.

## 6 Scope of Work

**6.1** The Scope of the EOI is to evaluate the current product Conformity Assessment Schemes of the Bureau to assess their capability and suitability to cater to the current scenario and future projections of work volume and diversity, in light of the ongoing regulatory reforms in the nation's quality ecosystem, and to suggest structural and systemic reforms to have efficient, internationally harmonised Conformity Assessment Schemes to support developmental interests of our nation and protection of our consumers.

**6.2** The scope of work is:

i) Evaluation of product Conformity Assessment Schemes of the Bureau vis-a-vis the current quality ecosystem of the Country, *inter alia* involving study and analysis of:

- a) Coverage of domestic and imported products under voluntary and mandatory certification;
- b) Suitability of Schemes for the products covered under the scheme;
- c) Appropriateness of indicated processing time for certification and adherence to the timelines;
- d) Efficiency and effectiveness of grievance redressal mechanism;
- e) Efficiency and effectiveness of Surveillance, Monitoring & Enforcement Activities;
- f) Interface or Linkage with Other Stakeholders including Government Bodies;
- g) Perception of stakeholders – awareness & value proposition of certification services and appropriateness of price of services;
- h) Efficiency and effectiveness of Standards Promotion activities;
- i) Sufficiency of Manpower Distribution;
- j) Efficiency of Manpower –Performance appraisal system;
- k) Core Competence of BIS officials and Quality Control Personnel of Industry, Gap Analysis and Capacity Building Opportunities; and
- l) Risk assessment of outsourcing various components of the Conformity Assessment activities; and
- m) Impact assessment of Conformity assessment schemes of the Bureau for Products

ii) The evaluation of the product Conformity Assessment Schemes of The Bureau to assess their capability and suitability to cater to future projections of work volume and diversity, in light of the ongoing regulatory reforms in the nation's quality ecosystem, *inter alia* involving study and analysis of:

- a) External environment –Ongoing regulatory reforms at national level, trends in globalization, trends in mandatory and voluntary certification, etc.;
- b) Opportunities of expansion at national level and beyond national boundaries – Increasing base of voluntary and mandatory product certification;
- c) Untapped areas for product certification (with or without corresponding Indian Standards)
- d) Need of new Conformity Assessment Schemes for catering to future expansion plans;

- e) Resource requirements for seizing opportunities of expansion;
  - f) Opportunities of Interface or Linkage with other Stakeholders to harness prospects of changing regulatory landscape.
- iii) Suggesting structural and systemic reforms to have efficient, internationally harmonised product Conformity Assessment Schemes to support developmental interests of our nation and protection of our consumers, *inter alia* involving study and analysis of:
- a) The benchmarking of the BIS product Conformity Schemes with Conformity Schemes of other National and International Bodies offering conformity assessment services;
  - b) The novel schemes for Conformity Assessment and range of products that can be covered under them;
  - c) Systemic reforms in Standards Promotion, Grievance Redressal and Surveillance, Monitoring & Enforcement Activities; and
  - d) Any changes that may be required in BIS Rules and Regulations to accommodate the suggested schemes and improvements in Standards Promotion, Grievance Redressal and Surveillance, Monitoring & Enforcement Activities.

### 6.3 Deliverables and Timelines

The Bureau intends to complete the study in 12 months. The applicants may provide breakup of timelines for each envisaged deliverable.

## 7 Approach Paper

The Applicants are required to submit an Approach paper (Maximum of five pages on A4 size papers) containing at least the following details:

- i) **Approach and Methodology:** The Applicants shall explain their understanding of the objectives of the project, approach and methodology for carrying out the project activities and obtaining the expected output.
- ii) **Human Resources:** The Applicant shall provide the assessment of manpower envisaged for the study. The Applicant shall provide details of the dedicated project team – their individual roles and responsibilities in the project and their relevant experience. It should have a sufficiently strong core team of professionals with expertise & experience in field of research. The team should meet the eligibility criteria as mentioned at 5.1 (i) as a minimum. In addition, the Applicant may also indicate the number of researchers intended to be hired along with their competence criteria.
- iii) **Support from the Bureau:** The inputs and other items of support required from the Bureau may be specified.
- iv) **Deliverables and Timelines:** The Bureau intends to complete the study in 12 months. Approach paper needs to mention deliverables with breakup of timelines for each envisaged deliverable. The applicant shall propose and justify the main activities of the project, their content and duration, phasing and interrelations, resource planning and deployment with delivery dates. The proposed work plan should be consistent with the approach and

methodology, showing understanding of the EOI and ability to translate them into a feasible working plan. The work schedule should reflect how and by when the applicant is expected to complete the assignment for each of the components, and the timelines of achieving the same in line with this EOI document. The applicant is required to describe the work schedule for different tasks using the following format:

No.	Deliverables	Resources	Timelines (Months)												
			1	2	3	4	5	6	7	8	9	10	11	12	...
I															
ii															
...															

## 8 Evaluation

- i) The Bureau will constitute an Evaluation Committee to evaluate the responses of the Applicants. The Evaluation Committee constituted by the Bureau shall evaluate the responses to the EOI and all supporting documents and documentary evidences. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal. The Committee may seek additional documents as it deems necessary.
- ii) Each of the responses shall be evaluated to validate compliance of the applicant according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- iii) The Evaluation Committee may ask for presentation or meetings with the applicants to evaluate its suitability for the assignment.
- iv) The EOI Proposal will be evaluated based on the documentary evidences provided and presentation, if any. The applicants meeting the qualifying criteria as per evaluation matrix at Annexure VI would be shortlisted for issuance of RFP.
- v) The Bureau reserves the right to reject any or all proposals, without assigning any reason. No correspondence in this regard will be entertained.

## 9 Payment terms and conditions

After evaluation of EOI documents, RFP document for submission of bids (containing technical and financial bids) will be sent to successful applicants. It is envisaged to enter into a deliverables based payment in line with extant government guidelines, with the applicant selected after completion of the RFP process.

## 10 Pre EOI Queries

- 10.1** The last date of submission of pre-EOI queries shall be 23-12-2021 at 1730 h. All the pre-EOI queries should be received on or before the prescribed date and time.
- 10.2** Pre-EOI queries may be raised through CPP Portal.
- 10.3** No other means of submission of queries will be entertained.

**10.4** All queries to be raised at the EOI stage shall relate to the EOI alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained.

## **11 Pre EOI Meeting**

The Bureau shall hold a pre-EOI meeting with the prospective Applicants on 27-12-2021 from 1430h onwards at Meeting Room, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002.

## **12 Submission of EOI responses**

- i) The Applicant shall submit the response only on e-tendering site [www.eprocure.gov.in](http://www.eprocure.gov.in) on or before 04-01-2022 (1530h). The instructions to applicants for online submission of EOI is provided at Annexure VII.
- ii) The response document should be page numbered, must contain the list of contents with page numbers. The authorized signatory of Applicant must digitally sign all the EOI response documents. In case the response is signed by anyone other than the authorized signatory of the Applicant, the Applicant must enclose authorization letter in respect of the one who signed the response.
- iii) The entire response document shall be strictly as specified in this EOI. Responses with deviations shall be liable for rejection.
- iv) Clarifications, if any, required, should be obtained in the Pre EOI-queries or meeting.
- v) Late responses i.e. responses received after the specified date and time of receipt will not be considered.

### **12.1 Amendment to EOI document**

At any time before the submission of bids, the Bureau may amend the EOI document by issuing an addendum or corrigendum in writing or by announcing it through e-procurement portal and its website. The addendum or corrigendum shall be binding on all the Applicants. To give the Applicants reasonable time in which to take an amendment into account in their bids, the Bureau may, if the amendment is substantial, extend the deadline for the submission of bid.

### **12.2 Completeness of Response**

The applicants are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. The response to this EOI should be full and complete in all respects. Covering Letter, Compliance Sheet of Pre-Qualification Criteria and Document Checklist as at Annexure VIII, IX and XI respectively may be used as a guidance to the preparation of complete response and these documents shall be filled in and submitted along with the EOI response.

### **13 Outcome of EOI process**

As per the discretion of the Bureau, this EOI process may or may not result in a Tender. The Bureau reserves the right to modify (add or curtail) scope or any other requirements presented in this EOI and final scope shall be decided during RFP process, if and when the Bureau decides to invite RFP (technical and financial bids) from selected Applicants.

### **14 Right to Terminate the Process**

The Bureau reserves the right to terminate the EOI process at any time without assigning any reason whatsoever. The Bureau makes no commitment, explicit or implied, that this process will result in any form of business transaction with anyone. This EOI does not constitute an offer by the Bureau.

### **15 Confidentiality**

The Applicant shall not divulge or disclose proprietary knowledge obtained while delivering Goods and services under this Contract to any person, without the prior written consent of the Bureau. The applicant shall maintain confidentiality at all times. The applicant shall maintain confidentiality, uphold the integrity of data, information and documents that they have access to. The Guidance Document will be the sole property of Bureau of Indian Standards and the applicant cannot publish or reproduce it under its name without prior and specific approval of the Bureau.

### **16 Publicity**

Any publicity by the Contractor in which the name of the Bureau is to be used, should be done only with the explicit written permission of the Bureau.

## **Annexure I**

### **Pre – EOI Query Format**

**Ref: EOI Notification no <xxx> dated <dd / mm /yyyy>**

Name of the Prospective Applicant: .....

Contact Number and Address of the Prospective Applicant: .....

.....  
.....

<b>Sl. No.</b>	<b>Page No.</b>	<b>Clause No.</b>	<b>Sub-Clause No.</b>	<b>Clarification Required</b>



## **Annexure II**

### **Declaration Regarding Blacklisting or Litigations and Authenticity of the Documents or Certificates Produced**

I or We hereby declare that our firm or agency or organization is not black listed by any Ministry or Department of Central Government or State Government or PSU or other bodies under the Central Government or State Government. I or We further declare that no criminal case is registered or pending against the firm or company or its owner or partners or directors anywhere in India.

I or We hereby declare that I or We will abide by any penal action of the Bureau for disqualification or blacklisting or termination of contract or any other action as deemed fit, taken by the Bureau against me or us, in the event of any of the contents of this application or bid, statements, documents, certificates etc. produced by me or us with intention to demonstrate my eligibility as per this EOI, are found to be false or fabricated, without any liability on part of the Bureau.

I or We further declare that we have not abandoned any work in the past before its completion.

Date the ..... day of ..... 20...

**Signature of Applicant**\_\_\_\_\_

**Name & Address of Applicant**\_\_\_\_\_

\_\_\_\_\_

**Seal of the Firm or Company**

### **Annexure III**

#### **Declaration Regarding not-involving in any criminal case and no pendency of any criminal case against the firm or company or conviction by any Court of Law**

I/We declare that no criminal case is registered or pending against our firm or organization or company or its owner or partners or Directors anywhere in India. I/We further declare that neither I/We nor our firm or organization or company or its owner or partners or Directors are found guilty of any criminal offence or convicted by any Court of Law.

Date the ..... day of ..... 20...

**Signature of Authorized Officer** \_\_\_\_\_

Name & Address of the Signatory\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm/ Company

## **Annexure IV**

### **Declaration for Abiding by the Code of Integrity in Public Procurement Declaration**

I or We hereby declare that I or We will abide by the Code of Integrity for Public Procurement (CIPP) as envisaged and prescribed in General Financial Rules, 2017.

I or We hereby further declare that in case of any transgression of this code, my or our name shall not only be liable to be removed from consideration for the present EOI and from the list of registered contractors or contractors or consultants or service providers (if already registered), but also I or We will be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India as provided in the GFR, 2017.

Date the ..... day of ..... 20...

**Signature of Applicant**\_\_\_\_\_

Name & Address of Applicant\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm or Company

## Annexure V

### CV Format

**Position:**

**Name of firm:**

**Name of staff:**

**Contact details:**

**Areas of expertise:**

**Date of birth:**

**Total years of experience:**

**Education:**

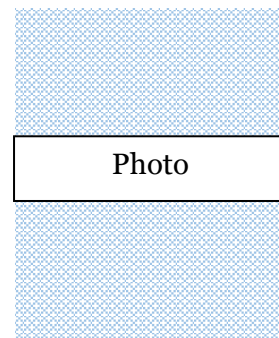
Subject or other specialized education	Names of institutions (College or University)	Degree obtained	Date of passing

**Training:**

Sl. No	Training Received	Year of Completion

**Employment Record:**

From [Year]	To [Year]	Employer	Position held



**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**

Name of Assignment or job or project	
Year	
Location	
Client	
Main project features	
Positions held	
Activities performed	

Name of Assignment or job or project	
Year	
Location	
Client	
Main project features	
Positions held	
Activities performed	

Name of Assignment or job or project	
Year	
Location	
Client	
Main project features	
Positions held	
Activities performed	

(add extra sheets, if required)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature:

**Annexure VI**  
**Evaluation Matrix**

Sl. No.	Attribute	Qualifying Criteria
<b>Financial Capability</b>		
a	Average turnover in last three financial years	Shall meet minimum average turnover of Rs. 1 Cr in last three financial years
<b>Work Experience of Applicant</b>		
b	Work Experience of Applicant (no. of studies)	Shall meet the minimum eligibility criteria of having completed 3 evaluation or research projects at national level in last 7 years
<b>Key Personnel for the Assignment</b>		
c	No. of team leader + lead researchers to be assigned for the study	Shall meet minimum criteria of 1 Team leader + 5 lead researchers
d	Qualification of team leader	Shall meet minimum criteria of at least Graduation (in Engineering or Technology) or Post Graduation (in cases other than Engineering or Technology)
e	Qualification of lead researchers	Shall meet minimum criteria of at least Graduation (in Engineering or Technology) or Post Graduation (in cases other than Engineering or Technology)
f	Experience of team leader	Shall meet minimum experience of 7 years and having associated with at least 3 national level studies
g	Experience of lead researchers	Shall meet minimum experience of 5 years each
<b>Understanding of Study and Work Plan</b>		
h	Methodology, work plan & understanding of scope of work	To be evaluated by the Committee based on the demonstration of capability through approach paper and presentation made by Applicant, if required. For qualifying, the applicant shall score atleast 50% marks in the evaluation.

The relaxation in Prior Turnover and Experience, Compliance of Rule 144 (xi) of General Financial Rules and Orders issued and as amended from time to time thereunder and Purchase preference as per Clauses 5.2, 5.3 and 5.4 of EOI document shall also apply.

## **Annexure VII**

### **Instructions for Online EOI Response Submission**

The applicants are required to submit soft copies of their EOI response electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Applicants in registering on the CPP Portal, prepare their EOI response in accordance with the requirements and submitting their EOI response online on the CPP Portal.

More information useful for submitting online EOI response on the CPP Portal may be obtained at : <https://eprocure.gov.in/eprocure/app>.

#### **1. Registration**

- The applicants are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- As part of the enrolment process, the Applicants will be required to choose a unique user name and assign a password for their accounts.
- The applicants are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the Applicants will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify or nCode or eMudra etc.),with their profile.
- Only one valid DSC should be registered by an Applicant. Please note that the Applicants are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- The applicant then logs into the site through the secured log-in by entering their userID or Password and the password of the DSC or e-Token.

#### **2. Searching for EOI Documents**

- There are various search options built in the CPP Portal, to facilitate Applicants to search active EOI by several parameters. These parameters could include EoI ID, Applicant Name, Location, Date, Value, etc. There is also an option of advanced search for EOI, wherein the Applicants may combine a number of search parameters such as Applicant Name, Form of Contract, Location, Date, Other keywords etc. to search for an EOI published on the CPP Portal.
- Once the Applicants have selected the EOI they are interested in, they may download the required documents or EOI schedules. These EOI can be moved to the respective ‘My EOI’ folder. This would enable the CPP Portal

to intimate the Applicants through SMS or e-mail in case there is any corrigendum issued to the EOI document.

- The Applicant should make a note of the unique EOI ID assigned to each EOI, in case they want to obtain any clarification or help from the Helpdesk.

### **3. Preparation of EOI**

- The applicant should take into account any corrigendum published on the EOI document before submitting their bids.
- Please go through the EOI advertisement and the EOI document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from the same may lead to rejection of the bid.
- The applicant, in advance, should get ready the bid documents to be submitted as indicated in the EOI document or schedule and generally they can be in PDF or XLS or RAR or DWF or JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Applicants. Applicants can use “My Space” or “Other Important Documents” are available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Applicants to ease the uploading process. If Applicant has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Bid.

### **4. Submission of Bids**

- The applicant should login to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Applicant will be responsible for any delay due to other issues.
- The Applicant has to digitally sign and upload the required bid documents one by one as indicated in the EOI document.
- The server time (which is displayed on the Applicants’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Applicants, opening of bids etc. The Applicants should follow



this time during bid submission.

- All the documents being submitted by the Applicants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers or bid openers' public keys. Overall, the uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.
- The uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **5. Assistance to Applicants**

- Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EOI Inviting Authority for a EOI or the relevant contact person indicated in the EOI.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos.0120-4200462,0120-4001002.

## Annexure VIII

### EOI Covering Letter

To

**Smt. Surabhi Raja Ram Arya**  
**Scientist-C (Policy, Research and Training Department)**  
**Bureau of Indian Standards, Manak Bhavan,**  
**9, BSZ Marg, New Delhi-110002**  
**Email: prtd@bis.gov.in**

**Sub: Expression of Interest (EOI) for Engagement of Organizations for  
“Evaluation of Conformity Assessment Schemes of the Bureau of Indian Standards”  
in Bureau of Indian Standards**

Madam,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

S.No	Description	Response
1.	Name of the Applicant	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone(with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No.(with STD code)	

We have enclosed the following documents:

- 1.
- 2.
- 3.

...

I or We hereby declare that my or our EOI is made in good faith and the information contained is true and correct to the best of my or our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date: \_\_\_\_\_ Place \_\_\_\_\_

Witness by-Signature:

Name:

Address:

Date: \_\_\_\_\_

## Annexure IX

### Compliance Sheet for Pre-Qualification Criteria

Sl. No.	Basic Requirement	Documents Required	Provided	Reference & Page No.
1.	The applicant should be a legal entity i.e. firm or company registered under the relevant law, consulting, research institution, policy research institution, academic institution, registered societies, market research agency, not for profit organization, registered society engaged in research, etc.	a) Copy of registration certificate indicating date and incorporation status& address b Alongwith MoA (Memorandum of Association) or AoA (Article of Association) –if any	Yes or No	
2.	It should be registered with the Goods & Services Tax Authorities.	Goods & Services Tax Registration certification	Yes or No	
3.	It should be operating in India for the last seven years.	Extracts from the audited Balance sheet and Profit & Loss Account; Or Certificate from the statutory auditor.	Yes or No	
4.	It should not have been blacklisted by any of the State or Central Government or Ministry or Department or organizations under either of them.	Undertaking on letter head	Yes or No	
5.	It should not have been found guilty of any criminal offence by any Court of law.	Undertaking on letter head	Yes or No	
6.	It must comply with the code of integrity as specified in the bidding document	Undertaking on letter head	Yes or No	

Sl. No.	Basic Requirement	Documents Required	Provided	Reference & Page No.
7.	The applicant should have completed at least 3 evaluation or research projects at national level in last 7 years.	a) Copy of Work Order or Contract Document indicating scope of work, deliverables, cost, timelines b) Completion Certificate from Client indicating timelines c) Synopsis of the evaluation or research studies	Yes or No	
8.	The applicant must have minimum average turnover of Rs. 1 Cr in last three financial years.  <i>Note:-For requesting relaxation Valid document confirming status as MSE or Start up is required</i>	Certificate from internal auditor or statutory auditor.	Yes or No	
9.	It should have a sufficiently strong core team of professionals with expertise & experience in field of research. The team should have at least: a) One team leader with experience of having associated with at least 3 national level studies in last 7 years b) Five lead researchers with minimum of 5 years of experience. c) The team leader and members should have minimum qualification of Graduation (in Engineering or	Certificate from Head (HR) or Internal or External Company Secretary along with CVs of resource persons	Yes or No	

<b>Sl. No.</b>	<b>Basic Requirement</b>	<b>Documents Required</b>	<b>Provided</b>	<b>Reference &amp; Page No.</b>
	<p>Technology) or Post Graduation (in cases other than Engineering or Technology)</p> <p>They must be either on permanent rolls of the Applicant or must have a long tenure contract (two years or more) to ensure continuity of the proposed project team. CVs of the resources are to be submitted for evaluation. In addition, the Applicant may also indicate the number of researchers intended to be hired along with their competence criteria.</p>			

## **Annexure X**

### **Format for Compliance to restrictions under Rule 144 (xi) of General Financial Rules (GFRs), 2017**

The certificate below is to be provided by the bidder.

#### **<To be printed on Company letterhead>**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached].

(Signature of Authorized Representative)

(Name, Designation, Seal, Date, Place, Business Address)

## Annexure XI

### Document Checklist

Sl. No.	Basic Requirement	Provided	Reference & Page No.
1.	Document Checklist	Yes or No	
2.	Duly Signed Covering Letter	Yes or No	
3.	Compliance Sheet of Pre-Qualification Criteria	Yes or No	
4.	Copy of registration certificate indicating date and incorporation status & address	Yes or No	
5.	MoA (Memorandum of Association) or AoA (Article of Association)	Yes or No	
6.	Goods & Services Tax Registration certification	Yes or No	
7.	Extracts from the audited Balance sheet and Profit & Loss Account	Yes or No	
8.	Certificate from the statutory auditor	Yes or No	
9.	Undertaking on letter head - Declaration Regarding Black-Listing or Litigations and Authenticity of the Documents or Certificates Produced	Yes or No	
10.	Undertaking on letter head - Declaration Regarding not involving in any Criminal Offence by any Court Of Law	Yes or No	
11.	Undertaking on letter head - Declaration for Abiding by the Code of Integrity in Public Procurement Declaration	Yes or No	
12.	Document related to Completed Works - Copy of Work Order or Contract Document indicating scope of work, deliverables, cost, timelines	Yes or No	
13.	Document related to Completed Works - Completion Certificate from Client indicating timelines	Yes or No	
14.	Document related to Completed Works - Synopsis of the evaluation or research studies	Yes or No	
15.	Certificate from internal auditor or statutory auditor regarding minimum average turnover of in last three financial years.	Yes or No	
16.	Certificate from Head (HR) or Internal or External Company Secretary along with CVs of resource persons	Yes or No	
17.	Valid document confirming status as MSE or Start up	Yes or No	
18.	Certificate in accordance with para 9 (a) of the Public Procurement (Preference to Make in India) Order 2017 regarding local content	Yes or No	
19.	Approach Paper clearly indicating Approach and Methodology, Human Resources, Deliverables and Timelines	Yes or No	
20.	Certificate for compliance of Rule 144 (xi) as per para 12 and 15 of the Order (Public Procurement No. 1)	Yes or No	
21.	Any other documents (Please mention in checklist)	Yes or No	