



भारतीय मानक ब्यूरो

“भारतीय मानक ब्यूरो की मानक सूत्रीकरण गतिविधि का
मूल्यांकन” के लिए संगठनों की नियुक्ति के लिए
रुचि की अभिव्यक्ति (ई ओ आई)

नीति, अनुसंधान एवं प्रशिक्षण विभाग
भारतीय मानक ब्यूरो (BIS).
मानक भवन,
9, बहादुर शाह जफर मार्ग
नई दिल्ली - 110002
दूरभाष : 011-23608357
ई - मेल : prtd@bis.gov.in

संदर्भ: पीआरटीडी/एओई/एसएफ़/2021



BUREAU OF INDIAN STANDARDS

**Expression of Interest (EOI)
for Engagement of Organizations for
“Evaluation of Standards Formulation activity of the Bureau of Indian Standards”**

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

Reference: PRTD / EOI / SF/ 2021

CONTENT

Sl. No.	Particulars	Page No.
1.	Fact Sheet	1
2.	Abbreviations	2
3.	About the Bureau of Indian Standards	2
4.	Purpose	3
5.	Eligibility Criteria	5
6.	Scope of Work	6
7.	Approach Paper	8
8.	Evaluation	9
9.	Payment terms and conditions	9
10.	Pre EOI Queries	10
11.	Pre EOI Meeting	10
12.	Submission of EOI responses	10
13.	Outcome of EOI process	11
14.	Confidentiality	11
15.	Governing Laws	11
16.	Non-Waiver	11
17.	Disputes and Resolution	11
18.	Conflict of Interest	12
19.	Disqualification	12
20.	Right to Terminate the EoI Process	12
21.	Severability	12
22.	Force Majeure	13
23.	Publicity	13
24.	Annexure I Pre – EOI Query Format	14
25.	Annexure II Declaration Regarding Black-Listing or Litigations and Authenticity of the Documents or Certificates Produced	15
26.	Annexure III Declaration regarding no pendency of any criminal case against the firm or company or conviction by any Court of Law	16
27.	Annexure IV Declaration for Abiding by the Code of Integrity in Public Procurement Declaration	17
28.	Annexure V CV Format	18
29.	Annexure VI Evaluation Matrix	20
30.	Annexure VII Instructions for Online EOI Response Submission	21
31.	Annexure VIII EOI Covering Letter	24
32.	Annexure IX Compliance Sheet for Pre-Qualification Criteria	25
33.	Annexure X Format for Compliance to restrictions under Rule 144 (xi) of General Financial Rules (GFRs), 2017	28

34.	Annexure XI	Document Checklist	29
------------	-------------	--------------------	----

1 Fact Sheet

Sl. No.	Item	Description
i.	EOI Number	PRTD / EOI / SF/ 2021
ii.	Date of publication of EOI	23 Dec 2021
iii.	EOI Title	Engagement of Organizations for “ Evaluation of Standards Formulation activity of the Bureau of Indian Standards ”
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:- Official website of the Bureau of Indian Standards, (https://bis.gov.in/) and The Central Public Procurement Portal (http://eprocure.gov.in) from 23 Dec 2021 onwards
vi.	Name and Address for communication and seeking clarifications regarding this EOI	Surabhi R R Arya, Sc C (Policy, Research and Training) 9, Bahadur Shah Zafar Marg, New Delhi - 110002 Email: prtd@bis.gov.in Phone: 011-23608357
vii.	Last date for submission of pre-EOI queries	The last date of submission of pre-EOI queries shall be 3 Jan 2022 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 5 Jan 2022 from 14:30 hrs onwards through Video Conferencing. Meeting link : https://bisindia.webex.com/bisindia/j.php?MTID=md7aad15183d487f2b34aa4d358c8ce78 Meeting number:2518 816 5448 Password:HHqQAMs8M88
ix.	Date of publishing of responses to pre-EOI queries	On 7 Jan 2022 . 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 and/ or any corrigendum on Central Public Procurement Portal (URL:

Sl. No.	Item	Description
		https://eprocure.gov.in/eprocure/app) or may send the same through e-mail or any other means.
x.	Last date for EOI response submission (on or before)	14 Jan 2022 till 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: https://eprocure.gov.in/eprocure/app) and shall be digitally signed by the authorized signatory of the Applicant.
xii.	Language of submission	Response document should be submitted in Hindi or 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), the National Standards Body of India, herein and after written as functions under the aegis of the Ministry of Consumer Affairs, Food and Public Distribution as per the Bureau of Indian Standards Act 2016, Rules and Regulations made thereunder. It has 41 branches, 5 Regional Offices and 8 Laboratories spread across India. The Bureau in addition to its main activity of Standards Formulation also provides conformity services ensuring quality of goods under certification. This covers Product Certification (ISI Mark), Compulsory Registration Scheme (CRS), Hallmarking 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). India is witnessing rapid socio-economic changes aided by transformative policy decisions. As per the World Bank report in October 2021, India is expected to emerge as the second fastest growing major economy. The focus is to optimize the use of available resources and to increase the Ease of Doing Business, to catapult the nation to the status of a global economic power.

4.2 The Standards have an enormous role to play in catalysing the growth of a nation. The Standards are outcome of voluntary cooperation among industries, consumers, public authorities, researchers and other stakeholders for the development of technical specifications based on consensus. The Standards have been widely recognized as catalysts for introduction of new technologies and innovations, industrial growth and more recently for convergence of new and emerging technologies. The Standards also help in dissemination of knowledge in industries, where products and processes supplied by various providers must interact with one another. The Globalization and free market access of goods has led to the need for single globally acceptable technical standards. Compliance to such standards provides a workable base, for acceptance or otherwise rejection of goods, and for resolving any consequential disputes, thereby facilitating the local manufacturers in accessing global markets. The growing influence of standards and technical regulations, along with corresponding conformity assessment procedures, on trade and consumers, has been recognized worldwide, through the agreements on Technical Barrier to Trade (TBT) of World Trade Organization (WTO), where compliance to standards has been recognized as a means to reduce Technical Barrier to Trade.

4.3 The standard setting process in India has been led by the Bureau of Indian Standards (BIS), the National Standards Body of India, since 1947 and has developed more than 21,000 Indian Standards across 15 sectors covering various aspects of economy. The Bureau, as the National Standards Body, represents India in international standards bodies, like, International Organization for Standardization (ISO) and International Electro-technical Commission (IEC) and has the right to adopt the standards of these bodies as the national standards while taking into consideration the need to address local factors and conditions. The Bureau is following the code of good practice as articulated in Annex III of the WTO-TBT agreement in the preparation, adoption and application of standards to which India is a signatory. This international code regulates the development process of standard formulation, following openness, impartiality and consensus based approach, allowing the participation of all interested parties.

4.4 In addition, to a limited extent sector specific standardisation work is carried out by some other bodies that can be categorized as Standards Developing Organizations (SDOs). Further, overseas standards development organizations, such as, American Society of Mechanical Engineers (ASME), Institute of Electrical and Electronics Engineers (IEEE) and

the American Society of Heating, Refrigerating & Air-conditioning Engineers (ASHRAE) have set up office in India to promote the use of their standards in Indian industry.

4.5 The Indian National Strategy for Standardization (INSS) evolved by the Ministry of Commerce and Industry has identified convergence of all standards development activities in India as one of the goals with the Bureau, the National Standards Body as the umbrella organization. The Bureau has taken lead from INSS and has launched its Scheme for recognizing SDOs to attain “One Nation One Standard” vision of Govt. of India and Research Design & Standards Organization (RDSO) of Indian Railways has become the first Institution to be recognized under the same.

4.6 The Bureau has analysed the other goals of INSS as well, and has drawn its own course of future work, the Standards National Action Plan (SNAP), with active support and involvement of stakeholders. In SNAP actions have been identified to achieve the objectives of identification of standardisation needs and enhancing stake holder involvement, making standardisation processes efficient and fast, ensuring harmonious standardisation activities in the country, increased participation and involvement in international standardisation activities and increasing awareness and implementation of standards. The Action Plan, prepared in 2019, has a timeframe of three years, and is nearing the completion of the envisaged timeframe.

4.7 At this juncture, there is a requirement to evaluate the Standards Formulation Process of the Bureau to assess its capability and suitability to cater to the current scenario and future projections of work volume and diversity.

4.8 This EOI is invited to select organization(s) to be engaged to evaluate Standards Formulation Activity of the Bureau, in the light of the ongoing regulatory reforms in the nation’s quality ecosystem and technological upgradations, and to suggest structural and systemic reforms to have an effective and efficient Standards Formulation activity to support developmental interests of our nation and protection of our consumers.

4.9 *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:

Sl. No.	Specific Requirement	Evidence
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) Alongwith MoA (Memorandum of Association) or AoA (Article of Association) –if any
b.	It should be registered with the Goods & Services Tax Authorities.	The Goods & Services Tax Registration certification is required.

Sl. No.	Specific Requirement	Evidence
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 and experience in the field of research. The team should have at least:</p> <ul style="list-style-type: none"> 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 Technology) or Post Graduation (in cases other than Engineering or Technology) <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 CVs of the resources are to be submitted for evaluation. In addition, the Applicant may</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
	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 the rights, 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 the 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-I 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 Standards Formulation process of the Bureau and 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 an effective and efficient Standards Formulation activity to support the developmental interests of our nation and protection of our consumers.

6.2 The scope of work is:

- a) Evaluation of existing processes and benchmarking.
- b) Evaluation against external factors and future projections.
- c) Recommendation for reforms and changes.

Following aspects or issues as given below, may be covered under each of the above areas:

a) Evaluation of existing processes and benchmarking covering inter-alia:

- Process flow, including Standards Portal
- Timelines
- Stakeholder engagement
- Publication of standards
- Process performances and Key Performance Indicators.
- Pricing, sale and access to the Standards, Copyright and Patents.
- Appeals mechanism
- International participation and engagement
- National co-ordination and effectiveness in ensuring harmonious standardization in the country
- Standards Promotion, Publicity and Communication
- Digitization
- Resource provision and development, including manpower and their competency, and benchmarking against other National Standards Bodies
- Benchmarking of processes against best practices and other National Standards Bodies
- Status of implementation of standards across all stakeholders
- Perception Survey covering:
 - Adequacy of standards (with standard users)
 - Adequacy of process (with standard makers or committee members).

b) Evaluation against external factors and future projections, covering inter-alia:

- Strategic imperatives and gaps
- Standardization framework (legal) and standardization structure

- Standards eco-system supporting national standardization
- Role of Research & Development and innovation in future standardization
- International engagement including with other global Standards Developing Organizations
- Use of digital technologies in standardization
- Mainstreaming standards in policy making and trade facilitation
- Coordination of standardization work across various bodies
- Additional resource provisions and revenue model to support future standardization.

c) Recommendations for reforms and changes, covering:

- Legal framework and structure.
- Standardization processes, and monitoring (including to bring efficiency and effectiveness and keeping standards-up dated)
- Digitalization
- Co-ordination, collaboration and nurturing the standardization eco-system (both national and international)
- Resource provisioning including capacity building
- Promotion and implementation of standards.

6.3 Deliverables and Timelines

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

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 space roles and responsibilities in the project and their relevant experience. It should have a sufficiently strong core team of professionals with expertise and experience in the 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 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 & documentary evidence. The 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 3 Jan 2022 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 5 Jan 2022 from 14:30 h through Video Conferencing with following credentials:

Meeting link :

<https://bisindia.webex.com/bisindia/j.php?MTID=md7aad15183d487f2b34aa4d358c8ce78>

Meeting number: 2518 816 5448

Password: HHqQAMs8M88

12 Submission of EOI responses

- i) The Applicant shall submit the response only on e-tendering site www.eprocure.gov.in on or before **14 Jan 2022** upto 1530h. The instructions to the 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 the 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. The responses with deviations shall be liable for rejection.
- iv) The 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 prior to deadline for submission of EoI, the Bureau may for any reason, modify the EoI, The prospective bidders having received the EoI shall be notified of the amendments through website and such amendments shall be binding on them. 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. The Covering Letter, Compliance Sheet of Pre-Qualification Criteria and Document Checklist as at Annexures VIII, IX and X 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 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 RPF (technical and financial bids) from the selected Applicants.

14 Confidentiality

Information relating to the examination, clarifications and comparison of the EoI shall not be disclosed to any bidders or any other persons not officially concerned with such process until the empanelment process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its EoI.

15 Governing Laws

Empanelment contract shall be covered and construed in accordance with Laws of India including without limitation, the relevant Central and State Acts and Rules, Regulations and Notifications issued and amended thereunder from time to time.

16 Non-Waiver

Waiver of any breach of the provision of, or any default under the empanelment contract must be in writing and signed by the Party granting the waiver. No failure or delay on the part of either Party in exercising or any omission to exercise any right or remedy accusing to either Party under the empanelment contract shall be a waiver thereof, nor will any partial exercise of any right or remedy particular be a waiver of further exercise of that right or remedy.

17 Disputes and Resolutions

All disputes, differences, claims and demands arising under the empanelment contract shall be referred to arbitration of a sole arbitrator to be appointed by the mutual consent. All arbitration

shall be held in New Delhi. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be nominated by the Director General of the Bureau. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, Rules or re-enactments thereof. No suit or other proceedings relating to said EoI, shall be filed in any Court of law except the competent Courts of Law having jurisdiction within the local limits of New Delhi only, where headquarter of the Bureau is located.

18 Conflict of Interest

(1) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Bureau, detailing the conflict in writing as an attachment to this EoI. (2) The Bureau will be the sole Arbitrator in cases of potential conflicts of interest. Failure to notify the Bureau of any potential conflict of interest will invalidate any verbal or written agreement. (3) A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful, Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

19 Disqualification

The Bureau may at its sole discretion and at any time during the evaluation of EoI, disqualify any bidder, if the bidder has: (i) Submitted the EoI documents after the response deadline (ii) Made misleading or false representations in the forms, statements and attachments submitted in proof of the pre-qualification requirements (iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc., in any project in the preceding three years (iv) Submitted an EoI that is not accompanied by required documentation or is non-responsive (v) Failed to provide clarifications related thereto, when sought (vi) Submitted more than one EoI (vii) Declared ineligible by the Government of India/State/UT for corrupt and fraudulent practices or blacklisted.

20 Right to Terminate the EoI Process

(A) The Bureau may terminate the said EOI process at any time without assigning any reason. The Bureau makes no commitments, express or implied, that this process will result in a business transaction with anyone. (B) This EOI does not constitute an offer by The Bureau, The bidder's participation in this process may result in short listing the eligible bidders.

21 Severability

If any provision or condition of this Contract is prohibited or rendered invalid or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract.

22 Force Majeure

If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Director General of the Bureau as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that the Bureau be at liberty to take over from the Contractor at a price to be fixed by Director General, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the Bureau elect to retain.

23 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:

.....
.....

Sl.No.	Page No.	Clause No.	Sub-Clause No.	Clarification Required

Annexure II

Declaration Regarding Black-Listing 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 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 the firm or company or its owner or partners or Directors anywhere in India. I/We further declare that neither I/we nor our firm/ 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 or 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
Financial Capability		
a	Average turnover in last three financial years	Shall meet minimum average turnover of Rs. 1 Cr in last three financial years
Work Experience of Applicant		
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
Key Personnel for the Assignment		
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
Understanding of Study and Work Plan		
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 at least 50% marks in the evaluation.

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 a 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 user ID 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 the Applicants to search active EOI by several parameters. These parameters could include EoI ID, the Applicant Name, Location, Value, etc. There is also an option of advanced search for EOI, where in the Applicants may combine a number of search parameters such as the ApplicantName, 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 a part of the bid. Please note the number of covers in which the bid document should be submitted, the number of documents including the names and content of each of the documents that need to be submitted. Any deviations from the same may lead to rejection of the bid.
- 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 log into 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. The 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, 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. This key is subjected to a symmetric 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 will become readable only after the EOI is opened 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

**Surabhi R R Arya,
Sc-C (Policy, Research and Training)
Bureau of Indian Standards, Manak Bhavan
9, Bahadur Shah Zafar Marg, New Delhi-110002
Email: prtd@bis.gov.in**

**Sub: Expression of Interest (EOI) for Engagement of Organizations for
“Evaluation of Standards Formulation activity of the 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 reference 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) Along with 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	

Sl. No.	Basic Requirement	Documents Required	Provided	Reference & Page No.
	Technology) or Post Graduation (in cases other than Engineering or Technology)			

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	

Sl. No.	Basic Requirement	Provided	Reference & Page No.
21.	Any other documents (Please mention in checklist)	Yes or No	