



# भारतीय मानक ब्यूरो

भारतीय मानकों के तहत उत्पादों पर मार्गदर्शन दस्तावेज तैयार करने के लिए  
फर्मों या कंपनियों या एजेंसियों या एजेंसियों के संघ की  
भागीदारी के प्रस्ताव के लिए अनुरोध



दिसम्बर 2021

आरएफपी नं. टीएनएमडी/जीडी/आरएफपी/2021/1

**भारतीय मानक ब्यूरो**

मानक भवन

9, बहादुर शाह जफर मार्ग

नई दिल्ली-110002

दूरभाष: 011-23235069

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# **BUREAU OF INDIAN STANDARDS**

**“Request for Proposal  
for engagement of Firms or Companies or  
Agencies or Consortium of Agencies for  
Preparation of Guidance Documents on Products  
under Indian Standards”**



December 2021

**RFP No. TNMD/GD/RFP/2021/1**

**Bureau of Indian Standards**  
Manak Bhawan, 9, Bahadur Shah Zafar  
Marg, New Delhi 110002  
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## BUREAU OF INDIAN STANDARDS

### RFP NOTICE

**Request for Proposal  
for engagement of Firms or Companies or  
Agencies or Consortium of Agencies for  
Preparation of Guidance Documents on Products under Indian Standards**

**Ref No.:** TNMD/GD/RFP/2021/1

**Date:** 15/12/2021

The Bureau of Indian Standards (the Bureau), the National Standards Body, functioning under the aegis of the Ministry of Consumers Affairs, Food & Public Distribution, Government of India, **Requests for Proposals (RFP) online** from eligible Firms or Companies or Agencies or Consortium of Agencies for carrying out work for Preparation of Guidance Documents on Products under Indian Standards.

Important Information	
<b>Issue of RFP documents</b>	RFP document (providing Notice Inviting Bid, Instructions to Bidders, Terms of Reference, Evaluation Process and Criteria, Annexures and Forms, General Conditions of Contract, Client's Requirements and Scope of Services, etc.) can be downloaded from the Bureau website <a href="http://bis.gov.in">http:// bis.gov.in</a> and Central Public Procurement Portal (CPPP) site, from 15/12/2021 up to 05/01/2022, 11.59 PM
<b>Last Date &amp; Time of Submission of Bids (Bid due date)</b>	05/01/2022, 11:59 PM
<b>Date &amp; Time of opening of Bids</b>	14/01/2022, 11:00 AM

For any addendum or corrigendum to the RFP document on any aspect, prospective bidders are requested to visit the official website of the Bureau and CPPP from time to time.

The Bureau reserves the right to reject any or all bids without assigning any reason.

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Designation: Sc D (TNMD)  
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Manakalaya, 9 Bahadur Shah Zafar Marg,  
New Delhi 110002  
Telephone: 011-23235069  
Email: [tnmd@bis.gov.in](mailto:tnmd@bis.gov.in),*

## Acronyms

Abbreviation	Full Form
<b>The Bureau</b>	Bureau of Indian Standards
<b>GOI</b>	Government of India
<b>BO</b>	Branch Office
<b>CPP</b>	Central Public Procurement
<b>RFP</b>	Request for Proposal
<b>RO</b>	Regional Office
<b>LOA</b>	Letter of Award
<b>BOQ</b>	Bill of Quantities
<b>GST</b>	Goods and Services Tax
<b>EMD</b>	Earnest Money Deposit
<b>BSD</b>	Bid Security Declaration
<b>DSC</b>	Digital Signature Certificate



## Disclaimer

The information contained in this Request for Proposal (RFP) document, provided by the Bureau, is for information of the Bidders to assist them in formulation of their proposals.

While the Bureau of Indian Standards (the Bureau) has taken due care in the preparation of the information contained herein, and believe it to be complete and accurate, neither the Bureau nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or imply as to the exhaustiveness or completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The Bureau shall not incur any liability, whatsoever, with regard to the completeness of the information contained in the RFP that the Bidder may require for submission of the proposal.

Respondents to this RFP are required to make their own inquiries or surveys or studies and will be required to confirm, in writing, that they have done so and they did not rely solely on the information provided in RFP.

This RFP is neither an agreement, nor an offer or invitation to perform work of any kind to any party.

The Bureau reserves the right:

- i. to amend any condition of the RFP through publication of Corrigendum, which will be uploaded on the Central Public Procurement Portal (CPPP) and the Bureau Website, [www.bis.gov.in](http://www.bis.gov.in);
- ii. to change the scope of the Project, or to alter the time-table reflected in this document, or to change the process or procedure to be applied;
- iii. to reject any or all of the proposals received, if the Competent Authority of the Bureau decides so;
- iv. not to proceed with the Project, if the Competent Authority of the Bureau decides so; and
- v. to decline to discuss the Project further with any respondent.

No reimbursement of cost of any type on any account will be paid to persons or entities submitting their Bid in response to this RFP.

## Fact Sheet

Item	Description
<b>RFP Number and Approving Authority</b>	TNMD/GD/RFP/2021/1 Director General, Bureau of Indian Standards
<b>Date of publication of RFP</b>	15/12/2021
<b>RFP Title or Job Requirement</b>	Preparation of Guidance Documents on Products under Indian Standards
<b>Name of the Bureau</b>	Bureau of Indian Standards, New Delhi
<b>RFP Inviting Authority</b>	Director General, Bureau of Indian Standards, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110002
<b>Method of Selection</b>	Quality and Cost-Based Selection (QCBS)
<b>Advertisement of RFP</b>	RFP advertisement has been made available on: 15/12/2021 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 15/12/2021 to 05/01/2022, 11.59 PM
<b>Name and address for communication and seeking clarifications regarding this RFP</b>	Mohammad Tausif, Scientist D, Think, Nudge & Move Department, Bureau of Indian Standards, Manakalaya, 9, Bahadur Shah Zafar Marg, New Delhi 110002
<b>Date, time &amp; venue for pre-bid conference</b>	On 27/12/2021 from 11:00 AM onwards through video conferencing. Interested bidders may use the following link to register for meeting and number of participants restricted to maximum of two. The registration for the pre-bid conference meeting may be done by 27/12/2021, 9:00AM. Meeting registration link: Meeting number:
<b>Last date for submission of pre-bid queries</b>	The last date of submission of pre-bid queries shall be 23/12/2021 at 09:00 AM  All the pre-bid queries should be received on or before the prescribed date and time, through CPP portal (only) with subject line as follows: “Pre-Bid queries _ Preparation of Guidance Documents on Products under Indian Standards _ <Bidder’s Name>”

Item	Description
	The queries should be submitted in the format as per the table prescribed at Clause 2.4 of RFP.
<b>Date of publishing of responses to pre-bid queries</b>	On 29/12/2021, 05:00 PM Note: The Bureau shall publish responses to the pre-bid queries and or any corrigendum on Central Public Procurement Portal (URL: <a href="https://eprocure.gov.in/eprocure">https://eprocure.gov.in/eprocure</a> or app) or may send the same through e-mail or any other means.
<b>Bid Security Declaration</b>	As per the format provided in form 7 of RFP
<b>Last date for bid or proposal submission (on or before)</b>	05/01/2022, 11:59 PM
<b>Submission of bid security declaration (Physical hard copy submission)</b>	Bidders shall submit the original signed and stamped hard copy of the bid security declaration in a sealed envelope titled “BID SECURITY DECLARATION – Preparation of Guidance Documents on Products under Indian Standards <Bidder’s Name>” to Mohammad Tausif (Scientist D) Think, Nudge & Move Department Bureau of Indian Standards, Manakalaya, 9, Bahadur Shah Zafar Marg, New Delhi 110002. Scanned copies of BSDs are also to be submitted along with the bid documents on the e-procure portal. If the BSD (original signed and stamped hard copy in sealed envelope) is not received by the prescribed date and time, the Bid submitted by the bidder will be liable to be forthwith and summarily rejected.
<b>Bid Submission</b>	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> ) for this RFP in the system and shall be digitally signed by the Authorized Representative of the Bidder.
<b>Currency</b>	Currency in which the Bidders may quote the price and will receive payment or submit security is ₹ (Indian National Rupees) only
<b>Language of bid submission</b>	The language of the bid shall be in English or Hindi and all correspondence, etc. shall conform to the English or Hindi language. The supporting documents and printed literature furnished by the Bidder in any other language can be submitted, provided they are accompanied by an accurate English or Hindi translation.
<b>Date till which the RFP response or bid should be valid</b>	Bid or proposal validity must remain valid up to 180 (One Hundred & Eighty) days from the last date of submission of the bids.
<b>Late Bids</b>	Late bids i.e. bids received after the specified date and time of receipt will not be considered.

Item	Description
<b>Venue, Date &amp; Time for opening of Technical bid</b>	Head (Chamber) Think, Nudge & Move Department, Bureau of Indian Standards, Manakalaya, 9, Bahadur Shah Zafar Marg, New Delhi 110002 Date- 07/01/2022, 11.00 AM
<b>Date &amp; time for opening of Financial Bid evaluation</b>	14/01/2022, 11:00 AM
<b>Date &amp; Time of announcement of the selected bidder(s)</b>	17/01/2022, 17:00 PM

**Note:** The above dates, time and venue may be altered by the Bureau after giving prior notice to the Bidders. Some of the information provided in the above Fact sheet is further elaborated in the subsequent sections of this RFP and the information provided in the Fact sheet and subsequent sections of this RFP are to be read in conjunction and are to be interpreted harmoniously.

# 1. Background

## 1.1 About the Bureau of Indian Standards

The Bureau of Indian Standards is the National Standard Body of India established under the BIS Act 2016 for the harmonious development of the activities of standardization, conformity assessment and quality assurance of good, article, processes, system and services and for matters connected therewith or incidental thereto. Established in 1986, the organization is working under the aegis of the Ministry of Consumer Affairs, Food & Public Distribution, and Government of India has further strengthened its position as an essential stakeholder in the Indian economy by the BIS Act 2016. The Bureau, is engaged in the activities of Standardization at National and international level, and is operating Conformity Assessment Schemes such as the Product Certification Scheme (popularly known as the ISI Marking Scheme), Hallmarking of Gold & Silver articles, Management System Certification, Compulsory Registration of Electronic Goods etc. These Schemes are followed by the industry for providing quality goods & services to the consumers. The Bureau also has a network of 8 testing laboratories of its own and over 250 outside laboratories recognized by it for supporting Conformity Assessment Schemes. As a means of Capacity Building of the industry, the Bureau is conducting a variety of training programmes in the fields of Standardization, Conformity assessment and testing through its own training institute, the National Institute of Training for Standardization (NITS) located at Noida and through network of Regional & Branch Offices throughout the country.

## 1.2 About the project

In pursuance of its objectives, the Bureau plans to bring out ‘Guidance Documents’ on 100 Products under the Indian Standards established in different subject areas such as Civil Engineering, Food, Agriculture, Electrotechnical, Metallurgical, Textiles, Mechanical, Chemical, Petrochemical & Coal, Plastics, Medical Devices, Services etc.

For details on the domain of the Standards Formulation Activity, please visit the official website of the Bureau of Indian Standards [www.bis.gov.in](http://www.bis.gov.in). The details of standards & related information can be accessed at one place using “Know Your Standards”, a feature given on the official website of the Bureau of Indian Standards website. List of published standards and text of the standards can also be accessed and downloaded from Standardization Portal of e-BIS ([www.manakonline.in](http://www.manakonline.in)).

## 2 Instructions to bidders

### Critical Dates and Other Important Points

<b>Issue of RFP documents</b>	RFP documents can be downloaded from the official website of the bureau <a href="http://bis.gov.in">http:// bis.gov.in</a> (for reference only) and Central Public Procurement Portal (CPPP) site, <a href="https://eprocure.gov.in/eprocure /app">https://eprocure.gov.in/eprocure /app</a> from 15/12/2021 to 05/01/2022, 11.59 PM
<b>Pre-Bid Meeting</b>	27/12/2021 at 11:00 AM through video conferencing. Meeting registration link: Meeting number:
<b>Last date for submission of queries</b>	23/12/2021, 9:00 AM
<b>Last Date &amp; Time of Submission of Bids (Bid due date)</b>	05/01/2022, 11:59 PM
<b>Date &amp; Time of opening of Bids</b>	14/01/2021, 11:00 AM
<b>Last Date and Time of submission of performance security</b>	15 days from issue of LOA
<b>Commencement of work</b>	Date of signing of Contract Agreement
<b>Completion period of the Work</b>	The documents should be submitted to the Bureau within six months of the work order, and the final version of the documents within three months of the receipt of the feedback of the Bureau on the draft Guidance Documents. The Agency shall be associated with the project till its completion. Time period for key deliverables is given in Terms of the reference.
<b>Bid Validity</b>	180 days from the last date of submission of bid or any extension thereof.
<b>Scope Of Work</b>	To prepare Guidance Documents for products under the Indian standards for any one or more than one of the five disciplines as given in Annex 1.
<b>Bidding Process</b>	Interested bidders are required to submit their bids for any of the five disciplines. If an agency wishes to undertake the work of more than one discipline, then the agency is required to submit separate discipline wise rates for each of these discipline in their financial bid as comparison statement for identification of H1 would be carried out discipline wise at the Bureau upon opening of financial bids. Similarly, in case of

	technical bids, if an agency wishes to undertake the work of more than one discipline then, they are required to submit discipline wise documents in addition to other common documents for evaluation in the technical bid.
<b>Address for Communication</b>	<i>Mohammad Tausif, Sc D (TNMD)</i> <i>Bureau of Indian Standards</i> <i>Manakalaya,</i> <i>9, Bahadur Shah Zafar Marg</i> <i>New Delhi 110002</i> <i>Telephone: 011-23608406 Email:</i> <a href="mailto:tnmd@bis.gov.in">tnmd@bis.gov.in</a> , <a href="mailto:htnmd@bis.gov.in">htnmd@bis.gov.in</a>

## 2.1 Notice Inviting Bid

The Bureau Requests for Proposals (RFP) from eligible Firms or Companies or Agencies or Consortium of Agencies, which shall be submitted online through CPPP under two bid system (Technical bid and Financial bid), for carrying out the project for Preparation of Guidance Documents on Products under Indian Standards, as per the terms of reference as specified in Clause 4.

## 2.2 Issue of Tender Document

The RFP documents can be downloaded from the official website of the Bureau <http://bis.gov.in> (for reference only) and Central Public Procurement Portal (CPPP) site, <https://eprocure.gov.in/eprocure/app> from 15/12/2021 to 05/01/2022, 11:59 PM

At any time prior to the last date of submission of bids, the Bureau may amend the RFP document by issuing an addendum or corrigendum by announcing it through its official website and CPPP. The addendum or corrigendum shall be binding on all the bidders. To give the Bidders 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.

The Bidder shall bear all costs associated with the preparation and submission of their bid. The Bureau shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process.

## 2.3 Language of Bid or Contract

The language of the bid shall be in English or Hindi and all correspondence, etc. shall conform to the English or Hindi language. The supporting documents and printed literature furnished by the Bidder in any other language can be submitted, provided they are accompanied by an accurate English or Hindi translation. Any material that is submitted in a language other than English or Hindi and which is not accompanied by an accurate English or Hindi translation will not be considered.

## 2.4 Clarification on Queries and Pre-bid Meeting

The bidders can request for clarifications on any clause of the RFP document which shall be through the e- procurement portal only, on or before 23/12/2021 up to 09:00 AM. Bidder seeking clarifications must upload their queries in below mentioned format on CPPP:

<b>RFP for “ _____ ”</b>						
<b>RFP No. : _____</b>						
<b>Ref No.: -----</b>						
<b>Dated _____</b>						
<b>Name of Agency _____</b>						
<b>Query Format</b>						
Sl No.	Page No. of RFP	Section	Clause	RFP Statement	Query	Response or Clarification

The Bureau shall conduct a pre-bid meeting on 27/12/2021 at 11:00 AM at the Bureau headquarters Office, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi to answer any queries the Bidders may have in connection with the Project and to give them relevant information regarding the same. The bidders seeking clarification(s) online may also intimate regarding attending the pre-bid meeting in their request. Bidders may also seek clarifications during the pre- bid meeting.

The Bureau will discuss the queries raised on the CPPP in the Pre-Bid Meeting. The Bureau’s response (including explanations to the queries received but without identifying the source of inquiry) will be uploaded on the CPPP and the Bureau website. If the Bureau deem it necessary to amend the RFP as a result of a clarification, it will do so following the procedure given in clause 2.5.

## 2.5 Amendments to the RFP Document

- i. At any time prior to the deadline for the submission of Bids, the Bureau may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify the RFP by an amendment notice.
- ii. The said amendment in the form of an addendum or corrigendum would be uploaded by the Bureau on CPP portal and the official website of the Bureau, [www.bis.gov.in](http://www.bis.gov.in). This communication shall be binding upon all Bidders.
- iii. In order to allow Bidders reasonable time for preparing their Bids after taking into account such amendments, the Bureau may, at its discretion, extend the deadline for the submission of bids.



## 2.6 Validity of Bids

The bids shall be valid for a period of 180 days from the date of opening of bid or any extension thereof. The Bureau reserves the right to reject any bid, which does not meet this requirement.

Prior to the expiry of the original Bid Validity Period, the Bureau may request Bidders to extend the Bid Validity Period for a specified additional period. In case the bidder extends the bid validity, the bidder shall also extend the validity of the bid security declaration accordingly.

## 2.7 Bid Security Declaration

- a. The bidders shall submit, along with their bids, a Bid security declaration as per Form 7.
- b. The bid security declaration shall be submitted in a separately sealed envelope and a scanned copy attached along with the online Bid response. Bids submitted without the Bid security declaration, will be liable for rejection without providing any opportunity to the bidder concerned. Sealed envelope of Bid Security Declaration should reach the Bureau office before the last date of RFP.
- c. Bid Security declaration in any other form will not be accepted.
- d. Bid security declaration must remain valid for at least 60 days beyond the final bid validity period and the validity of the declaration should be extended in the event the last date of bid validity is extended.
- e. The Bid security declaration is required to protect the Bureau against the risk of Bidder's conduct which may warrant disqualification from contracts of the Bureau, pursuant to the instances mentioned in the Bid security declaration format as per Form 7.

## 2.8 Eligibility to bid

### 2.8.1 Eligibility Criteria

The agency fulfilling the eligibility or qualifying requirements mentioned below are hereby invited to submit their proposal online through CPP Portal for participating in Competitive Bidding for this work.

Only those agencies which have not been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation or any other Autonomous Organization of Central or State Government for breach of Contractual Conditions as on last date of submission of bid can submit their bid. **Self-Declaration for non-blacklisting** (duly signed by the authorized signatory) as per Form 8 shall be submitted by the bidder. In case of Consortium, relevant certificates will be required from the partners).

- a. Single firm or consortium of firms (Turnover of each member of consortium will be accounted for to arrive average annual financial turnover of consortium) having **average annual financial turnover, from consultancy assignments, of ₹ 5000000 (Rupees 50 lakh only)** in immediate preceding three financial years as applicable.
- b. In case of a consortium, each member shall have a minimum turnover, from consultancy assignments, of **₹ 2500000 (Rupees 25 lakh only)** as average annual

- consultancy turnover in immediate preceding three financial years as applicable.
- c. Single Agency or member of consortium of agencies must have past experience of executing similar nature of work as a single agency or as a member of consortium. The past experience should be in the name of the single agency or consortium or member of consortium.
  - d. Experience and financial turnover of sub-agencies resources will not be considered for meeting the qualifying financial or experience requirements and criteria.
  - e. Own works shall not be considered for prequalification.
  - f. In case of assignments completed abroad, the agency is required to submit completion certificate duly authenticated or verified by the Indian mission or embassy of the said place or country.
  - g. Each member of the consortium shall be jointly and severally responsible (declaration to this effect to be submitted along with the RFP).
  - h. The Bidders shall upload documentary evidence for all eligibility conditions mentioned in the RFP.

### **2.8.2 Obligation to Maintain Eligibility and Qualifications:**

The Contract has been awarded to the Contractor based on specific eligibility and qualification criteria. The Contractor is contractually bound to maintain such eligibility and qualifications during the execution of the contract. Any change which would vitiate the basis on which the contract was awarded to the contractor should be pro-actively brought to the notice of the Bureau within 07 days of it coming to the Contractor's knowledge of the Contractor/Agency.

### **2.8.3 Changes in Constitution/ financial stakes/ responsibilities of a Contract's Business:**

The Contractor must proactively keep the Bureau informed of any changes in its constitution/ financial stakes/ responsibilities during the execution of the contract. Where the contractor is a partnership firm, the following restrictions shall apply to changes in the constitution during the execution of the contract:

- 1) a new partner shall not be introduced in the firm except with the previous consent in writing of the Bureau, which shall be granted only upon execution of a written undertaking by the new partner to perform the contract and accept all liabilities incurred by the firm under the contract before the date of such undertaking.
- 2) On the death or retirement of any partner of the contractor firm before the complete performance of the contract, the Bureau may, at his option, terminate the contract for default as per the Contract and avail any or all remedies thereunder.
- 3) If the contract is not terminated as provided in Sub-clause (2) above notwithstanding the retirement of a partner from the firm, that partner shall continue to be liable under the contract for acts of the firm until a copy of the public notice given by him under Section 32 of the Partnership Act, has been sent by him to the Procuring Entity in writing or electronically.

## **2.9 Disqualification**

Even if a Bidder meets the criteria in clause 2.8, the Bureau may order disqualification of the

Bidder if,

- a. The Bidder has:
  - i. Made misleading or false representations in the forms, statements and attachments submitted; or
  - ii. The Bidder has been blacklisted or debarred by any Government Agency even if this has happened after submission of this RFP; or
  - iii. The Bidder resorts to unethical practices or on whom investigation or enquiry proceedings have been initiated by the Government investigating Agency or Vigilance Cell; or
  - iv. The Bidder has submitted more than one Bid for the same work.
- b. No Bidder either individually or as part of a Consortium shall submit more than one proposal for the Assignment. A bidder, applying either individually or as part of a Consortium or Joint Venture shall not be entitled to submit another proposal either individually or as a member of any consortium, as the case may be.

## 2.10 Norms for Consortium of Agencies

In cases where the Bidders are Consortium of Agencies, they would need to comply with the following additional requirements:

Unless the parties are shareholders in a Joint Venture which is an existing corporate entity constituted under the Companies Act, 2013, as on the date of submission of Bids, the parties shall enter into a Memorandum of Understanding (the “MoU”) for the purpose of making the Application or Proposal or Bid. The MoU shall, *inter-alia*, also convey the intent of formation of a Company (on award of the work) as per the Companies Act, 2013. It would be this Company which would enter into the Contract with the Client and subsequently carry out all the responsibilities as mentioned in the Contract, in case the Consortium is declared as the Successful Bidder. The MoU shall also clearly outline the proposed roles and responsibilities of each member at each stage in the lifecycle of the Project.

- i. A copy of the MoU or the existing Shareholders’ agreement (providing the details as required from the MoU) as the case may be shall be submitted along with the Proposal or Bid. The MoU should contain the above requirements failing which, the Proposal or Bid shall be declared as non-responsive and summarily rejected. The MoU, or the Shareholders’ Agreement as the case may be, shall be governed by the laws, rules and regulations of India and would be subject to jurisdiction of Indian Courts only.
- ii. Members of the Consortium shall nominate one member as the Lead Member. The nomination shall be supported by a Power of Attorney as per **Form 3** and should be signed by both the members.
- iii. All the members of the Consortium shall be jointly and severally liable for the execution of the Project.

The consortium may take the form of a Joint Venture (JV) or a sub consultancy. Maximum number of partners in JV shall be limited to three. In case of a JV, all members of the JV shall sign the contract and shall be jointly and severally liable for the entire assignment. Technical expertise as per

Clause 4.5, Table (vii) shall be met collectively by the Partners in Joint venture.

### **2.10.1 Conflicting Association**

A firm shall submit only one proposal, either individually or as a JV partner in another proposal. If a firm, including a JV partner, submits or participates in more than one proposal, all such proposals shall be disqualified.

## **2.11 Preparation of Bid**

### **2.11.1 Bidders responsibility**

The Bidder is solely responsible for the preparation of Bids and details therein.

The Bidder is expected to examine carefully all the contents of RFP document and factor the same into his Bid. Failure to comply with the requirements as detailed in these documents shall be at the Bidders' own risk. The bids which are non- responsive to the requirements of RFP will be rejected.

The bidder shall be deemed to have reviewed the scope and its extent and taken into account all relevant factors pertaining to the scope in the preparation and submission of the Bid.

The bidder shall bear all costs associated with the preparation and submission of his bid and the Bureau will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

### **2.11.2 Rates how to be quoted**

The bidder is expected to work out his rates keeping in view the technical requirements & conditions and arrive at the amount to be quoted. The bidder shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of its bid and of the rates and prices quoted in the attached schedules, which rates and prices shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper fulfilling his obligations under the contract.

The Financial bid shall be inclusive of all taxes including Local taxes, etc. to be paid by the bidder for the services to be supplied at specified places and claim for extra payment on any such account shall not be entertained. In case the Government levies or modifies any tax subsequently, the same will be adjusted plus or minus as the case may be. The bidder has to ensure that the above bid amount quoted is inclusive of all manpower support required for the project execution and continuous support during the entire contract period.

## **2.12 Submission of Bids**

Bids must be correct and complete in all aspects. The Bureau will evaluate the bid based on its clarity, correctness and completeness of its response to the requirements of the project as outlined in this RFP. The bidder must keep in mind the below points regarding the bidding –

Online Bids will be accepted only at CPPP (<https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPPP, using valid Digital Signature Certificates. Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors or Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement as given in **Annex 2**. More information

useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>. If any bidder fails to submit online, then the bid shall be treated as “Non-Responsive”.

Interested bidders are required to submit their bids for any of the five disciplines. If a bidder wishes to bid for more than one discipline, then the bidder is required to submit separate discipline wise rates for each of these discipline in their financial bid as comparison statement for identification of H1 would be carried out discipline wise at the Bureau upon opening of financial bids. Similarly, in case of technical bids, if a bidder wishes to undertake the work of more than one discipline then, they are required to submit discipline wise documents in addition to other common documents for evaluation in the technical bid.

The bidders should note that the bid (comprising Technical Cover 1, and Financial Cover 2) should be submitted online before the last date and time for submission of completed Bids.

The bid documents may be scanned with minimum 100 dpi with black and white option which helps in reducing size of the scanned document.

The bidder who has downloaded the tender from the official website of the Bureau and CPPP shall not tamper or modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered or modified in any manner, bid will be completely rejected and bidder may be banned from doing business with the Bureau.

Any indication of ‘Quoted Price’ in the online technical bid documents or hard copies of the bid documents submitted to the Bureau shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final.

The last date and time for submission of completed bids is 05/01/2022 up to 23:59 PM. The Bureau may, at their discretion, extend this date, in which case all rights and obligations of the Bureau and the bidder shall thereafter be subject to the new deadline as extended. If such nominated or extended date for submission of bid is subsequently declared as a Public Holiday, the next official working day shall be deemed as the date for submission of the bid.

## **2.13 Modification and Withdrawal of Offer**

The bidder can modify the bid online prior to the last date and time of submission of the bids. Once the bid is withdrawn by the bidder then he will not be able to submit the bid again.

## **2.14 Contents of Bid Document**

The bidders shall submit their bids in two parts, Technical Cover 1, and Financial Cover 2. All pages shall be signed and sequentially numbered by the bidders irrespective of nature of content of the documents before uploading.

The Technical Cover 1 shall consist of the technical bid and information conforming responsiveness and other information from the bidders as required under this RFP.

**(I) Technical Cover 1** shall comprise the following:

- a) Signed and scanned copy of Form of Bid, as per **Form 1**.
- b) Checklist for the enclosed documents as per the format attached as

### **Annex 3.**

- c) Registration or Incorporation Certificate as a documentary proof of having a registered office in India.
- d) Undertaking as per **Form 9**, on letter head of Bidder of not having been found guilty of any criminal offence by any Court of law.
- e) Undertaking on letter head of Bidder of not having a conflict of interest in the assignment as specified in the RFP document.
- f) Undertaking on letter head for complying with the code of integrity.
- g) Undertaking on letter head to sign integrity pact with the Bureau.
- h) Attested copy of Goods & Service Tax Registration (GST) registration.
- i) Attested copy of PAN No. Registration.
- j) Power of Attorney as per **Form 2** (in favour of the authorized signatory of the Bidder) to submit Bid.
- k) In case of a Consortium of Agencies, Power of Attorney in favour of the lead member as per **Form 3**.
- l) In case of a Consortium of Agencies, Memorandum of Understanding (MOU).
- m) Self-Declaration on letter head of not having being blacklisted (duly signed by the authorized signatory). In case of Consortium, relevant certificate will be submitted by both the partners.
- n) Initialed RFP document.
- o) Documentation of Experience of successfully completing projects of similar nature in the **Form T-1A** meeting the eligibility criteria, and as per **Form T-1B**.
- p) **Form T-1B (1)**, Details of Projects completed in the Last Three Years meeting the eligibility criteria.
- q) **Form T-1B (2)**, Details of Projects under progress.
- r) Financial Information in **Form T-1C**.
- s) **Proposed scope and methodology of work**
  - Bidder's understanding and comprehension of the work involved.
  - The approach and methodology proposed for carrying out the services covered in the scope of work to be submitted as prescribed in **Form T-2A**.
  - Bidders understanding of regulatory processes as exist, variations as may exist and the impact of these on time, quality, etc.
  - Bidders understanding of shortcomings of existing processes & fields where there is scope to improve.
  - Bidders understanding of the project

- t) **Organizational Capability – Proposed team for the assignment**
- Number of proposed technical staff in **Form T-2B**.
  - Academic qualification of the staff in **Form T-2B**.
  - Relevant work experience of the proposed staff in the **Form T-2B**.
- u) An organization chart for the project with roles and responsibilities of each key staff member (identified by name), within the overall work programme.
- v) The bidder shall clearly demonstrate the capabilities of the team leader in the preparation of the improved processes by giving examples and details of such projects and work done in previous Projects. The bidder shall be asked to make a presentation of the project(s) already executed to demonstrate their capabilities.

The agency is required to submit certificate of completion of assignments from the respective Clients as a proof of meeting the Eligibility criteria (Form T-1B). Own works or Self-Certification of the agency shall not be considered for prequalification.

In case of assignments completed abroad, the agency is required to submit completion certificate duly authenticated or verified by the Indian Mission or Embassy of the said place or country.

Wherever sought during evaluation by the Bureau, the bidder should validate the data provided as above using suitable documentary evidence such as client certificates, audited balance sheets, annual reports etc., clearly giving the reference to the evidence against the relevant portion.

#### NOTES

1. The list of documents has been prepared mainly for the convenience of the bidders and any omission on the part of the Bureau shall not absolve the bidder of his responsibility of reading and understanding the various clauses in the RFP including the specifications and to submit all the details specifically called for (or implied) in those clauses.
2. All documents issued for the purpose of bidding and any amendments issued shall be deemed as incorporated in the bid.

#### (III) **Financial Cover 2** shall comprise the following:

- i. The following shall be furnished by the bidder as the Financial bid as per the RFP document:
  - a) Cover letter (**Form F-1**); and
  - b) Price Bid in form of BOQ.xls. (**Form F-2**).

Financial bid submitted in any other format will stand disqualified and rejected.

- ii. The bidder shall fill up the price as per format in the **Form F-2**. The bid price should be total all-inclusive lump sum price in Indian Rupees only so as to include all costs associated with the Project including any out of pocket or mobilization expenses, office expenses and GST as applicable till the date of receipt of bid. In case Government levies or modifies any tax subsequently, the same will be adjusted plus



or minus as the case may be. The bidder has to ensure that the above bid amount quoted is inclusive of all manpower support required for the project execution and continuous support during the entire contract period.

- iii. The Financial bid should be submitted online only in CPPP (<https://eprocure.gov.in/eprocure/app>). No hard copy of financial Bid shall be submitted.
- iv. The price should not be indicated in any of the document enclosed in Technical Cover 1. Non-compliance shall entail rejection of the bid.
- v. The Financial Bid should be written both in words and figures at appropriate places.
- vi. Bids containing any conditions in the Financial Bid shall be summarily rejected.

Any addition, modification, alteration, etc, if observed in any of the bid documents containing all volume (all parts) at any stage, the bid shall be summarily rejected.

## **(VI) Format and Signing of Bid**

Bid documents of Technical Cover 1, and Financial Cover 2 shall be stamped and signed on all pages by a person duly authorized to sign Bid documents. The authorized person shall also sign, scan and upload the “Form of Bid” as per **Form 1**. The signed Bid documents shall be marked “ORIGINAL”. The Bidder shall also submit a power of attorney authorizing the person signing the documents as per the Instruction to Bidders. The authorized person shall scan and upload the bid documents.

Entries to be filled in by the Bidder shall be typed or written in indelible ink.

The Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Bureau, or as necessary to correct errors made by the Bidder. All amendments or corrections shall be initialed by the person or persons signing the Bid.

All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.

## **(VII) Power of Attorney**

Bidders shall submit, along with Technical Cover 1, Power of Attorney as per **Form 2**, on a duly notarized stamp paper of an appropriate value, in favour of the person signing the Bid documents. The said authority shall also include authority to make corrections or modifications and interacting with the Bureau and for acting as the contact person.

In case of a Consortium of Firms, the parties shall also submit a Power of Attorney as per **Form 3** for the appointment of the lead member on a duly notarized stamp paper. The lead member should authorize the authorized signatory of the Consortium of Firms.

## **2.15 Bid Opening and Evaluation**

### **2.15.1 Bid Opening**

- i. The bids will be opened as per date and time as mentioned in Notice. If such nominated date for opening of the bid is subsequently declared as a public holiday, the next official working day shall be deemed as the date of opening of



the bid.

- ii. The bidders can participate in the bid opening process online at the scheduled time by logging in to the CPPP portal.
- iii. The bids which do not comply with one or more of the foregoing instructions may not be considered.
- iv. On opening of bid envelope, the bids will be examined to see if they are complete, and contain all documents. If the documents do not meet the requirements of the RFP, a note will be recorded accordingly by the Bureau and the said bidder's proposal may not be considered for further processing or evaluation.
- v. The bidder's name, the presence or absence of the requisite Bid Security Declaration, etc and such other details as the Bureau or their authorized representative, at his discretion, may consider appropriate will be uploaded at the time of bid opening.
- vi. After online opening of Technical Cover 1, the results of responsiveness of bids will be uploaded on CPPP.
- vii. The original copy of the technical bid shall be prepared in indelible ink and shall be signed by the bidders authorized representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposal. The authorized person or persons signing the proposal shall initial all pages of the proposal.
- viii. The bid shall contain no interlineations or overwriting except as necessary to correct errors made by the bidders themselves. The authorized person or persons signing the proposal shall initial any such corrections.
- ix. The bid shall be valid for a period of 180 days from the last date of its submission or any extension thereof.
- x. From the time the bids are opened to the time the contract is awarded, the bidders should not contact the Bureau except for seeking clarification which shall be through the e- procurement portal. Any effort by the agency to influence the Bureau in the evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency's bid.

#### **2.15.2 Determination of Responsiveness**

- i. Prior to the detailed evaluation of the bids, the Bureau will determine whether each Bid is responsive to the requirements of the RFP.
- ii. For the purpose of this Clause, a responsive bid is one which
  - a. is received by the Bid due date and time as per of Notice including any extension thereof, if any.
  - b. is signed and submitted as stipulated.
  - c. is accompanied by the Power(s) of Attorney.

- d. contains all the information as requested in the RFP and in the required formats as specified in this RFP.
  - e. is valid for the validity period.
  - f. is accompanied by the required tender processing fee for the RFP.
  - g. is accompanied by the Bid Security Declaration.
  - h. is accompanied with a Self-Declaration on letter head of Bidder of not having being blacklisted (duly signed by the authorized signatory). In case of Consortium, relevant certificate will be submitted by both the partners.
  - i. valid Registration or Incorporation Certificate as a documentary proof of having a registered office in India.
  - j. undertaking as per **Form 9** on letter head of Bidder of not having been found guilty of any criminal offence by any Court of law.
  - k. undertaking on letter head of Bidder of not having a conflict of interest in the assignment as specified in the RFP document.
  - l. undertaking on letter head for complying with the code of integrity.
  - m. undertaking on letter head to sign the integrity pact with the Bureau.
  - n. attested copy of Goods & Service Tax Registration (GST) registration.
  - o. attested copy of PAN No. Registration.
  - p. power of Attorney as per **Form 2** (in favour of the authorized signatory of the Bidder) to submit Bid.
  - q. in case of a Consortium of Firms, Power of Attorney in favour of the lead member as per **Form 3**.
  - r. in case of a Consortium of Firms, Memorandum of Understanding (MOU).
  - s. Conforms to all the terms, conditions and specifications of RFP without material deviation or reservation. “Deviation” may include exceptions and exclusions. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the works to be undertaken by the Bidder under the Contract Agreement, or which limits in any substantial way, client’s rights or the Bidders obligations under the contract as provided for in the RFP or is of an essential condition, the rectification of which would affect unfairly the competitive position of other bidders presenting substantially responsive bids at reasonable price.
- iii. if a Bid is not substantially responsive to the requirement of the RFP, it will be rejected by the Bureau. The decision of the Bureau as to which Bids are not substantially responsive shall be final.

### 2.15.3 Evaluation of Bids

- i. The Bureau would subsequently examine and evaluate Bids in accordance with the criteria set out in Section 5.

- ii. The Bureau reserves the right to reject any Bid if,
  - a. At any time, a material misrepresentation is made or uncovered; or
  - b. The bidder does not respond within the stipulated time to requests for supplemental information required for the evaluation of the bid.

#### **2.15.4 Clarification of Bids**

Evaluation of technical cover submitted by bidders shall be undertaken based on the details submitted in the technical bid only. The bidder shall not be allowed to submit on their own, additional information or material subsequent to the last date and time of submission of bid, and such material if submitted will be disregarded. It is therefore essential that all the details are submitted online by the Bidder accurately and specifically in their technical bid avoiding ambiguous answers. However, the Bureau reserves the right to seek any clarification from the bidders for details submitted with technical bid.

#### **2.15.5 Confidentiality**

- i. Except the public opening of bid, the information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of the contract shall not be disclosed to bidders or other persons.
- ii. Any effort by a bidder to influence the employees of the Bureau or members of Evaluation Committee in the process of examination, clarification, evaluation and comparison of bids and in decisions concerning award of contract, shall result in the rejection of their bid.

### **2.16 Award of Contract**

#### **2.16.1 Notification of Award**

- i. Prior to the expiry of the period of bid Validity, the Bureau will notify the successful name of the bidder through CPPP, to be confirmed in writing by registered post or speed post or by courier. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Award') shall mention the sum which the Bureau will pay to the agency in consideration of the work performed by the agency as prescribed by the Contract (hereinafter and in the conditions of Contract Agreement called 'the Assignment Fee') to the satisfaction of the Client. No correspondence will be entertained by the Bureau from the unsuccessful Bidders.
- ii. The Letter of Award shall constitute a part of the contract.

#### **2.16.2 Signing of Agreement**

- i. The Bureau shall prepare the Agreement as per **Form 5** included in this Document, duly incorporating all the terms of agreement between the two parties. Within 30 days from the date of issue of the Letter of Award, the successful bidder will be required to execute the contract agreement.
- ii. The successful bidder shall submit Performance Security within a period of 15 days from the date of issue of the Letter of Award.
- iii. One copy of the agreement duly signed by the client and the agency through their

authorized signatories will be supplied by the client to the agency.

- iv. In case successful bidder does not sign the contract with the client, the client reserves the right to retender the project.
- v. The agreement may be suitably amended with the mutual consent during the currency of the contract.

## **2.17 Conflict of Interest**

**2.17.1** The client requires that the selected agency provides professional, objective, and impartial advice and at all times hold the client's interest's paramount, strictly avoid conflicts with other Assignment or jobs or their own corporate interests and act without any consideration for future work.

**2.17.2** Without limitation on the generality of the foregoing, Agency, and any of his affiliates, shall be considered to have a conflict of interest and shall not be hired, under any of the circumstances set forth below:

- (i) **Conflicting activities;** An agency that has been engaged by the Client to provide goods, works or Assignment or job other than the assignment or job for a project, and any of its affiliates, shall be disqualified from providing the assignment or job related to those goods, works or Assignment or job. Conversely, a firm hired to provide assignment or job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment or job other than consulting assignment or job resulting from or directly related to the firm's consulting assignment or job. Other than the assignment or job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- (ii) **Conflicting assignment or job;** An agency (including its Personnel and Sub-Agencies) or any of its affiliates shall not be hired for any Assignment or job that, by its nature, may be in conflict with another Assignment or job of the agency to be executed for the same or for another Client. For example, an agency hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and an agency assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, an agency hired to prepare Terms of Reference for an Assignment or Job should not be hired for the assignment or job in question.
- (iii) **Conflicting relationships;** An agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment or job, (ii) the selection

process for such assignment or job, or (iii) supervision of the contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the contract.

- (iv) The agency has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bureau, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the agency fails to disclose said situations and if the Bureau comes to know about any such situation at any time, it may lead to the disqualification of the agency during bidding process or the termination of its contract during execution of the assignment.

## **2.18 Employment of Officers or Retired Officers of the Bureau**

The Bidder(s), either at Proposal stage or during the execution stage shall not employ or attempt to employ any staff from current or past employees including retired employees of the Bureau in any capacity unless such employee has completed at least two years post retirement or resignation or had obtained a ‘No Objection Certificate’ specific to this effect from the Bureau as the case may be.

## **2.19 Standards of ethics**

The Client desires that the agency should observe the highest standards of ethics during the selection and execution of such contracts.

- a) In pursuance of the above objective, this policy defines, the terms set forth as below:

“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution;

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

“collusive practice” means a scheme or arrangement between two or more agency, with or without the knowledge of the client, designed to establish prices at artificial noncompetitive levels; and

“coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

- b) It is further provided that,
  - (i) The client will reject a bid for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question; and
  - (ii) The client will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

## **2.20 Client's right to accept any Bid and to reject any or all Bids**

Notwithstanding anything above, the Bureau reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders about the grounds for the Bureau's action.

The Bureau reserves the right to cancel or annul the selection process, at any stage prior to the award of the Contract, in Larger public interest, on account of the following:

- a. in case no bid is received.;
- b. occurrence of any event due to which it is not possible to proceed with the selection process;
- c. an evidence of a possible collaboration or mischief on part of the bidders, impacting the competition, objectivity and transparency of the selection process;
- d. it is discovered that the bidders have breached standard of ethics; or
- e. any other reason, which in the opinion of the Client necessitates the cancellation of the selection process.

On occurrence of any such event, the Bureau shall notify all the bidders within 7 days of such decision.

The Bureau further reserves the right to abandon the project or to retender the process or get the work done by a Government agency or Quasi Government agency if the bids received are not acceptable due to reasons in sub clauses (a) to (d) above or for any other reason.

## 3 Conditions of contract

### 3.1 Definitions

For the purpose of this Agreement, unless otherwise specified or repugnant to the subject or context, the following terms shall be deemed to have the following meanings:

- 3.1.1 **“Assignment”** means the work to be performed by the agency pursuant to the Contract.
- 3.1.2 **“Authorized Representative”** shall mean the representatives of "Client" and or “agency” as the case may be who are duly empowered and authorized by their respective organizations to act for and on their behalf.
- 3.1.3 **“The Bureau”** shall mean Bureau of Indian Standards having its office at Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110002 established under the Bureau of Standards Act, 2016, who will supervise the work of agency for which this RFP has been invited.
- 3.1.4 **“Client”** means Bureau’s authorized agency and assignees.
- 3.1.5 **“Client’s Representative”** shall mean the representatives of the Client who are duly empowered and authorized to act for and on their behalf.
- 3.1.6 **“Competent Authority”** shall means the officer(s) who finally approves the decision.
- 3.1.7 **“Agency”** shall have the same meaning as Successful Bidder and with whom the Contract Agreement has been signed.
- 3.1.8 **“Contract”** means the Contract Agreement signed by the Parties and all the attached documents including Notice Inviting Bid, Instruction to Bidders, Terms of Reference, Client’s Requirements, Agencies’ Proposal, General Conditions of Contract and the Annexures and Forms, amendments to RFP documents, if any, schedules, mutually accepted conditions in the authorized correspondence exchanged with the bidder by the Bureau and any other document forming part of the contract.
- 3.1.9 **“Contract Amount”** shall mean the sum quoted by the Contractor in his bid and accepted by the Bureau.
- 3.1.10 **“Contractor”** shall mean the individual or firm or company or agencies whether incorporated or not, undertaking the Contract and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company.
- 3.1.11 **“Day”** means calendar day.
- 3.1.12 **“Director General”** shall mean the Director General of the Bureau, for the time being holding that office and also his successor and shall include any officer authorized by him.
- 3.1.13 **“Government”** means the Government of India.
- 3.1.14 **“Parties”** means Client and Agencies, each one individually referred to as Party.
- 3.1.15 **“Project Monitoring Committee”** mean the Committee set up by the Client for the purpose of Monitoring of progress of the Project.
- 3.1.16 **“Project”** shall mean Project for **Preparation of Guidance Documents on Products under Indian Standards** as per the scope defined in the RFP documents, for which Agencies is to provide Services in accordance with and as per the terms and conditions of this Agreement.





**3.1.17 “Proposals” or “Bids”** means the Technical and or Financial Proposal submitted by the Bidder with the RFP.

**3.1.18 “RFP”** means the Request for Proposal prepared by the Client for the Selection of Agency.

**3.1.19 “Services”** shall mean the services to be provided by the agency as per the scope of work for the Project

**3.1.20 “Start of Work”** shall mean the date of commencement of works by the agency.

**3.1.21 “Terms of Reference” (TOR)** means the document included in the RFP in Section 4.

### **3.2 Parties to the Contract**

The parties to the contract shall be the Contractor, whose offer is accepted by the Bureau; and the Bureau. The person signing the offer or any other document forming the part of Contract on behalf of other persons of a firm shall be deemed to have due authority to bind such person or the firm as the case may be, in all matters pertaining to the Contract. If it is found that the person concerned has no such authority, the Bureau may, without prejudice to any other Civil or Criminal remedies, terminate the Contract and hold the signatory and or the firm liable for all costs and damages for such termination.

### **3.3 Contract Documents**

The several Contract documents forming the Contract shall be taken as mutually explained to one party by the other, but in case of ambiguities or discrepancies the same shall be explained and harmonized by the Competent Authority of the Bureau who shall issue to the Contractor necessary instruction thereon and in such event unless otherwise provided in the Contract the priority of the documents forming the contract shall be as follows:

- i) The Agreement
- ii) Minutes of pre-bid meetings, clarifications
- iii) The Conditions of Contract
- iv) Tender Notice and Tender Document
- v) Letter of Acceptance.
- vi) Any other correspondence exchanged between the parties in connection with the contract.
- vii) The Contractor’s Offer

### **3.4 Confidentiality**

The agency 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. Agency shall maintain confidentiality at all times. The agency 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 agency cannot publish or reproduce it under its name without prior and specific approval of the Bureau.

### **3.5 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.



### **3.6 Stamp Duty**

The Contractor shall bear and pay any stamp duty and registration charges in respect of the Contract.

### **3.7 Interpretation**

The titles and headings of the sections in this agreement are inserted for convenient reference only and shall not be construed as limiting or extending the meaning of any provisions of this agreement.

### **3.8 Services to Be Performed**

The agency shall perform the services as per the scope of work mentioned in the RFP documents as per the terms and conditions and within the time frame specified in the agreement.

### **3.9 Documents**

All copyright and other proprietary rights in the Works shall vest and stand assigned to the Bureau and the Bureau shall consequently own, absolutely and exclusively on a worldwide basis, the whole of property, rights, title and interest including all copyright in the Works, present or future, vested or contingent, generally and without limitation, for the whole term of the copyright, including the right to modify and or make any alterations to the Works and all the above rights shall not lapse even if such rights are not exercised by the Bureau during the terms of the copyright and the agency shall be required or obliged to execute any deeds or documents, as may be required or considered necessary, by the Bureau to give effect to and secure the above mentioned rights of the Bureau in the Works. For the purpose of this clause, the term “Works” shall include all “works” covered by the Copyright Act, 1957 (as amended by the Copyright Amendment Act, 2012) including the, recommendations or any other documents prepared by the agency at the inception of, during the course of and until the completion of the Project and also includes any work created directly or indirectly in the performance of the obligations of the agency in connection with the Project.

The agency shall not use or allow anyone else to use these documents and without the prior written permission of the Client and any such act without the permission of the Client shall constitute violation of Intellectual Property Rights.

Even in the event of stoppage or cancellation of the selection process, all documents submitted by the Bidders to the Client on or before the cancellation of the selection process shall become the property of the Client and the Bidders shall have no claim on such documents.

### **3.10 Guarantees and Liabilities**

#### **3.10.1 General**

The agency guarantees that the Services as specified or described under the scope of work in this agreement, and technical documents to be developed by the agency shall be in accordance with sound and established practices, Indian Standards and Rules and Regulations and wherever applicable, International Standards, for the purpose(s) specified.

### **3.10.2 Liability of the Agency**

The agency shall be liable to Client for the performance of services in accordance with the provision of this agreement and for any loss suffered by Client as a result of default of the agency in such performance.

### **3.11 Performance Security**

**3.11.1** The agency shall submit an irrevocable Performance Security of 3% (three percent) of the agreed contracted amount in addition to any other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (notwithstanding and or without prejudice to any other provision in the contract) within 15 days of issue of letter of award.

**3.11.2** The Performance Security shall be initially valid up to the stipulated date of completion plus 60 days beyond this date. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Security extended to cover such enlarged time for completion of work.

**3.11.3** The Client shall not make a claim under the Performance Security except for amounts to which the Client is entitled under the contract (notwithstanding and or without prejudice to any other provisions in the contract agreement) in the event of:

**3.11.3.1** Failure by the agency to extend the validity of the Performance Security as described herein above, in which event the Client may claim the full amount of the Performance Security.

**3.11.3.2** Failure by the agency to pay the Client any amount due, either as agreed by the agency or determined under any of the Clauses or Conditions of the agreement, within 30 days of the service of this effect by the Client.

**3.11.4** In the event of the contract being determined or rescinded under provision for the reasons attributed to the bidder of any of the Clause or Condition of the agreement, the performance security shall stand forfeited in full and shall be absolutely at the disposal of the Bureau.

**3.11.5** Nothing herein mentioned shall debar the Bureau from recovering from Contractor by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same shall exceed the amount of the Performance Security.

**3.11.6** The Performance Security shall be retained until the work required to be carried out by the agency and or until all disputes, if any, between both the parties have been settled to the entire satisfaction of the Bureau. The Performance Security shall be returned to the Contractor by the Bureau within sixty days following the Completion Date or Termination Date of this Contract provided that there are no outstanding claims of the Bureau on the Contractor.

**3.11.7** In case the agency fails to comply with any of the conditions of the contract, it shall be rightful for the client to appropriate or forfeit the performance security.

### **3.12 Abandonment of Work**

If the agency abandons the work for any reason whatsoever or becomes incapacitated from acting as agency as aforesaid, the Client may make full use of all or any of the documents prepared by the agency. The Bureau reserve the right for the remuneration of the work completed by the agency if the same recommended by the Project Monitoring Committee. However, this is not an obligation for the Bureau. The Client may make full use of all or any of the documents prepared by the agency and proceed from the stage from where the agency left the work.

If at any time after acceptance of offer, the Client decides to abandon or reduce the scope of work for any reason whatsoever, the Client shall give notice to the agency in writing to that effect and he shall act accordingly. The agency has no claim to any payment of compensation or otherwise whatsoever.

### **3.13 Assignment Fees**

The client shall pay to the agency, an assignment fee of a sum of the quoted prices for providing the services as required under the scope of work mentioned in the contract agreement. There shall be no change in the assignment Fee for the Project on any account for the scope of work as mentioned in the contract agreement. The said fee is inclusive of GST, as applicable, to be paid by the agency, any other fee or expenditure incurred by the agency. No extra cost shall be admissible for any modification in requirement or client requirement. No variation in contract price shall be admissible whatsoever may be the reason.

The agency shall submit his bill to the client for payment within 7 days of such bill becoming due. Upon receiving the bill, the client shall further process the bill and make payment within 30 days of such submission. If any error or discrepancy is discovered by the client in the bill submitted by the agency, the same shall be reported to the agency within 14 days of such discovery. In such cases, the agency shall resubmit his bill within 7 days.

### **3.14 Tax Liability**

No tax shall be paid to the agency over their contract amount. Recoveries for Income Tax, Education Cess or any other taxes as per prevailing statutory requirements shall be made from the payments made periodically to the agency.

### **3.15 Extension of Time**

If the agency is unavoidably hindered in carrying out the work on account of delayed decision or the approval by the Client which are necessary to carry out further work, he shall be allowed suitable extension of time by Client, whose decision shall be final and binding on the agency. No claim by the agency shall be made against the Client for such delayed approvals or decisions by the Client, except for grant of suitable extension of time.

### **3.16 Labour Laws and Safety Measures**

The agency shall comply with all the provisions of labour law related legislation acts as enacted by Government from time to time and in case of any prosecution or penalty, the agency shall be liable



for the same.

The agency shall be liable for payments of duties viz. P.F etc. including any compensation payable under Workmen Compensation Act. The Bureau shall have no responsibility or financial or other liabilities towards professional employed by agency.

The agency will take all safety measures or precautions during the work. Any accident due to negligence or any other reason will be to agency account.

### **3.17 Insurance and Medical**

#### **3.17.1 Insurance by Agency**

It is the responsibility of the agency to insure their staff and equipment against any exigency that may occur at site. The agency will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. The Bureau shall not be responsible for any such damages.

#### **3.17.2 Medical**

Medical facilities (as per law) for professional including insurance of the professional on site will be provided by the agency.

### **3.18 Indemnity**

**3.18.1** The contractor shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the Contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various labour laws as amended from time to time. The Contractor shall indemnify, protect and save the Bureau against all claims, losses, costs damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements.

**3.18.2** The agency shall at all times hold harmless and indemnify and keep indemnified the client and its agents, against any claims or liability in respect of any damages or compensation payable in consequences of any accident or injury including death sustained or suffered by or of its (agency's) employees and arising out of or in consequence of the performance of this agreement or caused by any action, omission or operation conducted by or on behalf of agency.

**3.18.3** The agency shall at all times hold harmless and indemnify and keep indemnified the Client against any and all claims by employees, workman, suppliers, agent(s) employed engaged or otherwise working for agency, in respect of their wages, salaries, remuneration, compensation or the hike.

**3.18.4** Client shall not be responsible for any loss or damage to property of any kind belonging to agency or its employees, servants or agents.

**3.18.5** The agency shall take out and maintain adequate insurance to cover its employees or contract workers etc, under The Workmen's Compensation Act, 1923.



**3.18.6** The client undertakes no responsibility in respect of any life, health, accident, travel and other insurance which may be necessary or desirable for the personnel of agency, Sub- Agencies, vendors and specialist or Contract employees associated with them for the Project.

**3.18.7** All claims regarding indemnity shall survive the termination or expiry of the work order.

**3.18.8** The agency shall at all times indemnify and hold client harmless from all costs, damages, etc, and expenses arising out of any claim, action or suit brought against client by third parties in respect of any infringement of any Intellectual Property Rights (IPR) or patent or registered or any similar rights resulting from the use of any technical information, data or process or belonging to the agency and furnished to client while providing its services under this work order.

### **3.19 Secrecy**

Agency shall not disclose to any third party, any information, data, documents, findings, etc. at any time either in whole or in part, shall use all reasonable efforts to preserve the secrecy of the above information and shall not use the same for any other purpose.

### **3.20 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 shall 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.

### **3.21 Statutory Requirements**

During the tenure of this agreement nothing shall be done by the agency in contravention of any law, act and or rules or regulations, thereunder or any amendment thereof governing inter alia customs, taxes, foreign exchange etc.

### **3.22 Changes and Additions in Agency's Scope of Work**

The Bureau shall have the right to request the agency in writing to make any changes, modifications, and or additions to agency's scope of services. The agency shall on such written requests carry out the consequential work on account of such changes or modifications or addendums etc., without any

additional payment from the client.

### 3.23 Contract Period

On signing by Firms or Companies or Agencies or Consortium of Agencies this Agreement shall be deemed to have come into force from the date of Commencement of works as mentioned in Request for Proposal and shall remain in force, up to the end of the defect liability period including the settlement of final accounts.

### 3.24 Conflict of Interest

- 3.24.1** The client requires that agency which provides professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts with other assignment or jobs or their own corporate interests and act without any consideration for future work.
- 3.24.2** Without limitation on the generality of the foregoing, agency, and any of his affiliates, shall be considered to have a conflict of interest and shall not be hired, under any of the circumstances set forth below:
- 3.24.3 Conflicting activities;** A firm that has been engaged by the client to provide goods, works or assignment or job other than assignment or job for a project, and any of its affiliates, shall be disqualified from providing assignment or job related to those goods, works or assignment or job. Conversely, a firm hired to provide assignment or job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment or job other than assignment or job resulting from or directly related to the firm's assignment or job. Other than assignment or job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- 3.24.4 Conflicting assignment or job;** An agency (including its personnel and Sub-Agency) or any of its affiliates shall not be hired for any assignment or job that, by its nature, may be in conflict with another assignment or job of the agency to be executed for the same or for another Client. For example, an agency hired to prepare engineering for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and an agency assisting a client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, an agency hired to prepare Terms of Reference for an assignment or job should not be hired for the assignment or job in question.
- 3.24.5 Conflicting relationships;** An agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment or job, (ii) the selection process for such assignment or job, or (iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the contract.
- 3.24.6** The agency have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bureau, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the agency fails to disclose said situations and if the Bureau comes to know about any such situation at any time, it may lead to the disqualification of the agency during bidding process or the termination of its contract during execution of the assignment.

### 3.25 Ownership of Documents

- 3.25.1** All copyright and other proprietary rights in the Documents shall vest and stand assigned to the



Bureau and the Bureau shall consequently own, absolutely and exclusively on a worldwide basis, the whole of property, rights, title and interest including all copyright in the Documents, present or future, vested or contingent, generally and without limitation, for the whole term of the copyright, including the right to modify and or make any alterations to the Documents and all the above rights shall not lapse even if such rights are not exercised by the Bureau during the terms of the copyright and the agency shall be required or obliged to execute any deeds or documents, as may be required or considered necessary, by the Bureau to give effect to and secure the above mentioned rights of the Bureau in the Documents. For the purpose of this clause, the term “Documents” shall include all “Documents” covered by the Copyright Act, 1957 (as amended by the Copyright Amendment Act, 2012) including the documents prepared by the agency at the inception of, during the course of and until the completion of the Project and also includes any Document created directly or indirectly in the performance of the obligations of the agency in connection with the Project.

**3.25.2** The agency shall not use or allow anyone to use these documents and software without prior written permission of the Bureau and any such act without the permission of the Bureau shall constitute violation of Intellectual Property Rights.

**3.25.3** Even in the event of stoppage or cancellation of the selection process, all documents submitted by the Bidders to the Client on or before the cancellation of the selection process shall become the property of the Client and Bidders shall have no claim on such documents.

### **3.26 Suspension & Termination**

#### **3.26.1 Suspension**

The client shall have right to suspend partly or as a whole at any time the performance of Services, in such event, Client shall pay to the agency any such amount that may be determined by Project Monitoring Committee or the Bureau and such determination shall be binding on the agency.

#### **3.26.2 Termination**

Termination on account of Force Majeure

If as a result of Force Majeure, the agency is unable to perform Service for a period of more than 60 days, the Client shall have the right to terminate this agreement on account of Force Majeure, as set forth in clause 3.20.

##### **3.26.2.2 Termination on account of insolvency**

In the event the agency at any time during the term of this agreement becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Client shall, by a notice in writing have the right to terminate this agreement and all the agency's rights and privileges hereunder, shall stand terminated forthwith.

##### **3.26.2.3 Termination for unsatisfactory performance**

If the client considers that the performance of the agency is unsatisfactory or, not up to the expected standard, the client shall notify the agency in writing and specify in detail the cause of such dissatisfaction. The client shall have the option to terminate this agreement by giving 30 days' notice in writing to the agency, if the agency fails to comply with the requisitions contained in the said written notice issued by the client.

##### **3.26.2.4 Time is the essence of the Contract**

The agency shall be required for the commencement of Services immediately from the date of

signing the agreement. If the agency fails to mobilize as above, the agreement shall automatically stand terminated unless client has extended the period for commencement of services in writing.

### **3.26.2.5 Consequences of termination**

If the agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the Bureau may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -

- a) Recover from the agency as liquidated damages which will be charged by way of penalty, as specified in the Clause 3.12 of the Conditions of Contract.
- b) If the selected Contractor or Agency fails to complete the assignment, within the period specified under the contract, the Contractor or Agency shall pay to the Bureau, fixed and agreed liquidated damages, and not as penalty, @ 1 % of the contract fees for each 01 (week) of delay or part thereof. The aggregate maximum of liquidated damages payable to the Bureau under this clause shall be subject to a maximum of 50 % of the total contract fees.
- c) Cancel the contract or a portion thereof by serving prior notice to the agency.
- d) The Bureau may take a decision to cancel the contract with immediate effect and or debar or blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the Bureau or take any other action as deemed necessary.

Further, in all cases of termination herein set forth, the obligation of the Client to pay for agency's performance shall be limited to the period up to the date of termination. Notwithstanding the termination of this contract, the parties shall continue to be bound by the provisions of this agreement that reasonably require some action or forbearance after such termination.

**3.26.2.6** In the event of the termination of the agreement, the agency shall be obliged to return to the Bureau all documents, etc., made available to them and handover all the documents collected by them and reports that may have been prepared till date of termination in hard and soft copies.

### **3.27 Assignability**

The Contract and benefits and obligations thereof shall be strictly personal to the Parties and shall not on any account be assignable or transferable by the parties under any circumstances.

### **3.28 Dispute Resolution**

The Bureau and the agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract.

If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract the Director General, the Bureau would appoint a sole arbitrator, who shall be accepted by



the agency. The decision of the arbitrator shall be final and binding on both the parties.

It is also term of the contract that contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.

The Venue of the arbitration shall be at New Delhi. Subject to as aforesaid, the provision of the Indian Arbitration and Conciliation Act, 1996 [as amended by the Indian Arbitration and Conciliation (Amendment Act), 2015] and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

### **3.29 Jurisdiction & Applicable Law**

This contract, including all matters connected with this contract, shall be governed by the Indian Laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Delhi Court, if required.

### **3.30 Notices**

(a) Communications between parties which are referred to in the contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act). All notices shall be issued by the authorized officer of the Bureau unless otherwise provided in the contract. In case, the notice is sent by registered post to the last known place or abode or business of the contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

(b) Subject to any provisions in the Contract Documents to the contrary, any notice, or communication sought to be served by the agency on the client with reference to the Agreement shall be deemed to have been sufficiently served upon the client (notwithstanding any enabling provisions under any law to the contrary) only if delivered by hand or by Registered Post to the Authorized Representative of Client as defined in the Conditions of Agreement.

(c) Without prejudice to any other mode of service provided for in the Contract Documents or otherwise available to the Client, any notice, order or other communication sought to be served by the Client on the Agency with reference to the Agreement, shall be deemed to have been sufficiently served if delivered by hand or through Registered Post to the Authorized Representative of Agency as defined in the Conditions of Agreement.

(d) Date of notice of instruction shall be the day on which said notice or instruction is received.

(e) Any Party may change its notice address at any time by so advising the other Party thereof in writing.

### **3.31 Independent Audit**

The agency shall maintain up-to-date records that clearly identify relevant time and expenses and be responsible and liable for all statutory audits at no extra costs as required under the law.

### **3.32 Languages and Law**

This agreement and the services performed herein-under shall be in English language. This agreement shall be subject to Indian Laws as in force from time to time.

### **3.33 Assignment and Sub-Contracts**

The agency shall not without the written consent of the Client assign the benefits from the agreement other than money.

The agency shall not subcontract whole of the work. The agency shall not without the written consent of the client initiate or terminate any sub-contract for performance for any part of the work or services.

The contractor shall not sublet, transfer, or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever.

### **3.34 Agency Code of Conduct and Standards of Ethics**

**3.34.1** The client is committed to its 'values & beliefs' and business practices to ensure that agency, who provides services, will also comply with these principles.

- a) In pursuance of the above objective, this policy defines, the terms set forth below as follows:

“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract,

“collusive practice” means a scheme or arrangement between two or more agency, with or without the knowledge of the Client, to establish prices at artificial noncompetitive levels.

“coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

- b) The client desires that the agency should observe the highest standard of ethics during the execution of such contracts.

#### **1. Bribery and corruption**

Agency is strictly prohibited from directly or indirectly (through intermediaries or subcontractors) offering any bribe or undue gratification in any form to any person or entity and or indulging in any corrupt practice in order to obtain or retain a business or contract.

## 2. Integrity, indemnity & limitation

Agency shall maintain a high degree of integrity during the course of its dealing with business or contractual relationship with the Bureau. If it is discovered at any stage that any business or contract was secured by playing fraud or misrepresentation or suppression of materials facts, such contract shall be voidable at sole option of the competent authority of the Bureau. For avoidance of doubts, no right shall accrue to the agency in relation to such business or contract and the Bureau or any entity thereof shall have or incur any obligation in respect thereof. The agency shall indemnify in respect of any loss or damage suffered by the Bureau on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of employees deployed by them.

c) It is further provided that: -

- (i) The client will annul or terminate the contract if it determines that the agency recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

The client will declare an agency ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the agency has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

### 3.34.2 Signing of Integrity pact

The Bureau is committed to highest levels of ethical working. All successful bidders will have to enter into an agreement to uphold highest standards of integrity as per **Form 6**.

### 3.35 Agency's Action Requiring Client's Prior Approval

Agency shall obtain the Client's prior approval before taking any actions, wherever required.

### 3.36 Agency Personnel

#### Removal and or Replacement of Personnel

- a) Except as the client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the agency, it becomes necessary to replace any of the Key Personnel, the agency shall provide as a replacement a person of equivalent or better qualifications.
- b) If the client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the personnel, then the agency shall, at the client's written request specifying the grounds, therefore, provide as a replacement a person with

qualifications and experience acceptable to the client.

- c) The Agency shall have no claim for additional costs arising out of or incidental to any removal and or replacement of Personnel.

### **3.37 Number of Documents and Copy Right**

All documents, reports and any other details envisaged under this agreement shall be supplied in five hard copies and one soft copy. All documents as required for perusal by the local bodies and other authorities shall be submitted as per the requirement of local body. If there is any revision in any document for any reason, copies of document shall be re-issued along with soft copy in CD without any extra charges. All these documents will become the property of the Client.

The documents or reports cannot be issued to any other person, firm or authority or used by the agency for any other project. No copies of any documents shall be issued to anyone except the Client and or his authorized representative.

### **3.38 General**

- 3.38.1** The agency shall be fully responsible for the completeness and soundness of the proposal.
- 3.38.2** The client will have the liberty to supervise and inspect the work of agency and or his sub-agencies at any time by any officer nominated by him who shall be at liberty to examine the records or documents.
- 3.38.3** All proposals shall be based on and best practices which will ensure successful outcome of the project.
- 3.38.4** The agency shall render full assistance, guidance and advice in general to the client on any matter concerning the technical aspects of the project.
- 3.38.5** The agency shall promptly notify the client of any change in the constitution of his firm. It shall be open to the client to terminate the agreement on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director not promptly informed in writing to the client. But until its termination by the client as aforesaid, this agreement shall continue to be in full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or introduction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance of all the terms and conditions of this agreement.
- 3.38.6** The agency shall during the period of this assignment, and till the satisfactory completion of the project, act as agency and give related advice regarding the project.
- 3.38.7** The agency shall exercise all reasonable skill, care and diligence in the discharge of duties hereby agreed to be performed by them.
- 3.38.8** Any terms not laid down, which may arise out of this agreement, will be dealt with through mutual consultations.
- 3.38.9** The agency shall inform the employer about the name, professional qualifications and experience of sub-agencies proposed to be engaged by him, if any, and obtain prior written approval of the employer for such engagement.
- 3.38.10** The agency shall be responsible for soundness of the services rendered by him or his sub-agencies.
- 3.38.11** It shall be responsibility of the agency and his sub-agencies to prepare all documents as per best practices.

- 3.38.12** The agency hereby agrees that the fee to be paid as provided in this agreement shall be in full discharge of functions to be performed by him and no claim whatsoever shall be made against the Employer in respect of any proprietary rights or copy rights relating to the reports or documents on his part or on the part of any other party.
- 3.38.13** The reports or documents, related details, and recommendations prepared and acquired by the agency for the work entrusted to him under this agreement shall become the property of the client. These reports or documents shall not be issued to any other person, firm or authority or used by the agency for any other project without the prior permission of the client.
- 3.38.14** The agency shall not assign, sub-let, transfer any obligation or right of the agency under this agreement without the written consent of the client.
- 3.38.15** If any provision or condition of this contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this contract.

## 4 Terms of reference

### 4.1 Background

The Bureau of Indian Standards (the Bureau) is the National Standards Body, functioning under the aegis of the Ministry of Consumer Affairs, Food and Public Distribution, Government of India. Bureau of Indian Standards has been established under Bureau of Indian Standards Act, 2016, for the harmonious development of the activities of Standardization, conformity assessment and quality assurance of goods, articles, processes, systems and services and for matters connected therewith or incidental thereto. The Bureau has been providing traceable and tangible benefits to the economy in a number of ways - providing safe reliable quality goods; minimizing health hazards to consumers; promoting exports and imports substitute; control over proliferation of varieties etc. through Standardization, Conformity Assessment and Training.

In pursuance of its objectives, Bureau of Indian Standards plans to bring out ‘Guidance Documents’ on **100 Products** under Indian Standards established in the different areas such various Civil Engineering, Food, Agriculture, Electrotechnical, Metallurgical, Textiles, Mechanical, Chemical, Petrochemical & Coal, Plastics, Rubber, Medical Devices, Services etc. As the work involves specialized expertise in different domains, the 100 product groups are categorized into 5 major disciplines. The 5 major disciplines are A)- Civil; B)- Mechanical; C)- Chemical, Food & Textile; D)- Electronics & Electrical; and E)- Metallurgy as given in Annex I.

### 4.2 Objectives

The objective of the Guidance Document is to provide information on applicable requirements for products or services to the stakeholders of the Bureau of Indian Standards, especially the industry, and provide necessary practical guidance to ensure that the products or services so produced comply with relevant Indian Standards and related regulatory requirements.

### 4.3 Scope of Work

The Guidance Documents in English and Hindi should be in a clear, unambiguous and simple language, avoiding jargon. The agency shall cover all the Product Groups within the discipline, the Indian Standards listed within the Product Groups and all the referred standards within these standards. The documents should cover:

- i) Description of the product(s) and varieties that fall under the scope of the Indian Standard(s) related to the product including its components and raw materials (including limitation, if any). This can be brought forth through appropriate examples or FAQs. The terminology for the product as commonly understood by general public and in trade should also be mentioned.
- ii) The Pre-requisites for setting up the manufacturing or services facility.
- iii) An Illustrative list of typical manufacturing equipment and infrastructure. Explanation notes be included as feasible or appropriate.
- iv) Elaboration of the requirements specified in the Indian Standard and referred Indian Standards. The associated Indian Standards on other aspects such as raw material standards, test method standards, code of practice, dimensions, processes etc. also need to be considered and covered while preparation of Guidance Documents. This information is available on the Bureau website [www.bis.gov.in](http://www.bis.gov.in).
- v) Significance of each test parameter or requirement.

- vi) Description of important process controls or checks to be employed in manufacturing (raw materials to finished product) that are essential for meeting the requirements of the Indian Standard.
- vii) Illustrative list of testing facility (equipment and personnel competence etc.) required and calibration needs. Explanation notes be included as feasible or appropriate.
- viii) Information of Regulatory Framework in the country relevant to the product or service.
- ix) Practical guidance for compliance with applicable Indian Standards and regulations that refer to these Standards.
- x) Guidance for Bureau of Indian Standards certification (schemes and process), as applicable.

#### 4.4 Framework for Preparation of Guidance Documents

The selected agency(s) may use the given table as an indicative framework for the preparation of the guidance documents.

<b>Framework for Preparation of Guidance Documents</b>	
1. Introduction	<ul style="list-style-type: none"> <li>a. Objective of the Guidance Document</li> <li>b. Abbreviations or Definitions of terms used</li> <li>c. Overview of the Document <ul style="list-style-type: none"> <li>i. Product Groups covered in the Document</li> <li>ii. Indian Standards covered in the Document</li> <li>iii. Reference Standards covered in the Document</li> </ul> </li> </ul>
2. Product Details (Of all the products within the product group)	<ul style="list-style-type: none"> <li>a. Description</li> <li>b. Varieties that fall under the scope of the Indian Standard(s) related to the product</li> <li>c. Terminology for the product as commonly understood by general public and in trade</li> <li>d. Key Components</li> <li>e. Industry Standards and Nomenclature</li> <li>f. Indian or International Standards Related to the Product (with amendments)</li> </ul>
3. Product Specifications and Requirements as per Indian Standards	
4. Prerequisites for establishing Manufacturing or Services facility	<ul style="list-style-type: none"> <li>a. Infrastructure &amp; Environmental Conditions</li> <li>b. Illustrative list, specification and description of Equipment and Machinery</li> <li>c. Other Requirements as specified in Indian Standards or referred Standards</li> <li>d. Relaxations</li> </ul>
5. Production of the Product(s)	<ul style="list-style-type: none"> <li>a. Raw Materials (including limitations, if any)</li> <li>b. In-house testing facilities</li> <li>c. Quality Control and Process Control</li> <li>d. Safety Measures</li> <li>e. Maintenance of Machinery and Equipment</li> <li>f. Packaging and Labelling</li> <li>g. Environmental Control and Waste Disposal</li> <li>h. Any other requirements as specified in Indian Standards or referred Standards</li> </ul>
6. Post Production	<ul style="list-style-type: none"> <li>a. Storage and Transportation</li> </ul>

<ul style="list-style-type: none"> <li>b. Supply Chain and Distribution Network of the product</li> <li>c. After Sale Services and Commitments</li> <li>d. Supplier Evaluation</li> <li>e. Any other requirements as specified in Indian Standards or referred Standards</li> </ul>
<ul style="list-style-type: none"> <li>7. Testing of Products as specified in Indian Standard           <ul style="list-style-type: none"> <li>a. Scheme of Inspection and Testing</li> <li>b. Type and Nature of testing</li> <li>c. Testing Process Details</li> <li>d. Significance of each test parameter and or requirement</li> <li>e. Illustrative list and description of Testing Facilities (equipment, personnel competence etc.)</li> <li>f. Certification and Compliances</li> <li>g. Testing machinery or Equipment Details</li> <li>h. Calibration Details</li> </ul> </li> <li>e. Any other requirements as specified in Indian Standards or referred Standards</li> </ul>
<ul style="list-style-type: none"> <li>8. Certification           <ul style="list-style-type: none"> <li>a. BIS Conformity Assessment Schemes, as applicable</li> <li>b. BIS Acts and Rules</li> <li>c. Guidelines for certification on all products within product group               <ul style="list-style-type: none"> <li>i. Elaboration of requirements as specified in the Indian standards and referred standards</li> <li>ii. Code of practice</li> <li>iii. Product Manual</li> <li>iv. Marking Fee</li> <li>v. Grouping guidelines</li> <li>vi. Other product specific guidelines if any</li> <li>vii. Post certification guidelines</li> </ul> </li> <li>d. Information of Regulatory Framework in the country relevant to the product or service</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>9. Practical guidance on complying with applicable Indian Standards and regulations that refer to these Standards</li> </ul>
<ul style="list-style-type: none"> <li>10. Insights from the Industry and other Stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>11. FAQs</li> </ul>

#### 4.5 Eligibility Criteria

The agency should be capable of delivering the Guidance Documents and shall fulfil the following criteria to be eligible to participate in the RFP and has to sign and return the evidences of each criteria with the Application:

Sl. No.	Minimum Eligibility Criteria	Evidence
i)	Shall be registered as a legal entity in India with at least 3 years of operation ending 31 <sup>st</sup> March 2021.	Valid document such as Registration Certificate or Certificate of Incorporation or MSME Certificate.
ii)	Shall not be blacklisted by any of the State Government, Central Government Agencies, PSU or NASSCOM.	Self-Declaration on letter head as per Format at Annex 2.



iii)	Shall not be found guilty of any criminal offence by any Court of law.	Self-Declaration on letter head as per Format at Annex 3.
iv)	Valid Goods & Service Tax (GST) Regn. No.	Copy of Registration Certificate
v)	PAN No.	Copy of PAN card
vi)	The average annual turnover of the Agency during last three years, ending on 31st March, 2021, shall not be less than Rs. 50 lakhs.  In case of Micro and Small Enterprises, or start-up, the requirement of average turnover during last three years, ending on 31st March, 2021 shall not be less than Rs. 25 lakhs (refer Office Memorandum no 1(2)(1) or 2014-MAPart dated 10-03-2016).	Certificate from the Chartered Accountant of the Agency and Audited P & L account and Balance sheets for last three years.  Certificate of Registration as Micro and Small Enterprise or start-up with organizations under the administrative control of the Central or State Government.
vii)	The Agency must have the experience of preparation of technical documents and should demonstrate the availability of the manpower with the requisite expertise.	<ul style="list-style-type: none"> <li>i) Documentary evidence of having prepared technical documents that should include a certificate or letter from the Agency concerned regarding satisfactory execution of the work.</li> <li>ii) Professional Resume of the employees and Agency on the rolls of the Agency and proposed to be hired for this work.</li> <li>iii) Professional Resume of the professional proposed to be the Project manager for the work.</li> </ul> <p><b>NOTE — Team leaders and the key staff proposed to be deployed shall be regular employees of the firm.</b></p>

#### 4.6 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.

#### 4.7 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 4.

#### **4.8 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.

#### **4.9 Methodology**

(a) To collect relevant information as per the Scope at clause 4.3 of this document, analyze the applicable requirements viz-a-viz Standards and regulatory framework for the products or services.

(b) To prepare Guidance Document for the various products within the identified discipline as listed at Annex I, with due consultation with Technical Departments of Bureau of Indian Standards and relevant stakeholders including Laboratories, Government Departments, Technical Experts and Committee Members, in a time-bound manner.

(c) Identify and suggest measures for improvement of compliance to standards and regulations.

(d) The agency will assign a Project Manager or SPOC (Single Point of Contact) for this project.

#### **4.10 Time Schedule**

The draft Guidance Documents for all the Products under Indian Standards under the identified discipline(s) as mentioned at Annex 1 should be submitted to the Bureau within six months of the work order, and the final version of the documents within three months of the receipt of the feedback of the Bureau on the draft Guidance Documents.

#### **4.11 Contract Period**

On signing by Firms or Companies or Agencies or Consortium of Agencies this Agreement shall be deemed to have come into force from the date of Commencement of works as mentioned in Request for Proposal and shall remain in force, up to the end of the defect liability period including the settlement of final accounts.

#### **4.12 Support to Be Provided by Bureau of Indian Standards**

Think, Nudge & Move Department would be overall coordinator for the project. Technical coordination and approval of final Guidance Document would be carried out by the nodal officer from concerned Technical Department.

#### **4.13 Deliverables**

The agency, after it is given the work order, shall be required to submit Guidance Documents on the Products within the discipline category, given at Annex I, in accordance with the Scope as mentioned at clause 4.3 of this document and the specified time schedule.

On final approval, the Guidance Documents in English and Hindi shall be provided to the Bureau of Indian Standards in PDF and also in editable format, including sketches and drawings.

#### **4.14 Appointment of Agency and Distribution of Work**

(a) The agencies who are interested in submitting bids are required to submit separate bids (both technical and financial) for the different discipline(s). If an agency wishes to undertake the work of more than one discipline, then the agency is required to submit separate discipline wise rates for each of these discipline in their financial bid as comparison statement for identification of H1 would be carried out discipline wise at the Bureau upon opening of financial bids. Similarly, in case of technical bids, if an agency wishes to undertake the work of more than one discipline then, they are required to submit discipline wise documents in addition to other common documents for evaluation in the technical bid.

(b) The agency may bid for all or any of the five disciplines (given at Annex I) and prepare the guidance documents for all the product groups within that discipline the Indian Standards listed within the Product Groups and all the referred standards within these standards in accordance with their core competency and the manpower at their disposal, within the specified timeframe (Refer clause 4.10).

(c) The Bureau will conduct performance review of each agency periodically to assess the quality of work is being done.

(d) The Bureau reserves the right to remove any of the personnel or agency on the basis of the review of their performance at any point of time after their appointment.

#### **4.15 Payment**

Client shall pay to the agency, an assignment fee of equivalent to a sum of their quoted price in the Financial Bid for providing the services as required under the scope of work mentioned in the Contract Agreement. There shall be no change in the assignment fee for the project on any account for the scope of work as mentioned in the Contract Agreement. The said fee shall be inclusive of GST to be paid by the agency or any other fee or expenditure incurred by the agency. No variation in contract price shall be admissible whatsoever may be the reason.

The 100% of assignment fee will be paid to the agency only upon successful completion of the project. The payment shall only be made if the documents prepared by the agency are deemed to be of adequate quality. The Bureau also reserves the right to make deductions in the assignment fee if the documents do not accurately cover the scope of work as in clause 4.3. The payment shall be subject to deductions as per Indian income tax laws.

#### **4.16 Performance Security**

- i. The successful Bidder shall furnish to the Client a performance security in the form of a bank guarantee for an amount of 3% [three percent] of the total assignment fee towards satisfactory performance of agency towards the Contract

for one year. The Bank Guarantee shall be from a Scheduled Commercial Bank based in India and shall be as per **Form 4** provided in the RFP. The Performance Security shall remain valid up to 60 days beyond the satisfactory completion of all contractual obligations of the selected agency including warranty obligations. The Performance Security shall be furnished within the time limit specified.

- ii. The failure of the successful Bidder to submit the required Performance Security shall constitute sufficient grounds for the annulment of the award of contract.
- iii. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to the contract including extension period, if any.
- iv. The said performance security would be returned within 60 days after the successful completion of the work assigned to the agency after adjusting or recovering any dues recoverable or payable from or by the agency on any account under the contract.
- v. The completion of work as per the scope of work shall be considered to have been achieved only after the receipt of all Clearances and Approval from the Bureau or any Authority mandated by the Bureau to do so on its behalf.

#### **4.17 Sub-contracting**

The agency shall not subcontract whole of the work. The agency shall not subcontract any part of the work without notifying and obtaining prior approval from the Client.

#### **4.18 Vetting of recommendations**

The Bureau, may, at its own discretion appoint another agency to vet the recommendations made. In case such an agency makes any recommendations to the Bureau regarding any changes to be made and in case these are accepted by the Bureau then the agency shall incorporate the same in the final recommendations

#### **4.19 Project Monitoring Committee**

The progress of the assignment may be reviewed by a Project Monitoring Committee constituted by the Bureau. The Project Monitoring Committee shall be responsible for monitoring of the Project. The Project Monitoring Committee may conduct fortnightly or periodic reviews, as deemed fit, for the performance of the agency and report the same to the Client. The agency shall comply with the instructions of the committee and the same shall be bound on him.

#### **4.20 Available Information**

Any other information available with the Bureau, which can help the agency during the Project, shall be shared by the Bureau with the agency at their discretion and at the request of the agency. The agency may, in case they so desire, get done a survey or any other investigation as they may require, at their own costs through their own agency to help them understand the issues involved. Reports of such surveys or testing shall be shared with the Bureau.

#### **4.21 Quality Assurance**

The project monitoring committee will conduct monthly reviews of the progress of work done by the agency. The agency shall ensure quality in their work. The documents prepared by the agency shall correspond to the international best practices. If the Bureau finds that any of the product groups are incomplete and or if any of the mentioned or referred standards have not been covered in the guidance document, then the Bureau reserves the right to withhold the payment till the quality of work is found satisfactory. The Bureau also reserves the right to cancel the project if after any of the monthly reviews, the Bureau feels the agency is incapable of producing work of satisfactory quality.

#### **4.22 Ownership of Documents**

All copyright and other proprietary rights in the Documents shall vest and stand assigned to the Bureau and the Bureau shall consequently own, absolutely and exclusively on a worldwide basis, the whole of property, rights, title and interest including all copyright in the Documents, present or future, vested or contingent, generally and without limitation, for the whole term of the copyright, including the right to modify and or make any alterations to the Documents and all the above rights shall not lapse even if such rights are not exercised by the Bureau during the terms of the copyright and the agency shall be required or obliged to execute any deeds or documents, as may be required or considered necessary, by the Bureau to give effect to and secure the above mentioned rights of the Bureau in the Documents. For the purpose of this clause, the term “Documents” shall include all “Documents” covered by the Copyright Act, 1957 (as amended by the Copyright Amendment Act, 2012) including the documents prepared by the agency at the inception of, during the course of and until the completion of the Project and also includes any Document created directly or indirectly in the performance of the obligations of the agency in connection with the Project.

The agency shall not use or allow anyone to use these documents without prior written permission of the Bureau and any such act without the permission of the Bureau shall constitute a violation of Intellectual Property Rights.

Even in the event of stoppage or cancellation of the selection process, all documents submitted by the Bidders to the Client on or before the cancellation of the selection process shall become the property of the Client and the Bidders shall have no claim on such documents.

#### **4.23 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 the 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 shall 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.

#### **4.24 Disputes and Arbitration**

All disputes arising during the progress of the Project shall be settled through the procedure mentioned in the General Conditions of Contract.

## 5. Evaluation process and criteria

### 5.1 Evaluation Process

**5.1.1 The Bidders who are found responsive and meet the minimum qualifying criteria, shall be invited to make a presentation to the Evaluation Committee on:**

5.1.1.1 Their understanding of the Client Requirements and the desired Aim of the project.

5.1.1.2 Approach and methodology that they may like to adopt for this project including unique features that they may like to propose in the Project

5.1.1.3 Their understanding and knowledge of industry, statutory requirements, best practices, etc.

5.1.1.4 Demonstration of how the Project would improve ease of doing business, help in implementation of Indian Standards to improve regulatory process.

5.1.1.5 Any other information which would assist in improving the evaluation score.

**5.1.2** The Technical Proposal shall be evaluated discipline wise by the Evaluation Committee for the above parameters based on the evaluation criteria and given a technical score.

**5.1.3** Bidders securing a minimum **70%** of the marks overall shall be declared technically successful.

**5.1.4** The Technically successful bidders shall be ranked according to the technical score given by the Evaluation Committee with the Bidder scoring the highest technical score ranked T-1, Bidder scoring the next higher Technical Score ranked T-2 and so on.

**NOTE — Team leaders and the key staff proposed to be deployed shall be regular employees of the firm.**

## 5.2 Technical Bid

### Technical Evaluation Criteria (Out of 100)

SL NO .	ATTRIBUTES			EVALUATION	MARKS AWARDED
1.	<b>Financial Capability (15 Marks)</b>				
	(a)	Profit–Loss in last Three Financial Years	<b>6 Marks</b>	No marks if loss in more than 2 years (out of last 3 years) 4 Mark if loss in any 2 years (out of last 3 years) 5 Marks if loss in any 1 year (out of last 3 years) 6 Marks if no loss in any of last 3 years	
		NOTES 1) Profit after Tax, Depreciation, Interest (PAT) shall be considered for this purpose. 2) In case of consortium, if loss is there in a year for any of two members, it will be counted as loss-year for the purpose of this marking.			
	(b)	Average Annual Turnover in last Three Financial Years, $T_{AV}$	<b>9 Marks</b>	6 Marks if - Rs. 50 lakhs $\leq T_{AV} <$ Rs. 90 lakhs 7 Marks if - Rs. 90 lakhs $\leq T_{AV} <$ Rs. 1.2 crores 8 Marks if - Rs. 1.2 crores $\leq T_{AV} <$ Rs. 1.5 crores 9 Marks if - $T_{AV} \geq$ Rs. 1.5 crores	
		NOTES 1) For the purpose of this marking in case of a consortium, $T_{AV}$ of both the members shall be added. 2) This Turnover should be from Consultancy Fee only.			



<b>2.</b>	<b>Past Experience of Bidder (25 Marks)</b>				
	(a)	Past experience of Similar Work	<b>15 Marks</b>	9 Marks if meets the Minimum Eligibility criteria 12 Marks if meets twice the Minimum Eligibility criteria 15 Marks if meets thrice the Minimum Eligibility criteria or more	
	(b)	Reports or white papers or Guidance documents etc. published in public domain by the bidder in preceding 5 years	<b>10 Marks</b>	06 marks if at least three such reports have been published in preceding 05 years 08 marks if at least five such reports or white papers have been published in preceding 05 years 10 marks if more than 5 reports have been published in preceding 05 years	
<b>3.</b>	<b>Methodology, work plan &amp; Understanding of TOR (45 Marks)</b>				
	NOTE – This would be based upon the presentation to be made by the bidder considering the following but not limited to: –				
	1) <i>Demonstration of understanding of <u>the</u> scope of work</i>		<b>10 Marks</b>		
	2) <i>Proposed Approach and methodology for this project and Work Plan</i>		<b>10 Marks</b>		
	3) <i>Demonstration of competency in the fields relevant to the Indian Standards</i>		<b>10 Marks</b>		
	4) <i>Demonstration of knowledge of best practices and regulations in the industry</i>		<b>5 Marks</b>		

		5) <i>Demonstration of how the project can help improve ease of doing business</i>			<b>05 Marks</b>	
		6) <i>Demonstration of competence based on previous project or projects</i>			<b>05 Marks</b>	
<b>4.</b>	<b>Suitability of the Key Personnel for the assignment (15 Marks)</b>					
	<b>(a)</b>	<b>Team leader (TL)- (07 Marks)</b>				
		(i)	Education	<b>4 Marks</b>	2 Marks if Post Graduate 4 Marks if Having Doctoral or equivalent qualification	
		(ii)	Experience of TL in the domain	<b>3 Marks</b>	1 Mark if 10 years' experience 2 Marks if 15 years' experience 3 Marks if 20 years' or more of experience	
	<b>(b)</b>	<b>Domain Specialists (08 Marks) (In-house) &amp; Team members</b>				
					<b>Post-Graduate or equivalent recognized qualification</b>	<b>Experience of 10 years or more</b>
		(i)	Domain Specialist	<b>6 Marks</b>	<b>3</b>	<b>3</b>
		(ii)	Team members	<b>2 Marks</b>	<b>1</b>	<b>1</b>
	<b>NOTES</b> <b>(1) In case of a firm, the evaluation credentials of the owner or deputed team leader for the proposed project would be considered</b> <b>(2) Projected professional should possess recognized relevant qualification in the corresponding domain</b>					
	<b>Out of 100</b>			<b>Final Marks Awarded</b>		

**5.2.1** In preparing the technical bid, the bidders are expected to examine all terms and instructions included in the documents. Failure to provide all requested information shall be at their own risk and may result in rejection of their proposal.

**5.2.2** The technical bid should provide the following and any additional information, using the formats attached in Section 6. Submission of the wrong type of Technical Bid will result in the Bid being deemed non-responsive:

- a. **Corporate Qualifications:** Describe the firm's specific corporate qualifications, that is, its full range of capabilities, specific relevant experiences and the role of the firm in rendering the required services, qualified personnel and resources that will be brought to be a part in undertaking this assignment. The bidder should demonstrate the relevant work experiences clearly indicating actual services rendered in the past three years. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff provided, duration, contract amount and firm's involvement, start date, completion dates, etc.
- ii) **Approach and Methodology:** Submit a comprehensive description of the approach and methodology (work plan) that the bidder proposes to undertake the project.
- iii) **Assignment of Professional Team:** The Firm shall present the composition of the proposed staff team, the tasks, which would be assigned to each of them, their timing and prior relevant experience. (Any alternate to key professional staff proposed should have equivalent or higher qualifications and experience).
- iv) The CVs recently signed and dated by the proposed key professional staff (in original) to be made available. Key information should include number of years with the firm, and degree of responsibility held in various assignments during the last three years.

**5.2.3** Agency shall submit the Financial Information as per Form T-1C.

### Evaluation of Technical Score, $S_t$

Highest Technical scoring proposal ( $T_m$ ) shall be given a technical score ( $S_t$ ) of 100 points. The technical score of the other proposals ( $T_o$ ) shall be computed as follows.

$$S_t = 100 \times \frac{T_o (\text{Other Technical proposal})}{T_m (\text{Highest Technical proposal})}$$

### 5.3 Bid Evaluation

Evaluation of bids shall be carried out by the Client or by an **Evaluation Committee** appointed by the Client. After the evaluation of the Technical bid is complete, the Bureau shall notify the Bidders who have been technically successful through CPPP, indicating the date and time set for opening the financial bids. The financial bid shall be evaluated as below:

- a. The Financial Bids of the bidders who have been technically successful, shall be opened in the presence of the Bidders representatives who choose to attend. The name of the Bidders and the proposed prices shall be uploaded on CPPP after the Financial Bids are opened.
- b. Lowest financial proposal ( $F_m$ ) shall be given a financial score ( $S_f$ ) of 100 points. The financial score of the other financial proposals ( $F_o$ ) shall be computed as follows.

$$S_f = 100 \times \frac{F_m(\text{Lowest financial proposal})}{F_o(\text{Other financial proposal})}$$

- c. The representative's authorization shall be confirmed by a written power of attorney accompanying the bid.
- d. Bids determined to be substantially responsive will be checked by the Bureau for any arithmetical errors in computation and summation. Errors will be dealt with by the Engineer as follows:
  - i) Where there is discrepancy between rates indicated in figures and in words, rates in words will govern.
- e. The bid shall contain no interlineations or overwriting except as necessary to correct errors made by the bidder themselves. Any such correction shall be initialed by the authorized person.

### Final Ranking:

Proposals shall finally be ranked according to their combined technical ( $S_t$ ) and Financial ( $S_f$ ) scores using the weights ( $T$ =the weight given to the technical proposal;  $F$ =the weight given to the financial proposal;  $T+F = 100$ ) indicated below.

$$S = S_t \times (T=70\%) + S_f \times (F=30\%)$$

In case of a tie, bidder with higher technical score will be considered for award of work.

The Successful Bidder would be notified through CPPP, as also in writing by the Bureau by issuing the Letter of Award (LOA) in favour of the Bidder.



**5.4** The Bureau reserves the right to accept any proposal or reject any or all the proposals without assigning any reasons and any liability whatsoever including financial liability. The Bureau also reserves the right to close or cancel the entire process of appointment at any point without assigning any reasons whatsoever and without any liability whatsoever.

## 6 Annexures and Forms

### Annex I

#### **DISCIPLINE WISE DISTRIBUTION OF PRODUCTS UNDER INDIAN STANDARDS FOR PREPARATION OF GUIDANCE DOCUMENTS**

A) DISCIPLINE - CIVIL			
Sl. No.	Name of Product or Product Group	Principal Indian Standard(s) (see NOTE at the end of list)	
		IS No.	Title
CIVIL ENGINEERING DEPARTMENT			
1	Ceramic Tiles	IS 4457 : 2007	Ceramic unglazed vitreous acid resisting tiles
		IS 15622 : 2017	Pressed ceramic tiles
2	Precast Concrete Products	IS 15658 : 2021	Concrete paving blocks
		IS 1237 : 2012	Cement concrete flooring tiles
		IS 13801 : 2013	Chequered cement concrete tiles
		IS 458 : 2021	Precast concrete pipes (with and without reinforcement)
		IS 1332 : 1986	Precast reinforced concrete street lighting poles
		IS 2193 : 1986	Precast pre-stressed concrete street lighting poles
		IS 5758 : 2020	Precast concrete kerbs, channels, edging, quadrants and other associated fittings
		IS 12592 : 2002	Precast concrete manhole cover and frame
		IS 2185 : Part 1: 2005	Concrete masonry unit — Hollow and solid concrete blocks
		IS 2185 : Part 2 : 1983	Concrete masonry units — Hollow and solid lightweight concrete blocks
		IS 218 : Part 3 : 1984	Concrete masonry units — Autoclaved cellular aerated concrete blocks
		IS 2185 : Part 4 : 2008	Concrete masonry units — Preformed foam cellular concrete blocks

		IS 12440 : 1988	Precast concrete stone masonry blocks
		IS 16720 : 2018	Pulverized fuel ash-cement bricks
		IS 5820 : 1970	Precast concrete cable covers
		IS 2174 : 1962	Reinforced concrete dust bins
		IS 4996 : 1984	Reinforced concrete fence posts
		IS 6523 : 1983	Precast reinforced concrete door and window frames
3	<b>Helmets</b>	IS 4151 : 2015	Protective helmet for two wheeler riders
4	<b>Steel Bars and Wires for Concrete Reinforcement and Prestressing Steel</b>	IS 432 : Part 1 : 1982	Mild steel and medium tensile steel bars and hard-drawn steel wire for concrete reinforcement — Mild steel and medium tensile steel bars
		IS 432 : Part 2 : 1982	Mild steel and medium tensile steel bars and hard-drawn steel wire for concrete reinforcement — Hard-drawn steel wire
		IS 1566 : 1982 : 1982	Hard-drawn steel wire fabric for concrete reinforcement
		IS 1785 : Part 1 : 1983	Plain hard-drawn steel wire for pre-stressed concrete — Cold-drawn stress relieved wire
		IS 1785 : Part 2 : 1983	Plain hard drawn steel wire for pre-stressed concrete — as-drawn wire
		IS 1786 : 2008	High strength deformed steel bars and wires for concrete reinforcement
		IS 2090 : 1983	High tensile steel bars used in pre-stressed concrete
		IS 6003 : 2010	Indented wire for pre-stressed concrete
		IS 6006 : 2014	Uncoated stress relieved strand for pre-stressed concrete
		IS 13620 : 1993	Fusion bonded epoxy coated reinforcing bars
		IS 14268 : 2017	Uncoated stress relieved low relaxation seven wire (ply) strand for pre-stressed concrete
		IS 16172 : 2014	Reinforcement couplers for mechanical splices of bars in concrete
		IS 16651 : 2017	High strength deformed stainless steel bars and wires for concrete reinforcement
		IS 16644 : 2018	Stress-relieved low relaxation steel wire for pre-stressed concrete
5	<b>Plywood</b>	IS 303 : 1989	Plywood for general purposes

		IS 710 : 2010	Marine plywood
		IS 1328 : 1996	Veneered decorative plywood
		IS 4990 : 2011	Plywood for concrete shuttering works
		IS 5509 : 2000	Fire retardant plywood
		IS 5539 : 1969	Preservative treated plywood
		IS 709 : 1974	Medium strength aircraft plywood
		IS 4859 : 1968	High strength aircraft plywood
		IS 7316 : 1974	Decorative plywood using plurality of veneers for decorative faces
		IS 13957 : 1994	Metal faced plywood
		IS 10701 : 2012	Structural plywood
		IS 15791 : 2007	Museum plywood
6	<b>Plastic Pipes and Fittings</b>	IS 4984 : 2016	Polyethylene pipes for water supply
		IS 4985 : 2021	Un-plasticized PVC pipes for potable water supplies
		IS 7834 : Part 1 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies
		IS 7834 : Part 2 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — 45 degree elbows
		IS 7834 : Part 3 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — 90 degree elbows
		IS 7834 : Part 4 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — 90 degree tees
		IS 7834 : Part 5 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — 45 degree tees
		IS 7834 : Part 6 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — Sockets
		IS 7834 : Part 7 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — Unions



	IS 7834 : Part 8 : 1987	Injection moulded PVC socket fittings with solvent cement joints for water supplies — Caps
	IS 8008 : Part 1 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water supplies — Fittings
	IS 8008 : Part 2 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water — 90 degree bend
	IS 8008 : Part 3 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water Supplies — 90 degree tees
	IS 8008 : Part 4 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water — Reducers
	IS 8008 : Part 5 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water supplies — Ferrule reducers
	IS 8008 : Part 6 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water supplies — Pipe ends
	IS 8008 : Part 7 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water supplies — Sandwich flanges
	IS 8008 : Part 8 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water supplies — Reducing tees
	IS 8008 : Part 9 : 2003	Injection moulded or machined high density polyethylene (HDPE) fittings for potable water supplies — ends caps
	IS 8360 : Part 1 : 1977	Fabricated high density polyethylene (HDPE) fittings for potable water supplies
	IS 8360 : Part 2 : 1977	Fabricated high density polyethylene (HDPE) fittings for potable water supplies — 90 degree tees
	IS 8360 : Part: 3 1977	Fabricated high density polyethylene (HDPE) fittings for potable water supplies — 90 degree bends
	IS 9271 : 2004	Un-plasticized polyvinyl chloride (UPVC) single wall corrugated pipes for drainage
	IS 10124 : Part 1 : 2009	Fabricated PVC-U fittings for potable water supplies
	IS 10124 : Part 2 : 2009	Fabricated PVC-U Fittings for potable water Supplies — Sockets

	IS 10124 : Part 3 : 2009	Fabricated PVC-U fittings for potable water supplies — Straight reducers
	IS 10124 : Part 4 : 2009	Fabricated PVC-U fittings for potable water supplies — Caps
	IS 10124 : Part 5 : 2009	Fabricated PVC-U fittings for potable water supplies — Equal tees
	IS 10124 : Part 6 : 2009	Fabricated PVC-U fittings for potable water supplies — Flanged tail pieces with metallic flanges
	IS 10124 : Part 7 : 2009	Fabricated PVC-U fittings for potable water supplies — Threaded adaptors
	IS 10124 : Part 8 : 2009	Fabricated PVC-U fittings for potable water supplies — 90 degree bends
	IS 10124 : Part 9 : 2009	Fabricated PVC-U fittings for potable water supplies — 60 degree bends
	IS 10124 : Part 10 : 2009	Fabricated PVC-U fittings for potable water supplies — 45 degree bends
	IS 10124 : Part 11 : 2009	Fabricated PVC-U fittings for potable water supplies — 40 degree bends
	IS 10124 : Part 12 : 2009	Fabricated PVC-U fittings for potable water supplies — 22½ degree bends
	IS 10124 : Part 13 : 2009	Fabricated PVC-U fittings for potable water supplies — 11¼ O bends
	IS 12231 : 1987	Un-plasticized PVC pipes for use in suction and delivery lines of agricultural pump sets
	IS 12709 : 1994	Glass - fibre reinforced plastic (GRP) pipes joints and fittings for use for potable water supply
	IS 12818 : 2010	Un-plasticized polyvinyl chloride (PVC - U) screen and casing pipes for bore or tube wells
	IS 13592 : 2013	Un-plasticized polyvinyl chloride (PVC-U) pipes for soil and waste discharge system inside and outside buildings including ventilation and rainwater system
	IS 13593 : 1992	UPVC pipe fittings to be used with the (UPVC) pipes in the suction and delivery lines of agricultural pumps
	IS 14333 : 1996	High density polyethylene pipe for sewerage
	IS 14402 : 1996	Glass fibre reinforced plastics (GRP) pipes, joints and fittings for use for sewerage, industrial waste and water (other than potable)
	IS 14735 : 1999	Un-plasticized polyvinyl chloride (UPVC) injection moulded fittings for soil and waste discharge system for inside and outside buildings including ventilation and rain water system

		IS 14787 : 2000	Un-plasticized PVC pipes (ducts) and fittings for underground telecommunications cable installation
		IS 14885 : 2001	Polyethylene pipes for the supply of gaseous fuels
		IS 15265 : 2003	Flexible PVC pipes or polymer reinforced thermoplastic hoses for suction and delivery lines of agricultural pumps
		IS 15328 : 2003	Un-plasticized non-pressure polyvinyl chloride (PVC -U) pipes for use in underground drainage and sewerage systems
		IS 15445 : 2010	Polyethylene or aluminium or polyethylene composite pressure pipes for hot and cold water supplies
		IS 15778 : 2007	Chlorinated polyvinyl chloride (CPVC) pipes for potable hot and cold water distribution supplies
		IS 15801 : 2019	Polypropylene — Random copolymer pipes for hot and cold water supplies
		IS 15927 : Part 1 : 2012	Polyethylene fittings for use with polyethylene pipes for the supply of gaseous fuels — Fittings for socket fusion using heated tools
		IS 15927 : Part 2 : 2012	Polyethylene fittings for use with polyethylene pipes for the supply of gaseous fuels — Spigot fittings for butt fusion for socket fusion using heated tools and for use with electro fusion fittings
		IS 15927 : Part 3 : 2011	Polyethylene fittings for use with polyethylene pipes for the supply of gaseous fuels — Electro fusion fittings
		IS 16647 : 2017	Oriented un-plasticized polyvinyl chloride (PVC - O) pipes for water supply
		IS 16647 : 2017	Oriented un-plasticized polyvinyl chloride (PVC - O) pipes for water supply
7	<b>Gypsum Building Products</b>	IS 2095 : Part 1 : 2011	Gypsum plaster boards — Plain gypsum plaster boards
		IS 2095 : Part 2 : 2001	Gypsum plaster boards — Coated laminated gypsum plaster boards
		IS 2095 : Part 3 : 2018	Gypsum plaster boards — Reinforced gypsum plaster boards, tiles, cornices and mouldings
		IS 2547 : Part 1 : 1976	Gypsum building plaster — Excluding premixed lightweight plasters
		IS 2547 : Part 2 : 1976	Gypsum building plasters — Premixed lightweight plasters
		IS 2849 : 1983	Non-load bearing gypsum partition blocks (solid and hollow types)

		IS 8272 : 1984	Gypsum plaster for use in the manufacture of fibrous plaster boards
		IS 17400 : 2021	Glass fibre reinforced gypsum panels
8	<b>Fire Extinguishers</b>	IS 15683 : 2018	Portable fire extinguishers — performance and construction
		IS 16088 : 2012	Chlorinated polyvinyl chloride (CPVC) pipes for automatic sprinkler fire extinguishing system
		IS 11833 : 1986	Dry powder fire extinguisher for metal fires
		IS 14951 : 2001	Fire extinguisher — 145 litres capacity mechanical foam type
<b>B) DISCIPLINE - MECHANICAL</b>			
<b>PRODUCTION AND GENERAL ENGINEERING DEPARTMENT</b>			
9	<b>Ball Bearings</b>	IS 6455 : 2020	Single row deep groove ball bearings
10	<b>Steel Drums</b>	IS 1783 : Part 1 : 2014	Drums large, fixed ends — Grade A drums
		IS 1783 : Part 2 : 2014	Drums large, fixed ends — Grade B drums
		IS 13997 : 2014	Drums, large open top
11	<b>Assembly Hand Tools for Screws And Nuts</b>	IS 2029 : 1998	Ring wrenches (spanners)
		IS 3650 : 1981	Combination side cutting pliers
		IS 4003 : Part 1 : 1978	Pipe wrenches — General purpose
		IS 4003 : Part 2 : 1986	Pipe wrenches — Heavy duty
12	<b>Mountaineering Equipment</b>	IS 6590 : 1972	Braided nylon rope for mountaineering purposes
		IS 8533 : 1977	General purpose carabineers for mountaineering
13	<b>Bonded Abrasive Products</b>	IS 551 : 2018 or ISO 525 : 2013	Bonded abrasive products
14	<b>Height Measuring</b>	IS 17583 : 2021	Stadiometer

	<b>Instruments</b>	IS 17582 : 2021	Infantometer
15	<b>Weighing Scale</b>	IS 16514 : Part 2 : 2019	Non-automatic weighing instruments — Metrological and technical requirements
<b>MECHANICAL ENGINEERING DEPARTMENT</b>			
16	<b>Air Conditioning</b>	IS 1391 : Part 2 : 2018	Room air conditioners — Split air conditioners
		IS 8148 : 2018	Ducted and package air conditioners
		IS 16590 : 2017	Water cooled chilling packages using the vapour compression cycle
		IS or IEC 60335 : Part 2 : Sec 40 : 2018	Household and similar electrical appliances safety — Particular requirements for electrical heat pumps air-conditioners and dehumidifiers
		IS 3315 : 2019	Evaporative air coolers (desert coolers )
		IS 16753 : Part 1 : 2018 or ISO 29463-1 : 2011	High efficiency filters and filter media for removing particles in air
17	<b>Refrigeration</b>	IS 17550 : Part 1: 2021 (Under print)	Household refrigerating appliances
		IS 1475 : Part 1 : 2001	Self contained drinking water coolers
		IS 2167 : 2019	Bottle coolers
		IS 7872 : 2020	Deep freezers
		IS 2370 : 2014	Walk-in cold rooms
		IS 11328 : 1985	Self -contained automatic ice makers
		IS 16672 : Part 2:2017 : ISO or 23953-2 : 2015	Refrigerated display cabinets
		IS or IEC 60335 Part 2 : Sec 89 : 2010	Household and similar electrical appliances — Safety — Commercial refrigerating appliances with an incorporated or remote refrigerant unit or compressor
18	<b>Pumps</b>	<a href="#">IS 1710 : 2021</a>	Vertical turbine pumps
		IS 5600 : 2002	Pumps — Sewage and drainage
		<a href="#">IS 5639 : 1970</a>	Pumps handling chemicals and corrosive liquids

		IS 5659 : 1970	Pumps for process water
		<a href="#">IS 6536 : 1972</a>	Pumps for handling volatile liquids
		IS 6595 : Part 1 : 2018	Horizontal centrifugal pumps for clear, cold water — Agricultural and rural water supply purposes
		IS 6595 : Part 2 : 1993	Horizontal centrifugal pumps for clear, cold water — General purpose (other than agricultural and rural water supply)
		IS 6596 : 1972	Pumps for handling paper stock
		<a href="#">IS 8034 : 2018</a>	Submersible pump sets
		IS 8418 : 1999	Pumps — Centrifugal self-priming
		IS 9079 : 2018	Moonset pumps for clear, cold water for agricultural and water supply purposes
		IS 9201 : 1987	Pumps for handling slurry
		<a href="#">IS 9542 : 1980</a>	Horizontal centrifugal moonset pumps for clear, cold, fresh water
		<a href="#">IS 10805 : 1986</a>	Foot-valves, reflux valves or non-return valves and bore valves to be used in suction lines of agricultural pumping systems
		<a href="#">IS 11501 : 1986</a>	Engine moonset pumps for clear, cold, fresh water for agricultural purposes
		<a href="#">IS 12225 : 1997</a>	Centrifugal jet pump
		IS 12469 : 2019	Pumps for stationary firefighting installations
		<a href="#">IS 14220 : 2018</a>	Open well submersible pump sets
		<a href="#">IS 14263 : 1995</a>	Tapers for agricultural pumping systems
		IS 15657 : 2006	Centrifugal pumps for petroleum, petrochemical and natural gas industries
		IS 17018 : Part 1 : 2018	Solar photovoltaic water pumping systems — Centrifugal pumps
19	<b>Security Equipment – Safes &amp; Vaults</b>	<a href="#">IS 550 : Part 1 : 2014</a>	Safes
		<a href="#">IS 11188 : Part 1 : 2014</a>	Vault (strong room) doors
20	<b>Gas Burning Appliances</b>	IS 4246: 2002	Domestic gas stoves for use with liquefied petroleum gases

		IS 17153 : 2019	Domestic gas stoves for use with piped natural gas (PNG)
		IS 17150 : 2019	Mini domestic water heater for use with piped natural gas (PNG)
		IS 15558 : 2005	Mini domestic water heater for use with LPG
		IS 8749 : 2002	Biogas stove
21	<b>Utensils</b>	IS 2347 : 2017	Domestic pressure cooker
		IS 17526 : 2021	Domestic stainless steel vacuum flask or bottle
		IS 14756 : 2017	Stainless steel cookware
22	<b>Gas Cylinders</b>	IS 3196 : Part 1 : 2013	Welded low carbon steel cylinders exceeding 5 litres water capacity for low pressure liquefiable gases — Cylinders for liquefied petroleum gases (LPG)
		IS 3196 : Part 2 : 2006	Welded low carbon steel cylinders exceeding 5 litre water capacity for low pressure liquefiable — Cylinders for liquefiable non-toxic gases other than LPG
		IS 3196 : Part 4 : 2001	Welded low carbon steel cylinders exceeding 5 litre water capacity for low pressure liquefiable gases — Cylinders for toxic and corrosive gases
		IS 4152 : 2011	Seamless carbon dioxide cylinders for firefighting purposes on board ship
		IS 7142 : 1995	Welded low carbon steel cylinders for low pressure liquefiable gases not exceeding 5 litre water capacity
		IS 7285 : Part 1 : 2018	Refillable seamless steel gas cylinders — Normalized steel cylinders
		IS 7285 : Part 2 : 2017	Refillable seamless steel gas cylinders — Quenched and tempered steel cylinders with tensile strength less than 1 00 MPa (112 Kgf or mm <sup>2</sup> )
		IS 7312 : 2018	Welded and seamless steel dissolved acetylene gas cylinders
		IS 8471 : 2003	Acetylene generators
		IS 14899 : 2014	Liquefied petroleum gas (LPG) containers for automotive use
		IS 15490 : 2017	Seamless steel cylinders for on-board storage of compressed natural gas as a fuel for automotive vehicles
		IS 15637 : 2006	Welded stainless steel cylinders for liquefied petroleum gases (LPG) from 0.5 litre to 250 litre water capacity

		IS 15935 : 2021	Composite cylinders for on board storage of compressed natural gas (CNG) as a fuel for automotive vehicle
		IS 16735 : 2018	Cylinders for on-board storage of compressed gaseous hydrogen and hydrogen blends as a fuel for automotive vehicles
23	<b>Safety of Machinery</b>	IS 16819 : 2018	Safety of machinery — General principles for design — Risk assessment and risk reduction

### MEDICAL EQUIPEMENT AND HOSPITAL PLANNING DEPARTMENT

24	<b>Rigid Bronchoscopes</b>	IS 15732 : Part 2 : 2019 or ISO 8600-2 : 2015	Rigid bronchoscopes
25	<b>Embalming Machine</b>	IS 17534 : 2021	Embalming machine
26	<b>Intraocular lenses</b>	IS or ISO 11979 : Part 8 : 2006	Ophthalmic implants — Intraocular lenses
27	<b>Foci meter</b>	IS or ISO 8598 : Part 1 : 2014	Optics and optical instruments — Focimeters
28	<b>Tonometer</b>	IS or ISO 8612 : 2009	Ophthalmic instruments — Tonometer's
29	<b>Ophthalmoscope</b>	IS or ISO 10942 : 2006	Ophthalmic instruments — Direct ophthalmoscopes
30	<b>Joint Replacement Implants</b>	IS or ISO 21534 : 2007	Non-active surgical implants — Joint replacement implants
31	<b>Otoscope</b>	IS 17407 : 2020	Digital otoscope — Handheld type
32	<b>Neurological Shunts</b>	IS or ISO 7197 : 2006	Neurological implants — Sterile, single use hydrocephalus shunts and components
33	<b>Centrifugal Blood Pumps</b>	IS or ISO 18242 : 2016	Cardiovascular implants and extracorporeal systems — Centrifugal blood pumps

### TRANSPORT ENGINEERING DEPARTMENT



34	<b>Bicycle</b>	IS 16314 : 2015	Cycle — Bicycle for general-purpose
35	<b>Pallets</b>	IS 17427 : 2020	Wooden (timber) pallets for packaging, storage and transportation
		IS 16058 : 2013	Dunnage pallets made from recycled plastic wastes for warehousing applications
36	<b>Diesel Engine</b>	IS 10001 : 1981	Performance requirements for constant speed compression ignition (diesel) engines for general purposes (up to 19 kW)
		IS 10002 : 1981	Performance requirements for constant speed compression ignition (diesel) engines for general purposes (above 19 kW)
		IS 11170 : 1985	Performance requirements for constant speed compression ignition (diesel) engines for agricultural purposes (up to 19 kW)
37	<b>CNG Fuel System</b>	IS 15711 : 2006	Performance and general test methods
38	<b>Wheels for Automotive Vehicles</b>	IS 9436 : 2018	Performance requirements and methods of tests for wheels for passenger cars
		IS 9438 : 2018	Performance requirements and methods of tests for wheels or rims for trucks
		IS 16192 : Part 1 : 2014	Automotive vehicles wheel rims for two and three wheeled vehicles — Light alloy wheel rims
		IS 16192 : Part 2 : 2014	Automotive vehicles wheel rims for two and three wheeled vehicles — Sheet metal wheel rims
		IS 16192 : Part 3 : 2018	Automotive vehicles wheel rims for two and three wheeled vehicles — Spoke wheel rims
		IS 15627 : 2005	Automotive vehicles — Pneumatic tyres for two and three — Wheeled motor vehicles
		IS 15633 : 2005	Automotive vehicles — Pneumatic tyres for passenger car vehicles — Diagonal and radial ply
		IS 15636 : 2012	Automotive vehicles — Pneumatic tyres for commercial vehicles — Diagonal and radial ply
		IS 13098 : 2012	Automotive vehicles — Tubes for pneumatic tyres
		IS 9168 : 2018	Flaps for all rubber pneumatic tyres for automobiles
39	<b>Springs</b>	IS 7906 : Part 1 : 1997	Helical compression springs — Design and calculation for springs made from circular section wire and bar

	IS 7906 : Part 2 : 1975	Helical compression springs — Cold coiled springs made from circular section wire and bar
	IS 7906 : Part 3 : 1975	Helical compression springs — Data sheet for specifications for springs made from circular section wire and bar
	IS 7906 : Part 4 : 1987	Helical compression springs — Selection of standard cold coiled springs made from circular section wire and bar
	IS 7906 : Part 5 : 2004	Helical compression springs — Hot coiled springs made from circular section bars
	IS 7906 : Part 6 : 1978	Helical compression springs — Design and calculations for springs made from rectangular section bar — Steel
	IS 7906 : Part 7 : 1989	Helical compression springs — Quality requirements for cylindrical coil compression springs used mainly as vehicle suspension springs
	IS 7906 : Part 8 : 1989	Helical compression springs — Method of inspection of hot coiled compression springs made from circular section bars
	IS 7907 : Part 1 : 2004	Helical extension springs — Design and calculation for springs made from circular section wire and bar
	IS 7907 : Part 2 : 1976	Helical extension springs — Cold coiled springs made from circular section wire and bar
	IS 7907 : Part 3 : 1975	Helical extension springs — Data sheet for specifications for springs made from circular section wire and bar
	IS 7907 : Part 4 : 1987	Helical extension springs — Selection of standard cold coiled springs made from circular section wire and bar
	IS 9484 : 1980	Centre bolts for leaf springs
	IS 9574 : 2004	Leaf springs assembly clips
	IS 1135 : 2018	Leaf springs assembly for automobiles
	IS 9801 : 1981	Laminated springs for railway rolling stock
	IS 10876 : 1984	Buckles for laminated springs for railway rolling stock
	IS 10878 : Part 1 : 1984	Flat form springs — Design and calculation for springs made from rectangular cold — Rolled strips

		IS 10878 : Part 2 : 1984	Flat form springs — Springs made from rectangular cold-rolled strips
		IS 12511 : Part 1 : 2004	Springs — Disc springs — Design calculation
		IS 12511 : Part 2 : 2004	Springs — Disc spring
		IS 15453 : 2004	Spring — Torsion bar springs
		IS or ISO 2162 : Part 2 : 1993	Technical product documentation — Springs — Presentation of data for cylindrical helical compression springs
		IS 7001 : 2017	Springs — Shot peening — General procedures
		IS 7864 : Part 1 : 1975	Upholstery springs — Conical type
		IS 7864 : Part 2 : 1979	Upholstery springs — Zigzag type
FOOD AND AGRICULTURE DEPARTMENT			
40	Power Tiller	IS 13539 : 2018	Power tiller — Recommendations on selected performance and other characteristics
41	Combine Harvester	IS 15806 : 2018	Combine harvester — Recommendations on selected performance and other characteristics
42	Irrigation equipment	IS 12786 : 1989	Irrigation equipment — Polyethylene pipes for irrigation laterals
		IS 14606 : 1998	Irrigation equipment — Media filters
		IS 13487 : 1992	Irrigation equipment — Emitters
		IS 13488 : 2008	Irrigation equipment — Emitting pipe systems
		IS 14482 : 1997	Irrigation equipment — Polyethylene micro tubes for drip irrigation
		IS 14743 : 1999	Irrigation equipment — Hydrocyclone filters
		IS 12785 : 1994	Irrigation equipment — Strainer-type filters
		IS 14483 : Part 1 : 1997	Fertilizer and chemical injection system — Venturi injector
		IS 14483 : Part 2 : 2002	Fertilizer and chemical injection system — Water-driven chemical injector pump
		IS 14483 : Part 3 : 2018	Fertilizer and chemical injector system — Fertilizer tank

		IS 12232 : Part 1 : 1996	Irrigation equipment — Rotating sprinkler — Design and operational requirements
		IS 17425 : 2020	Irrigation equipment — Quick coupled polyethylene pipes and fittings for sprinkler irrigation systems
		IS 17411 : Part 2 : 2020	Agricultural irrigation equipment — Filters for micro-irrigation — Strainer-type filters and disc filters
C) DISCIPLINE - CHEMICAL, FOOD AND TEXTILE			
CHEMICAL DEPARTMENT			
43	Writing & Printing Paper Products	IS 1848 : Part 1 : 2018	Writing and printing papers — Account book, azure lead, bond, cream laid and cream wove or printing white or printing coloured or printing offset, printing maplitho, printing white super calendared and typewriting types
		IS 1848 : Part 2 : 2018	Writing and printing papers — Air mail or manifold, cartridge drawing and cartridge white, duplicating absorbent and duplicating semi — Absorbent and poster machine glazed types
		IS 12766 : 1997	Computer paper
		IS 14490 : 2018	Plain copier paper
44	Paper Based Food Packaging	IS 8113 : 1976	Primary cartons for packaging butter
		IS 9988 : 1981	Waxed paper for bread and biscuits
		IS 7162 : 1973	Waxed cartons for packaging of ice-cream
		IS 14319 : 1995	Laminated paper board pack for vanaspati
		IS 10177 : 1982	Ice cream cups and lids
45	Soaps & Detergents	IS 2888 : 2004	Toilet soap
		IS 4199 : 2001	Toilet soap, liquid
		IS 11479 : Part 1 : 2001	Antibacterial toilet soap — Solid cake
		IS 11479 : Part 2 : 2020	Antibacterial toilet soap — Liquid
		IS 4955 : 2020	Household laundry detergent powders
		IS 4956 : 2020	Synthetic detergents for industrial purposes

		IS 8180 : 2020	Household laundry detergent bars
		IS 9458 : 2020	Synthetic detergents for washing woollen and silk fabrics
46	<b>Protective Footwear</b>	IS 15298 : Part 2 : 2016	Personal protective equipment — Safety footwear
		IS 15298 : Part 3 : 2019	Personal protective equipment — Protective footwear
		IS 15298 : Part 4 : 2017	Personal protective equipment — Occupational footwear
		IS 3976 : 2018	Safety rubber canvas boots for miners
		IS 5557 : Part 2 : 2018	All rubber gum boots and ankle boots — Occupational purposes
47	<b>Enamel and Primer for Paint</b>	IS 12744 : Part 1 : 2013	Ready mixed paint air drying red oxide — Zinc phosphate priming for domestic and decorative applications
		IS 2074 : Part 1 : 2015	Ready mixed paint air drying red oxide — Zinc chrome priming for domestic and decorative applications
		IS 2932 : Part 1 : 2013	Enamel, synthetic, exterior : (a) undercoating (b) finishing — for domestic and decorative applications
		IS 2933 : Part 1 : 2013	Enamel, exterior : (a) undercoating (b) finishing — for domestic and decorative applications
		IS 133 : Part 1 : 2013	Enamel, interior : (a) undercoating (b) finishing — for household and decorative purposes
		IS 13238 : 1991	Epoxy based zinc phosphate primer two pack
48	<b>Water Treatment Chemicals for treatment of water intended for drinking</b>	IS 15573 : 2018	Polyaluminium chloride
		IS 1065 : Part 2 : 2019	Stable bleaching powder — for treatment of water intended for drinking
		IS 11673 : Part 2 : 2019	Sodium hypochlorite solution — Water treatment use
		IS 9825 : 2003	Chlorine tablets
49	<b>Shoe Polish Products</b>	IS 1746 : 1992	Shoe polish, paste
		IS 12010 : 1987	Shoe polish, liquid
		IS 10025 : 1981	Polish, liquid (white), for canvas footwear

**FOOD & AGRICULTURE DEPARTMENT**

50	<b>Salts</b>	IS 253 : 2014	Common salt
		IS 7224 : 2006	Iodized salt, vacuum evaporated iodized salt and refined iodized salt
		IS 12981 : 1991	Common salt — Iron fortified
51	<b>Poultry feeds</b>	IS 1374 : 2007	Poultry feeds
52	<b>Compounded feeds for cattle</b>	IS 2052 : 2009	Compounded feeds for cattle
53	<b>Water Purification System</b>	IS 16240 : 2015	Reverse osmosis (RO) based point-of-use (POU) water treatment system
54	<b>Power Thresher</b>	IS 9020 : 2002	Power threshers — Safety requirements
55	<b>Agricultural Tractors</b>	IS 12207 : 2019	Agricultural tractors — Recommendations on selected performance characteristics
56	<b>Bio fertilizers</b>	IS 8268 : 2001	Rhizobium inoculants
		IS 9138 : 2009	Azotobacter spp. inoculants
		IS 14806 : 2000	Azospirillum inoculants
		IS 14807 : 2000	Phosphate solubilizing bacterial inoculant (PSBI)
		IS 15849 : 2009	Phosphate solubilizing fungal inoculants — <i>Aspergillus awamori</i>
		IS 17134 : 2020	Bio fertilizer — Liquid based rhizobium inoculants
		IS 17135 : 2019	Bio fertilizer — Liquid based azotobacter spp. inoculants
		IS 17136 : 2019	Bio fertilizer — Liquid based azospirillum inoculants
		IS 17137 : 2019	Bio fertilizer — Liquid based phosphate solubilizing bacterial inoculants (PSBI)
57	<b>Jaggery</b>	IS 12923 : 1990	Cane gur (jaggery)
		IS 13952 : 2018	Palm jaggery (gur)
58	<b>Fish feed</b>	IS 16150 : Par 1 : 2014	Fish feed — Carp feed
		IS 16150 : Part 2 : 2014	Fish feed — Catfish feed

		IS 16150 : Part 3 : 2014	Fish feed — Marine shrimp feed
		IS 16150 : Part 4 : 2014	Fish feed — Freshwater prawn (macro brachium rosenbergii) feed
59	<b>Fertilizers</b>	IS 294 : 2018	Single superphosphate
		IS 826 : 2018	Ammonium sulphate, fertilizer grade
		IS 2764 : 2018	Potassium sulphate, fertilizer grade
		IS 2779 : 2018	Potassium chloride (muriate of potash), fertilizer grade
		IS 5406 : 1979	Urea, fertilizer grade
		IS 6448 : 2018	Diammonium phosphate
<b>TEXTILES DEPARTMENT</b>			
60	<b>HDPE or PP Bags for Packing Essential Commodities</b>	IS 9755 : 2021	Textiles — High density polyethylene (HDPE) or polypropylene (PP) woven sacks for packing fertilizers
		IS 11652 : 2017	Textiles — High density polyethylene (HDPE) or polypropylene (PP) woven sacks for packaging of 50 kg cement
		IS 12100 : 1987	High density polyethylene (HDPE) woven sacks for packing flour
		IS 14252 : 2015	Textiles — High density polyethylene (HDPE) or polypropylene (PP) woven sack for filling sand)
		IS 14887 : 2014	Textiles — High density polyethylene (HDPE) or polypropylene (PP) woven sacks for packaging of 50 kg food grains
		IS 14968 : 2015	Textiles — High density polyethylene (HDPE) or polypropylene (PP) woven sacks for packing 50 kg or 25 kg sugar
		IS 16187 : 2014	Textiles — High density polyethylene (HDPE) or polypropylene (PP) leno woven sacks for packaging and storage of fruits and vegetables
		IS 16208 : 2015	Textile — High density polyethylene (HDPE) or polypropylene (PP) woven sacks for packaging 10 kg, 15 kg, 20 kg, 25 kg and 30 kg food grains

		IS 16703 : 2017	Textiles — High density polyethylene (HDPE) or polypropylene (PP) woven sacks for packaging of 25 kg polymer materials
		IS 16709 : 2017	Textiles — Polypropylene (PP) woven, laminated, block bottom valve sacks for packaging of 50 kg cement
		IS 17279 : 2019	Textiles — Polypropylene (PP) nonwoven sacks for packing bulk commodities
		IS 17399 : 2020	Textiles — Polypropylene (PP) or High density polyethylene (HDPE) laminated woven sacks for mail sorting, storage, transportation and distribution
61	<b>Protective Clothing for Industrial Workers and Fire Fighters</b>	IS 14744 : 1999	Flame retardant protective hoods
		IS 15071 : 2002	Chemical protective clothing
		IS 15742 : 2007	Textiles — Clothing made of limited flame spread materials and material assemblies affording protection against heat and flame
		IS 15748 : 2007	Textiles — Protective clothing for industrial workers exposed to heat (excluding firefighters' and welders' clothing)
		IS 15809 : 2017	High visibility warning clothes
		IS 16655 : 2017 or ISO 11611 : 2015	Textiles — Protective clothing for use in welding and allied processes
		IS 16874 : 2018	Textiles — Protective gloves for firefighters
		IS 16890 : 2018	Textiles — Protective clothing for firefighters
62	<b>Nets for Agriculture and Horticulture Purposes</b>	IS 16008 : Part 1 : 2016	Agro textiles — Shade nets for agriculture and horticulture purposes — Shade nets made from tape yarns
		IS 16008 : Part 2 : 2016	Agro textiles — Shade nets for agriculture and horticulture purposes — Shade nets made from mono filament yarns
		IS 16513 : 2016	Agro textiles — Insect nets for agriculture and horticulture purposes
		IS 17356 : 2020	Agro textiles — Windshield nets for agriculture and horticulture purposes
		IS 17357 : 2020	Agro textiles — Harvest nets for agriculture and horticulture purposes
		IS 17358 : Part 1 : 2020	Agro textiles — Fencing nets for agriculture and horticulture purposes — Fencing nets made from extruded polymer mesh
		IS 17358 : Part 2 : 2020	Agro textiles — Fencing nets for agriculture and horticulture purposes — Fencing nets made from mono filament yarns and combination of tape and mono filament yarns



63	<b>Medical Textiles for Personal Hygiene</b>	IS 17513 : 2020	Agro textiles — Plant support nets for agriculture and horticulture purposes
		IS 5405 : 2019	Sanitary napkins
		IS 17508 : 2020	Disposable adult incontinence diaper
		IS 17509 : 2021	Disposable baby diaper
		IS 17514 : 2020	Reusable sanitary pad or sanitary napkin or period panties
64	<b>Synthetic Fibre Ropes</b>	IS 4572 : 2014 or ISO 1140 : 2012	Fibre ropes — Polyamide 3- 4- 8- and 12 strand ropes
		IS 5175 : 2014 or ISO 1346 : 2012	Fibre ropes — Polypropylene split film, monofilament and multifilament (PP2) and polypropylene high- tenacity multifilament (PP3) – 3-, 4-, 8- and 12 strand ropes
		IS 8674 : 2013 or ISO 1969 : 2004	Fibre ropes — Polyethylene 3- and 4- strand ropes
		IS 11066 : 2014 or ISO 1141 : 2012	Fibre ropes — Polyester 3-, 4-, 8- and 12- strand ropes
		IS 12733 : 1989	Polyamide double braided rope
		IS 14928 : 2001	Textiles – Composite synthetic fibre ropes
		IS 14929 : 2001	Textiles – High strength polyolefins copolymer ropes
		IS 17608 : 2021 or ISO 10547 : 2009	Polyester fibre ropes — Double braid construction
		IS 17609: 2021 or ISO 10556 : 2009	Fibre ropes of polyester or polyolefin dual fibres
65	<b>Natural Fibre Ropes</b>	IS 1084 : 2005	Textiles — Manila ropes
		IS 1321 : Part 1 : 2003	Sisal ropes — Untarred varieties
		IS 1321 : Part 2 : 1982	Sisal ropes — Tarred varieties
		IS 1410 : 2019	Textiles — Coir ropes
		IS 2452 : 1985	Hawser-laid cotton rope

		IS 2453 : 1989	Cable-laid cotton rope
		IS 5176 : 1985	Hawser-laid hemp ropes
		IS 5177 : 1985	Jute lines and ropes
<b>PETROLEUM, COAL &amp; RELATED PRODUCTS DEPARTMENT</b>			
66	<b>Reclaimed Rubber</b>	IS 7490 : 1997	Reclaimed rubber
67	<b>Rubber Hoses</b>	IS 444 : 2017	Rubber hoses, textile — Reinforced, for general- purpose water applications
		IS 446 : 2017	Rubber hoses, textile —Reinforced, for compressed air
		IS 635 : 1982	Oil and solvent resistant hose of rubber
		IS 1677: 2005	Rubber hoses for agricultural spraying
		IS 2396 : 2017 or ISO 5772 : 1998	Rubber hoses and hose assemblies for measured fuel dispensing
		IS 3549 : 2017 or ISO 4641 : 2010	Rubber hoses and hose assemblies for water suction and discharge
		IS 5137 : 1990	Rubber hose for cement grouting
		IS 5797 : 2016 or ISO 1825 : 2010	Rubber hoses and hose assemblies for aircraft ground fuelling and defuelling
		IS 5821 : 1986	Hot-water hose of rubber
		IS 5894 : 2018 or ISO 3861 : 2005	Rubber hoses for sand and grit blasting
		IS 7654 : 1987	Rubber hose for chemicals
		IS 8189 : 1996 or ISO 1823 : 2015	Rubber hose for on-shore oil suction and discharge services
		IS 9573 : Part 1 : 2017 or ISO 928 : 2003	Rubber hose for liquefied petroleum gas (LPG) — Industrial application
		IS 9573 : Part 2 : 2017 or ISO 2928 : 2003	Rubber hose for liquefied petroleum gas (LPG) — Domestic and commercial application

		IS 10655 : 1999 or ISO 6134 : 2017	Rubber steam hose
		IS 10660 : 1983	Rubber hydraulic hose with textile reinforcement
		IS 10733 : 1983	Electrically bonded road and rail tanker hose of rubber, resistant to petroleum products
		IS 10908 : 1991	Flexible rubber tubing for liquefied petroleum gas
		IS 11659 : 1986 or ISO 577: 2008	Rubber hose for transferring anhydrous ammonia
		IS 12492 : 1988 or ISO 5774 : 2016	Thermoplastics hoses (textile reinforced) for compressed air
		IS 12585 : 1988 or ISO 6224 : 2011	Thermoplastic hoses (textile reinforced) for water — General purpose
		IS 13071 : 1991	Rubber hose, wire reinforced for sand and gravel suction and discharge services
		IS 15355 : 2018 or ISO 8789 : 2009	Rubber hoses and hose assemblies for liquefied petroleum gas (LPG) in motor vehicles
		IS 7651 : 1997 or ISO 1436: 2017	Wire reinforced rubber covered hydraulic hose
68	<b>Bitumen</b>	IS 73 : 2013	Paving bitumen
		IS 217 : 2018	Cutback bitumen
		IS 702 : 1988	Industrial bitumen
		IS 3117 : 2004	Bitumen emulsion for roads and allied applications (anionic type)
		IS 8887 : 2018	Bitumen emulsion for roads (cationic type)
		IS 15462 : 2019	Polymer modified bitumen ( PMB )
		IS 15808 : 2008	Multi-grade bitumen for use in pavement construction
		IS 17016 : 2018	Cationic modified bitumen emulsion
		IS 17079 : 2019	Rubber modified bitumen ( RMB )
69	<b>Plastic Packaging for Food Products</b>	IS 10840 : 1994	Blow moulded HDPE containers for packing of vanaspati
		IS 11352 : 2018	Flexible pouches for the packing of vanaspati up to 2 kg or 2 litres

		IS 11805 : 2007	Polyethylene pouches for packaging liquid milk
		IS 12724 : 2004	Flexible pouches for packing of refined edible oils up to 5 kg or 5 litre
		IS 12883 : 1989	Polyvinyl chloride (PVC) bottles for edible oils
		IS 12887 : 1989	Polyethylene terephthalate (PET) bottles for packaging of edible oils
		IS 14129 : 1994	Flexible packaging materials for the packing of vanaspati in 10 kg and 15 kg packs
		IS 14537 : 1998	Polyethylene terephthalate (PET) bottles for packaging of alcoholic liquors
		IS 14636 : 1998	Flexible packaging materials for packaging of edible oils, ghee and vanaspati
		IS 14764 : 2000	Polyethylene terephthalate (PET) containers for packaging of vanaspati
		IS 15473 : 2004	Blow moulded HDPE containers for packaging of edible oils
70	Plastic Containers for Drinking water	IS 8688 : 1988	Plastics potable water bottles
		IS 15410 : 2003	Containers for packaging of natural mineral water and packaged drinking water
		IS 15609 : 2005	Polyethylene flexible pouches for the packing of natural mineral water and packaged drinking water
71	Plastic bags	IS 9738 : 2003	Polyethylene bags for general purposes
		IS 12395 : 1988	Disposable trash bags of plastics
72	Plastic Tubes for Packaging	IS 12007 : 1987	Laminated collapsible tubes
		IS 17480 : 2020	High density polyethylene multi squeezable tube for packaging
73	Sheets and films for Agricultural use	IS 14611 : 2016	Multi-layered cross laminated sheets or tarpaulins or covers or agricultural films
		<a href="#">IS 17216 : 2019</a>	Polyethylene mulch films for agriculture and horticulture
SERVICE SECTOR DEPARTMENT-II			
74	Piped Drinking Water Supply Service	IS 17482 : 2020	Drinking water supply management system — Requirements for piped drinking water supply service
D) DISCIPLINE - ELECTRONICS AND ELECTRICAL			
ELECTROTECHNICAL DEPARTMENT			

75	<b>Distribution Transformers</b>	IS 1180 : Part 1 : 2014	Outdoor or indoor type oil immersed distribution transformers up to and including 2500 kVA, 33kV — Mineral oil immersed
		IS 1180 : Part 3 : 2021	Outdoor or indoor type liquid immersed distribution transformers up to and including 2 500 kVA, 33kV — Natural or synthetic organic ester immersed
76	<b>Ceiling Fans and Fan Reulators</b>	IS 374 : 2019	Electric ceiling type fans
		IS 11037 : 2019	Electronic type fan regulators
77	<b>Circuit Breakers</b>	IS or IEC 60898 : Part 1 : 2015	Circuit-breakers for overcurrent protection for household and similar installations — Circuit-breakers for a.c. operation
78	<b>Flameproof Enclosures</b>	IS or IEC 60079 : Part 1 : 2014	Explosive atmospheres — Equipment protection by flameproof enclosures “d”
79	<b>Three Phase and Single Phase a.c. Motors</b>	IS 12615 : 2018	Line operated three phase a.c. motors (IE CODE) efficiency classes and performance
		IS 996 : 2009	Single phase a.c. induction motors for general purpose
80	<b>Plugs, Socket and Switches</b>	IS 1293: 2019	Plugs and socket-outlets for household and similar purposes of rated voltage up to and including 250 V and rated current up to and including 16 A
		IS 3854: 1997	Switches for domestic and similar purposes
81	<b>PVC Cables</b>	IS 694 : 2010	Polyvinyl chloride insulated unsheathed and sheathed cables or cords with rigid and flexible conductor for rated voltages up to and including 450 or 750 V
		IS 1554 : Part 1 : 1988	PVC insulated (heavy duty) electric cables for working voltages up to and including 1100 V
82	<b>Geyser</b>	IS 2062 : 2018	Stationary storage type electric water heaters
		IS 302 : Part 2 : Sec 21 : 2018	Safety of household and similar electrical appliances — Particular requirements — Stationary storage type electric water heaters
83	<b>Electrical Energy Meters</b>	IS 13779 : 2020	AC static watihour meters, class 1 and 2
		IS 16444 : Part 1 : 2015	AC static direct connected watthour smart meter class 1 and 2
84	<b>LED bulbs</b>	IS 16102 : Part 1 : 2012	Self - ballasted led lamps for general lighting services — Safety requirements
		IS 16102 : Part 2 : 2017	Self - ballasted led lamps for general lighting services — Performance requirements
85	<b>LED Modules</b>	IS 16103 : Part 1 : 2012	LED modules for general lighting — Safety requirements

		IS 16103 : Part 2 : 2012	LED modules for general lighting — Performance requirements
86	<b>Luminaires</b>	IS 10322 : Part 1 : 2014	Luminaires — General requirements and tests
		IS 10322 : Part 5 : Sec 1 : 2012	Luminaires — Fixed general purpose luminaires
		IS 10322 : Part 5 : Sec 2 : 2012	Luminaires — Recessed luminaires
		IS 10322 : Part 5 : Sec 3 : 2012	Luminaires — Luminaires for road and street lighting
		IS 10322 : Part 5 : Sec 4 : 1987	Luminaires — Portable general purpose luminaires
		IS 10322 : Part 5 : Sec 5 : 2013	Luminaires — Floodlights
		IS 10322 : Part 5 : Sec 6 : 2013	Luminaires — Handlamps
		IS 10322 : Part 5 : Sec 7 : 2017	Luminaires — Lighting chains
		IS 10322 : Part 5 : Sec 8 : 2013	Luminaires — Emergency lighting
		IS 10322 : Part 5 : Sec : 2017	Luminaires — Rope lights

## ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT

87	<b>Hearing aid</b>	IS 10775 : 1984	Body level hearing aids
		IS 16127 : 2013	Behind the ear (BTE) hearing aids — Digital
88	<b>Camera Devices for Video Surveillance System</b>	IS 16910 : Part 5 : 2020	Video surveillance systems for use in security applications — Data specifications and image quality performance for camera devices
89	<b>Optical Fibre Cables</b>	IS 16939 : 2018	Optical fibre cables for inside premises (FTTx) application
		IS 17046 : 2018	Fibre optic cable for cable TV application
90	<b>Coaxial Cables</b>	IS or IEC 61196 : Part 3 : Sec 1 : 1995	Radio-frequency cables — Coaxial cables for digital communication in horizontal floor wiring — Detail specification for cables of 500 m reach and up to 10 Mb or s
		IS or IEC 61196 : Part 3 : Sec 2 : 1997	Radio-frequency cables — Coaxial cables for digital communication in horizontal floor wiring — Detail specification for coaxial cables with solid dielectric for local area networks of 185 m reach and up to 10 Mb or s

		IS or IEC 61196 : Part 3 : Sec 3 : 1997	Radio-frequency cables — Coaxial cables for digital communication in horizontal floor wiring — Detail specification for coaxial cables with foamed dielectric for local area networks of 185 m reach and up to 10 Mb or s
		IS or IEC 61196 : Part 6 : Sec 1 : 2009	Coaxial communication cables — CATV drop cables — Blank detail specification
		IS or IEC 61196 : Part 6 : Sec 2 : 2020	Coaxial communication cables — CATV drop cables — 75-4 type cables
		IS or IEC 61196 : Part 6 : Sec 3 : 2020	Coaxial communication cables — CATV drop cables — 75-5 type cables
		IS or IEC 61196 : Part 6 : Sec 4 : 2020	Coaxial communication cables — CATV drop cables — 75-7 type cables
		IS or IEC 61196 : Part 8 : Sec 1 : 2012	Coaxial communication cables — Semi-flexible cables with polytetrafluoroethylene (PTFE) dielectric — Blank detail specification
		IS or IEC 61196 : Part 8 : Sec 2 : 2012	Coaxial communication cables — Semi-flexible cables with solid polytetrafluoroethylene (PTFE) insulation — 50-047 type
		IS or IEC 61196 : Part 8 : Sec 3 : 2012	Coaxial communication cables — Semi-flexible cables with solid polytetrafluoroethylene (PTFE) insulation — 50-086 type
		IS or IEC 61196 : Part 8 : Sec 4 : 2012	Coaxial communication cable — Semi-flexible cables with solid polytetrafluoroethylene (PTFE) insulation — 50-141 type

## E) DISCIPLINE - METALLURGY

### METALLURGICAL ENGINEERING DEPARTMENT

91	<b>Steel Tubes, Pipes &amp; Fittings</b>	IS 1239 : Part 1 : 2004	Steel tubes, tubulars and other wrought steel fittings — Steel tubes
		IS 3601 : 2006	Steel tubes for mechanical and general engineering purposes
		IS 3589 : 2001	Steel pipes for water and sewage (168.3 to 2540 mm outside diameter)

		IS 4270 : 2001	Steel tubes used for water wells
		IS 1161 : 2014	Steel tubes for structural purposes
		IS 4923 : 2017	Hollow steel sections for structural use
		IS 5504 : 1997	Spiral welded pipes
		IS or ISO 3183 : 2012	Petroleum and natural gas industries — Steel pipe for pipeline transportation systems
		IS 1239 : Part 2 : 2004	Steel tubes, tubulars and other steel fittings — Steel pipe fittings
		IS 6392 : 2020	Steel pipes flanges
92	<b>Coated Plain Carbon Steel</b>	IS 15965 : 2012	Pre-painted aluminium zinc alloy metallic coated steel strip and sheet (plain)
		IS 14246 : 2013	Continuously pre-painted galvanized steel sheets and coils
		IS 12591 : 2018	Cold-reduced tin mill products — Electrolytic chromium or chromium oxide — Coated steel
		IS 1993 : 2018	Cold-reduced tin mill products — Electrolytic tinplate
93	<b>Welding Electrodes</b>	IS 814 : 2004	Covered electrodes for manual metal arc welding of carbon and carbon manganese steel
		IS 1395 : 1984	Low and medium alloy steel covered electrodes for manual metal arc welding
		IS 5206 : 1983	Covered electrodes for manual metal arc welding of stainless steel and other similar high alloy steels
		IS 5511 : 1991	Covered electrodes for manual metal arc welding of cast iron
		IS 5857 : 1970	Nickel and nickel alloy bare solid welding rods and electrodes
		IS 15769 : 2008	Flux cored (tubular) electrodes for gas shielded and self — Shielded metal welding of carbon or carbon — Manganese steel
		IS 8736 : 1977	Nickel and nickel alloy covered electrodes for metal arc welding
		IS 8666 : 1977	Copper and copper alloy covered electrodes for manual metal arc welding



		IS 6419 : 1996	Welding rods and bare electrodes for gas shielded arc welding of structural steel
		IS 8363 : 1996	Bare wire electrodes for electro slag welding of steels
94	<b>Copper Products</b>	IS 12444 : 2020	Copper wire rods for electrical applications
		IS 9713 : 1983	Hot — Rolled electrolytic copper wire rods for electrical conductors
		IS 613 : 2000	Copper rods and bars for electrical purposes
		IS 1897 : 2008	Copper strip for electrical purposes
		IS 14340 : 1996	Brass for current carrying parts in electrical wiring accessories
		IS 10773 : 1995	Wrought copper tubes for refrigeration and air-conditioning purposes
		IS 14810 : 2000	Copper tubes for plumbing
		IS 407 : 1981	Brass tubes for general purposes
		IS 2501 : 1995	Solid drawn copper tubes for general engineering purposes
		IS 1545 : 1994	Solid drawn copper and copper alloy tubes for condensers and heat exchangers
95	<b>Stainless Steel Products</b>	IS 6527 : 1995	Stainless steel wire rods
		IS 6528 : 1995	Stainless steel wire
		IS 4454 : Part 4 : 2001	Steel wires for mechanical springs — stainless steel wire
		IS 9294 : 1979	Cold-rolled stainless steel strips for razor blades
		IS 9516 : 1980	Heat resisting steels
		IS 6913 : 1973	Stainless steel tubes for the food and beverage industry
		IS 11169 : Part 2 : 1989	Steels for cold heading or cold extrusion applications — Stainless steels
		IS 6911 : 2017	Stainless steel plate, sheet and strip
		IS 5522 : 2014	Stainless steel sheets and strips for utensils
		IS 15997 : 2012	Low nickel austenitic stainless steel sheet and strip for utensils and kitchen appliances

96	<b>Fireclay Refractories</b>	IS 6 : 1983	Moderate heat duty fireclay refractories, group 'A'
		IS 8 : 1994	High heat duty fireclay refractories
		IS 9010 : 1978	Super heat duty fireclay refractories
		IS 2043 : 1984	Siliceous fireclay refractories
		IS 4564 : 1968	Fireclay nozzles
		IS 4565 : 1968	Fireclay stoppers
		IS 1751 : 1984	Fireclay cupola refractories
97	<b>Silica Refractories</b>	IS 4812 : 1996	Silica refractories for coke oven
		IS 484 : 1980	Silica refractories for general purposes
		IS 1292 : 1991	Silica mortar for laying silica bricks in furnaces
98	<b>Wire Rods and Wires of carbon steels</b>	IS 279 : 1981	Galvanized steel wire for telegraph and telephone purposes
		IS 280 : 2006 or ISO : 7900	Mild steel wire for general engineering purposes
		IS 1673 : 1984	Mild steel wire, cold heading quality
		IS 1812 : 1982	Carbon steel wire for the manufacture of wood screws
		IS 1835 : 1976	Round steel wire for ropes
		IS 2255 : 1977	Mild steel wire rod for the manufacture of machine screws (by cold heading process)
		IS 2589 : 1975	Hard drawn steel wire for upholstery springs
		IS 3975 : 1999	Low carbon galvanized steel wires, formed wires and tapes for armouring of cables
		IS 4223 : 1975	Steel wire for umbrella ribs
		IS 4224 : 1972	Steel wire for staples, pins and clips
		IS 4454 : Part 1 : 2001	Steel wire for mechanical springs — Cold drawn unalloyed steel wire
		IS 4454 : Part 2 : 2001	Steel wire for mechanical springs — Oil hardened and tempered steel wire
		IS 4454 : Part 4 : 2001	Steel wires for mechanical springs — Stainless steel wire
		IS 4824 : 2006	Bead wire for tyres

		IS 4882 : 1979	Low carbon steel wire for rivets for use in bearing industry
		IS 6902 : 1973	Steel wire for spokes
		IS 7557 : 1982	Steel wire (up to 20 mm) for the manufacture of cold-forged rivets
		IS 7887 : 1992	Mild steel wire rod for general engineering purposes
		IS 7904 : 2018	High carbon steel wire rods
		IS 8510 : Part 1 to 3 : 1977	Tinned steel wire for banding of armatures and rotors
		IS 8564 : 1977	Steel wire for nipples for spokes
		IS 8565 : 1977	Heald wire
		IS 8566 : 1977	Steel wire for reeds
		IS 12262 : 1988	Trapezoidal steel wire for spring washers
		IS 10794 : 1984	Mild steel wire for cotter pins
99	<b>Cast Iron Products</b>	IS 1536 : 2001	Centrifugally cast iron pressure pipes for water gas and sewage
		IS 1729 : 2002	Cast iron or ductile iron drainage pipes and fittings for over ground non-pressure pipe line socket and spigot series
		IS 8329 : 2000	Centrifugally cast ductile iron pressure pipes for water gas and sewage
		IS 15905 : 2011	Hub less centrifugally cast iron pressure pipes fittings and accessories
		IS 9523 : 2000	Ductile iron fittings for pressure pipes for water gas and sewage
		IS 1879 : 2010	Malleable cast iron pipe fittings
		IS 13382 : 2018	Cast iron specials for mechanical and push-on flexible joint for pressure pipeline for water gas and sewage
		IS 9139 : 1979	Malleable iron shots and grit for use in foundry
		IS 3989 : 2009	Centrifugally cast iron spigot and socket soil waste ventilating and rain water pipes fittings and accessories
100	<b>Aluminium Products</b>	IS 737 : 2008	Wrought aluminium and aluminium alloy sheet and strip for general engineering purposes
		IS 15392 : 2003	Aluminium and aluminium alloy bare foil for food packaging

		IS 738 : 1994	Wrought aluminium alloys, drawn tube for general engineering purposes
		IS 7092 : Part 1 : 1992	Aluminium alloy tubes for irrigation purposes — Welded tubes
		IS 7092 : Part 2 : 1987	Aluminium alloy tube for irrigation purposes — Extruded tube
		IS 733 : 1983	Wrought aluminium and aluminium alloy bars, rods and sections (for general engineering purposes)
		IS 6754 : 1972	Aluminium alloy ingots for bearings
		IS 11890 : 1987	High purity primary aluminium ingots for remelting for special applications
		IS 617 : 1994	Cast aluminium and its alloys — Ingots and castings for general engineering purposes
		IS 2590 : 1987	Primary aluminium ingots for remelting for general engineering purposes
NOTE : The associated Indian Standards on other aspects such as raw material standards, test method standards, code of practice, dimensions, processes etc. also need to be considered and covered while preparation of Guidance Documents.			

## **Annex 2**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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

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

#### **1. Registration**

- 1) The bidders are required to enroll 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.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) The bidders 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.
- 4) Upon enrolment, the bidders 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.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) The bidder then logs in to 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 Tender Documents**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search

parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents or tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS or e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification or help from the Helpdesk.

### **3. Preparation of Bids**

- 1) The bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender 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 these may lead to rejection of the bid.
- 3) The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender 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.
- 4) 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 bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents and keep it as a repository.

NOTE — My Documents space is only a repository given to the bidders to ease the uploading process. If a bidder has uploaded his documents in My Documents space, this does not automatically ensure these documents being part of Technical Bid.

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

- 1) The bidder 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. Bidder will be

- responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
  - 3) The bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
  - 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
  - 5) All the documents being submitted by the bidders 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 tender documents become readable only after the tender opening by the authorized bid openers.
  - 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  - 7) Upon the successful and timely submission of bids (ie 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.
  - 8) 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.

## **1. Assistance to Bidders**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) 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. 0120-4001002.

**Annex 3**  
**CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID**  
 (To be signed and attached with the Technical Bid)

Name:		
Address:		
Contact Details:		
(i) Mobile or Landline (ii) Email		
<b>Document Checklist:</b>		
Sl No .	Document	Tick (✓) if attache d
<b>TECHNICAL BID (TECHNICAL COVER 1)</b>		
1.	Form of Bid (Form 1)	
2.	Registration or Incorporation Certificate as a documentary proof of having a registered office in India.	
3.	Undertaking on letter head of Bidder of not having been found guilty of any criminal offence by any Court of law (Form 9)	
4.	Undertaking on letter head of Bidder of not having a conflict of interest in the assignment as specified in the RFP document	
5.	Undertaking on letter head for complying with the code of integrity	
6.	Undertaking on letter head to sign integrity pact with the Bureau	
7.	Attested copy of Goods & Service Tax Registration (GST) registration	
8.	Attested copy of PAN No. Registration	
9.	Power of attorney for person signing the Bid (Form 2)	
10.	Power of attorney for lead member of the consortium (Form 3)	



11.	Memorandum of Understanding or JV Agreement in case of a Consortium	
12.	Self-Declaration of not having being blacklisted (duly signed by the authorized signatory) In case of Consortium, relevant certificate will be submitted by both the partners	
13.	Initialed Bid Documents	
14.	Documentation of Experience of successfully completed projects of similar nature in the Form T-1A	
15.	Performance Report certificate in the Form T-1B	
16.	Financial Information in the Form T-1C	
17.	Form T-1B (1), Details of similar Projects completed in the Last Five Years meeting the eligibility criteria	
18.	Form T-1B (2), Details of similar Projects under progress	
19.	Technical Bid: Methodology and Understanding of the Project in Form T-2A	
20.	Team Details (Form T-2B) and Organizational Chart	
<b>FINANCIAL COVER 2</b>		
21.	Cover Letter for Submission of Financial Bid in Form F-1	
22.	Financial Bid in Form F-2	

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(BLOCK LETTERS)

Designation: \_\_\_\_\_



#### **Annex 4**

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)



**Form 1**

**FORM OF BID**

**(To be given on Company Letter Head)**

Date:

To,  
Mohammad Tausif,  
Scientist D,  
Think, Nudge & Move Department,  
Bureau of Indian Standards,  
Manakalaya,  
9, Bahadur Shah Zafar Marg,  
New Delhi 110002

**Name of Tender or Work: - “Appointment of Agency for**

\_\_\_\_\_” RFP No.:

**Subject: Acceptance of Terms & Conditions of above referred RFP Document**

1. I or We have downloaded or obtained the RFP document(s) for the above mentioned ‘Tender or Work’ from the web site(s) namely: \_\_\_\_\_  
as per your advertisement, given in the above-mentioned website(s).
2. I or We hereby certify that I or we have read the entire terms and conditions of the RFP documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like forms, annexures etc), which form part of the contract agreement and I or we shall abide hereby by the terms or conditions or clauses contained therein.
3. The corrigendum(s) issued from time to time by your department or organization too have also been taken into consideration, while submitting this letter.
4. Having ascertained and examined the Conditions of Contract, Client’s requirements, Terms of Reference, Notice Inviting Bids, Instructions to Bidders and addenda for the execution of above named works, I or we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Client’s Requirements, Terms of Reference, Notice Inviting Bids, Instruction to Bidders and addenda for *carrying out work for Preparation of Guidance Documents on Products under Indian Standards as detailed in the scope of work.*
5. I or We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) or corrigendum(s) in its totality or entirety.
6. I or We do hereby declare that our Firm has not been blacklisted or debarred by any Govt. Department or Public sector undertaking.
7. I or We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect or untrue or found violated, then your department or organization shall without giving any notice or reason therefore or

summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

8. While preparing this Bid, we have gathered our own information and conducted our own inquiry or survey to our satisfaction and we do not rely solely on the information provided in this RFP. We shall not hold the Bureau responsible on any account in this regard.
9. We acknowledge that the Annexures and Forms in Section 6 forms an integral part of the bid.
10. We undertake, if our Bid is accepted, to commence the works within the stipulated time and to complete the whole of the works comprised in the Contract within the stipulated time calculated from the date of signing of the Contract Agreement with the Client, as indicated in the Appendix.
11. If our bid is accepted, we will furnish a bank guarantee, within 15 days of issue of Letter of Award as Performance security for the due performance of the Contract.
12. We agree to abide by this RFP for a minimum period of 180 days from the last date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
13. The Bureau shall have the right to modify the scope. We agree to abide by the modifications proposed by the Bureau as per the terms and conditions of the Contract Agreement.
14. We agree that our outputs may be used by the Bureau for any other work without any obligation to us.
15. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been, or will be, paid and that the Bid price does not include any such amount. We acknowledge the right of the Bureau, if it finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
16. We understand that you are not bound to accept the lowest or any Bid you may receive.
17. If our bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.

## NOTES

- 1) The Appendix forms part of the bid
- 2) The bidders are required to fill up all the blank spaces in this form of bid and appendix.



Dated this.....day of ..... **2021**

Signature with Official Seal.....

Name..... in the capacity of .....

duly authorized to sign Bids for and on behalf of.....

Address .....

Witness – Signature .....

Name .....

Address .....

Occupation .....



## APPENDIX TO THE FORM OF BID

i.	Amount of bank guarantee as Performance Security	
ii	Period within which Performance Security is to be furnished	
iii	Time for completion of project	
iv.	Period of validity of Performance Security from the date of completion of Project	

Signature.....  
(Authorized Signatory)

Date .....

Place .....

Name .....

Address .....



## Form 2

### **FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY FOR SIGNING OF PROPOSAL**

Know all men by these presents,  
We..... (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr or Ms..... (name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for carrying out work for Preparation of Guidance Documents on Products under Indian Standards **as detailed in the scope of work.**, including signing and submission of all documents and providing information or responses to the Bureau, representing us in all matters before the Bureau, and generally dealing with the Bureau in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the .....Day of .....2021

..... (Executants)

(In case of a consortium, to be executed by all the members of the Consortium

Bidder) NOTES

- 1) *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 2) *This Power of Attorney should be provided on stamp paper of appropriate value.*



### Form 3

#### **FORMAT FOR POWER OF ATTORNEY FOR APPOINTING THE LEAD MEMBER**

WHEREAS the Bureau (the Client) has invited Proposals or Bids from the interested parties for **carrying out work for Preparation of Guidance Documents on Products under Indian Standards as detailed in the scope of work.**

AND WHEREAS, the members of the Consortium are interested in bidding for the Project and implementing the Project in accordance with the terms and conditions of the Request for Proposal (RFP) document, Terms of Reference, Client's Requirement, Notice Inviting Bid, Instructions to Bidders, Conditions of Contract and other connected documents in respect of the Project, and

AND WHEREAS, it is necessary under the RFP document for the members of the Consortium Bidder to name one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium bidder, all acts, deeds and things as may be necessary in connection with the Consortium Bidder's proposal for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT;

We, M or s. -----and M or s..... (the respective names and addresses of the registered office) do hereby nominate M or s.....being one of the members of the Consortium, as the Lead Member of the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium's Application or proposal for the Project, including submission of Application or proposal, participating in conferences, responding to queries, submission of information or documents and generally to represent the Consortium in all its dealings with the Bureau, any other Government Agencies or any person, in connection with the Project until culmination of the process of bidding and thereafter till the Contract Agreement is signed with the Client.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us or Consortium.

Dated this the .....Day of .....2021

..... (Executants)

(To be executed by all the members of the Consortium Bidder)

#### NOTES

- 1) *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 2) *This Power of Attorney should be provided on stamp paper of appropriate value.*





**Form 4**  
**FORM OF PERFORMANCE SECURITY BANK GUARANTEE**

This deed of guarantee made this day of \_\_\_\_\_ between Bank of \_\_\_\_\_ (hereinafter called the “Bank”) of the one part, and Bureau of Indian Standards (hereinafter called “the Bureau” and the Client) of the other part.

WHEREAS the Bureau, New Delhi has awarded the Contract for **carrying out work for Preparation of Guidance Documents on Products under Indian Standards.**

As detailed in the scope of work to \_\_\_\_\_ (hereinafter called the Agency).  
(Name of the Agency)

AND WHEREAS the Agency is bound by the said Contract to submit to the Bureau, a Performance Security for a total amount of ₹ \_\_\_\_\_ ( in words).

1. Now we the undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Bureau the full amount of ₹ \_\_\_\_\_ (.. in words) as stated above.
2. On or before, the Agency has signed the aforementioned Contract with the Client, the Bank is engaged to pay the Client, any amount up to and inclusive of the aforementioned full amount upon written order from the Client to indemnify the Client for any liability of damage resulting from any defects or shortcomings of the Agency or the debts he may have incurred to any parties involved in the works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Client immediately on demand without delay without reference to the Agency and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Agency. The Bank shall pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the Agency in any suit or proceedings pending before any Court, Tribunal or Arbitrator or s relating thereto and the liability under this guarantee shall be absolute and unequivocal.
3. This guarantee is valid for a period till 60 days beyond the successful completion till the Project or the extended period, thereof.
4. At any time during the period in which this guarantee is still valid, if the Bureau agrees to grant a time extension to the Agency or if the Agency fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 2, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Client and at the cost of the Agency.



5. The guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Agency.
6. The neglect or forbearance of the Client in enforcement of payment of any amount of moneys, the payment whereof is intended to be hereby secured or the giving of time by the Client for the payment hereof shall in no way relieve the bank of their liability under this deed.
7. The expressions, “the Client”, “the Bank” and “the Agency” hereinbefore used shall include their respective successors and assigns.

In witness whereof, I or We of the bank have signed and sealed this guarantee on the -----

Day of ----- (Month) **2021** being herewith duly authorized.

For and on behalf of

The ..... Bank.

Signature of authorized bank official

Name:

Station:

Stamp or Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness 1

Signature .....

Name .....

Address .....

Witness 2

Signature .....

Name .....

Address .....



**Form 5**  
**FORMAT FOR CONTRACT AGREEMENT**

STAMP PAPER OF RS. 100 or -

This agreement is made at New Delhi on the \_\_\_\_\_ day of \_\_\_\_\_ **2021**  
Between Bureau of Indian Standards hereinafter called “the Bureau” and “the Client” of  
the one part and \_\_\_\_\_ (Name of the Agency) (Address of the Agency)  
\_\_\_\_\_ of  
\_\_\_\_\_ hereinafter called “the Agency” of the other part.

WHEREAS the Bureau is desirous that certain Services should be provided and certain works should be executed for **carrying out work for Preparation of Guidance Documents on Products under Indian Standards as detailed in the scope of work**, and in pursuance of RFP No. ----- issued by the Bureau for Appointment of an Agency for the above-mentioned work, M or s \_\_\_\_\_

submitted their Bid, and after due process of consideration and selection, the Bureau has accepted the Bid submitted by the Agency for providing such services as well as guarantee of such services and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

- a) Notice Inviting Bid
  - b) Instructions to Bidders (Including Annexures and Forms)
  - c) Terms of Reference
  - d) General Conditions of Contract (GCC)
  - e) Client's Requirements and scope of services
  - f) Bid submitted by the Agency
  - g) Form of Bid with Appendix
  - h) Letter of Award (LOA)
  - i) Addendums or corrigendum issued, if any
2. In consideration of the payments to be made by the Client to the Agency as hereinafter mentioned, the Agency hereby covenants with the Client to execute and complete the Project by \*\* \_\_\_\_\_.



3. The Client hereby covenants to pay the Agency in consideration of the execution and completion of the Project and the remedying of defects therein, the total Contract Price of ₹\_\_\_\_\_ (..... in words) inclusive of GST as applicable, being the sum stated in the Letter of Award subject to such additions thereto or deductions therefrom as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. **Obligation of the Agency**  
The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep the Client fully indemnified against liability of tax, interest, penalty, etc of the Agency in respect thereof, which may arise.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed or (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Agency

For and on behalf of the Client

Signature of the authorized official  
Name of the official  
Stamp or Seal of the Agency

Signature of the authorized official  
Name of the official  
Stamp or Seal of the Client

#### SIGNED, SEALED AND DELIVERED

By the said

\_\_\_\_\_(Name)

\_\_\_\_\_  
on behalf of the Agency in the presence of:  
Witness

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By the said

\_\_\_\_\_(Name)

\_\_\_\_\_  
on behalf of the Client in the presence  
of:  
Witness

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

#### NOTE

To be made out by the Bureau at the time of finalization of the Form of Agreement.

\*\* Blanks to be filled by the Bureau at the time of finalization of the Form of Agreement.



## Form 6

### **FORMAT FOR INTEGRITY PACT**

Bureau of Indian Standards hereinafter called “the Bureau” and “the Client” of the one part and

\_\_\_\_\_ (Name of the Agency) (Address of the Agency)  
\_\_\_\_\_ of \_\_\_\_\_

hereinafter called “the Agency” of the other part hereby agree not to indulge in any corrupt practices including without limitation any activity or action to influence the transaction on any aspect of contract and commit to take all measures necessary to prevent corruption, maintaining complete transparency and fairness in all activities related to the Bureau. Users agree to follow and adhere with the Integrity Pact guidelines as under:

#### **Preamble**

The Bureau values full compliance with all relevant laws of the land, regulations, economic use of resources and of fairness or transparency in its relations with its Agency.

#### **Section 1- Commitments of the Bureau.**

1. The Bureau commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Bureau, personally or through family members, will in connection with the bid for, or the execution of a contract, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Bureau will during the bid process treat all bidders with equity and reason. The Bureau will in particular, before and during the bid process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential or additional information through which the bidders(s) could obtain an advantage in relation to the process or the contract execution.
  - (c) The Bureau will exclude from the process all known prejudiced persons.
2. If the Bureau obtains information on the conduct of any of its employees which is a criminal offence under the IPC or PC Act, or if there be a substantive suspicion in this regard, the Bureau will inform the Chief Vigilance Officer and in addition, can initiate disciplinary actions.

## **Section 2- Commitments of the Bidder(s)**

1. The bidder(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the bid process and during the contract execution.
  - (a) The bidder(s) will not, directly or through any other persons or firm, offer promise or give to any of the Bureau's employees involved in the bid process or the execution of the contract or to any third person any material or other benefit which he or she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever before or during the bid process or before or during the execution of the contract.
  - (b) The bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - (c) The bidder(s) will not commit any offence under the relevant IPC or PC Act; further the bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bureau as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (d) The bidder(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - (e) The bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.



### **Section 3: Disqualification from bid process and exclusion from future contracts**

1. If the bidder(s), before award or during execution has committed a transgression through a violation of conditions of RFP, above or in any other form such as to put his reliability or credibility in question, the Bureau is entitled to disqualify the Bidder(s) from the bid process or take action as per the related provisions of this RFP document.

### **Section 4: Compensation for Damages**

1. If the Bureau has terminated the contract according to RFP, or if the Bureau is entitled to terminate the contract according to RFP, the Bureau shall be entitled to demand and recover from the Agency damages of the amount equivalent to Performance Security.

### **Section 5: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last three years with any Government Organization or PSU that could justify his exclusion from the bid process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the bid process and action can be taken as per the related provisions of this RFP document.



*THE PARTIES TO THE AGREEMENT*

*For the Appointed Agency*

*Standards Name:*

*Address:*

*Signature: .....*

*Name:*

*(BLOCK LETTERS)*

*Designation:*

*Date:*

*For Bureau of Indian*

*Manak Bhawan*

*9 Bahadur Shah Zafar*

*Marg New Delhi - 110 002*

*Signature: .....*

*Name:*

*(BLOCK LETTERS)*

*Designation:*

*Date:*

**\*\* The words 'Agency' and 'bidder' have been used here in this Form 6 interchangeably.**





## Form 7: BID Security Declaration

### Bid Security Declaration

Date: \_\_\_\_\_ RFP No. \_\_\_\_\_

To,  
Mohammad Tausif,  
Scientist D,  
Think, Nudge & Move Department,  
Bureau of Indian Standards,  
Manakalaya,  
9, Bahadur Shah Zafar Marg,  
New Delhi 110002

Subject: Appointment of Agency for preparation of Guidance Documents on Products under Indian Standards

I or We, The undersigned, declare that:

I or We understand that, according to your conditions, bids must be supported by a Bid Security Declaration. I or We accept that I or We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am or We are in a breach of any obligation under the bid conditions, because I or We

a) have withdrawn or modified or amended, impairs or derogates from the tender, my or our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I or We understand this Bid Securing Declaration shall cease to be valid if I am or we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) sixty days after the expiration of the validity of my or our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal (where appropriate)



## Form 8

### Declaration regarding Non-blacklisting of the firm or company

I/We hereby declare that our firm or Company is not black-listed by any Ministry or Department of Central Government/ State Government or PSU or NASSCOM or other bodies under the Central Government/ State Government.

Dated the .....day of .....2021

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

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

\_\_\_\_\_  
Seal of the Firm/ Company”



## Form 9

### **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 is found guilty of any offence or convicted by any Court of Law.

Dated the .....day of .....2021.

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

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

Seal of the Firm/ Company



**Form T-1A**

**DETAILS OF THE ASSIGNMENTS OF SIMILAR NATURE MEETING THE  
ELIGIBILITY CRITERIA**

**COMPLETED IN THE LAST THREE YEARS**

<b>Sl. No.</b>	<b>Name of Project or Location</b>	<b>Name and Address of Client</b>	<b>Assignment Value</b>	<b>Services Provided</b>	<b>Start Date</b>	<b>Completion Date</b>
1.						
2.						
3.						



## Form T-1B

### FORMAT OF WORK EXPERIENCE CERTIFICATE

**PERFORMANCE REPORT OF SIMILAR WORKS** (to be provided one each for all the works or projects indicated in Form T-1A for meeting the eligibility criteria as per clause 2.2) (To be provided by the client for whom the Work was Executed)

01.	Name of Agency		
02.	Name of Client & Address		
03.	Name of work or Project & Location		
04.	Agreement No.		
05.	<b>Scope of work or services provided</b>	<b>Scope</b>	<b>Service provided (Yes or No)</b>
06.	Date of Start		
07.	Date of completion of all works:		
	i) Stipulated date of completion		
	ii) <b>Actual date of completion</b>		
08.	Amount of compensation levied for delayed completion, if any		
10.	Overall Performance Report:	Very Good or Good or Fair or Poor	
11.	Name of Associated firms & Services provided by them, if	<b>Name of Firm</b>	<b>Service provided</b>



	any		

Dated: \_\_\_\_\_ Authorized Signatory

Signature :

Name :

Station :



## Form T-1B(1)

### Details of Projects completed in the Last Three Years meeting the eligibility criteria

(More similar pages may be added in case qualifying projects are more than one)

<i>Name of assignment &amp; location</i>			Page No. of RFP for cross referencing and verification of information
<b>Project Cost &amp; Fee</b> (Rs. In Crores or US dollars)	Project Cost	Fee	
<b>Commencement date</b>	Scheduled	Actual	
<b>Completion Date</b>	Scheduled	Actual	
<b>Reasons for delay, if any</b>			
<b>Services provided</b>			
<b>Name of Associated firm(s), if any</b>			
<b>Services provided by the Associated firm(s)</b>			

<b>Name of Senior Staff (Project Director, team leader) involved &amp; functions performed</b>			
<b>Narrative description of project including size, features etc.</b>	Use up to a quarter page		
<b>Description of actual services provided</b>	Use up to a quarter page		
<b>Proof of having completed the work to the satisfaction of Client</b>			
<b>Name &amp; address and other contact details of Client's Officer to whom reference may be made</b>			

**Signature**

## NOTES

1. The bidders are required to give page No. in their proposal document and for cross referencing and verification of information mentioned in the above matrix, the page no. at which the details are enclosed in their bid should be provided in the above table.
2. Use separate sheet for each project or for each member as is appropriate.





3. Only those projects shall be considered for evaluation for which the letter of award and successfully completion certificate with regard to scope of work awarded & completed from the client are enclosed.
4. The evaluation shall be based on the qualitative aspects of the bidders work, therefore, please indicate the salient features of the work undertaken including all such factors like time or Cost or quality aspects. You may enclose photographs, etc. to substantiate on the same



## Form T-1B(2)

### Details of Similar Projects under Progress

(More similar pages may be added in case Projects are more than one)

<b>Name of assignment &amp; location with name of employer, address and contact number</b>			<b>Page No. of Bid for cross referencing and verification of information</b>
<b>Project Cost &amp; Fee (Rs. in Crores)</b>	Project Cost	Fee	
<b>Commencement date</b>	Scheduled	Actual	
<b>Completion Date</b>	Scheduled	Actual	
<b>Reasons for delay, if any</b>			
<b>Services provided</b>			

**Signature**

### NOTES

1. The bidders are required to page No. their Bid document and for cross referencing and verification of information mention in the above matrix the page no. at which the details are enclosed in their Bid should be provided in the above table.
2. Use separate sheet for each project or for each member as is appropriate.

### Form T-1C

### FINANCIAL CAPACITY OF THE BIDDER

(Rs. In lakhs)

Financial Year (Details to be provided for immediately preceding 3 years)	Financial turn over from consultancy assignments or professional fee of single firm or consortium of firms		
	Firm 1	Firm 2	Average
FY _____			
FY _____			
FY _____			
Average Annual Turnover over the past 3 years			

Financial Year (Details to be provided for immediately preceding 3 years)	Net Profit after Tax, Depreciation, Interest (PAT) of single firm or consortium of firms	
	Firm 1	Firm 2
FY _____		
FY _____		
FY _____		

Financial Year (Details to be provided for immediately preceding Financial year)	Net Worth of single firm or consortium of firms
---	--



	Firm 1	Firm 2
FY _____		

**Certificate from the Statutory Auditors**

This is to certify that ..... (name of the Bidder) has received the payments shown above against the respective years on account of professional fees.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder. In such case, the bidder should mandatorily include supportive proof in the form of relevant extracts of the certified or audited balance sheet(s), Income Tax Returns, etc.

Notwithstanding anything stated above or elsewhere in the document, the Bureau reserves the right to seek any supplementary information from the bidder in support of the data mentioned in the Forms submitted by the bidders with their bids.

This information will have to be furnished by both the partners of a consortium individually.



## Form T-2A

### Approach Methodology

Submit a description of the methodology and work plan incorporating best practices:

- a) Technical Approach and Methodology, understanding of issues & best practices,
  - b) Work Plan, and
  - c) Organization and Staffing.
- a. **Technical Approach and Methodology**- The bidders should explain their understanding of the objectives of the Assignment or job, approach to the Assignment or job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. They should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. They should also explain the methodologies they propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b. **Work Plan** - The bidder should propose and justify the main activities of the Assignment or job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. The work plan should also be consistent with the “Deliverables and Timelines”. A list of the final documents, including reports, to be delivered as final output, should be included here.
- c. **Organization and Staffing** - The bidder should propose and justify the structure and composition of their team. They should list the main disciplines of the personnel deputed for the Assignment or job, the key expert responsible, and proposed technical and support staff.



## Form T-2B

### **QUALIFICATIONS OF THE TEAM LEADER or TEAM MEMBERS**

<b>Name of the Staff</b>			
<b>Where located</b>			
<b>Name of the firm presently employed</b>			
<b>Years with the firm</b>			
<b>Proposed position</b>			
<b>Details of task assigned</b>			
<b>Key Qualifications</b> (Give an outline of staff member's experience & training most pertinent to tasks on assignment. Describe degree of responsibility held by staff members on relevant previous assignments and give dates and locations)			
<b>Education</b> (Summarize college or university and other specialized education of staff member, giving names of institutions dates admitted, degrees obtained etc.)			
<b>Employment Record</b>			
<b>Client Name &amp; Location</b>			
Total man months of efforts by the firm on the assignment		No. of man months spent by the individual on the assignment	
Brief description of work(to include all critical tasks carried out in the assignment)			

NOTE- Use separate sheet for each client

(To be signed by authorized signatory)

Name:

Station



## Form F-1

(Page 1 of 1)

### Format for Cover Letter for Submission of Financial Bid

From:

To,  
Mohammad Tausif,  
Scientist D,  
Think, Nudge & Move Department,  
Bureau of Indian Standards,  
Manakalaya,  
9, Bahadur Shah Zafar Marg,  
New Delhi 110002

**Subject: "Appointment of Agency**

"

Sir or Madam,

Having examined the RFP document, we, the undersigned, offer to undertake the Service the carrying out work for Preparation of Guidance Documents on Products under Indian Standards. as detailed in the scope of work in accordance with your Request for Proposal.

To meet such requirements and to provide the services as set out in the RFP document, we attach hereto the Financial Bid as per **Form F-2** sealed under envelope, as required by the RFP document, which constitutes our proposal.

If our proposal is accepted, we will submit a performance security to the Bureau for a sum equivalent to 3% of the assessed contract value based on the price quoted in our financial bid. Our financial Proposal shall be binding upon us up to expiration of the validity period of the Contract, subject to the modifications resulting from any Contract negotiations.

We agree that you are not bound to accept the lowest or any RFP response you may receive.

Thanking you,

Yours faithfully,

Signature\_\_\_\_\_

(Authorized Representative)

Full Name\_\_\_\_\_

Station\_\_\_\_\_

Address \_\_\_\_\_

Dated this.....Day of.....2021



**Form F-2**  
**(Page 1 of 1)**  
**FINANCIAL BID DOCUMENT**  
**(To be submitted as BOQ)**

The following are to be furnished by the Bidder as the **Financial Bid** as per the tender RFP document:

**Schedule of price bid in the form of BOQ.xls**

Price bid in the form of BOQ template BOQ.xls available along with this RFP document on CPPP website. The bidders are advised to download this BOQ.xls as it is and quote their offer or rates in the relevant column and upload the same in the commercial bid.

1. The rates shall be quoted in Indian Rupee only

**BoQ Format**

S. No.	Item (Discipline wise)	Quantity (No of Guidance Documents)	Unit	Price per Discipline wise
1	Guidance Documents on Civil discipline	08	Nos.	
2	Guidance Documents on Mechanical discipline	35	Nos.	
3	Guidance Documents on Chemical, Food & Textile discipline	31	Nos.	
4	Guidance Documents on Electrical & Electronics discipline	16	Nos.	
5	Guidance Documents on Metallurgy discipline	10	Nos.	