



**BUREAU OF INDIAN STANDARDS**

**REQUEST FOR PROPOSAL (RFP)**  
**for the Preparation of Reference Handbooks on Indian Standards on the Curricular**  
**Areas identified for Various Disciplines for Bureau of Indian Standards**

**Standards Coordination and Monitoring Department**  
**Bureau of Indian Standards**  
**Manak Bhavan, 9 Bahadur Shah Zafar Marg**  
**New Delhi- 110002**

**Reference: SCMD / RFP/ EO/ 2024**

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## 1 Fact Sheet

Sl. No.	Item	Description
i.	RFP Number	<b>SCMD / RFP / EO/ 2024</b>
ii.	Date of publication of RFP	19 January 2024
iii.	RFP Title	<b>Preparation of Reference Handbooks on Indian Standards on the Curricular Areas identified for Various Disciplines for Bureau of Indian Standards</b>
iv.	RFP Inviting Authority	Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002
v.	Advertisement of RFP	RFP advertisement has been made available on: - Official 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 19 January 2024 onwards
vi.	Name and Address for communication and seeking clarifications regarding this RFP	Head (Standards Coordination and Monitoring Department) Bureau of Indian Standards 9 Bahadur Shah Zafar Marg, New Delhi-110002 Email: <a href="mailto:sppd@bis.gov.in">sppd@bis.gov.in</a> Phone: 011-23221535
vii.	Last date for submission of pre-RFP queries	The last date of submission of pre-RFP queries shall be <i>29 January 2024</i> at 1730h. All the pre-RFP queries should be received on or before the prescribed date and time. Pre-RFP queries may be raised through CPP Portal. No other means of submission of queries will be entertained.
viii.	Date, time & venue for Pre-RFP meeting	On 31 Jan 2024 from 1430 h onwards at Vimarsha (Blue Room), Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002 or through Video Conference Link <a href="https://bismanak.webex.com/bismanak/j.php?MTID=m501ff95df6cf2c2ebe280ccdc231ff6e">https://bismanak.webex.com/bismanak/j.php?MTID=m501ff95df6cf2c2ebe280ccdc231ff6e</a>
ix.	Date of publishing of responses to pre-RFP queries	On <i>02 Feb 2024</i> The Bureau shall not be obligated to respond to any or all the queries. The Bureau may, at its sole discretion, choose to publish responses to the pre-RFP queries or any corrigendum on Central Public Procurement Portal(URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ) or may send the same through e-mail or any other means.
x.	Last date for RFP response submission (on or before)	<i>10 Feb 2024</i> 1530h
xi.	Addressee and address at which response	Proposals shall be uploaded in the format and mode as provided for in the Central Public Procurement Portal (URL : <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ) and shall be digitally signed by the authorized signatory of the Applicant.

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

## 2 Abbreviations

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

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

The Bureau of Indian Standards (Bureau) is the National Standards Body of India. It functions under the aegis of the Ministry of Consumer Affairs, Food and Public Distribution as per the BIS Act 2016, Rules and Regulations thereunder. It has 38 Branch Offices, 5 Regional Offices and 9 Laboratories spread across India. The Bureau in addition to its main activity of Standards Formulation also provides Conformity Assessment Services ensuring quality of goods under certification. This covers Product Certification (ISI Mark), Compulsory Registration Scheme (CRS), Hall marking of gold and silver jewellery or articles, Systems Certification, etc. The Bureau also provides certification services to foreign manufacturers. The Conformity Assessment Scheme of the Bureau is supported by a network of 9 BIS Laboratories and about 307 outside recognized laboratories and 265 empanelled Govt. laboratories.

### **4 Purpose**

**4.1** Bureau has entered into a Memorandum of Understanding (MoU) with esteemed institutions like IITs, NITs, IIITs, Government Engineering Colleges and other reputed Private Engineering Institutes etc. under its Educational Outreach Programme aimed at facilitating the active involvement of the rich scientific manpower of the premier academic institutions in the country in the formulation and promotion of the national standards, critical for creating a vibrant quality eco-system in the country.

**4.2** Bureau, since its establishment (known as ISI at that time) in the year 1947, has established more than 22,000 Indian Standards through 16 Divisional Councils (DCs) and about 400 Sectional Committees (SCs) under them; each of them having representation of domain area experts from the Central and State Governments, Regulatory Bodies, Research and Development Organisations, Academic Institutions, Industry, Consumer Groups and Civil Societies Groups. In addition, there are hundreds of Working Groups (WGs) constituted by the Sectional Committees to attend to a specific subject or set of subjects for standardisation. Needless to say, the quality of standardisation process hinges substantially on the quality of the domain area experts and professionals associated with the DCs, SCs and WGs. It has been the constant endeavour of the Bureau to reach out to the individuals and organisations with the requisite expertise and experiences, and the scope and urgency of this endeavour has increased in recent times due to the fast-evolving needs of the economy and society in the wake of rapid pace of technological innovations. The resource support base for standardisation has to be broadened and diversified to undertake pioneering standardisation work in the sectors with significant commercial potential and in the spin-off sectors, such as, IT, space, etc.

**4.3** Academia have a special place in the standardisation eco-system, as their participation in the standard formulation process not only brings in the conceptual clarity and evidence-based perceptual insights, but also works as a filter for the competing interests of different stakeholders, helping the Sectional Committees in arriving at balanced and unbiased decisions. To be a global leader in the standardization of the products and services, the Standard-making Body has to be able to identify the emerging areas in need of Standardisation. Academia can make a huge contribution in this area by suggesting new work items to be taken up for standardisation. In

addition, the standardisation eco-system is also enriched by the intent and quality of scrutiny of the drafts standards circulated for comments.

**4.4** One important aspect of the standardisation eco-system is the dissemination of information regarding standards. One of the major objectives of the MoUs is to promote the education of Indian Standards as part of the regular teaching-learning process in these institutions. While revising curricula to accommodate teaching of standards may be a long-drawn process, the standards can easily be integrated with the teaching-learning process if the faculty members are aware of Indian Standards related to different curricular areas. Hence it has been decided to develop reference handbooks related to identified subject areas and Indian Standards.

**4.5** This RFP is invited to select individual subject area experts/ institutions on the subjects provided in Annexure IX with focus on Indian Standards relevant to the respective subject.

## **5 Eligibility Criteria**

### **5.1 Eligibility Criteria (Organisations /Institutions)**

The invitation to proposal is open to all organisations/institutions and individuals engaged in scientific and /or academic activities, and who qualify the eligibility criteria as given below:

<b>Sl No.</b>	<b>Specific Requirement</b>	<b>Evidence to be submitted</b>
a.	The applicant should be an Indian legal entity i.e., a body registered under the relevant law of the Central or State Government concerned, as R&D Organisation, academic Institution etc.	Copy of the valid registration certificate
b.	It should be registered with the Goods & Services Tax Authorities, if applicable	The Goods & Services Tax Registration certification.
c.	It should be operating in India for the last five years.	The copy of documentary proof in this regard.
d.	It must comply with the code of integrity as specified in the bidding document	Undertaking on letter head (Refer Annexure II)
e.	The applicant should have experience of writing books/handbooks in the respect of relevant discipline indicated in the Annexure IX of this document	a) Copies of at least two such latest works.
f.	It should have professionals with expertise & experience in the relevant discipline as mentioned in the para 5.1 (b) of this document for Individual Expert. The CVs of the resource personnel are to be submitted for evaluation.	CVs of the professionals to be engaged for the proposed subject as per the Annexure III.

### 5.1 (b) Eligibility Criteria (Individual Experts;)

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

Sl No.	Specific Requirement	Evidence to be submitted
a.	The applicant shall be an Indian national and must be residing in India.	a) Copy of PAN Card, Aadhar card to be submitted
b.	The applicant should have minimum qualification of Master's Degree in relevant discipline from a recognized university/ Organisation.	Copy of Education qualification degree/ certificate shall be submitted
c.	The applicant should have experience of having published books/handbooks related to relevant discipline	Copy of published books/handbooks to be provided along with the details.
d.	No objection certificate from employer required in case the applicant is working.	Copy of NOC from employer to be submitted.

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

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

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

- i) Public Procurement Policy for MSE Order 2012: MSE OEM suppliers in accordance with and as per the procedure thereof laid down in the Public Procurement Policy for MSE policy 2012 subject to submission of valid document confirming registration as MSE.
- ii) Public Procurement (Preference to 'Make in India') Order: Class I Local Suppliers in accordance with and as per the procedure thereof laid down in the Public Procurement (Preference to Make in India) Order 2017 (latest being Order dated 16.09.2020). Applicants may note that only Class I & Class II Local Suppliers as defined in the said Order shall be eligible to apply and Non-Local Suppliers shall not be eligible to apply. The applicants must submit a certificate in

accordance with para 9 (a) of the said Order regarding the local content requirements for Class I Local Supplier or Class II Local Supplier, as the case may be. The certificate shall also contain the details of the location(s) at which the local value addition is made.

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

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

## **6. Scope of Work**

- i) a) Identify the topics and contents (from the subjects given in Annexure IX) related to the subject covered in the curriculum of the five IITs (IIT Delhi, IIT Kanpur, IIT Bombay, IIT Madras and IIT Kharagpur).
  - b) In respect of computer science and information technology, curriculum of IIIT Hyderabad and IIIT Delhi shall also be taken into consideration in addition to the above IITs.
  - c) In respect of Food Technology, curriculum of NIFTEM, NDRI, CFTRI and G B University of Agriculture and Technology shall be taken into consideration.
- ii) Identify and map Indian standards related to the curriculum areas so identified.
- iii) Explain the content related to the subject, referring to the Indian standards, using the charts/graphs/diagrams and use cases as applicable.
- iv) The applicant may select more than one subject from the subjects to be dealt with in one handbook or separately. In case, more than one subject is chosen, applicant shall demonstrate the capacity to complete the work within the given time frame.

## **7. Approach Paper**

The applicant shall submit an Approach Paper in about 1000 words that should cover the applicant's understanding of the subject and its place in the curriculum of the academic institutions concerned the relevance of Indian Standards in the teaching-learning of the subject, the approach to be followed for writing the handbook and structure (chapters and sub-chapters).

## **8. Evaluation**

**8.1** Applicants who fulfil the eligibility criteria given in Clause 5 shall be further evaluated as given below:

- i) The Bureau will constitute an Evaluation Committee for each of the disciplines to examine the proposals. The Evaluation Committees shall evaluate the responses to the



RFP and all supporting documents and documentary evidences. The Committee may seek additional documents as it deems necessary.

- ii) The Evaluation Committee may require the applicant to make a presentation.
- iii) The Bureau reserves the right to reject any or all proposals, without assigning any reason. No correspondence in this regard will be entertained.

## **9. Deliverables and Timelines**

The applicant will have to submit the finalized copy of the manuscript within three months from the date of issue of order. The break-up of the three months' time available to the applicant is as follows:

- i) Submission of first draft - 50 days from the date of issue of order,
- ii) Submission of final draft – 20 days from the receipt of recommendation of the Evaluation committee,
- iii) Submission of Final Copy – 20 days from receipt of feedback on final draft.

## **10. Payment terms and conditions**

**10.1** Bureau will pay to the selected applicant, Rs. 2000 per page with A-4-page size, with font size 12 in Times New Roman and margins of 25 mm on all sides and normal line spacing (1.0). This will exclude the pages for contents and bibliography and cover pages.

**10.2** Payment terms - 30 percent of the estimated cost calculated on the basis of the 1<sup>st</sup> draft, as recommended by the Evaluation Committee. Rest of the approved amount shall be payable on the approval of the final manuscript.

## **11. Pre-RFP Queries**

**11.1** The last date of submission of pre-RFP queries shall be 29 January 2024 at 1730 h. All the pre-RFP queries should be received on or before the prescribed date and time.

**11.2** Pre-RFP queries may be raised through CPP Portal.

**11.3** No other means of submission of queries will be entertained.

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

## **12. Pre RFP-Meeting**

The Bureau shall hold a pre-RFP meeting with the prospective Applicants on 31 January 2024 from 1430 h onwards through video Conferencing link.

### **13. Submission of RFP responses**

- i) The Applicant shall submit the response along with duly signed BID Security Declaration (as per Annexure XI) only on e-tendering site [www.eprocure.gov.in](http://www.eprocure.gov.in) on or before *10 Feb 2024*. The instructions to applicants for online submission of RFP is provided at Annexure V.
- ii) The response document should be page numbered, must contain the list of contents with page numbers. The authorized signatory of Applicant must digitally sign all the RFP response documents. In case the response is signed by anyone other than the authorized signatory of the Applicant, the Applicant must enclose authorization letter in respect of the one who signed the response.
- iii) The entire response document shall be strictly as specified in this RFP. Responses with deviations shall be liable for rejection.
- iv) Clarifications, if any, required, should be obtained in the Pre RFP-queries or meeting.
- v) Late responses i.e., responses received after the specified date and time of receipt will not be considered.

#### **13.1 Amendment to RFP document**

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

#### **13.2 Completeness of Response**

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

### **14. Copyright**

The Bureau reserves the right to publish the reference book/handbooks and would own the copyright. The name of author would be mentioned in the reference book/handbooks.

## **15. Right to Terminate the Process**

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

## **16. Confidentiality**

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

## **17. Governing Laws**

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

## **18. Non-Waiver**

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

## **19. Disputes and Resolutions**

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

## **20. Conflict of Interest**

(1) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Bureau, detailing the conflict in writing as an attachment to this RFP.

(2) The Bureau will be the sole Arbitrator in cases of potential conflicts of interest. Failure to notify the Bureau of any potential conflict of interest will invalidate any verbal or written agreement.

(3) A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful, Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

## **21. Disqualification**

The Bureau may at its sole discretion and at any time during the evaluation of RFP, disqualify any bidder, if the bidder has:

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

## **22. Right to Terminate the RFP Process**

a) The Bureau may terminate the said RFP process at any time without assigning any reason. The Bureau makes no commitments, express or implied, that this process will result in a business transaction with anyone.

b) This RFP does not constitute an offer by The Bureau, the applicant's participation in this process may result in short listing the eligible bidders.

### **23. Amendments in RFP**

At any time prior to deadline for submission of RFP, the Bureau may for any reason, modify the RFP, the prospective bidders having received the RFP shall be notified of the amendments through website and such amendments shall be binding on them.

### **24. Severability**

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

### **25. Force Majeure**

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

### **26. Publicity**

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

**Annexure I**

**Pre – RFP Query Format**

**Ref: RFP Notification No <xxx> dated <dd / mm /yyyy>**

Name of the Prospective Applicant: .....

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

.....  
.....

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

## **Annexure II**

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

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

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

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

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

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

\_\_\_\_\_

**Seal of the Firm or Company**

### **Annexure III**

#### **CV Format**

**Position:**

**Name of firm:**

**Name of staff:**

**Contact details:**

**Areas of expertise:**

**Date of birth:**

**Total years of experience:**

**Education:**

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

**Training:**

<b>Sl. No</b>	<b>Training Received</b>	<b>Year of Completion</b>

**Employment Record:**

<b>From [Year]</b>	<b>To [Year]</b>	<b>Employer</b>	<b>Position held</b>





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

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

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

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

(add extra sheets, if required)

**Certification:**

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

Date:

Place:

Signature:

**Annexure IV**  
**Evaluation Matrix**

Sl. No.	Attribute	Criteria	Qualifying Criteria
<b>Understanding of Study and Work Plan</b> - To be evaluated by the Committee based on the demonstration of capability through approach paper and presentation made by Applicant:			
A)	Attribute	Marks	For qualifying, the applicant shall score minimum 70 marks.  The work will be allotted to the Applicant securing the highest marks in evaluation.
	Qualification	15	
	Published books/handbooks/research papers other than the work related to PhD.	25	
	Approach Paper	40	
	Presentation	20	
	Total	100	

## **Annexure V**

### **Instructions for Online RFP Response Submission**

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

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

#### **1. Registration**

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

#### **2. Searching for RFP Documents**

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

RFP' folder. This would enable the CPP Portal to intimate the applicants through SMS or e-mail in case there is any corrigendum issued to the RFP document.

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

### **3. Preparation of RFP**

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

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

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

- The applicant should login to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Applicant will be responsible for any delay due to other issues.
- The applicant has to digitally sign and upload the required bid documents one by one as indicated in the RFP document.
- The server time (which is displayed on the applicants' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the applicants, opening of bids etc. The applicants should follow this time during bid submission.
- All the documents being submitted by the applicants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is

subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers or bid openers' public keys. Overall, the uploaded RFP documents become readable only after the RFP opening by the authorized bid openers.

- The uploaded RFP documents become readable only after the RFP opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **5. Assistance to Applicants**

Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority for a RFP or the relevant contact person indicated in the RFP.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos.0120-4200462,0120-4001002.

**Annexure VI**  
**RFP Covering Letter**

To,  
Head, Standards Coordination and Monitoring Department  
Bureau of Indian Standards  
Manak Bhavan,  
9 Bahadur Shah Zafar Marg, New Delhi-110002  
Email: sppd@bis.gov.in

**Sub: Expression of Interest (RFP) for the Preparation of Reference Handbooks on Indian Standards on the Curricular areas identified for Various Disciplines for Bureau of Indian Standards**

Sir,

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

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

We have enclosed the following documents:

- 1.
- 2.
- 3.

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

Thanking you,

Yours faithfully,  
(Signature of the Applicant)

Name:

Designation:

Seal:

Date: Place

Witness by-Signature:

Name:

Address:

Date:

## Annexure VII

### Compliance Sheet for Pre-Qualification Criteria

Sl. No.	Basic Requirement	Documents Required	Provided	Reference & Page No.
1)	The applicant should be an Indian legal entity i.e. a body registered under the relevant law as R & D Organisations, Academic Institutions, etc.	Copy of the valid registration certificate	Yes or No	
2)	It should be registered with the Goods & Services Tax Authorities if applicable	The Goods & Services Tax Registration certification.	Yes or No	
3)	It should be operating in India for the last five years.	The copy of document proof in this regard.	Yes or No	
4)	It must comply with the code of integrity as specified in the bidding document	Undertaking on letter head (Refer Annexure II)	Yes or No	
5)	The applicant should have experience of writing books/handbooks in the respect of relevant discipline indicated in the Annexure X of document	a) Copies of at least two such latest works.	Yes or No	
6)	It should have professionals with expertise & experience in the relevant discipline as mentioned in the para 5.1 (b) of this document for Individual Expert. The CVs of the resources are to be submitted for evaluation.	CVs of the professionals to be engaged for the proposed subject as per the Annexure III.	Yes or No	

### Annexure VIII -Document Checklist

Sl. No.	Basic Requirement	Provided	Reference & Page No.
	Document Checklist	Yes or No	
	Duly Signed Covering Letter	Yes or No	
	Compliance Sheet of Pre-Qualification Criteria	Yes or No	
	Copy of registration certificate indicating date and incorporation status & address	Yes or No	
	Aadhar Card, Pan Card copy of individual applicant	Yes or No	
	NOC from Employer	Yes or No	
	Goods & Services Tax Registration certification	Yes or No	
	Undertaking on letter head - Declaration for Abiding by the Code of Integrity in Public Procurement Declaration	Yes or No	
	Document related to Completed Works - Copy of Work Order or Work Contract	Yes or No	
	Document related to Completed Works	Yes or No	
	CVs of resource persons	Yes or No	
	Approach Paper clearly indicating Approach and Methodology, Human Resources, Deliverables and Timelines	Yes or No	
	Any other documents (Please mention in checklist)	Yes or No	



## **Annexure IX- Subjects for Preparation of Reference handbook**

### **Electronics & Computer engineering:**

1. Cloud Computing & Data Centres
2. Coding of Audio-Visual Objects (JPEG, MPEG & JVET)
3. Electromagnetic Compatibility (EMC) and Electromagnetic Interference
4. Information security, network security and privacy protection
5. Software - Quality Assurance, Life Cycle & Testing
6. Artificial Intelligence
7. Internet of Things
8. Environmental Testing of Electronics Equipments Procedures

### **Civil Engineering**

1. Building materials
2. Soil mechanics and foundation engineering
3. Concrete technology
4. Reinforced concrete design
5. Steel design
6. Earthquake engineering
7. Building construction practices
8. Water supply, Drainage & Sanitation
9. Water resources engineering (Vol. 1 – Hydrology, Flood control and Ground water engineering)
10. Water resources engineering (Vol. 2 – Irrigation engineering and hydraulic structures)
11. Construction management

### **Electrical Engineering**

1. Transformers
2. Motors
3. Insulators
4. Cables
5. Power Converters & UPS
6. Low Voltage and High Voltage Switchgears
7. High Voltage Direct Current
8. Power Capacitors
9. Renewable Energy
10. Electric Mobility

## **Chemical Engineering**

1. Safety and Hazards in Process Industries
2. Ceramic raw materials
3. Environmental management
4. Inorganic Chemicals
5. Paint and varnish products
6. Petroleum products and their test methods
7. Polymerization Engineering
8. Technology of Elastomers
9. Lubricants
10. Cosmeticology
11. Paper and Paper-based packaging products.

## **Food & Agriculture**

1. Farm Power machinery (Tractors/Power tillers, harvesters, threshers)
2. Farm Equipment (Plant Protection, implements)
3. Farm Irrigation and Drainage engineering
4. Post-Harvest Processes and Equipment
5. Surface Covered Cultivation
6. Storage of Agricultural Produce (food grain/perishables)
7. Manures and Soil Testing
8. Agrochemicals
9. Good Agricultural Practices (India GAP, Organic farming and Natural Farming)
10. Analysing composition of and contaminants in food products
11. Analysing composition of and contaminants in dairy products
12. Analysing microbiological safety of food products
13. Food Safety Codes and FSMS
14. Indian Standards on Good Aquaculture practices
15. Dairy Equipment
16. Storage and Transport of Food

## **Metallurgical Engineering**

1. Mechanical testing of metals.
2. Applications of ferrous and non-ferrous metals.
3. Welding technology
4. Chemical testing of metals
5. Heat treatment and metallography.
6. Corrosion protection
7. Refractories
8. Non-destructive testing.
9. Foundry technology
10. Powder metallurgy

## **Mechanical Engineering**

- 1) Thin pressure vessel — Gas Cylinders
- 2) Refrigerators and Air Conditioning
- 3) Pumps
- 4) Turbo machinery
- 5) Continuous Bulk Conveying System
- 6) Technical Drawings
- 7) Safety, Performance and testing of Wheeled Robots
- 8) Materials for different tribological applications, wear and tear patterns on bearings
- 9) Vehicle Dynamics and Control
- 10) Internal Combustion Engines
- 11) Automobile Engineering
- 12) Principles of Ships and Marine Structures
- 13) Gas turbines

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

The certificate below is to be provided by the bidder.

<To be printed on Company letterhead>

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

(Signature of Authorized Representative)

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

**Annexure XI-Format of Bid Security Declaration from Bidders in Lieu of EMD  
(On Bidders Letter head)**

Bid Security Declaration Form

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

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/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 reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/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) thirty days after the expiration of the validity of my/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 an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)