



सन्दर्भ संख्या: सीएमडी-I/6:10/20250819/01 Ref No: CMD-I/6:10/20250819/01

भारतीय मानक ब्यूरो/Bureau of Indian Standards
भारत का राष्ट्रीय मानक निकाय/The National Standards Body of India
(कार्यरत अधिन उपभोक्ता मामले विभाग, भारत सरकार)
(under the Department of Consumer Affairs, Government of India)

**Open call for Empanelment of experts in the area of safety audits for
Machinery and Electrical Equipments**

Rolling advertisement inviting applications for ‘*Empanelment of experts (individuals) to assist for safety of machinery and electrical equipment audits*’ on behalf of the Bureau

- 1) The Bureau of Indian Standards (BIS), also known as the Bureau, is the national Standards Body of India working under the Department of Consumer Affairs, the Government of India. Established in 1947, the organisation’s position has been further strengthened as an essential stakeholder in the Indian economy through the enactment of the BIS Act by the Parliament of India. The Bureau is engaged in the activities of standards formulation and conformity assessment activities like certification and testing in order to ensure quality and safety of products available in the National market. The Bureau has been providing tangible benefits to the country’s economy in a number of ways - enabling safe, reliable and quality goods; minimising health hazards for the public; promoting healthy trade; control over proliferation of sub-standard goods through standardisation and conformity assessment activities.
- 2) BIS undertakes conformity assessment activities and grants certification to manufacturers as per Rules and Regulations framed under the BIS Act, 2016. The conformity assessment activities involve review of submitted documentation, assessment of product compliance as per technical criteria laid down in Standards. The Ministry of Heavy Industries, Government of India has notified Machinery and Electrical Equipment Safety (Omnibus Technical Regulation) Order, 2024 mandating compliance to Standards and compulsory certification from BIS. For certification in

this sector, both desk-audit and product compliance audit at the site are required to be undertaken for which assistance of individual experts of Indian citizenship is expressed through this open call from motivated individual experts having **requisite and relevant industry experience**.

- 3) BIS seeks application for empanelment through this open call and rolling advertisement which **shall** remain open without any last date of submission of application by interested and eligible experts.
- 4) To know more about the eligibility, experience, terms of engagement and how to apply and participate in this standards implementation process of the national quality ecosystem, please see the detailed guidelines and terms of reference of empanelments of experts **annexed** to this document. The empanelment requests are required to be submitted by email and hard copy in a sealed envelope containing the application documents.

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मानक पथप्रदर्शक
Standards the guidance path

Annexure-I
(Ref No: CMD-I/6:10/20250819/01/Annex-1)
Guidelines and terms of reference for empanelment of experts

Details of scope of work, educational qualification and experience criteria required for experts, norms for admissible payment rates, deployment and other conditions

- 1 Introduction** - Notified by the Ministry of Heavy Industries, the Government of India on 22 August 2024, the Omnibus Technical Regulation (OTR) covering more than 440 products aims to assure safety of machinery and electrical equipments through certification by BIS. BIS is engaged in the product certification as per various conformity assessment schemes notified under the BIS (Conformity Assessment) Regulations 2018. For this OTR regulation, Scheme-X of BIS has been prescribed for conformity assessment procedure which would involve audit of technical file(s).
- 2 Scope of work** - The assistance required from individual empanelled experts includes audits to verify compliance of machinery and electrical equipments certification cases under Scheme-X received at BIS by way of:
 - 2.1 Desk audit for examination of technical file(s) submitted by the manufacturer situated within India
 - 2.2 Product compliance audit at the site within India alongwith BIS officer(s) and/or other empanelled expert(s)
 - 2.3 Submission of audit reports to BIS for the allocated works undertaken
- 3 Eligibility criteria** - Experts to be assigned work by BIS shall normally be of age upto 60 years and shall in any case be less than 70 years of age. Empanelled experts allocated work must be citizen of India and should meet the following eligibility criteria
 - 3.1 **by education** - atleast B.Tech/B.Engineering (or equivalent) in one of disciplines
 - 3.1.1 Electrical or
 - 3.1.2 Electronics or
 - 3.1.3 Mechanical or
 - 3.1.4 Automation or
 - 3.1.5 Instrumentation

3.2 **by industrial experience** - atleast 5 years (non-IT industry) familiar with handling machines in functions like

3.2.1 Manufacturing or

3.2.2 Maintenance or

3.2.3 Design or

3.2.4 Production

3.3 **by audit related relevant experience** - atleast 2 years in risk assessment of machines as per IS 16189/ISO 12100 in functions of

3.3.1 Providing solutions to make a machine safe and

3.3.2 Done at least risk assessment of 5 machines in last 2 years and

3.3.3 Basic understanding of safety control system on a machine as per IS 16810 (Part 1)/ISO 13849-1 for various categories and performance levels and

3.3.4 Proficient in use of IT devices and tools for reporting to BIS

4 Application submission: The applications are required to be emailed to cmd1@bis.gov.in and also submitted in hard copy in a sealed envelope with a covering letter (Form-1) addressed to the Head, Central Marks Department-I of BIS with duly filled other forms (Form-2 and Form-3) given in this document. The signed copy of this open call/rolling advertisement (with Annexure-I) is also required to be signed on each page and submitted. Copies of supporting documents enclosed with the application shall be legible and self-attested. BIS reserves its right to call for verification, originals of all self-attested copies of uploaded documents from the individual before empanelment.

5 Review process for empanelment: Profiles of candidates who apply for empanelment would be reviewed by BIS. Candidates who fulfill the minimum eligibility criteria as per paragraph 3 of this annexure will be called for interactive discussion with a committee constituted by BIS.

5.1 Interaction is preferably planned to be held in physical mode at the BIS HQ, New Delhi. The applicant shall bear all the expenses including travel, boarding and lodging for this interactive discussion.

5.2 During the interactive discussion, the experts may make a presentation (normally of 10 slides) about the understanding and technical expertise in the

areas covered under OTR regulation which will be assessed as per following scoring criteria:

Sr. No.	Traits	Score
i	Clarity of communication out of 10
ii	Presentation skill out of 10
iii	Relevance of full-time work experience out of 20
iv	Knowledge about concerned Standards out of 30
v	Knowledge about the concerned Product sector covering aspects like the how Product is made, functions during normal operator use, other than during normal operator use (like maintenance, installation), types of safety measures for all hazards and risks associated with the Product out of 30
Total	Minimum 70 of 100	

- 5.3 The competence for technical audit of compliance of machinery and electrical equipment categories (atleast in one category against the listing given in OTR) is required to be demonstrated.
- 5.4 Any additional categories of machinery and electrical equipment covered under OTR regulation (with atleast basic knowledge) where the expert would be willing to work may also be indicated.

6 Remuneration for the works allotted - The remuneration provided by BIS for services provided by the empanelled experts shall be as follows:

Sr. No.	Item	Payment Rate
1	Desk audit	₹ 8,000 (Eight thousand only) per technical file
2	Site audit	₹ 8,000 (Eight thousand only) per day

- 6.1 For travel and stay accommodation, arrangements as per entitlements of an officer (Level 11) of BIS shall be made by the Branch Offices.
- 6.2 Experts are expected to make arrangements towards IT resources like hardware (laptop/tablet) and internet themselves.

- 7 Orientation and awareness before work assignment:** BIS will provide orientation and conduct awareness sessions for the certification processes and procedures involved. These sessions are planned to be held preferably in physical mode at the training institute of BIS situated at Noida. For the same, travel shall be arranged by the experts themselves. The stay and accommodation will be provided by BIS. Such sessions would be conducted after the empanelment and if required may also be conducted afterwards.
- 7.1 The audit works done by empanelled experts would be observed during the site visits and also during the review of reports submitted. BIS reserves its right to elaborate further on the brief overview and scope of work, machinery/equipment specific additional knowledge criteria and other terms & conditions which shall be informed to empanelled experts.
- 7.2 Any modifications/alterations may also be done by BIS for overall scope of work and other conditions which shall be duly informed to all empanelled and future prospective applicants. Timely completion of activities is also important for final delivery of certification services to the stakeholders.
- 8 Work assignment:** Deployment of individual empanelled experts will be based on the influx of certification applications received from manufacturers. Empanelment does not confer any legal or contractual rights for allocation of work.
- 8.1 The expert will be deployed for carrying out the desk audit and product compliance audit at site as per the requirement of certification scope applied by the manufacturer and at the sole discretion of BIS.
- 8.2 Audit(s) carried out by empanelled experts are required to be reported to BIS in the prescribed format(s) physically or through the online platform operated by BIS, as advised, within 10 days. Penalty from 0.5% to 5% for the payment of each individual case and task may be imposed.
- 9 Obligations of the experts:** Strong ethics and integrity are expected from empanelled experts. Experts to be assigned work by BIS shall normally be of age upto 60 years and shall in any case be less than 70 years of age. Experts will be dropped from the empanelment; if quality of work, punctuality, discipline or any concerning behaviour is observed for ethics and integrity aspects.

- 9.1 Information shared by BIS and/or obtained through audit(s) are strictly confidential. Such information shall not be shared with anyone and also shall not be used for any purpose other than the work assigned by BIS.
- 9.2 Any conflict of interest that may arise due to reasons like association of empanelled experts for the audit process is required to be declared during the empanelment process and re-confirmed before taking up any work assignment by BIS.
- 9.3 All the aspects (indicated in Form-3, signed copied to be submitted) and instructions provided by BIS for audit assignment(s) shall be complied.
- 9.4 In case of any dispute that cannot be resolved amicably, the same shall be referred to the sole arbitrator appointed by the Director General, Bureau of Indian Standards, whose decision shall be final and binding. The provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable.
- 9.5 No suit or other proceedings relating to empanelment, shall be filed in any Court of Law except the competent Courts of Law having jurisdiction within the local limits of New Delhi only, where headquarter of the Bureau is located.

Form-1: Covering letter
(Ref No: CMD-I/6:10/20250819/01/Form-1)

Applicant's name:

Reference No. (if any)

Date.....

To

The Head, Central Marks Department - I,
Room No. 413, Manakalya Building,
9, Manak Bhawan, Bahadur Shah Zafar Marg, New Delhi - 110002
Bureau of Indian Standards.
Tel. 011-2323-1903,
Email: cmd1@bis.gov.in

Ref: Your open call/rolling advertisement number CMD-I/...../...../...;

Title: Empanelment of experts (individuals) to assist for safety of machinery and electrical equipment audits on behalf of the Bureau

Sir/ Madam,

- 1 Having examined the above mentioned document, I, the undersigned, hereby submit an application for being empanelled with the Bureau.
- 2 **About me:** I(name of the applicant), hereby self-declare that I have the required qualification, relevant industrial experience, proficiency to use IT tools having residence at(address of the applicant).
- 3 I have enclosed the application form with self-attested copies of all concerned documents with this application.
- 4 I have understood the complete terms and conditions of the empanelment invited by BIS vide above referred document.
- 5 I accept and comply with these terms and conditions without reservations. Signed copy of advertisement with annexure is enclosed as a token of acceptance.
- 6 I understand that BIS is not bound to accept the empanelment application submitted with this letter.

.....
(Signature with date)
.....

(Name of the applicant)
(Address of the applicant)

List of documents submitted:

- i) Form-1: Covering Letter
- ii) Form-2: Application form with self-attested documents
 - a) Aadhaar document
 - b) PAN document
 - c) Education qualification documents
 - d) Relevant industrial experience
 - e) Documentary evidence of recently done risk assessment for machinery and electrical equipment, like technical file
 - f) Any other document considered relevant
- iii) Form-3: Obligations of empanelment for experts
- iv) Signed copy (each page) of open call/rolling advertisement with Annexure-I

Form-2: Application form
(Ref No: CMD-I/6:10/20250819/01/Form-2)

Applicant details							
1.	Name of applicant						
2.	Date of Birth	D	D	M	M	Y	Y
3.	Aadhaar card number (copy to be enclosed)						
4.	PAN number (copy to be enclosed)						
5.	Address for correspondence						
6.	Permanent address						
7.	Contact landline number (with STD code)						
8.	Mobile number						
9.	Email-id						
10.	Educational qualifications (Graduation & above)						
Sr. No.	Level	Degree Obtained/ Exam Passed	Year of Passing	Institution awarding the degree			
i							
ii							
iii							
11.	Chronological details of relevant industrial experience (Recent first)						
Sr. No.	Period		Position held	Organisation name	Job description		
	From	To					
i							
ii							
iii							
iv							
12.	Audit related assessment experience						
Candidate to enclose documentary evidence of recent risk assessments of machinery and electrical equipment done by themselves individually. Confidential details of clients can be hidden.							

Sr. No.	Type of machine	Machine category as per OTR order	Remarks, if any
i			
ii			
iii			
iv			
v			
vi			

14. Declaration:

I hereby declare that the details mentioned by me as above are true to the best of my knowledge and belief.

Date :

Place :

.....
(Signature with date)

.....
(Name of the applicant)

Enclosures with application form

- a) Aadhaar document
- b) PAN document
- c) Education qualification documents
- d) Relevant industrial experience
- e) Documentary evidence of recently done risk assessment for machinery and electrical equipment
- f) Any other document considered relevant

Form-3: Obligations of empanelled experts
(Ref No: CMD-I/6:10/20250819/01/Form-3)

Applicant's name:

Reference No. (if any)

Date.....

Ref: Your open call/rolling advertisement number CMD-I/...../...../....;

Title: Empanelment of experts (individuals) to assist for safety of machinery and electrical equipment assessments on behalf of the Bureau

- 1 I hereby declare that I am not associated with other parties including their affiliates, subsidiaries, or contractors in a way that is likely to compromise any impartial and independent judgements and reporting of assessment works to be assigned by BIS.
- 2 I hereby declare that during the execution of any work assignment given by BIS; pro-active declaration of any potential (or already arisen) situation which may jeopardise the impartiality or independence or confidentiality of assessment process shall be duly informed to BIS.
- 3 I hereby declare that I have not changed my name or formed any association with any entity that may influence the assessment works assigned by BIS.
- 4 I hereby declare that no attempt shall be made to induce any other empanelled expert or applicant to influence competition.
- 5 I hereby declare that necessary approval / permission from my employer has been taken.
- 6 I hereby declare that I am myself fully responsible for any statutory or legal compliance pertaining to taxation or labour laws or employment social security and individual shall be responsible.
- 7 I hereby declare and confirm the above information and declarations are true and correct. In case of any ambiguity or false declaration made during the empanelment process or even after the empanelment, I shall be fully responsible.

Individual personal information

Name:

Address:

Telephone/ Mobile numbers:

Email Address:

(Signature with date)

.....

(Name)

Enclosures:

List of supporting documents (self-attested), if any