

**BUREAU OF INDIAN STANDARDS**  
**(Vigilance Department)**

Ref: Vig/65/5/2021-22

24.03.2022

**Subject: Technical Examination of works etc. by the CTE organization – Submission of Quarterly Progress Report of Works/Contracts.**

As you are aware, the CVO of an organization, covered under the jurisdiction of the Commission, is required to furnish Quarterly Progress Reports (QPRs) in respect of ongoing / completed procurement contracts for the quarter by 15<sup>th</sup> day of the month following the end of the quarter. As such, a Quarterly Progress Report of BIS in regard to the works/contracts awarded is being sent to CTE/CVC after completion of each quarter.

2. For this purpose, CVC vide Circular No. 15/07/12 dated 30.07.2012 has identified the following three categories of works /contracts to be reported:

**Category-I :**

a) Civil Works , b) Turnkey Works Contracts, c) Stores and Purchase, d) PPP – Public Private Partnership (Cost/Revenue values), e) Sale of goods/Scrap/Land

**Category-II:**

a) Electrical/ Mechanical works/ Maintenance/ Service contracts including Electronics/ Instrumentations/ Telecommunication/ Manpower supply etc., b) Medical equipments, c) Consultancy Contracts

**Category-III:**

a) Horticulture Works, b) Supply of medicines.

3. In this regard, I have been directed to request all Activity Heads and DDGRs to provide the information regarding Works/Purchases/Consultancies and other contracts awarded in respect of the Departments/Regional Offices/Branch Offices/Laboratories under their control in a consolidated form **for the quarter ending 31-03-2022** i.e. from **01-01-2022 to 31-03-2022** to Vigilance Department in the enclosed format. All Works/Purchases/Consultancies and other contracts as per above categorization are to be reported irrespective of the tender cost. **In case no contract is awarded, a 'Nil' report may be sent.**

4. Please arrange to send this information in the enclosed proforma by **05-04-2022** as the same is to be sent to CTE/CVC.



(Dr. Anil Kapri)  
Scientist-D (Vigilance)

**All DDGs at BIS HQ and All DDGRs**

**Copy to : Head (ITSD) - for hosting on BIS intranet**

भारतीय मानक ब्यूरो  
(सतर्कता विभाग)

संदर्भ: विज/65/5/2021-22

24.03.2022

विषय: सीटीई संगठन द्वारा तकनीकी परीक्षण कार्य आदि-कार्य/संविदा की तिमाही प्रगति रिपोर्ट प्रस्तुत करना।

आपको ज्ञात है कि संगठन के मुख्य सतर्कता अधिकारी को, जो आयोग के अधिकार क्षेत्र में तिमाही के अंत में महीने के 15 वें दिन तक तिमाही में चालू/पूर्ण क्रय संविदा के संबंध में तिमाही प्रगति रिपोर्ट (क्यूपीआर) प्रस्तुत करना आवश्यक होता है। अतः कार्य/संविदा से संबंधित बीआईएस की तिमाही प्रगति रिपोर्ट CTE/CVC को भेजी जाती है।

2. इस प्रयोजन के लिए, सीवीसी ने परिपत्र संख्या 15/07/12 दिनांक 30.07.2012 के द्वारा निम्नलिखित तीन श्रेणियों के कार्य/ठेकों को रिपोर्ट करने के लिए निर्धारित किए हैं:

**वर्ग-1:**

क) सिविल कार्य, ख) टर्नकी कार्य ठेके, ग) भण्डार एवं क्रय, घ) पीपीपी-सार्वजनिक निजी भागीदारी, (लागत/राजस्व मूल्य), ड) माल/स्क्रेप/भूमि की बिक्री

**वर्ग-2:**

क) इलेक्ट्रिकल/ यांत्रिकी कार्य/अनुरक्षण/ सेवा ठेके जिसमें इलेक्ट्रॉनिक्स/इंस्ट्रुमेंटेशन/टेलीकम्यूनिकेशन/मैनपावर आपूर्ति सप्लाई आदि शामिल हैं (ख) चिकित्सीय उपकरण (ग) परामर्श करार

**वर्ग-3:**

क) बागवानी कार्य ख) दवाईयों की आपूर्ति

3. इस संबंध में मुझे सभी गतिविधि प्रमुखों और डीडीजीआर से यह अनुरोध करने के लिए निर्देशित किया गया है कि वे संलग्न फॉर्मेट के अनुसार समेकित फॉर्म में **31.03.2022** को समाप्त तिमाही अर्थात् **01.01.2022** से **31.03.2022** तक विभागों/क्षेत्रीय कार्यालयों/शाखा कार्यालयों प्रयोगशालाओं को दिए गए कार्य/क्रय/परामर्श और अन्य ठेकों से संबंधित सूचना सतर्कता विभाग को भेजें। सभी कार्य/क्रय/परामर्श और अन्य ठेके निविदा मूल्य को न देखते हुए उपर्युक्त वर्गीकरण के अनुसार रिपोर्ट किए जाएं। अगर कोई ठेका नहीं दिया गया है तो एक निल की रिपोर्ट भेजी जाए।

4. कृपया यह सूचना संलग्न प्रपत्र में **05.04.2022** तक भेजने की व्यवस्था करें।



(डॉ. अनिल कापड़ी)

वैज्ञानिक- डी (सतर्कता)

बीआईएस मुख्यालय के सभी उपमहानिदेशक और क्षेत्रीय उपमहानिदेशक

प्रति: प्रमुख(आईटीएसडी) - बीआईएस इंटरनेट पर होस्ट करने के लिए

**Information for Quarterly Progress Report (QPR) of Works/Purchases/Consultancies and other contracts awarded in the quarter ending 31-03-2022**

**Name of Department/Regional Office/Branch Office/Laboratory:**

Category-I : a) Civil Works , b) Turnkey Works Contracts, c) Stores and Purchase, d) PPP - Public Private Partnership (Cost/Revenue values), e) Sale of goods/Scrap/Land

Tender No	Item/Nature of work	Mode of tender inquiry	Type of bidding (Single/two bid system)	Last date of receipt of tender	No. of tenders received	Nos and names of parties qualified after technical evaluation	Nos and names of parties not qualified after technical evaluation	Whether contract awarded to lowest tenderer/evaluated L1	Contract No and date	Name of contractor	Value of Contract	Scheduled date of completion of supplies	Actual date of start of work	Actual date of completion	Reasons for delay, if any.

Category-II: a) Electrical/Mechanical works/Maintenance/Service contracts including Electronics/Instrumentations/Telecommunication/Manpower supply etc., b) Medical equipments, c) Consultancy Contracts

Tender No	Item/Nature of work	Mode of tender inquiry	Type of bidding (Single/two bid system)	Last date of receipt of tender	No. of tenders received	Nos and names of parties qualified after technical evaluation	Nos and names of parties not qualified after technical evaluation	Whether contract awarded to lowest tenderer/evaluated L1	Contract No and date	Name of contractor	Value of Contract	Scheduled date of completion of supplies	Actual date of start of work	Actual date of completion	Reasons for delay, if any.

Category-III: a) Horticulture Works, b) Supply of medicines

Tender No	Item/Nature of work	Mode of tender inquiry	Type of bidding (Single/two bid system)	Last date of receipt of tender	No. of tenders received	Nos and names of parties qualified after technical evaluation	Nos and names of parties not qualified after technical evaluation	Whether contract awarded to lowest tenderer/evaluated L1	Contract No and date	Name of contractor	Value of Contract	Scheduled date of completion of supplies	Actual date of start of work	Actual date of completion	Reasons for delay, if any.

The following explanatory notes are for guidance:

- (i) Civil works also include marine, mining, excavation and related transportation works.
- (ii) Electrical / Mechanical works also include air conditioning, firefighting, fire alarm and all other allied works.
- (iii) All the works awarded are to be reported irrespective of the tender cost. In case no contracts are awarded "Nil" QPRs shall be sent.
- (iv) In case the orders are placed in foreign currency, the threshold limit would be determined based on conversion of foreign currency into Indian Rupee at the exchange rate / criteria defined in the tender documents. However, the currency of payments may also be indicated as per the contract.
- (v) Contracts awarded on Assignment / Nomination / Single Tender / OEM/ OES / PAC (\*) basis falling in the above categories should also be reported.

(\*) OEM: Original Equipment Manufacturer

OES: Original Equipment Supplier

PAC: Proprietary Article Certificate

- (vi) For furnishing the QPR related to sale contracts, the QPR also to indicate the value as per reserve price besides the sale price.
- (vii) The organizations shall report all types of contracts irrespective of their role as Client / Owner or Engineer-in-Charge of the Contract or Project Management / Supervision Consultant.
- (viii) All works whether in India or outside India in progress, contracts awarded and the works completed during the quarter shall be included in the QPR. In respect of works completed during the relevant quarter, the actual date of completion shall be indicated.
- (ix) Against all the procurement cases, reported in the QPR, mode of tendering adopted against each of the procurement case, shall be distinctly mentioned.