## **BUREAU OF INDIAN STANDARDS**

(Vigilance Department)

Ref: Vig/65/1/2024-25

26 June 2024

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.
- 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 30-06-2024** i.e. from **01-04-2024 to 30-06-2024** to Vigilance Department in the enclosed format.
- 3.1 All Works/Purchases/Consultancies and other contracts as per above categorization WITH A VALUE OF RS. 25,000/- & ABOVE are to be reported. In case no contract is awarded, a 'Nil' report may be sent.
- It may please be noted that QPR data of all the departments/Labs/BOs under their jurisdiction be compiled by the office of concerned DDGRs/Activity Heads and furnished to Vigilance Department. Assistance of the Vigilance Officers (for Group B & C employees) posted under the concerned DDGRs/Activity Heads may be utilized for this purpose.
- 5. Please arrange to send this information in the enclosed proforma by 03-07-2024 as the same is to be compiled and sent to CTE/CVC.

(Dr. Anil Kapri)

Scientist-E/Director (Vigilance)

All DDGs at BIS HQ, All DDGRs

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

# भारतीय मानक ब्यूरो (सतर्कता विभाग)

संदर्भ: विज/65/5/2024-25

26 जून 2024

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 चाल/पूर्ण क्रय संविदा के संबंध में तिमाही प्रगति रिपोर्ट (क्यूपीआर) प्रस्तुत करना आवश्यक होता है। अत; 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 है: वर्ग-1:
- क) सिवित कार्य, ख) टर्नकी कार्य ठेके, ग) भण्डार एवं क्रय, घ) पीपीपी-सार्वजनिक निजी भागीदारी,(लागत/राजस्व मूल्य), ड) माल/स्क्रैप/भूमि की बिक्री वर्ग-2:
- क) इलेक्ट्रिकल/ यांत्रिकी कार्य/अनुरक्षण/ सेवा ठेके जिसमें इलेकट्रोनिक्स/इंस्टरूमेंटेशन/टेलीकम्यूनिकेशन/ मैनपावर आपूर्ति सप्लाईआदि शामिल है (ख) चिकित्सकीय 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 फोर्मेट के अनुसार समेकित फॉर्म में 30.06.2024 को समाप्त तिमाही अर्थात 01.04.2024 से 30.06.2024 तक विभागों/क्षेत्रीय कार्यालयों/शाखा कार्यालयों प्रयोगशालाओं को दिए गए कार्य/क्रय/परामर्श और अन्य ठेकों से संबंधित सूचना सतर्कता विभाग को भेजें।
- 3.1 सभी कार्य/क्रय/परामर्श और अन्य ठेके जिनका मूल्य 25,000/- रुपए एंव अधिक हो, उपर्युक्त वर्गीकरण के अनुसार रिपोर्ट किए जाएं। अगर कोई ठेका नहीं दिया गया है तो एक निल रिपोर्ट भेजी जाए।
- 4. कृपया ध्यान दें कि सभी डीडीजीआर/गितविधि प्रमुखों के अधिकार क्षेत्र के तहत विभागों/प्रयोगशालाओं/बीओ का क्यूपीआर डेटा संबंधित डीडीजीआर/गितविधि प्रमुखों के कार्यालय द्वारा संकलित किया जाना चाहिए और सतर्कता विभाग को प्रस्तुत किया जाना चाहिए। इस उद्देश्य के लिए संबंधित डीडीजीआर/गितविधि प्रमुखों के तहत तैनात सतर्कता अधिकारियों (समूह बी और सी कर्मचारियों के लिए) की सहायता का उपयोग किया जा सकता है।

5. कृपया यह सूचना संलग्न प्रपत्र में 03.07.2024 तक भेजने की व्यवस्था करें, ताकि इसे संकलित करके सीटीई/सीवीसी को भेजा जा सके।

डॉ. अनिल कापड़ी)

वैज्ञानिक- ई/निदेशक (सतर्कता)

बीआईएस मुख्यालय के सभी उपमहानिदशक एंव क्षेत्रीय उपमहानिदेशक

# Information for Quarterly Progress Report (QPR) of Works/Purchases/Consultancies and other contracts awarded in the quarter ending 30-06-2024

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

Item/	Mode of	Type of	Last date	No. of	Nos and	Nos and	P - Public Priva	Contract	Name of	Value of	Scheduled			Reasons
Nature of work	tender inquiry	bidding (Single/ two bid system)	of receipt of tender	tenders received	names of parties qualified after technical evaluation	names of parties not qualified after technical evaluation	contract awarded to lowest tenderer/ evaluated L1	No and date	contractor	Contract	date of completion of supplies	date of start of work	of completion	for delay, if any.
				No. of tenders received	Nos and names of parties qualified after technical	Nos and names of parties not qualified after technical	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	Reason for delay, i any.
v-III: a) Ho	orticulture \	Works b)	Supply of m	nedicines	evaluation	evaluation								
y-111. a, 110	, cicuitare v	, to ( 10, 10, 10, 10, 10, 10, 10, 10, 10, 10,	ouppiy o				_					Antural	Actual data	Reasons
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	Nos and names of parties not qualified after technical	Whether contract awarded to lowest tenderer/ evaluated L1	Contract No and date	Name of contractor	Value of Contract	Scheduled date of completion of supplies	date of start of work	of completion	for delay, if any.
	ry-II: a) Elements, c) C  Item/ Nature of work  y-III: a) Ho  Item/ Nature	Nature of work inquiry  ry-II: a) Electrical/Menents, c) Consultancy  Item/ Mode of tender inquiry  y-III: a) Horticulture Volume of Mode of Nature inquiry	Nature of work inquiry (Single/ two bid system)  ry-II: a) Electrical/Mechanical venents, c) Consultancy Contracts  Item/ Mode of Nature of work inquiry (Single/ two bid system)  y-III: a) Horticulture Works, b) Single/ tender of work inquiry (Single/ tender of work inquiry (Single/ Single/ Si	Nature of work inquiry (Single/ two bid system)  ry-II: a) Electrical/Mechanical works/Mairments, c) Consultancy Contracts  Item/ Nature of work inquiry (Single/ two bid system)  Item/ Nature of work inquiry (Single/ system)  V-III: a) Horticulture Works, b) Supply of multiple of tender of work inquiry (Single/ system)  Item/ Nature tender of work inquiry (Single/ system)  Item/ Nature tender of work inquiry (Single/ receipt of receipt of work inquiry (Single/ receipt of receipt of receipt of receipt of work inquiry (Single/ receipt of work inquiry (Single/ receipt of receipt	Nature of work inquiry (Single/ two bid system)  ry-II: a) Electrical/Mechanical works/Maintenance/Senents, c) Consultancy Contracts  Item/ Nature of work inquiry (Single/ two bid system)  y-III: a) Horticulture Works, b) Supply of medicines  Item/ Nature of work inquiry (Single/ two bid system)  Item/ Nature of work inquiry (Single/ receipt of tender system)  Item/ Nature of work inquiry (Single/ receipt of tenders of tender of work inquiry (Single/ receipt received received received received received received	Nature of work inquiry (Single/ two bid system)  ry-II: a) Electrical/Mechanical works/Maintenance/Service contranents, c) Consultancy Contracts  Item/ Nature of work inquiry (Single/ two bid system)  No. of tender of tender of tender of tender system)  Item/ Nature of work inquiry (Single/ two bid system)  No. of tender of tender of tender of tender system)  Item/ Nature of work inquiry (Single/ two bid system)  No. of tender of tender of tender system)  Item/ Nature of work inquiry (Single/ two bid system)  Item/ Nature of work inquiry (Single/ inquiry (Single/ inquiry inquiry (Single/ inquiry (Single/ inquiry inquiry (Single/ inquiry inquiry (Single/ inquiry inquiry (Single/ inquiry inquiry inquiry (Single/ inquiry inquir	Nature of work of work inquiry bidding of receipt of two bid system)  ry-II: a) Electrical/Mechanical works/Maintenance/Service contracts including evaluation  ltem/ Nature of work inquiry (Single/ two bid system)  Nature of work inquiry (Single/ Nature of work inquiry (Single/ receipt of work inquiry (Single/ Single/ receipt of tender of work inquiry (Single/ receipt of tender of work inquiry (Single/ receipt of tender of work inquiry (Single/ two bid inquiry (Single/ receipt of tender of work inquiry (Single/ two bid inquiry (Single/ receipt of tender of work inquiry (Single/ two bid of tender	Nature of work inquiry (Single/ two bid system)  Nature of work inquiry (Single/ two bid inquiry inquiry (Single/ tender inquiry inquiry (Single/ tender inquiry inquiry inquiry (Single/ tender inquiry inquiry inquiry inquiry inquiry inquiry (Single/ tender inquiry in	Nature of work inquiry (Single/ two bid system)  Nature of work inquiry (Single/ two bid system)  Nature of work inquiry (Single/ two bid system)  Nature of work inquiry of work inquiry  P-III: a) Horticulture Works, b) Supply of medicines  Item/ Nature of work inquiry  No and of tender	Nature of work inquiry (Single/ two bid system)    Nature of work   Single   two bid system   Si	Nature of work	Nature of work	Nature of work inquiry of tender of work inquiry work inqui	Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ two bid system)  Note of Nature of work inquiry (single/ parties not qualified after technical evaluation)  Note of tender of work inquiry (single/ parties not qualified after after technical evaluation)  Note of tender so feeled after of completion of supplies of tender of completion of supplies of tender of completion of supplies of completion of supplies of parties not qualified after after technical evaluation of supplies of tender of work inquirity work inquirity work inquirity (single/ two bid of tender of tender of work inquirity work inq

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.