

भा.मा.ब्यूरो. मुख्या./प्रशा./परिपत्र(20)/2020

BISHQ/ADMN/Circular(20)/2020

दिनांक: 20 जुलाई 2020

Date: 20 July 2020

भारतीय मानक ब्यूरो / Bureau of Indian Standards
(प्रशासन विभाग / Administration Department)

विषय / Subject: Creation of Procurement Cell in BIS.

परिपत्र / CIRCULAR

A procurement cell has been created to handle the work related to RFPs and procurement processes for both goods and services through GeM or by other modes. The modalities of the procurement cell are as under:

1. **Scope of the Procurement Cell:** The scope of the Procurement Cell will include preparation of draft RFP, technical criteria, experience, criteria for evaluation of bids, format of financial bids, period of contract etc. The scope of the work will be provided by the subject matter department to which the RFP pertains in consultation with the Expert on RFP.
2. **Composition of the Procurement Cell:** The composition of the Procurement Cell is as under:
 - i) AD (A&F)/DD (A&F), Administration Department
 - ii) AD (A&F)/DD (A&F), Finance Department
 - iii) AD (A&F)/DD (A&F), Legal Department
 - iv) Representative of ITS Department
 - v) Representative of PMWD, wherever required
 - vi) Representative of subject matter department to which the RFP pertains
 - vii) Consultant* on RFP to be appointed on contract - Member Secretary (to be appointed after the approval of EC/DoCA)

** The representative of the subject matter department will act as Member Secretary till the Consultant is appointed.*

3. **Functions/ Process:** The Procurement Cell will check the following:
 - (i) Requirements of the provisions of GFR to be included in the RFP, other terms and conditions of RFP, statutory requirements, whether LCS/QCBS, relaxations/concessions of Govt. of India to certain category of business enterprises (preference to MSE bidders, Startup, local

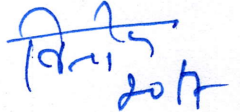
suppliers, DPIIT instructions etc.) and ensure that the same are suitably incorporated in the RFP.

- (ii) After finalization of RFP, the same will be sent to Finance Department, Administration Department and Legal Department for vetting by the concerned department. The Consultant will incorporate the modifications as suggested by Finance/Administration/Legal Department and RFP after modification be placed to Competent Authority by the subject matter department. After the approval of the Competent Authority, the RFP will be sent to ITSD for floating the same on CPP portal by ITSD. The pre-bid meeting will be arranged by the Consultant wherein the Procurement Cell will be present and the suggestion/comments received be evaluated on the basis of the requirement of the BIS and applicable provisions of GFR and guidelines issued by GOI. The draft Corrigendum will be prepared by Procurement Cell and the be placed for the consideration of the CA by the subject matter department.
- (iii) In compliance with the provision of GFR and other applicable guidelines, the bids (technical/financial) will be opened by Procurement Cell after approval of Competent Authority. The approval of Competent Authority for award of RFP/work will be taken by the subject matter department on file.

4. Documentation:

- (i) Checklist: The Procurement Cell will ensure that all the rules/instructions as given in the check list have been followed in the RFP(Annex-A).
- (ii) The RFP will be jointly signed by all the members of the Procurement Cell with the undertaking that all requirements of rules/instructions have appropriately been incorporated in the RFP. However, the primary responsibility for doing the work relating to RFP lies with the Consultant.

This issues with the approval of DG:BIS.


(विनोद कुमार)
निदेशक (प्रशासन)

संदर्भ: प्रशा./01/53/2020

Ref No. ADMN/01/53/2020

परिचालित/ Circulated to: मुख्यालय के सभी विभागो/ All Department at HQs

CHECKLIST TO BE VERIFIED BEFORE FLOATING RFP

- i) Whether availability of the goods/service has been checked on GeM portal ?
- ii) If yes, reason for not procuring the same from GeM and whether certificate has been taken from GeM in this regard.
- iii) Earnest Money Deposit
- iv) Performance Security
- v) Defined deliverables,
- vi) Delivery terms
- vii) Payment terms including advance payment, if any
- viii) Language
- ix) Validity of bids
- x) Validity/period of contract/RFP
- xi) Penalty/Liquidated Damages
- xii) Termination Clause including payment terms on termination both by BIS and bidder
- xiii) Instructions to bidders for submission of bids
- xiv) In case of Consultancy Services, whether Technical criteria for EoI & RFP is in line with that given as per manual for procurement of service (para 5.2.5, 6.5.7, 6.7.1)
- xv) Relaxation to MSEs/Startups in prior turnover
- xvi) Relaxation to MSEs/Startups in experience
- xvii) Exemption of EMD to MSEs/Startups
- xviii) Purchase preference to MSE
- xix) Make in India Order of GoI
- xx) Scope of work, technical specifications
- xxi) Pre-bid meeting
- xxii) Financial bid format
- xxiii) Evaluation of bids
- xxiv) Code of Integrity Public Procurement (CIPP) & Integrity Pact (IP) compliance
- xxv) Arbitration
- xxvi) Legal Jurisdiction
- xxvii) CVC Instructions issued from time to time.
- xxviii) Force majeure clause
- xxix) In case of rate contract, fall clause is necessary
- xxx) Whether non-consulting service or consulting service
- xxxi) If consulting service, wherein QCBS is adopted, justification for percentage technical/financial is defined
- xxxii) Whether Technical criteria for EoI & RFP is in line with that given in manual
- xxxiii) Whether RFP does not involve goods to be mandatorily purchased from specified agencies by Government, if any.