

परियोजना प्रबंधन एवं कार्य विभाग

संदर्भ: पीएम /13

17 02 2020

विषय: बीआईएस भवनों के नवीकरण के लिए भवन नीति

1. बीआईएस भवनों के नवीकरण के लिए भवन नीति को सक्षम प्राधिकारी द्वारा अनुमोदित किया गया है |

2. यह सभी संबंधितों की जानकारी के लिए है |

एस. के. गुप्ता
प्रमुख (प. प्र.का.वि)

परिचालित:-बीआईएस इंटरनेट के माध्यम से मुख्यालय / आरओ / बीओ / लैब्स और एनआईटीएस में सभी विभाग

PROJECT MANAGEMENT AND WORKS DEPARTMENT

Ref: PM/13

17 02 2020

Sub: Building Policy for Renovation of BIS Buildings.

1. The building policy for renovation of BIS Buildings has been formulated and approved by the Competent Authority.
2. This is for information of all concerned.

S K Gupta
Head (PMWD)

Circulated to: All Departments at HQ/ROs/BOs/ Labs & NITS through BIS Intranet

PROJECT MANAGEMENT AND WORKS DEPARTMENT

Sub: Building Policy for Renovation of BIS Buildings.

1. BIS is having a network of regional offices, branch offices and laboratories across India. It has been felt that buildings, which are owned by BIS, should be modernized/renovated with state of art infrastructure. DG: BIS has desired that all BIS laboratories shall be upgraded to World-class level.
2. However, the policy to be followed for renovation of BIS owned buildings is not available. Building policy for construction of new BIS office buildings was circulated on BIS intranet by PMWD on 21.01.2020. On the same pattern, the steps to be followed for renovations works are as below:-
3. **STEP 1 -ASSIGN WORKS TO PUBLIC WORKS ORGANIZATION (PWO).**
As per rule 133 (2) of GFR 2017 original works can be assigned to any PWO as per discretion of BIS. It is preferable to assign the work of renovation of office/lab to CPWD as Business Development wing of CPWD has assured to take up the renovation/modernization works actively.
In case of ROs and BOs, DDGR shall direct the Head of the concerned BIS branch office or any other officer in case of RO, under his/her jurisdiction to contact the local CPWD wing for taking up the works. The process of signing of MOU between CPWD and BIS is in progress at HQ level. However, in case, it is felt that the response of CPWD is not adequate, DDGR may at its own discretion, approach any other PWO such as NBCC, AIR-CCW etc. In such case, MOU between BIS and concerned PWO may be signed at DDGR level. All rules/regulations for assignment of works to PWO shall be followed.
In case of Labs, DDGL shall direct Head of BIS lab to follow-up with CPWD and follow similar steps as above. However, in case of WRO/WROL, BNBO/BNBOL & PTBO/PTBOL, where office and lab are housed in same building, concerned DDGR may take the above steps. Respective DDGR's may also take up the renovation of BIS owned flats following the above steps.
4. **STEP 2 - PLANNING-** As a first step towards planning of the renovation works, project execution committees (referred as committees) will set up under the DDGR/DDGL to recommend the envisaged requirements for the premises. The committees shall be chaired by Head of the branch/Lab or any other senior officer nominated by DDGR/DDGL and shall include minimum of 4 officers (including chairman including one member from accounts/finance). For renovation work of labs, DDGL may opt member from LPPD. DDGR/DDGL shall nominate an officer (preferably with discipline Civil/ Electrical or Mechanical) from the respective branch as project coordinator who shall be member of the above committee. The role & responsibilities of project coordinator will be as follows:-
 - To arrange the meeting of the above committee and prepare minutes of meeting.
 - To coordinate with PWO to discuss and finalize the requirements of BIS as decided in the above meetings.
 - To keep track of progress on regular basis and maintain activity register through regular site supervision along with PWO officials.

- Verifying the quality of work as per specifications
- To coordinate with the PWO regarding any issues.
- To get the samples of various building materials such as vitrified tiles, fixtures etc approved from the above committee.
- Obtain utilization statements from PWO and maintain records of expenditure incurred.
- Overall Project coordination and management.
- Coordination with HQ for approval of estimates submitted by PWO.

The above approvals shall be communicated to PWO by the project coordinator after obtaining approval from Chairman of the committee and need not be sent to PMWD/HQ. Committees may co-opt member from PMWD for their inputs. The participation of LPPD & PMWD shall be limited to initial meetings with PWO. However, committee can request presence of LPPD/PMWD representative, if required.

5. The laboratories shall be renovated in such a manner that all BIS labs resemble each other in terms of interiors and facilities. In the opinion of PMW, the following are basic requirements that can be created during renovation:-

- i. Energy efficient electrical fixtures
- ii. Rain Water Harvesting
- iii. Solar Roof Tops
- iv. Attractive reception with access control
- v. Ergonomic work stations with modular furniture with concealed cabling.
- vi. Integrated communication and data network
- vii. Visitor space(s) and break off meeting places
- viii. Server Room
- ix. Air-conditioning
- x. One or two suites for visiting officers
- xi. Meeting room as per requirement
- xii. Storage spaces (records/consumables/misc.)
- xiii. Storage spaces for enforcement and regular samples (preferably basement)
- xiv. Canteen and eating space
- xv. Power back- up
- xvi. Security booths at gate
- xvii. Adequate toilets i/c accessible toilets.
- xviii. Any other statutory requirements such as accessible building, fire safety etc

6. The above basic requirements can be decided depending upon the space available in the existing building. All the local byelaws should be followed while making any modifications to existing buildings. In case of labs, scope of future expansion including new equipments may be taken care of while planning. The space norms for officers/staff seating approved by EC during its 144th meeting held on 05.12.2019 are as follows:-

DESIGNATION	AREA ALLOGATION (SQ FT)
Head of Branch (independent)	400
Officers	120
Section Officers	80
Staff	60
Photocopiers	80

7. **STEP 3- EXECUTION & MONITORING-** Based on the above planning, Committees shall obtain preliminary estimates/ scheme along with 3 D views of major areas such as reception, canteen, meeting rooms, seating area etc for finalizing. The scheme shall be finalized by DDGR/DDGL. Once the building scheme is finalized, the same shall be communicated to PWO with modifications, if any and PWO will be asked to submit the detailed estimates for approval by BIS.
8. The detailed estimates once received by PWO shall be checked by committee and submitted to PMWD by Chairman of the respective project execution committees through DDGR/DDGL alongwith recommendations for approval of CA. In certain cases, PWO may seek separate approval for enabling estimates and site survey. The same may be sent to PMWD for approval of CA after checking.
9. As per the process, once the estimates are approved, part funds will be transferred to PWO as deposit to start the execution process. Project coordinator shall obtain timelines from PWO and monitor them on regular basis.
10. **STEP 4- CLOSURE-** After PWO informs about the completion of project, a joint inspection shall be carried out by the Project execution committee, PWO officials and PMWD officers. PWO will be advised to rectify the shortcoming/defects noted, if any. After satisfactory completion, the project will be capitalized in Book of accounts.