



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY
DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY



**EMPANELMENT OF AGENCIES FOR PICKING UP
SAMPLES UNDER THE SURVEILLANCE PROGRAM
FOR IMPLEMENTATION OF THE
“ELECTRONICS & IT GOODS (REQUIREMENTS FOR
COMPULSORY REGISTRATION) ORDER, 2012”**

EXPRESSION OF INTEREST

Table of Contents

S. No.	Title	Page No.
1.	Introduction	3
2.	Notice inviting EOI	5
3.	Critical Information	6
4.	Eligibility Criteria	7
5.	Scope of Work	8
6.	Schedule of charges and Payment Terms	9
7.	Selection Criteria	11
8.	Evaluation Process	12
9.	Submission of EOI	13
10.	EOI Proposal preparation costs & related issues	14
11.	Queries	14
12.	Responses to Pre-Submission Queries & Issue of Corrigendum	15
13.	EOI Submission Forms	15
14.	Checklist for bidders / applicants	18

1. INTRODUCTION

- a) **Department of Electronics & Information Technology (DeitY)** has on 03 Oct. 2012 notified “**Electronics and Information Technology Goods (Requirement for Compulsory Registration) Order, 2012**” mandating fifteen categories of electronics items under the **Compulsory Registration Scheme of Department of Consumer Affairs based on their** compliance to Indian safety standards. The products covered under the notification are Laptops, Tablets; TVs and Monitors with large screen size; Amplifiers, DVD Players and Music Systems of high capacities, Printers, Scanners, Plotters, Telephone Answering Machines, Automatic Data Processing Machines largely covering Servers and Storage Devices (Total 15 items). The order has come into effect on July 03, 2013.
- b) Under the said Compulsory Registration Scheme, currently, over 1100 registrations have been rolled out covering over 5000 product models. Certain volume of products covered under Registration is required to be picked up for independent testing under the surveillance program.
- c) As per the provisions of the Order, the sample of goods of the registered user shall be drawn from his manufacturing unit or from the market by the Appropriate Authority or person authorised by him for ascertaining whether they conform to the specified standard. The samples shall be drawn at least once in two years for a product or series of product covered under the scope of registration granted.
- d) While one sample picked up during surveillance is expected to be delivered for testing to notified standards at the designated test labs who in turn will submit the test report to the Appropriate Authority in DeitY, another sample would require to be sealed as a counter sample and left at designated location for dispute resolution, if needed subsequently.

EOI No. W-47/3/2014-ESDM - Sep 2014

- e) While the registered manufacturing units or their local representatives are obliged to make available samples for testing free of cost and are also expected to bear the testing charges, samples when drawn from market or other such places not under direct control of manufacturing units or their local representatives, an upfront cost for the sample would need to be paid and the same would need to be got reimbursed from the manufacturing unit under intimation to Appropriate Authority in DeitY.

- f) The sample pick up agencies so empanelled by DeitY as an outcome of this expression of interest would be imparted a 3 letter code that shall be placed by them on the sealed samples as Mark of their identification. The empanelled sample pick up agencies shall be required to receive orders from DeitY electronically for pick up samples and would also be required to update the status of pick up process at DeitY portal electronically. The agencies may also need to raise a job order with the respective test labs and any other activity as may be felt necessary by the Appropriate Authority during implementation of the sample pick up program.

2. NOTICE INVITING EOI

- a) Department of Electronics & IT invites expression of interest from agencies / companies desirous of rendering services for picking up samples of notified electronics goods under the surveillance program for implementation of the “Electronics & IT Goods (Requirements for Compulsory Registration) Order, 2012”.
- b) Interested Agencies / Companies who meet the pre-qualification criteria may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and a non-refundable processing fee of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of a Demand draft or a Pay order drawn in favour of “Pay & Accounts Officer, DeitY” payable at New Delhi.
- c) The Expression of Interest may be submitted on or before 29.09.2014 by 16:00 hrs at the following address:
- Smt. Asha Nangia
Director,
Department of Electronics & IT,
Room No. 2068,
Electronics Niketan,
6, CGO Complex, Lodi Road,
New Delhi – 110 003
- d) The EOI submitted by telegram / fax / e-mail etc shall not be considered. No correspondence will be entertained on this matter.
- e) DeitY shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.

EOI No. W-47/3/2014-ESDM - Sep 2014

3. CRITICAL INFORMATION

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

S. No.	Information	Details
1.	EOI No. and Date	W-47/3/2014-ESDM – Sep 2014
2.	Last date for submission of written queries for clarifications	15/09/2014
3.	Release of response to clarifications on www.deity.gov.in	22/09/2014
4.	Last date for submission of EOI proposal	29/09/2014
5.	Address at which proposal in response to EOI is to be submitted	Smt. Asha Nangia Director, Department of Electronics & IT, Room No. 2068, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi – 110 003
6.	Opening of responses / EOI	01/10/2014

4. ELIGIBILITY CRITERIA

The invitation of bids is open to all entities registered in India who fulfil the criteria as specified below.

- a) **Incorporation:** The bidder agency should be a company registered under Indian Companies Act 1956. The company / agency should have been in existence for a period of at least 5 years on the date of application as evidenced by the Certificate of Incorporation issued by the Registrar of Companies, India.

- b) **Presence** – The Agency should be having National level presence at major cities including but not restricted to Delhi, Kolkata, Mumbai, Chennai / Bangalore / Hyderabad and willing to undertake the activity across the country.

- c) **Employee Base** : The agency / company must have at least 20 full time employees on its payroll

- d) **Turnover** – The agency should have a turnover of not less than Rs. 2 Crore in the preceding year. Turnover is defined as sales proceed as per audited P&L account of the firm, submitted for last financial year. A copy of income tax return should also be submitted along with.

- e) **Expertise** – Agencies with experience as Outsourced Agency for BIS product certification schemes or of any other inspection / sample pick up scheme would be preferred.

- f) **E- Readiness** – The agency shall be able to provide interactive mechanism using e-mails, portal etc. for quick receipt and implementation of orders

- g) **Storing Facilities** – Agencies with storage space of at least 2000 sq. feet for storing counter samples would be preferred

5. SCOPE OF WORK

- (i) The Agency shall primarily be required to
 - a. pick up samples of Electronic Goods from various places like manufacturer's premises (in country) / customs / warehouses/ market etc. in accordance with the directives of DeitY
 - b. purchase samples of goods from market on payment basis, as per instructions from DeitY and pay upfront cost of samples, where needed
 - c. Select and pick up a counter sample and leave with registered manufacturing unit or organise to store it for 2 years on cost basis
 - d. get the selected samples Packaged, sealed and labelled with suitable identification (3 letter code) allocated by DeitY
 - e. deposit samples for testing with designated test labs in the country
 - f. raise work orders with test labs when needed
 - g. collect charges towards cost of samples, packaging, transportation and storage from registered manufacturing units or their local representatives in India, under intimation to DeitY
 - h. Dispose off independently stored counter samples after expiry of defined period under instructions from DeitY
- (ii) The Agency inter-alia would be required to:
 - a. Be e-ready to receive orders online and feed the pick-up information dynamically on DeitY portal
 - b. Be having reasonable storing facilities (minimum 3000 sq feet)
 - c. Invest upfront money to facilitate purchase of samples and other such cost when needed.
 - d. If defined sample is not available, send list of available samples to DeitY for change of decision and act accordingly.
 - e. Lodge dispute with DeitY about non-payment charges by manufacturing unit / authorized representative.

6. SCHEDULE OF CHARGES and PAYMENT TERMS

- (i) The Agency shall be entitled for a claim of
 - a. sample pick up charges @ Rs. 10,000 per sample from DeitY.
The payments would fall due when sample has been submitted to the designated test lab and test charges paid by the manufacturing unit / sample pick up agency
 - b. Overheads @ 25% of the test charges fixed for surveillance testing by DeitY which are largely expected to be around test charges of STQC lab
 - c. A cost @ 25% of the test charges on account of storage charges for storing the counter samples in an independent storing facility, if the manufacturer has no wish to retain the counter sample for 2 years from the date of pickup of sample.
- (ii) DeitY shall not be liable for bad debts incurred on account of non-reimbursement of legitimate dues towards the Agency on account of cost of samples, test charges, pickup and other such overheads by the registered manufacturing units or such entities except that it may ask BIS to initiate appropriate action against the registration granted to the unit under the provisions of the BIS Act.
- (iii) The charges above are as on date and may be revised by DeitY from time to time
- (iv) DietY would accept bills from empanelled agencies on monthly basis before 7th of every month and it would endeavor to make payments in about 8 weeks' time
- (v) Agencies would be entitled to charge an interest of 12% on unpaid dues from the respective manufacturing units for a period exceeding 6 weeks from the date of presentation of the bill to the respective manufacturing unit or its local representative
- (vi) Any payments disputes would need to be resolved between the Agencies and the respective manufacturing Units and would be subject to jurisdiction of courts in India. In any case DeitY would be kept indemnified of any such disputes. If needed, DeitY may

EOI No. W-47/3/2014-ESDM - Sep 2014

appoint an arbitrator whose decision shall be final and binding on both sides.

7. SELECTION CRITERIA

A maximum of around 10 agencies may be empanelled for the purpose. Other qualifying would be shortlisted and kept on panel till next cycle of selection, if needed.

The agencies would be shortlisted based on following criteria:

S. No.	Parameter	Criteria	Evidence	Weightage
i	Indian Company		Incorporation Certificate	Essential
ii	Experience	5 years	do	Essential
iii.	Turnover	2 Crores (minimum) for 2012-2013	copy of income tax return	Essential
iv	E-Readiness	interactive mechanism using e-mails, portal etc.	Written statement and e-mail address	Essential
v	Expertise	As Outsourced Agency for BIS product certification schemes or of any other inspection / sample pick up scheme	In steps of 5 Marks for slabs of 1 year each	30 Marks (max)
vi	Presence	National presence, at 4 Major cities at least, Willing to work on all India basis	Presence in steps of 4 Marks for each Metro	20 Marks (max)
vii.	Manpower	At least 20 full time employees on its payroll	1 Mark for 1 employee	20 Marks (max)
viii	Storing Facilities	at least 2000 sq feet	4 Marks for each 500 sq feet	20 Marks (max)
ix.	Write-up			10 Marks (max)

8. EVALUATION PROCESS

- a) Each Agency shall also submit a write up (not exceeding 200 words) describing its strengths as to why it considers itself suitable and fit for award of this work
- b) DeitY will constitute an Evaluation Committee to evaluate the responses of the applicants.
- c) The Evaluation Committee constituted by DeitY shall evaluate the responses to the EOI and all supporting documents & documentary evidence. The committee may seek additional documents as it deems necessary.
- d) Each of the responses shall be evaluated to validate compliance of the applicant according to the supporting documents specified in this document.
- e) In case of excessive qualifying responses received, weightage shall be given based on the written statement of the agency describing its strengths and its claim for suitability for the job and a merit list of qualifying companies shall be prepared.
- f) The agencies shall be empanelled in order of merit depending on the need for such agencies from time to time.
- g) The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- h) The Evaluation Committee reserves the right to reject any or all proposals.

9. SUBMISSION OF EOI

- a) The application shall be submitted in a single sealed envelope and superscripted as “Eol – Empanelment of Agencies for Surveillance under CRS – ESDM Standards” and EOI No. W-47/3/2014-ESDM - Sep 2014. This envelope should contain one hard copy of EOI proposal and one soft copy in the form of a non-rewritable CD. CD media must be duly signed using a permanent pen marker and should bear the name of the applicant.
- b) Application shall consist of supporting proofs and documents as defined in the checklist for bidders / applicants. Incomplete Eol or lack of supporting documents or non-enclosing of Valid Instrument towards processing fee may render the Eol liable for summary rejection without any further reference
- c) Applicant must ensure that the information furnished by him / her in respective CDs is identical to that submitted by him in the original paper. In case of any discrepancy observed by DeitY in the contents of the CDs and original paper, the information furnished on original paper will prevail over the soft copy.
- d) No overwriting/changes is allowed in submitted Eol documents.

10. EOI PROPOSAL PREPARATION COSTS & RELATED ISSUES

- a) The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of proposal, participation in meetings / discussions. DeitY in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
- b) This EOI does not commit DeitY to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- c) All materials submitted by the Applicants will become the property of DeitY and may be returned completely at its sole discretion.

11. QUERIES

- a) All queries may be sent to the following Officer of DeitY by post, or e-mail on or before 15/09/2014.

Smt. Asha Nangia
Director,
Department of Electronics & IT,
Room No. 2068,
Electronics Niketan,
6, CGO Complex, Lodi Road,
New Delhi – 110 003
E-mail: anangia@deity.gov.in

- b) All enquiries / clarifications from the Applicants, related to this EOI, must be directed in writing exclusively to the contact person notified in 11 (a) above. Enquiries received after the date in 11(a) above shall not be entertained.
- c) The preferred mode of delivering written questions is through mail or e-mail. Telephone calls shall not be accepted. In no event will the DeitY be responsible for ensuring that Applicants' inquiries have been received by DeitY. The queries by the applicants shall be provided in the following format

S. No.	Page	Clause of the EOI	Clarification required

12. RESPONSES TO PRE-SUBMISSION QUERIES & ISSUE OF CORRIGENDUM

- a) After distribution of the EOI, the contact person notified by DeitY will begin accepting written questions from the applicants. DeitY will endeavour to provide timely response to all queries. However, DeitY makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does DeitY undertake to answer all the queries that have been posed by the applicants. The responses to the queries from all Applicants will be posted online on www.deity.gov.in by 22/09/2014.
- b) At any time prior to the last date for receipt of EOI, DeitY may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by a corrigendum.
- c) The corrigendum (if any) shall be posted online at www.deity.gov.in.
- d) Any such corrigendum shall be deemed to be incorporated into this EOI.
- e) In order to provide prospective applicants reasonable time for taking the corrigendum into account, DeitY may, at its discretion, extend the last date for the receipt of EOI proposals which shall again be notified online through DeitY portal www.deity.gov.in

13. EOI SUBMISSION FORMS

- a) The applicants are expected to respond to the EOI using the forms given in this section and all documents supporting EOI criteria.

Proposal application shall comprise of following forms:

- b) Form 1: Covering Letter on Letterhead of the Applicant
- c) Form 2: Details of the Applicants' operations & business.

EOI No. W-47/3/2014-ESDM - Sep 2014

Form 1: Covering Letter on Letterhead of the Applicant

<Location, Date>

To,

Director,
Department of Electronics & Information Technology,
Room No. 2068,
Electronics Niketan, 6 CGO Complex, Lodi Road,
New Delhi – 110 003

Dear Sir / Madam,

We, the undersigned, offer to provide the services for picking up samples of notified electronics goods under the surveillance program for implementation of the “Electronics & IT Goods (Requirements for Compulsory Registration) Order, 2012”.

We are hereby submitting our Expression of Interest in both printed format (1 copy) and as a soft copy in a CD. We understand you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Title of Contact>>

Signature: <<Insert Signature>>

EOI No. W-47/3/2014-ESDM - Sep 2014

Form 2: Details of the Applicant's Operations & Business

S. No.	Information Sought	Details to be Furnished
1.	Name & Address of the Applicant Agency	
2.	Incorporation status of the firm (attach Incorporation Certificate)	
3.	Year of Establishment	
4.	Details of registration with appropriate authorities for service tax (attach Service Tax Regn)	
5.	Details of contact person: Name, Address, e-Mail, Phone nos., Fax nos., Mobile number	
6.	Regional presence and address of regional offices	
7.	No. of Employees (list may be attached)	
8.	Experience, if any, as BIS Outsourced Agency for surveillance for product certification schemes of BIS (attach copies)	
9.	Any other relevant experience	
10.	Availability of e-infrastructure (attach a statement)	
11.	Self -Assessment Statement on 'Why you feel appropriate for the job" (attach a statement)	

EOI No. W-47/3/2014-ESDM - Sep 2014

14. CHECK LIST FOR BIDDERS / APPLICANTS

- (i) The bidder should ensure that all documents and papers submitted in this Eoi are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
- (ii) The following documents form part of the Eoi and should be submitted with Eoi:

S. No.	Documents to be submitted	Documents submitted	
		Y / N	Page no. at which document attached
1.	All pages of this Eoi document, duly signed by the authorized signatory in a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory		
2.	Incorporation / Ownership Certificate		
3.	Details of service tax registration		
4.	Attested copy of PAN / GIR Number		
5.	Latest Income Tax Return		
6.	Experience as BIS Outsourced agency / or of any other inspection / sample pick up scheme		
7	Statement on details of IT infrastructure and e-readiness to handle the work in the scope		
8	Written statement about suitability for the job		

- (iii) Every additional document submitted and every page of the EOI document shall be duly signed by the authorized signatory as a token of compliance and acceptance to all terms and conditions.
- (iv) No overwriting/changes is allowed in submitted Eoi documents.