

MES ROUTINE INSTRUCTIONS NO 657/19
STANDARDIZATION AND ENLISTMENT OF
PRODUCTS/ STORES/ EQUIPMENT

1. General.

- a. Every year, a large quantity of stores (e.g cement, steel, paints) and products (e.g electric fixture, bathroom fixtures) are used in MES works. In the market, a large variety of these products is available which vary significantly in price and quality. Thus, standardization of stores and products for use in MES is essential to ensure quality, economy and effective maintenance. Further, there is a constant influx of new and advanced materials and products which necessitates constant review and up-gradation of the materials and products being used in MES.
- b. A need is felt to have an institutionalized process and mechanism to standardize and incorporate good quality stores, products, equipment and machinery for use in MES works, and to encourage reputed manufacturers / suppliers for getting their stores / products enlisted with MES.

2. Standardization and Enlistment Committee (S&EC)

a. **Composition of S&EC**

- (1) Chairman: Dy E-in-C
- (2) Members: DP&W - will act as chairman in the absence of Dy E-in-C
Dir DD&C
Dir DI&E
GSO1 ex DP&W (Secretary)
GSO1 ex WP&C
GSO1 ex E&M (if required)
GSO1 ex Log Sec
- (3) Co-opted Members: Any member/specialist can be co-opted from any of DW&CEs and Directorates of E-in-C's Branch / Hired Consultant.

b. **Charter of Duties of S&EC.** The Standardization and Enlistment

Committee will perform following duties: -

- (1) Formulate/ review and update policy on standardization and enlistment after every five years or on need basis. Products manufactured within the country shall be accorded higher priority as compared to similar items manufactured abroad.
- (2) Meet, on requirement basis at least once in a quarter, for consideration and deliberation on matters concerning enlistment and standardization of stores and products for use in MES works. Emergent cases / issues will be dealt by holding special meetings or through part case files.
- (3) Yearly review/ update existing list of standardized items and give decision regarding its continuation or delisting.
- (4) Dispose off fresh applications for enlistment and renewal.
- (5) Decide/ process petitions/ representation related to enlistment received from the manufacturers/ suppliers.
- (6) Evaluate the recommendations of DW&CEs and other Directorates / sources for induction of new stores/ delisting and give final decision.
- (7) Policy making and monitoring of accounts concerning enlistment.

c. **Jurisdiction of S&EC.** The jurisdictions/ powers of S&EC will be as under: -

- (1) The S&EC will process / decide all matters related to standardization and enlistment of stores on behalf of E-in-C. However, in case of unresolved issue, final decision to cancel/ terminate, issue or renew the enlistment lies with E-in-C.
- (2) The S&EC or its nominated rep is empowered to visit/ inspect any firm / factory which have applied for enlistment of their stores/products for inspection and evaluation/ assessment.
- (3) The S&EC is empowered to standardize the store / eqpt / products provisionally for a period of 12 months, during which manufacturers

/ suppliers will be asked to complete the formalities for permanent enlistment. Extension in provisional enlistment period upto maximum six months may be considered/ granted, if deemed necessary, on case to case basis.

- (4) DP&W will be empowered to operate the accounts related to enlistment / standardization in the light of approved account policy.

3. **Procedure for Enlistment and Standardization**

- a. **New Enlistment Cases / Standardization (Initiation)**. Enlistment case / process can/ will be initiated in one of the following ways:-
- (1) By inviting applications from manufacturers / suppliers to get their products enlisted with MES through advertisement in newspaper / MES website by DP&W.
 - (2) On recommendations of any of the directorate/DW&CEs/ other department giving specific details and willingness of firms for getting their products enlisted.
 - (3) Suppliers/manufacturers applying directly.
 - (4) Inviting reputed manufacturers/suppliers directly to obtain their willingness for enlistment of their products.
- b. **Preliminary Data about Product and Firm**. Details regarding new products and applicant firm will be obtained from manufacturers / suppliers on a prescribed format attached as (**Annex 'A'**).
- c. Enlistment forms will be available to all, free of cost. Same forms will also be available on MES website WWW.MES.GOV.PK. Desirous firms / applicants will be required to submit the forms duly filled in all respects.
- d. **Approval of Factory Visit by E-in-C**. On receipt of required data and Enlistment Form from firm, detailed technical, quality and financial scrutiny and analysis of the product and firm will be carried out by DP&W staff. Following parameters must be included in analysis of product and firm:-
- (1) Quality, technical specifications, initial cost and maintenance cost of the product compared to similar products already enlisted and available in the market.
 - (2) Utility and quantum of use of the product in MES.
 - (3) Quantum of business of the firm in Public and Private Sector.

- (4) Comments/ opinion, especially about the quality, maintenance support and business relationship of firm, from Public/ Private Sector using this product.
- (5) User (MES field formations) input about the other products (if any) of this firm already enlisted in MES.
- (6) Financial standing of the firm.
- e. Brief data, analysis of aspects specified in para 7 d(1) above will be put up as per format attached as (**Annex 'C'**) for preliminary approval of the product and factory visit by the Chairman.
- f. Composition of the team for factory visit will be approved by the E-in-C / Chairman. Composition of team will be as under:-
- (1) **Visit Abroad**
- (a) Team Leader - E-in-C / Dy E-in-C / DP&W
- (b) Lead Member - Lt Col / SE ex DP&W
- (c) Other Members :-
- (i) 1 x SE / Lt Col ex DD&C or DI&E
- (ii) 1 x Maj / XEN / AXEN ex DD&C or DI&E
- (2) **Inland Visit**
- (a) Team Leader – Brig / Lt Col or equivalent (CE / SE)
- (b) Lead Member - Lt Col / SE ex DP&W
- (c) Other Members:-
- (i) 1 x SE / Lt Col ex DD&C or DI&E
- (ii) 1 x Maj / XEN / AXEN ex DD&C or DI&E

Notes: *Lead member and other members should be subject experts based on category of product (e.g., E/M, B&R) being enlisted. As far as possible, visits of various factories at a station and in an area will be combined to save time and TA/DA. Whenever, products of more than one category are to be inspected/ visited, it will be ensured that at least one member of requisite expertise is part of visiting team. In case of 3 x members, preferably, one member each will be ex DP&W, DD&C and DI&E. Team leader may visit the firm on last day of visit to check/ witness important details/ processes.*

- g. Team will visit factory / manufacturers/importers /site. Following will be checked/ verified:-
- (1) Verify documents and statements/claims made in application.
 - (2) Verify the adequacy of factory's manufacturing, technical and administrative facilities.
 - (3) Verify the capacity and capabilities of the factory both in term of human, financial and technical resources.
 - (4) Check the laboratory facilities for the quality tests. In absence of in house testing facilities what are the alternate arrangements to control quality of products.
 - (5) Verify and check quality control system and processes during manufacturing.
 - (6) Draw random samples of the raw materials, semi-finished and finished product for tests by the independent laboratories or for inspection by S&EC.
- h. Prepare post visit report on the format attached as (**Annex "D"**).
- i. **Approval of Provisional Enlistment by S&EC**
- (1) After factory visit, factory visit report and detailed analysis of the product and firm related to technical specifications, quality, cost, experience, quantum of business, taxes, past performance, use and utility, and comparison with similar products will be presented to S&EC by the Secretary during quarterly meeting for deliberation/ discussion. Emergent cases will be processed for approval of Chairman by organizing special meetings or on part case file. Part cases on file will be processed through DD&C and DI&E for input/ information.
 - (2) Display the sample product / store / material in line area (MES barrack) of E-in-C Branch for inspection/ evaluation by the S&EC or nominated members.
 - (3) If the S&EC decides to get any product tested from a specific laboratory, then, the same will be carried out under the supervision of reps nominated by S&EC. The cost of the tests will be borne by the concerned firms. The test reports will be strictly confidential

and will be exclusively handled / processed by the S&EC and will be used only for enlistment with MES.

- (4) Committee after due deliberations will give one of the following decisions: -
- (a) Approve provisional enlistment.
 - (b) Reject enlistment.
 - (c) Pend enlistment.
 - (d) Re-visit of factory after 6-12 months, if factory facilities needed improvements.
- (5) Final approval will be given by E-in-C.

j. **Issuance of Provisional Enlistment/ Registration Certificate by DP&W**

- (1) The firm will be informed about the decision of approval of enlistment or rejection or pending enlistment.
- (2) Provisionally approved firms will be asked to deposit fee as per para 4b.
- (3) Provisional enlistment / standardization will be for a period of one year, during which the applicants will be required to complete all formalities for permanent standardization, which will be for another two years. Enlistment Certificate will be signed by DP&W.

4. **Proposed Categories Wise Fee Structure**

- a. Category of various products for enlistment in the light of cost of product is as under:-
- (1) **CATEGORY 'A':** Transformers, Elevators, Escalators, Cranes, HVAC Systems, Generators, Cement, Steel and items of similar nature.
 - (2) **CATEGORY 'B':** Pumps, Power Cables, Solar Systems, Water Filtration Plants, Switchgear LT/HT Panels, Aluminum / UPVC Doors, Windows and items of similar nature.
 - (3) **CATEGORY 'C':** Paints, Pipes of all kind, Sanitary Items, Ceramics/Tiles, LED lights of all kind, Chlorinators, Energy meters, Switch sockets, Circuit Breakers, General Wiring Cables, Construction chemicals, Gas Appliances and

items of similar nature.

- b. Category wise Enlistment / Registration / Renewal (Non-Refundable) and Standing Security Fee (Refundable) is as under:-

Ser No	Category of Enlistment	Regn / Renewal Fee	Standing Security
(1)	A	200,000/-	2,000,000
(2)	B	100,000/-	1,000,000
(3)	C	50,000/-	500,000

Notes:-

- (1) *Renewal will be carried out on biennial basis.*
- (2) *Name of Contractor / Fir, not fulfilling the criterion will be removed from the enlistment.*
- (3) *On submission of fee, a letter and a certificate will be issued to respective Contractor / Firm.*

5. Permanent Enlistment

- a. During the period of provisional standardization, detailed scrutiny of performance of the firm will be carried out.
- b. DP&W will obtain products performance report at the completion of one year of Provisional Enlistment.
- c. Permanent enlistment will be for maximum two years, and will be approved by Chairman S&EC subject to positive performance report from DW&CE offices.
- d. Summary of permanent enlistments will be presented to S&EC in quarterly meeting.

6. Renewals

- a. Renewal certificate will be issued by DP&W to the manufacturers / suppliers whose products are held on the standardized list of stores only if there are no complaints received during the period. It will be processed by Log Sec and will be approved by DP&W.
- b. Renewal will be for maximum two years.
- c. Summary of renewed firm will be presented to S&EC in quarterly meeting.

- d. If complaints about the performance/ quality of firm/ product have been received, then the matter will be discussed in the S&EC and decision will be taken for renewal or otherwise.
- e. The renewal certificate will be issued on receipt of request from the firm alongwith the receipt of prescribed processing fee of **Rs.10,000/-** previous certificate should be returned alongwith the request/application by the applicant.

7. **Review Of Enlistment**

- a. Products/firms once standardized/registered be reviewed/ visited for conformity assessment/ check after every five years. Visit of already enlisted firms may be combined with the visits being done for new enlistment.
- b. DP&W to obtain the data of products alongwith financial effect provided to MES (CsMES wise) in last 5 year by the firm under 5 yearly reviews. Data will be obtained both from the firm.
- c. DP&W to obtain performance report from all concerned CsMES through DW&CE offices.
- d. Data of products provided by the firm, summary of performance report and factory visit report will be presented S&EC to decide delisting or continuation.

8. **Cancellation Of Enlistment.** S&EC is empowered to cancel / terminate the enlistment. No claim/compensation is admissible consequent upon such cancellation. However, the S&EC will record reasons for cancellation/termination and intimate to applicant. In case of unresolved issue, the matter will be referred to E-in- C for final decision.

9. **Miscellaneous**

a. **Complaints about the Products**

- (1) All major defects noticed by the MES field offices will be reported to DP&W (Log Sec), E-in-C Branch through respective DW&CEs. Minor defects will be directly referred by the user to the manufacturer / supplier for necessary rectification.
- (2) In case of any complaint regarding the product, the same will be considered by the S&EC and will be forwarded to the manufacturer

/ supplier for immediate corrective measures, failing which the firm will be liable for payment of compensation to the users, cancellation of enlistment or both.

b. **Standardization Cases Processing**

- (1) All standardization cases will be processed as under:-
 - (a) All external correspondence related to the subject will be handled by DP&W (Log Sec).
 - (b) Certificate/provisional letter for Standardization will be processed and issued by the Secretary of S&EC. Cert will be signed by DP&W.

c. **Numbering of Certificates / Important Groups and Abbreviations**

- (1) All certificates will be serially numbered and properly recorded.
- (2) Following abbreviations will be used for various groups:-
 - (a) Building stores/items/fixture - BLDG
 - (b) Sewerage works stores/items - SEW
 - (c) Water supply stores/fittings - WS
 - (d) Gas applications and fittings - GAS
 - (e) Wood and furniture - WF
 - (f) Electrical/electronic items/fixtures - E&E
 - (g) Mechanical equipment/items/fixtures - MECH
 - (h) Petroleum, oil and lubricant equipment stores and fittings - POL
 - (i) HVAC equipment/items - HV&AC
 - (j) Miscellaneous items(not covered above)- MISC
- (3) Each standardized stores item will be allotted a registration number which will be indicated on certificate. The registration number: -
 - (a) Directorate
 - (b) Enlistment groups
 - (c) Serial No. within group (starting form 001)
 - (d) Year

Example: DP&W/E-3/BLDG/001/2019.

10. **Accounts.** Two heads of accounts, one of Security Deposits and second of Processing Fee will be maintained by DP&W. Following will be the fee / charges:-

a. **Non-Refundable**

- (1) Standardization / Processing Fee - **Rs. 10,000/-**
 (2) Renewal Fee

Ser	Category of Enlistment	Regn / Renewal Fees (Rs)
(a)	A	200,000
(b)	B	100,000
(c)	C	50,000

- (3) Renewal will be effected wef date of expiry. Cases of late applicants will be dealt with separately on case to case basis by DP&W.
 (4) Fine for loss of certificate / issue of duplicate cert - **Rs. 10,000/-**

b. **Refundable**

- (1) Security Fee

Ser	Category of Enlistment	Regn / Renewal Fees (RS)
(a)	A	2,000,000
(b)	B	1,000,000
(c)	C	500,000

c. Policy / SOP for expenditure out of non-refundable head is as following:-

- (1) **Title:-** E-in-C's Branch (DP&W GHQ, Rawalpindi)
 (2) **Operated by:** Two officers, 1 x Dir (DP&W) and 1 x GSO-I Coord will be joint account holders.

Source of income	Details of expenditure	Authority to sanction the expenditure
Enlistment / Regn Fee as prescribed (Non -	Printing of standard application forms	

Refundable)	covering letters and guide lines	DP&W (Up to Twenty thousand at one time)
Renewal Fee of Enlistment / Regn (Non – Refundable)	Printing of Enlistment / Regn Certificates and Registers.	
Cash Deposits against standing security (Refundable)	Stationary and computer software required in connection with Enlistment / Regn .	
Any other source of income subsequently defined	Miscellaneous expenditure related to Enlistment /Regn	
	Other expenditure as approved by E-in-C	E-in-C (No limit)

INITIAL INFORMATION LETTER

1. Location of factory and Registration certificate of firm with Securities & Exchange Commission of Pakistan company registration office Islamabad under company act 1984.
2. Detailed line plan/drawing of complete factory.
3. Covered area and equipment details of various facilities, as per **Appendix – I**.
4. Product range, its country of origin and cost of each item along with brochures.
5. Minimum five technical specifications/performance parameters - its accounting units and values (accepted variables) as per format attached as **Appendix – II**.
6. Cost of the product as format attached as **Appendix – III**
7. Overall summarized details of the firm and product as per **Appendix- IV** attached.
8. Test reports obtained from accredited laboratory/authority against specifications /standards (National/International).
9. Trade Mark/Brand Registered with authority concerned.
10. Energy saving certificate/sticker issued by “NEECA” for fans, motors and etc.
11. Letter from the original manufacturer for the sole distributors of their products in Pakistan.
12. Back-up facilities/arrangements in various cities in terms of distributors.
13. R & D / Laboratory facilities available with details of staff employed.
14. Photographs and video CD of Plant / Machinery / Equipment / Labs Testing Equipment/Storage Area/Raw Material etc being used for manufacturing of Goods/Products.
15. Statement of Income Tax paid (last two years).
16. Registration with other Govt Department.
17. Details of management.
18. Details of technical staff employed.
19. Performance certificate from other Govt department.
20. Warranty/guarantee for the products supplied.
21. Any dispute/litigation.
22. Orders supplied during last two years.
23. Supply orders in hand.
24. Bank statement for the last one year.
25. Samples of products will be asked for display at line area of E-in-C's Branch for inspection/evaluation by the Standardization and Enlistment Committee.

Assessment of Firm's Infrastructure and Facilities

1. Name and Address of firm : _____
2. Name of Product: _____
3. Location of the Firm/Outlet : _____
4. TotalArea _____
5. CoveredArea: _____
6. Details of Facilities.

Ser	Name of the Facility	Covered Area (Sft)	Details of Important Equipment, Overall Capacity, Capability
a. <u>Technical/ Manufacturing Facilities</u>			
	(1)		
	(2)		
	(3)		
	(4)		
b. <u>Laboratory Facilities</u>			
	(1)		
	(2)		
	(3)		
c. <u>Storage Facilities</u>			
	(1)		
	(2)		
	(3)		
d. <u>Administrative Facilities</u>			
	(1)		
	(2)		

Technical Assessment of the Product

Name and Address of Firm: _____

Name of Product: _____

Ser	5 Most Important Technical Specifications (or Performance Parameters) of the Product (Description)	A/U	Standard or Desired Value	Actual (Tested) Value of Product	Remarks
1.					
2.					
3.					
4.					
5.					

Cost Assessment of the Product

Name and Address of Firm : _____

Name of Product: _____

Ser	Name of the Product	Cost (Rs)	Remarks
1.			
2.			
3.			
4.			
5.			

Overall Assessment of the Product

Name and Address of firm: _____

Ser	Aspect	Remarks
1. <u>Experience</u>		
a	Year of establishment of firm/factory Since _____ No of Years _____	
b	Year since product is in the market/use Since _____ No of Years _____	
2. <u>Buisness</u>		
a	Amount of business in last 1 year Amount: Rs. _____ Mn	
b	Supply Orders in hand Amount: Rs. _____ Mn	
3. <u>Income Tax</u>		
a	Income Tax Returns being filled regularly (check last 2 years)	
b	Income Tax paid to Govt in last two years Amount: Rs. _____ Mn	
4. <u>Standards/ Specifications</u>		
a.	International/National Standard adopted: No standards/specifications: _____ (1) (2) (if more than 2, attach a list)	

5. <u>Enlistment with Govt Depts and Past Performance</u>		
a.	<p>Enlistment with other govt depts:</p> <p>No of depts enlisted with:_____</p> <p>(1)</p> <p>(2)</p> <p>(if more than 2, attach a list)</p>	
b.	<p>Positive Performance reports from other govt depts:</p> <p>No of positive reports:_____</p> <p>(1)</p> <p>(2)</p> <p>(if more than 2, attach a list)</p>	
	<p>Negative performance reports from other govt depts:</p> <p>No of negative reports:_____</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(if more than 3, attach a list)</p>	
6. <u>Warranty and Back Up/Maintenance Support</u>		
a.	<p>Guarantee/Warranty offered on product:</p> <p>No of years of warranty:_____</p>	
	No guarantee/warranty offered on the product	
b.	Back up / repair svc offered	

Anx'B'
To Para 3, RI 657/19

Need Assessment of the Product

1. Name and Address of firm _____
2. Name of Product: _____
3. No of firms already enlisted for this product: _____
4. Location of the firm/ outlets for this Product : _____
5. Name of firms already enlisted for this product: _____

Ser	Name of Firm	Year of Enlistment	Remarks
a.			
b.			
c.			
d.			

6. Product should be enlisted because of the following: (check appropriate box)

Ser	Justification	check (√) applicable boxes below
a.	No of already enlisted products are less than 5	
b.	It is a new product introduced in the market – should be used and adopted	
c.	It is of better quality and specifications compared to already enlisted products	
d.	It is of comparable quality and specifications compared to already enlisted products but you should be enlisted to enhance competition	
e.	It is of comparable quality and specifications compared to already enlisted products but no enlisted firm/outlet is available in the area where this new firm is located	

Final Assessment: Need for enlistment of the product is as under:

Scale	Points	Check (√) appropriate box below
Highly Essential	30	
Essential	20	
Desirable	10	
Not Required	0	

Anx'C'
To Para 3, RI 657/19

Technical Assessment of the Product

Name and Address of firm: _____
Name of Product _____

Ser	5 Most Important Technical Specification (or Performance Parameters) of the Product (Description)	A/U	Standard or Desired Value of the specifications (as per adopted Standards)	Actual Value/Number for the product under considerations or for similar products already enlisted or available in the market					Remarks
				current firm	M/S*	M/S*	M/S*	M/S*	
1.									
2.									
3.									
4.									
5.									

Note: include minimum three (best ones) already enlisted products of registered firms or available in the market – indicate enlisted or in market/not-enlisted

Final Assessment: Quality/ technical specs of the product as compared to already enlisted products (or products available in the market) is as under:

Scale	Points	Check (√) appropriate box below
Far Better	25	
Better	20	
Comparable (almost same)	15	
Low	10	
Very Low	5	

Cost Assessment of the Product

Name and Address of firm: _____

Name of Product: _____

Ser	Name of the Product	Cost (in Mn) of the product under considerations or of similar products already enlisted or available in the market					Comments
		Current firm	M/S*	M/S*	M/S*	M/S*	
1.							

Note: include minimum three (best ones) already enlisted products of registered firms or available in the market – indicate enlisted or in market/not-enlisted

Final Assessment: Cost of the product as compared to already enlisted products (or products available in the market) is as under:

Scale	Points	Check (√) appropriate box below
Far High	2	
High	4	
Comparable (almost same)	6	
Low	8	
Quite Low	10	

Assessment of Firm's Infrastructure and Facilities

1. Name and Address of firm : _____
2. Name of Product: _____
3. Location of the Firm/Outlet: _____
4. Total Area: _____
5. Covered Area _____
6. Details of Facilities

Ser	Name of the Facility	Covered Area (Sft)	Details of Important Equipment, Overall Capacity, Capability
a. Technical/ Manufacturing Facilities			
(1)			
(2)			
(3)			
(4)			
b. Laboratory Facilities			
(1)			
(2)			
(3)			
c. Storage Facilities			
(1)			
(2)			
(3)			
d. Administrative Facilities			
(1)			
(2)			
(3)			

Final Assessment: Infrastructure and facilities of the firm are:

Scale	Points	Check (√) appropriate box below
Excellent	10	
Very Good	8	
Good	6	
Adequate	4	
Limited	2	

Overall Assessment of the Product

Name and Address of firm: _____

Name of Product _____

Ser	Aspect	Marking Scheme	Actual Marks Obtained	Max Marks (upper limit)	Marks to be Counted for Enlistment Decision
1. Experience					
a.	Year of establishment of firm/factory Since_____No of Years_____	1 mark per year		10	
b.	Year since product is in the market/use Since_____No of Years_____	1 mark per year		10	
2. Business					
a.	Amount of business in last 1 year Amount: Rs._____Mn	1 mark per Rs.5 Million		20	
b.	Supply Orders in hand Amount: Rs._____Mn	1 mark per Rs. Million		10	
3. Income Tax					
a.	Income Tax Returns being filled regularly (check last 2 years)	5 marks per year of filing		10	
b.	Income Tax paid to Govt in last two years Amount: Rs._____Mn	1 Mark per 0.5 Million		10	
4. Standards/ Specifications					
a.	No standard/ specification adopted	(-10) marks		(-) 10	
5. Enlistment with Govt Depts and Past Performance					
a.	Enlistment with other govt depts: No of depts enlisted with:_____ (1) (2) (if more than 2, attach a list)	5 Marks per Dept		10	

b.	Positive Performance reports from other govt depts: No of positive reports: _____ (1) (2) (if more than 2, attach a list)	5 marks per report (max 1 report per dept)		10	
c.	Negative performance reports from other govt depts: No of negative reports: _____ (1) (2) (3) (if more than 3, attach a list)	(-10) marks per dept		(-) 30	
6. Warranty and Back Up/Maintenance Support					
a.	Guarantee/Warranty offered on product: No of years of warranty: _____	5 marks per year of warranty		20	
	No guarantee/warranty offered on the product	(-) 10 marks		(-) 10	
b.	Back up / repair svc offered	5 marks per year		20	
7. Technical Specifications and Quality of the Product					
a.	Quality/specifications of the product as compared to already enlisted products or to similar products available in the market is: (check on of the options given below) Far Better _____ Better _____ _____ Comparable _____ Low _____ Very Low _____	a. Far Better (25 marks) b. Better (20 marks) c. Comparable (15 marks) d. Low (10 marks) e. Very Low (5 marks)		25	

8. Cost of the Product					
a.	Cost of the product as compared to already enlisted products or to similar products available in the market is: (check on of the options given below) Far High_____High_____ Comparable_____ Low_____ Very Low_____	a. Far High (2 marks) b. High (4 marks) c. Comparable (6 marks) d. Low (8 marks) e. Very Low (10 marks)		10	
9. Need of Enlistment and Utility of the Product					
a.	Need for enlistment of the product is as under: (check on of the options given below) Highly Essential_____ Essential_____ Desirable_____	a. Highly Essential (30 marks) b. Essential (20 marks) c. Desirable (10 marks)		30	
10. Adequacy of Infrastructure and Facilities					
a.	Infrastructure and facilities of the firm are: (check on of the options given below) Excellent_____ Very Good_____ Good_____ Adequate_____ Limited_____	a. Excellent (20 marks) b. V.Good (16 marks) c. Good (12 marks) d. Adequate (8 marks) e. Limited (4 marks)		20	
11. Completeness of Information					
a.	Incomplete application Note: incomplete application can be assessed if only minor/less important information is not provided- in case important information for Serial 1 to 10 is not provided, then application will not be processed.	(-) 1 mark per incorrect / blank entry		0	
			Total Marks		
			% Marks		

Overall Comparison of Marks of the Product with Already Enlisted Products

Name and Address of firm: _____

Name of Product : _____

Ser	Name of the Firm	Actual Marks Obtained	Max Marks (upper limit)	Marks to be Counted for Enlistment Decision	% Marks
1.	Current firm				
2.	Already Enlisted Firms:				
	a.				
	b.				
	c.				
	d.				

Note: If already enlisted firms are more than 4, then take two firms that obtained highest marks and two firms that obtained lowest marks.

Anx'D'
To Para 3, RI 657/19

VISIT REPORT

M/S XXXX XXXX XXXXX

1. **M/S XXXX XXXX are manufactures/Supplier of following products:-**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
2. In the process for enlistment a team of following officers from E-in-C Branch visited factory from _____ to _____ :-
 - a. Team Leader – Brig / Lt Col or equivalent (CE / SE)
 - b. Lead Member - Lt Col / SE ex DP&W
 - c. Other Members:-
 - (1) 1 x SE / Lt Col ex DD&C or DI&E
 - (2) 1 x Maj / XEN / AXEN ex DD&C or DI&E
3. **Aim** Factory was visited with an aim to assess the capability of M/S _____ for manufacturing process, quality control and to make recommendations for enlistment/registration of their products for MES.
4. After a short briefing by the managing director M/S _____ the team visited the factory area and following points were noted:-
 - a. All equipments installed for processing the product are imported / local.
 - b. Agitators/other Major Equipments are also connected with stand by electric source i.e. _____.
 - c. R&D lab for testing and matching the colour found satisfactory
 - d. Raw material dumping area has a proper storage with ventilation
 - e. Process of weighing of different ingredients is manual/electronic scale.
 - f. The mixing of different materials for paint manufacturing is with high speed agitators
 - g. Mixing of colour pigments is manual and colour matching is satisfactory
 - h. Quality control with respect to colour matching as well as material is satisfactory for every batch.
 - j. Packing of different paints is carried out with weighing scale
 - k. The waste water is re-used
 - l. Electrical consumption is worth Rs. _____/- per month (av)
 - m. Factory area is consisting ___marla covered area and ___marla open area
5. R&D lab for testing of product locally is satisfactory having arrangement of following tests:-
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - j. _____
 - k. _____

6. **Assessment** Team is of the opinion that:-

- a. _____
- b. _____
- c. _____
- d. _____

Recommendation:

7. M/S _____ is in business for last many years. Keeping in view their present capabilities and resources the firm is recommended for enlistment/registration for fol products:-

- | | |
|----------|----------|
| a. _____ | d. _____ |
| b. _____ | e. _____ |
| c. _____ | f. _____ |

SE / Lt Col - _____ DP&W

SDO B&R - _____ DP&W

SDO B&R - _____ DI&E

MO Dte

Response
from MO
Dte

NLC

HQ FWO

SD Dte

NG Dte

Existing
SOP

Proposed
RI

DW&CE

FWO
Mins