

BUREAU OF INDIAN STANDARDS
FINANCE DEPARTMENT
9 BAHADURSHAH ZAFAR MARG, NEW DELHI

Our Ref: Fin/7:67(Internal Audit)

12 September 2019

**Subject: Extension of last date for submission of bids for Tender for Appointment
 of Internal Auditors in Bureau of Indian Standards**

Reference is invited to the Tender for Appointment of Internal Auditors in BIS last date for submission of which is 12.09.2019 and date of opening of Technical bids being 13.09.2019.

As decided by the Competent Authority, the last date of submission of bids is hereby extended to 25.09.2019 upto 17:30 hrs and the Technical bids will be opened on 26.09.2019 at 11:00 hrs in the chamber of Director (Accounts).

The participating bidders, who wish to remain present at the time of opening of the Technical bid may visit BIS along with a valid authorization letter from the person whose signature appear in the bid or the person himself.

Gurpreet Singh
Director (Finance)
Bureau of Indian Standards



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS
(Under Ministry of Consumer Affairs, Food and Public Distribution)

NOTICE FOR LIMITED TENDER FOR APPOINTMENT OF INTERNAL AUDITORS

1. Limited tenders are invited for the **APPOINTMENT OF INTERNAL AUDITORS FOR THE PERIOD 2019-20**. The tender form, duly filled, shall be submitted to the **Director (Finance), Finance Department, Room No. 204, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110 002**.
2. *Complete Schedule/ Submission Schedule :*
 - (a) Date of issue of the Tender Document : 22.08.2019
 - (b) Last Date for Submission of the BID : 12.09.2019
 - (c) Date for Opening of Technical Bid : 13.09.2019
 - (d) Date for Opening of Financial Bid : The Financial Bids of only those bidders who qualifies Technical Bid shall be opened
3. *Methodology for Appointment of Internal Auditor*
 - a. The Internal Audit will be conducted on the Decentralised basis i.e., there will be one auditor for each region (except Central Region) and one auditor for Head Quarters, Central Region, NITS and Central Laboratory.
 - b. The name of the firms as received from the Office of Comptroller and Auditor General of India is being requested to apply for the Limited Tender.
 - c. Details and specifications can downloaded from the BIS Website www.bis.gov.in for reference purpose only

Director(Finance)
Bureau of Indian Standards

Offer Inviting Bid for Internal Audit



भारतीय मानक ब्यूरो

BUREAU OF INDIAN STANDARDS

(Under Ministry of Consumer Affairs, Food and Public Distribution)

1. Background

1.1 The Bureau of Indian Standards (BIS), the National Standards Body has been successfully promoting and nurturing standards movement within the country since 1947. BIS came into existence on 01st April 1987 through an Act of Parliament. The BIS Act has been reconstituted in 2017. It took over the staff, assets, liabilities and functions of the *erstwhile* Indian Standards Institution (ISI) with an enlarged scope and enhanced powers for harmonious development of activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto. Keeping in view, the interest of consumers as well as the industry, BIS is involved in various activities as given below:

- a. Standards Formulation
- b. Certification : Product, Hallmarking and Systems
- c. Foreign Manufacturers Scheme
- d. Registration Scheme
- e. Testing & Calibration Services
- f. Sale of Indian Standards and other publications
- g. International Activities
- h. Consumer Awareness Activities (for consumer and industry)
- i. Promotional Activities
- j. Training Services
- k. Information services
- l. Financial: Resources - Mobilization and utilization
- m. Trade Facilitation Cell
- n. Library Services

1.2 BIS has its Headquarters at New Delhi and its 05 Regional Offices (ROs) are at Kolkata (Eastern), Chennai (Southern), Mumbai (Western), Chandigarh (Northern) and Delhi (Central). Under the Regional Offices there are 23 Branch Offices (BOs) located at Ahmedabad, Bangalore, Bhubaneswar, Bhopal, Coimbatore, Dehradun, Faridabad, Ghaziabad, Guwahati, Hyderabad, Jaipur, Jammu, Kochi, Lucknow, Nagpur, Parwanoo, Patna, Pune, Rajkot, Raipur, Hubli, Jamshedpur and Vishakhapatnam, having independent accounts, which offer certification services to the industry and serve as effective link between

State Governments, industries, technical institutions, consumer organizations etc., of the respective region. Beside these there is a Training Institute at Noida and Central Laboratory at Shahabad where independent accounts are maintained.

2. *Sources of Income of Bureau of Indian Standards*

2.1 The Bureau of Indian Standards strives for the interest of consumers as well as the industry, so that the high standard product can be provided to customer. In performing all the aforesaid activities, the Bureau of Indian Standards receive incidental income from the following sources :

- a. Income from all components of Product Certifications,
- b. Income from Quality System Certifications,
- c. Income from Sale of Indian Standards,
- d. Income from Hallmarking, Assaying Center and Jewellers,
- e. Income from the Training Activity at NITS,
- f. Income from Testing Activity at Laboratories, and
- g. Interest on Income from Investment of its Funds and surpluses.

2.2 The total revenue earned by BIS during the financial year **2018-19** is **₹ 740.30 Crores**.

3. *Basis on which Accounts are maintained*

3.1 Besides Headquarters, the Regional Offices (except Central Regional Office, which is located at HQ, New Delhi), the Training Institute, the Central Laboratory, the Northern Region Laboratory and Branch Offices are maintaining their own accounts on uniform basis with double entry accounting system and following the guidelines issued by HQ's from time to time and according to Central Government Rules. Monthly trial balance and other MIS reports are sent by Regional Offices, Central Laboratory, Training Institute and Branch Offices to HQs for control and consolidation. Further, the said accounts are audited by C&AG.

4. *Scope of Internal Audit Work*

4.1 The Internal Auditor shall be responsible for test checking the initial records, accounts maintained by HQs/ROs/BOs/NITS/ Laboratory with a view to ensure that the rules and regulations are followed correctly, systems and procedures regarding accounting and financial matters are adequate.

- 4.2 The Internal Auditor shall *inter-alia* cover checking of all accounting records including those relating to advance and records pertaining to purchases, civil work, physical verification of stores, equipment's, tools and plant.
- 4.3 The Internal Auditor shall not only focus on the Income and Expenditure factor, rather may also focus on the risk indicators while performing the Internal Audit.

5. Duties of Internal Auditor

- 5.1 The Internal Audit shall perform following duties:

Accounting and Other related Aspects

- (i) Study the accounting procedures prescribed for the HQs with a view to ensuring that they are correct, adequate and free from defects or lacunae.
- (ii) Insure the implementation of the prescribed procedures and the order issued by HQ from time to time.
 - a. *Whether such default has occurred due to system failure and defect or due to individuals.*
 - b. *Whether steps have been taken for ratification of the aforesaid defects.*
- (iii) Scrutinize and check payments and accounting work of the accounting units.
 - a. *Payment of all types of suppliers bills for goods and services as per GFR,2017*
 - b. *Payment of Adjustable Advance, TA Advances. LTC Advance and Medical Advance etc., and adjustments thereof.*
 - c. *Payment in foreign currency to parties outside India.*
 - d. *Payment under different Plan Projects, Maintenance of Respective Accounts Books & Utilization Certificate thereof.*
 - e. *Management of Cash for Payment and Receipts, Cash Book and Bank Book, Maintenance of records, Bank Reconciliation, etc.,*
 - f. *Accounting of JVs/Issue of Debit/Credit Advices and Reconciliation of Inter-Office Accounts, Current Assets and Liabilities Account.*
- (iv) Scrutinize of Booking of Income under the appropriate activity *i.e., Product Certifications, Quality System Certifications, Sale of Indian Standards, Hallmarking, Assaying Centre and Jewellers, Training Activity and Testing Activity.*
- (v) Scrutinize of Investment made, *i.e., process of Investment, receipt of Interest, checking of the accrued interest, maturity proceeds as per FDRs and its accounting in Books of Accounts.*

- (vi) Scrutinisatio n of the Statutory Compliances :
 - a. *Whether the Tax has been deduction properly.*
 - b. *Timely submission of the return and Issue off TDS certificates.*
 - c. *Payment of Goods and Service Tax, adjustment of Input Tax Credit and filing of GST Return.*
 - d. *Income Tax Audit of BIS, if applicable and filing of Income-tax Return of BIS*
- (vii) Scrutinisatio n of the Fixed Asset Register
- (viii) Maintenance of Books of Accounts and preparation of Annual Financial Statements and Schedules thereof

Personal Aspects

- (ix) Employees and Pensioner related matter:
 - a. *Pay/ Pension fixation of Employee/ Pensioner,*
 - b. *Proper maintenance of Leave Records such as sick leave, casual leave etc., and their consequential reflection on salaries,*
 - c. *Payment of personal claims of employees viz., telephone bills, newspaper bills, misc. claims,*
 - d. *Payment and settlement of TA, LTC and Medical Claims of employees and maintenance of subsidiary ledgers.*
 - e. *General Provident Fund (GPF): Advances/Withdrawals, Maintenance of Accounts records, Investment of GPF, Accrual Interest, Monthly Trial Balance and yearly Balance Sheet.*
 - f. *National Pension Scheme: Monthly deductions and remittance of National Pension Scheme and BIS contribution and Maintenance of Subsidiary Records.*
 - g. *Payment of House Building Advance, Conveyance Advance, Computer Advance etc, compliance of conditions of payment and reconciliation of its subsidiary accounts with the General Ledgers.*
 - h. *Medical Claims for Pensioners: Permissions, Sanctions, Payments and Maintenance of Records.*

Administration Aspects

- (x) Scrutinisatio n of the Purchases Procedures as per GFR, 2017.
- (xi) Scrutinisatio n of purchase for Stationary and Consumable Items *vis-a-vis* the policy.
- (xii) Scrutinisatio n of the Stock Register i.e., *Stationary and consumable items.*

- (xiii) Scrutinisation of running and maintains records of BIS owned cars
- (xiv) Checking of procedures in regard to disposal of assets to ensure that adequate procedure exists for scrapping/ condemning and the same is followed.

Others

- (xv) Scrutinisation of procedure of the printing of the Standards *vis-a-vis* the policy.
- (xvi) Physical verification of stock of sale of standards and justification for the same.
- (xvii) Utilisation of the equipments in BIS Laboratories.
- (xviii) Pursuance/ settlement of objections taken in Audit Para/ test audit notes issued by Statutory Auditor and other matter relating to statutory audit.

6. Reporting Requirement

- 6.1 On Completion of the Audit of the respective Audit Unit of each phase, the following steps should be followed before finalisation of the report and the partner of firm shall meet and discuss the audit observations :
- (a) The Preliminary Audit observations shall first be discussed with the Accounts/Finance Head of the ROs/BOs/ Laboratory/ NITS. In case the auditor is not satisfied with the explanation given by Accounts/Finance Head of the ROs/BOs/ Laboratory /NITS, then shall discuss the same with the Head of ROs/BOs/ Laboratory/ NITS along with the finance head.
 - (b) Before finalisation of the audit observations, the unresolved important and statutory observation shall be discussed with the DDGF/DF/DAC at Head Quarter, so that the timely corrective action can be enforced.
 - (c) Based on the outcome of the aforesaid discussion, the Audit Report thus compiled shall be structured on following broad areas :
 - a. Compliance Report of the previous observation raised in the Internal Audit*
 - b. Important Observation arises out of the audit requiring corrective action*
 - c. Report on Testing of Effectiveness of Internal Control*
 - d. Other*

7. Terms and Reference of Internal Audit

For the year 2019-20

- 7.1 The Internal Audit for 2019-20, shall be conducted in 2 phases (*Phase – I* covering April to September and *Phase – II* covering October to March). The commencement of Phase – I audit will be on/ around 15th December and Phase – II will be on/ around 1st June. The report for the Phase-I and II are to be submitted on/ around 15th January and 15th July respectively.

For the year 2020-21 and 2021-22

- 7.2 The firm selected for conducting Internal Audit for the year 2019-20, may be considered for renewal of the contract for conducting the Internal Audit for subsequent two years (i.e., 2020-2021 and 2021-22) on yearly basis , subjected to satisfactory performance on the same fees plus taxes and on the same terms and conditions.
- 7.3 Internal Audit shall be conducted in 2 phases (*Phase – I* covering April to September and *Phase – II* covering October to March). The commencement of Phase – I audit will be on/ around 15th November and Phase – II will be on/ around 1st June. The report for the Phase-I and II are to be submitted on/ around 31st December and 15th July respectively

Audit Team

- 7.4 Auditor should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the audit units and the volume of work involved.
- 7.5 A minimum number of man-days are needed to devoted at site by the firm in each phase of the audit is as under :

S. No	Place	Minimum Man-days Requirement (in each location/ office)		
		Partner	Qualified Asst.	Assistant
1	Headquarter and Central Regional Office at New Delhi	2	2	20
	Training Institute at Noida	-	1	6
	Central Laboratory at Shahabad	-	1	6
	All Branches of Central Region(<i>Bhopal, Ghaziabad, Jaipur and Faridabad</i>)	-	2	6
2	Western Regional Office	1	2	10
	All Branches of Western Region(<i>Ahmedabad, Pune, Nagpur and Rajkot</i>)	-	2	6

S. No	Place	Minimum Man-days Requirement (in each location/ office)		
		Partner	Qualified Asst.	Assistant
3	Northern Regional Office	1	2	10
	All Branches of Northern Region(Jammu, Parwanoo, Dehradun and Lucknow)	-	2	6
4	Eastern Regional Office	1	2	10
	All Branches of Eastern Region(Bhubaneswar, Guwahati, Patna, Raipur and Jamshedpur)	-	2	6
5	Southern Regional Office	1	2	10
	All Branches of Southern Region(Bangalore, Coimbatore, Hyderabad, Kochi, Hubli and Vishakhapatnam)	-	2	6

Terms and Condition

Payment Terms

7.6 Payment shall be released within 15 working days from the date of submission of bill by the Firm after completion of each phase of audit and submission of the audit report and summary thereof to the Finance Department, New Delhi as well as to the all Regional Offices/Branch Offices/ Laboratory/NITS, Noida.

Bid security/Earnest money Deposit

7.7 Earnest Money Deposit (EMD) of ₹ 10,000/- (**₹ Ten Thousand Only**) is to be deposited in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's cheque/ Online [**Bank Name : Syndicate Bank, Bank Account No. : 90841010000018, IFSC Code of Bank : SYNB0009084**] in an acceptable form. EMD will be refunded after award of contract without any interest thereon to the unsuccessful bidders. Quotations received without EMD will not be considered. The Earnest Money will be forfeited if the bidder withdrawing or altering its bids during the bid validity period.

7.8 The Bureau has also the right to forfeit the EMD in full in the event of failure of on the part of the firm to fulfil the Terms & Conditions of the Tender Document.

Performance Security

- 7.9 Successful Tender will be required to deposit an amount of **10% of bid price** as Performance Security in the form in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's cheque/ Online [**Bank Name : Syndicate Bank, Bank Account No. : 90841010000018, IFSC Code of Bank : SYNB0009084**] in an acceptable form. Performance Security will remain valid for a period of 60 days beyond the date of completion of all contractual internal audit work.

Penalty Clause

- 7.10 All the areas of work as mentioned at Para 6 shall be covered by the Auditors at all the locations in each phase of audit.
- 7.11 In case, the audit is not completed as per the time schedule given, the penalty will be 0.5% of the contract value per week or part thereof maximum to 5% of the contract value.

Other

- 7.12 The contract may be terminated by this Bureau at any time without assigning any reason, if the services of the firm are not found satisfactory. In this connection, the decision of the Bureau shall be final and binding on the firm.
- 7.13 The firm selected for conducting Internal Audit for the year 2019-20, may be considered for renewal of the contract for conducting the Internal Audit for subsequent two years (i.e., 2020-21 and 2021-22) on yearly basis, subjected to satisfactory performance on the same fees plus taxes and on the same terms and conditions.
- 7.14 Jurisdiction of all disputes will be New Delhi.
- 7.15 In case on any dispute or difference arises, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by DG:BIS whose decision shall be final and binding on both the parties.

8. *Tender Submission*

8.1 Tender will be submitted in “Three” Separate sealed envelopes as below. All the three (3) should be numbered clearly and super scribed with our Tender reference number, date, title, binder’s name and address.

Envelope 1 : Shall contain the Accounts Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker’s cheque/ Acknowledgment of Online payment in an acceptable form toward Earnest Money Deposit (EMD)

Envelope 2 : Shall consist Technical Bid (Eligibility Criteria documents) i.e.,

- ✓ Brief background about the firm, with list of partners, if any, employees and their education qualifications / experience, present clients of the firm
- ✓ Self Certified copy on the Firm Letter Head, stating the experience certificate of the firm of conducting internal audit of Statutory Bodies/ Autonomous Bodies/ PSUs for 5 years (in last 10 years).
- ✓ Copy of GST Registration Certificate
- ✓ Copy of PAN No.

Envelope 3 : Shall consist of Financial Bid i.e., the consolidated audit fees for both Phase- I and Phase-II including all expenses (*i.e., travelling, boarding and lodging etc.,*) and GST shall be as applicable:

Sl. No	Particulars	Amount (in ₹)
1.	Audit Fee for both Phase-I and Phase – II including all expenses (<i>i.e., travelling, boarding and lodging etc.,</i>)*	

* GST will be extra

8.2 Above three envelopes may be enclosed with a sealed single envelope scribing with mentioning the content inside the envelope (*Envelope 1. Envelope 2 and Envelope 3*) and title as **“QUOTATION FOR APPOINTMENT OF INTERNAL AUDITOR FOR 2019-20”** and marked **“CONFIDENTIAL”** may be sent to Director (Finance), Finance Department, Room No. 204, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110 002.

9. *Tender Opening*

9.1 Complete Schedule/ Submission Schedule :

- | | | |
|---|----------|---|
| (a) Date of Issue of the Tender Document | : | 22.08.2019 |
| (b) Last Date for Submission of the BID | : | 12.09.2019 |
| (c) Date for Opening of Technical Bid | : | 13.09.2019 |
| (d) Date for Opening of Financial Bid | : | The Financial Bids of only those
bidders who qualifies Technical
Bid shall be opened |

**Consolidated Income & Expenditure
and
Balance Sheet**

BUREAU OF INDIAN STANDARDS

BALANCE SHEET AS AT 31ST MARCH 2019

(Amount in Rs.)

	Schedule	Current Year	Previous Year
CORPUS FUND AND LIABILITIES			
Corpus/Capital Fund	1	12,79,81,51,386	8,18,48,64,664
Reserves and Surpluses			-
Earmarked/Endowment Fund	2	18,98,45,74,181	18,44,33,03,854
Secured Loans and Borrowings		-	-
Unsecured Loans and Borrowings		-	-
Deferred Credit Liabilities		-	-
Current Liabilities and Provisions	3	26,37,19,972	24,86,06,768
TOTAL		32,04,64,45,539	26,87,67,75,286

ASSETS

Fixed Assets	4	1,35,89,69,340	1,36,05,38,078
Investments-from Earmarked/ Endowment Funds	5	6,08,15,58,662	6,15,10,60,522
Investment-Others	6	-	-
Current Assets, Loans, Advances etc.	7	24,60,59,17,537	19,36,51,76,686
Miscellaneous Expenditure(to the extent not written off or adjusted)		-	-
TOTAL		32,04,64,45,539	26,87,67,75,286

Significant Accounting Policies	16
Contingent Liabilities and Notes on Accounts	17
Details of Investment	18


(SURINA RAJAN)
DIRECTOR GENERAL


(C B SINGH)
ADDITIONAL DIRECTOR GENERAL


(H R AHUJA)
DY DIRECTOR GENERAL (FINANCE)


(VINOD KUMAR)
DIRECTOR (ACCOUNTS)

BUREAU OF INDIAN STANDARDS**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019**

(Amount in Rs.)

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
INCOME			
Income from Sales/Services	8	6,79,62,58,986	5,63,82,15,879
Grants/Subsidies		-	-
Fees/Subscriptions	9	4,68,50,475	2,46,48,851
Income from Investments	10	34,53,37,705	13,59,33,746
Income from Royalty, Publications etc.	11	15,63,92,345	14,80,58,734
Interest Earned	12	25,90,954	29,03,800
Other Income	13	5,58,60,163	5,98,29,983
TOTAL (A)		7,40,32,90,628	6,00,95,90,993
EXPENDITURE			
Establishment Expenses	14	1,69,86,07,203	1,83,28,67,758
Operational and Administrative Expenses	15	1,03,60,74,850	82,10,23,114
Expenditure on Grants, Subsidies etc.		-	-
Interest		-	-
Depreciation	4	5,54,27,233	6,29,43,430
Contribution towards Shortfall in Pension & Gratuity Liability Fund Account		-	51,57,72,094
TOTAL(B)		2,79,01,09,286	3,23,26,06,396
BALANCE BEING SURPLUS CARRIED TO CORPUS/CAPITAL FUND		4,61,31,81,342	2,77,69,84,597
Significant Accounting Policies	16		
Contingent Liabilities and Notes on Accounts	17		
Details of Investment	18		


 (SURINA RAJAN)

DIRECTOR GENERAL


 (C B SINGH)

ADDITIONAL DIRECTOR GENERAL


 (H R AHUJA)

DY DIRECTOR GENERAL (FINANCE)


 (VINOD KUMAR)

DIRECTOR (ACCOUNTS)

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2019

SCHEDULE 1 - CORPUS/CAPITAL FUND		
	(Amount in Rs.)	
	Current Year	Previous Year
Balance at the beginning of the year	81848,64,664	54078,80,066
Add: Contributions towards Corpus/Capital Fund		
Cost of assets capitalized from funds received from Spice Board	1,05,380	-
Total	81849,70,044	54078,80,066
Add: Surplus transferred from Income & Expenditure Account	46131,81,342	27769,84,598
BALANCE AT THE END OF THE YEAR	127981,51,386	81848,64,664

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2019

Page 14 of 40

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 3- CURRENT LIABILITIES AND PROVISIONS		
A. CURRENT LIABILITIES		
1. Sundry Creditors for Goods and Services		
a) Inland	948,57,431	919,68,108
b) Abroad	220,38,187	221,53,035
2. Advances received from Customers:		
a) Sales	7,31,582	4,70,845
b) Certification	134,34,904	97,92,570
3. Statutory Liabilities		
Others- Goods & Service Tax Payable	1025,36,329	963,86,718
4. Other Current Liabilities		
a) Earnest Money/Retention Money	285,72,819	250,17,870
b) Accounts Payable Employees	15,48,720	28,17,622
TOTAL(A)	2637,19,972	2486,06,768
B. PROVISIONS	-	-
TOTAL(A+B)	2637,19,972	2486,06,768

BUREAU OF INDIAN STANDARDS											
SCHEDULE FORMING PART OF BALANCE SHEET AS AT 31 MARCH 2019											
(Amount in Rs.)											
SCHEDULE-4:FIXED ASSETS											
DESCRIPTION		GROSS BLOCK				DEPRECIATION				NET BLOCK	
		Cost/Valuation As at beginning of the year	Additions during the year	Deductions during the year	Cost/Valuation at the year end	As at the beginning of the year	On Additions during the year	On Deductions during the year	Total up to the Year-end	As at the Current year-end 2018-19	As at the Previous year-end 2017-18
A.	FIXED ASSETS:										
1	LAND	634,353,954			634,353,954					634,353,954	634,353,954
2	BUILDINGS	492,803,370	7,708,300		500,511,670	244,283,044	27,416,415		271,699,459	228,812,211	248,520,326
3	RESIDENTIAL FLATS	62,296,310			62,296,310	42,361,974	967,584		43,329,558	18,966,752	19,934,336
4	PLANT, MACHINARY & EQUIPMENTS	302,165,283	18,144,866	2,251,462	318,058,687	233,544,917	12,054,469	1,770,598	243,828,788	74,229,899	68,620,366
5	VEHICLES	3,716,595	821,754	679,272	3,859,077	2,754,876	254,138	590,052	2,418,962	1,440,115	961,719
6	FURNITURE, OFFICE EQUIPMENTS & COMPUTERS	327,957,540	34,082,919	1,558,803	360,481,656	267,611,985	14,698,278	1,394,841	280,915,422	79,566,234	60,345,555
7	LIBRARY BOOKS	27,540,984	325,302		27,866,286	27,505,899	36,349		27,542,248	324,038	35,085
	TOTAL(A) OF CURRENT YEAR	1,850,834,036	61,083,141	4,489,537	1,907,427,640	818,062,695	55,427,233	3,755,491	869,734,437	1,037,693,203	1,032,771,341
	PREVIOUS YEAR	1,682,757,989	172,685,196	4,609,149	1,850,834,036	759,040,195	62,943,430	3,920,930	818,062,695		
B.	CAPITAL WORK IN PROGRESS	327,766,737		6,490,600	321,276,137					321,276,137	327,766,737
									TOTAL	1,358,969,340	1,360,538,078

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous year
SCHEDULE 5 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUND		
1 Pension & Gratuity Liability Fund Account		
1.1 Government of India Securities	49540,90,501	49789,48,836
1.2 Debentures and Bonds	200,00,000	200,00,000
TOTAL(1)	49740,90,501	49989,48,836
2 General Provident Fund of Employees		
2.1 Government of India Securities	2544,26,994	2551,53,789
2.2 State Government Securities	4337,62,680	4304,19,428
2.3 Debentures and Bonds	895,69,893	1393,29,875
2.4 Special Deposits with RBI	3127,08,594	3127,08,594
2.5 Equities & related investments-Mutual Funds	170,00,000	145,00,000
TOTAL(2)	11074,68,161	11521,11,686
TOTAL(1)+(2)	60815,58,662	61510,60,522
SCHEDULE 6 - INVESTMENTS-OTHERS		
(Amount in Rs.)		
	Current Year	Previous year
1 Investments towards the Corpus/Capital Fund	-	-
TOTAL	-	-

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2019

SCHEDULE 7 - CURRENT ASSETS, LOANS AND ADVANCES ETC.		
(Amount in Rs.)		
	Current Year	Previous Year
A. CURRENT ASSETS		
1. Inventories:		
a)Laboratory apparatus and stores	6,20,898	9,59,848
b)Stationery	47,30,281	38,52,259
c)Repair & Maintenance Consumables	14,81,760	14,76,826
d) Gold Jewellery	-	7,62,018
Total (1)	68,32,939	70,50,951
2. Sundry Debtors		
a)Sale of Publications		
i) Exceeding six months	66,776	1,07,256
ii) Others	8,021	4,226
b)Certification		
i) Exceeding six months	18,81,891	26,87,534
ii) Others	10,35,554	3,11,486
c) Accounts Recoverable		
i) Accounts recoverable (employees)	8,25,518	9,09,833
ii) Recoverables from Government Departments (From MEA & DoCA)	116,28,033	104,14,993
iii) Accounts Recoverable (Others)	287,32,950	386,85,332
Total (2)	441,78,743	531,20,660
3. Cash Balance in Hand (Including Imprest)	2,21,061	2,94,416
4. Bank Balances:		
a) With Schedule Banks		
i) On Current Accounts	1166,54,169	1510,18,839
ii) On Saving Accounts	1395,91,041	1142,10,881
Sub Total of 4(a) (i & ii)	2562,45,210	2652,29,720
iii) On Fixed Deposit Accounts		
A) Investment - Earmarked Funds		
I) Pension & Gratuity Liability Fund A/c	123330,85,326	117604,67,827
II) General Provident Fund A/c	2985,81,000	3055,81,000
III) National Pension Scheme Fund A/c	19,95,125	17,21,671
B) General Investments towards Corpus/Capital Fund	78959,19,549	36525,10,502
Sub Total of 4(a)(iii)	205295,81,000	157202,81,000
Total (4)	207858,26,210	159855,10,720
5. Franking Machine Balance	1,84,586	1,14,350
TOTAL(A)	208372,43,539	160460,91,097

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2019

SCHEDULE 7 - CURRENT ASSETS, LOANS AND ADVANCES ETC.		
	Current Year	Previous Year
B. LOANS, ADVANCES AND OTHER ASSETS		
1. Advances to Staff for:		
i) Purchase of Conveyance	1,57,500	2,75,400
ii) House Building	113,72,286	19,79,424
iii) Computer	8,32,605	8,20,699
TOTAL (1)	123,62,391	30,75,523
2. Advances and other amounts recoverable or for value to be received		
a) On capital Account & others to outside parties		
i) Modernization of Manak Bhawan HQ	527,36,021	-
ii) Building Construction ROs/BOs -CPWD	628,19,043	568,19,043
iii) Computerization Project:C-DAC	460,00,463	460,00,463
iv) AC Projects, Renovation of Lifts & Canteen-HQ CPWD	140,22,676	140,22,676
v) Others (NICSI, employees & outsiders at HQ/ROs/BOs)	409,49,155	191,18,630
vi) Consumer Welfare Fund(NBCC)	3,32,260	3,32,260
vii) Plan Project Schemes(See Note No. 2.6 of Sch. 17)	17,436	17,436
TOTAL (2a)	2168,77,054	1363,10,508
b) Prepaid Expenses	61,32,615	200,97,836
c) Advances to Staff for:		
i) Natural calamities	-	6,600
ii) Travel	10,05,990	5,74,202
iii) Leave Travel Concession	14,12,476	12,29,834
iv) General Provident Fund	74,37,079	83,79,357
TOTAL (2c)	98,55,545	101,89,993
d) Security Deposits	99,27,436	76,41,238
TOTAL (2)	2427,92,650	1742,39,575
3. Income Accrued		
a) On Investments from Earmarked/Endowment Funds & Others		
i) BIS Funds	32630,77,835	29309,35,560
ii) General Provident Fund	1876,89,419	1583,38,961
TOTAL (3)	34507,67,254	30892,74,521
4. Claim Receivable		
a) Income Tax Refund	399,79,352	323,01,978
b) Service Tax	-	17,20,379
c) Goods and Services Tax (Input Tax)	227,72,351	184,73,613
TOTAL (4)	627,51,703	524,95,970
TOTAL(B)	37686,73,998	33190,85,589
TOTAL(A+B)	246059,17,537	193651,76,686

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF INCOME EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 8-INCOME FROM SALE/SERVICES		
1. Product Certification	55410,11,364	49875,81,796
2. Conformity Assessment(Registration)	7285,50,000	2857,89,000
3. Hallmarking	3338,55,736	2510,53,677
4. Systems Certification	571,80,557	527,40,708
5. Income from Testing	1356,61,329	610,50,698
TOTAL	67962,58,986	56382,15,879
(Amount in Rs.)		
	Current Year	Current Year
SCHEDULE 9-FEE/SUBSCRIPTION		
1. Confrences & Training Fees	444,74,478	222,27,278
2. Library Membership Fee	23,75,997	23,94,973
3. Subscription for Standards India Journal	-	26,600
TOTAL	468,50,475	246,48,851

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF INCOME EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

(Amount in Rs.)				
	Investment from Earmarked Fund		Investment-Others	
	Current Year	Previous Year	Current Year	Previous Year
SCHEDULE 10-INCOME FROM INVESTMENTS				
(Income on Investment from Earmarked/Endowment Fund transferred to fund)				
1 Interest	15777,77,704	14720,49,048	3438,57,411	1355,08,094
2 Rent	-	-	14,80,294	4,25,652
TOTAL	15777,77,704	14720,49,048	3453,37,705	1359,33,746
(TRANSFERRED TO EARMARKED/ENDOWMENT FUNDS)	15777,77,704	14720,49,048		
[Refer Schedule 2, Item b(ii) - Col 7]				
			Current Year	Previous Year
SCHEDULE 11-INCOME FROM ROYALTY, PUBLICATION ETC.				
A. INCOME FROM SALE OF STANDARDS				
1 Electronic Media			706,98,445	596,21,364
2 Hard copies			191,65,058	356,64,756
3 Margin on Sale of Publications of Overseas Bodies			10,47,940	32,66,141
4 Royalty from reproduction of Indian Standards			5,23,800	-
TOTAL(A)			914,35,243	985,52,261
B. Retrocession from ISO and IEC on Sale of their Publications in India			649,57,102	495,06,473
TOTAL(A+B)			1563,92,345	1480,58,734

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF INCOME EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 12-INTEREST EARNED		
On Saving Account	25,90,954	29,03,800
TOTAL	25,90,954	29,03,800
(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 13-OTHER INCOME		
a) Interest from Conveyance, Computer & House Building Advances	35,13,762	40,17,116
b) CGHS Contribution	61,83,504	50,61,987
c) Licence Fee- Staff Quarters	4,50,531	5,84,093
d) Miscellaneous Income at HQ	65,65,586	25,84,708
e) Miscellaneous Income at RO/Bos	40,88,821	29,93,330
f) Miscellaneous Income at Laboratories	145,46,321	137,41,092
g) Surplus in GPF Account	85,48,121	124,38,335
h) Recruitment Receipts	119,63,517	184,09,322
TOTAL	558,60,163	598,29,983

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF INCOME EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 14 -ESTABLISHMENT EXPENSES		
1. PAY & ALLOWANCES		
a) Pay	10430,94,441	12883,45,634
b) Allowances and Bonus	3971,28,592	3374,36,016
c) Terminal Leave Encashment	1094,81,199	884,36,851
TOTAL(1)	15497,04,232	17142,18,501
2. RETIREMENT BENEFITS		
Employer's Contribution to National Pension Scheme	341,29,228	368,72,242
TOTAL(2)	341,29,228	368,72,242
3. WELFARE EXPENSES		
a) Medical Benefits-Employees	294,19,815	249,71,027
b) Medical Benefits-Pensioners	434,15,912	333,40,451
c) Staff Welfare	192,56,056	113,32,759
d) Leave Travel Concession	226,81,960	121,32,778
TOTAL(3)	1147,73,743	817,77,015
TOTAL(1+2+3)	16986,07,203	18328,67,758

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF INCOME EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 15 -OPERATIONAL AND ADMINISTRATIVE EXPENSES		
1. TRAVELLING EXPENSES		
a) Overseas	149,04,251	4,19,777
b) Domestic	595,20,772	462,04,458
c) Committee Members	1,05,018	1,44,461
TOTAL(1)	745,30,041	467,68,696
2. SUBSCRIPTION TO INTERNATIONAL ORGANISATIONS		
a) International Standards Organization	344,59,329	347,09,433
b) International Electrotechnical Commission	106,66,182	106,31,897
TOTAL(2)	451,25,511	453,41,330
3. PRINTING		
a) Standards	55,12,580	35,77,500
b) Bulletin	13,20,469	2,32,918
TOTAL(3)	68,33,049	38,10,418
4. TESTING & SURVELLIANCE		
a) Testing Charges	2548,47,470	1643,68,618
b) Laboratory Consumables and Repair & Maintenance of Laboratory Equipments	112,68,771	97,23,168
c) Market Samples	35,53,167	31,24,373
d) Hiring of Taxies for Inspection Work	86,99,885	73,33,742
e) Freight and Cartage	201,35,949	158,45,402
TOTAL(4)	2985,05,242	2003,95,303
5. PUBLICITY	1756,43,483	1588,22,359
6. OFFICE EXPENSES		
a) Stationery	161,89,445	161,64,699
b) Postage	60,45,544	70,09,242
c) Telephone	108,69,343	116,63,021
d) Recruitment	21,30,489	3,01,095
e) Refreshment and Entertainment	17,42,139	16,25,131
f) Liveries	6,60,990	1,60,021
g) Insurance and Bank Charges	21,66,263	17,75,450
h) Miscellaneous	29,78,389	27,12,475
i) Rent and Statutory Taxes	329,57,692	541,12,009
j) Electricity and Water Charges	510,22,010	453,50,583
k) Taxi Hiring Charges	140,45,823	104,44,142
TOTAL(6)	1408,08,127	1513,17,868

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF INCOME EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

(Amount in Rs.)		
	Current Year	Previous Year
SCHEDULE 15 -OPERATIONAL AND ADMINISTRATIVE EXPENSES		
7. REPAIRS AND MAINTENANCE		
a) Furniture and Office Equipment	100,77,311	87,23,360
b) Building	288,86,129	170,08,872
c) Vehicles	4,60,747	7,76,020
TOTAL(7)	394,24,187	265,08,252
8. CONFERENCES, CONSUMER AWARENESS AND TRAINING PROGRAMME		
a) Conferences, Seminars and Consumer Awareness Programmes	259,19,471	146,23,107
b) Training Expenses in NITS	112,77,620	68,88,373
TOTAL(8)	371,97,091	215,11,480
9. OTHER EXPENSES		
a) IT Services Expenses	183,11,402	271,04,365
b) Library Subscription and Expenses	3,41,030	3,74,864
c) Audit Fees and other Consultancy Charges	74,22,778	76,21,744
d) Legal charges	80,15,505	79,00,089
e) Labour Expenses including Houskeeping & Security	1263,36,681	1009,69,060
f) Hiring of Technical Manpower-Young Professional & Graduate Engineer	213,86,738	50,20,774
g) Hiring of Consultants and Consultancy Charges	24,31,067	-
h) Bad Debts & losses written off	92,153	8,963
i) Quality System Charges	154,70,830	84,18,711
j) Staff Training	112,98,153	12,86,448
k) Hindi Promotional Activities	30,05,129	42,67,283
l) Enforcement outsourcing Expenses	2,91,816	2,19,882
m) Exchange Rate Variation	17,71,860	4,86,180
n) CENVAT Credit Expenses/Input Tax Credit foregone	18,32,977	15,49,456
o) R&D Projects	-	13,19,589
TOTAL(9)	2180,08,119	1665,47,408
TOTAL(1 to 9)	10360,74,850	8210,23,114

BUREAU OF INDIAN STANDARDS

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED 31st MARCH 2019

SCHEDULE.16 - SIGNIFICANT ACCOUNTING POLICIES

1. ACCOUNTING CONVENTION

The Financial Statements are prepared on the basis of historical cost convention, unless otherwise stated and generally on the accrual method of accounting except the Certification Income and the interest due on default investments which are accounted on cash basis.

2. INVENTORIES

The value of Stock of Indian Standards and other publications are not accounted for as a matter of policy. However, the Stock of Paper, Laboratory Consumables, Spares, Stationery and gold are valued at cost.

3. INVESTMENT

- 3.1 The Investments are usually carried at cost.
- 3.2 The premium paid on acquisition of permanent investment is amortized on a time proportion basis upto the date of maturity.

4. FIXED ASSET

- 4.1 Fixed Assets are stated at Cost of acquisition inclusive of inward Freight, Duties and Taxes.
- 4.2 Fixed Assets acquired out of Grants/Assistance from Ministries are capitalized at values stated, by corresponding credit to Corpus/ Capital Fund.
- 4.3 Fixed Assets received by way of non-monetary grants are capitalized at values stated by corresponding credit to Corpus/Capital Fund.

5. DEPRECIATION

Depreciation is provided on written down value method as per the rates specified in the Income Tax Act 1961.

6. GOVERNMENT GRANTS/ASSISTANCE

- 6.1 Government Grants/Assistance are accounted on realization basis.

6.2 All Government Grants/Assistance from Ministries and their utilization are shown in the Earmarked/Endowment Fund Schedule.

6.3 The Government Grants/Assistance utilized towards Capital Cost of setting of projects and acquisition of Fixed Asset are shown as addition to Corpus/Capital Fund.

7. FOREIGN CURRENCY TRANSACTIONS

7.1 Transactions denominated in Foreign Currency are accounted at the exchange rate prevailing at the date of the transaction.

7.2 Current Liabilities are converted at the exchange rate prevailing as at the end of the year and the relevant gain/loss is transferred to Income & Expenditure Account.

8. PAY & ALLOWANCES

The payments of Pay & Allowances and leave encashment are charged to Income & Expenditure Account on cash basis under Pay and Allowances.

9. RETIREMENT BENEFITS

9.1 Liability towards Pension of retired employees and pension & gratuity of existing employees for past service based on the Actuarial Valuation is accrued and provided in the Pension/Gratuity Liability Fund Account shown under the Schedule - Earmarked/Endowment Fund.

9.2 Based on the Actuarial Valuation Report, Annual Contribution to the Fund is provided in the Income & Expenditure Account with corresponding credit to Pension/Gratuity Liability Fund Account.

9.3 The actual payments of all pensionary benefits and recurring pension during the year are debited to Pension & Gratuity Liability Fund Account.

10. LOANS TO EMPLOYEES

The Interest on House Building, Conveyance and Computer Loan given to employees is accounted on cash basis after the recovery of the principal amount of Loan.

11. GPF ACCOUNTS

The surplus/deficit in the GPF Account of employees are treated as income/expense of the Bureau.

BUREAU OF INDIAN STANDARDS

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED **31st MARCH 2019**

SCHEDULE.17–CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

1. CONTINGENT LIABILITIES

- 1.1 **Disputed Demands of Service Tax(excluding penalty and interest):-** These disputed demands relate to service tax on revenue sharing receipts from Hallmarking & Assaying Centres, payment of membership fee to ISO/IEC, Library membership fee and Service-tax liability under reverse charge mechanism which has been contested by BIS at following offices:

		Amount (₹ in lakh)
(i)	BIS (HQ) New Delhi	388.35
(ii)	Southern Regional Office	91.65
(iii)	Western Regional Office	75.78
(iv)	Patna Branch Office	1.05
(v)	Hyderabad Branch Office	0.21

- 1.2 **NBCC, the consultant for the Jaipur Building and Training Institute Building Noida:-** NBCC has claimed payment of ₹ 27.60 lakh and ₹ 17.04 lakh for the works carried out at Jaipur and NITS Noida Buildings respectively. However, physical verification of the work done by the contractor(s) is not yet completed as some corrective actions are yet to be taken by NBCC and the settlement of accounts with them is under progress. As the amount payable is subject to physical verification as per the contract, therefore, these claims have not been taken as Addition to Assets and Liabilities as on 31.03.2019. It had been decided by EC that no payment shall be released to NBCC against these two projects till settlement of the issues in the New Central AC Plant at Headquarter.
- 1.3 **Suit No. 3016 of 2010 in Hon'ble Bombay High Court:-** Contingent Liability of ₹ 73,82.90 lakh alongwith interest may arise due to damages claimed by M/s. National Food Products(India) Pvt. Ltd. from BIS, for the alleged loss suffered by them for the delay in renewal of their licence for Packaged Drinking Water.
- 1.4 **Bank Guarantee:** Bank Guarantee of ₹ 5.00 lakh valid upto 05.01.2020 was issued by Syndicate Bank in favour of Director General of Disasters, Response & Fire Services, Hyderabad.

2. NOTES ON ACCOUNTS

- 2.1 **Capital Commitments:** The value of the contract remaining to be executed on Capital Account and not provided for (net of Advances) are given as under:

(Amount in crores)				
Sl. No.	Project	Total Estimated Cost	Payment made to CPWD/ Agency	Value of contract remaining to be executed
(i)	Modernization of Manak Bhawan	8.89	5.26	3.63
(ii)	Air Conditioning of HQ Building	17.02	15.70	1.32
(iii)	Construction of Chandigarh Regional Office Building and Jammu Office Building	17.04	13.00	4.04
(iv)	Construction of Building at Raipur Branch Office	5.89	1.97	3.92
(v)	Construction of Rajkot Office Building	5.38	4.00	1.38
(vi)	Renovation of Northern Regional Office Laboratory Building, Mohali	1.02	0.55	0.47
(vii)	Replacement of lifts of BIS:HQ	1.13	0.90	0.23
(viii)	Renovation of Canteen of BIS:HQ	0.96	0.46	0.50
(ix)	Renovation of Bangalore Office Building	3.70	3.07	0.63
(x)	Modernization of Training Institute Building at Noida from the assistance received from the Government under Plan Fund	6.51	6.43	0.08

2.2 Pension & Gratuity Liability Fund Account (Schedule 2-column 7)

- 2.2.1 According to the Actuarial Valuation Report submitted by M/s. Nalin Kapadia, Consultant & Actuaries, registered with SEBI by following the guidelines given in AS-15 of Institute of Chartered Accountants of India and the guidelines of the Actuaries Society of India, the total accrued Pension & Gratuity Liability of BIS as on 31.03.2019 amounted to ₹ 17,16.43 crore as under:

Sl. No.	Accrued Liability towards	Amount in crore
1.	Accrued pension liability for existing pensioners (₹ 1029.83 crore) and family pensioners (₹ 147.74 crore)	11,77.57
2.	Accrued Pension Liability of existing employees for their past service	4,55.52
3.	Accrued Gratuity Liability of existing employees under CCS Pension Rules (₹ 74.80 crores) and NPS (₹ 8.54 crores)	83.34
	Total	17,16.43

The above liability as per actuarial valuation as on 31.03.2018 amounted to ₹ 16,75.94 crore.

2.2.2 The position of the Pension & Gratuity Liability Fund as on 31.03.2019 is given as under:

- i) **Opening Balance in the Fund:-** The amount available in the Pension & Gratuity Liability Fund Account as on 01.04.2018 amounted to ₹ **16,75,94,16,663**.
- ii) **Interest earned by the Fund:-** The total interest earned during 2018-19 on investments of Pension & Gratuity Liability Fund and Corpus/Capital Fund of BIS on accrual basis amounted to ₹ **1,92,16,35,115**. This has been apportioned between these two funds in the ratio of opening balance of investment against these funds as on 01.04.2018 as given below:

(Amount in Rs.)		
Investment	Opening Balance of Investments as on 01.04.2018	Interest of ₹ 192,16,35,115 for 2018-19 apportioned in the ratio of opening balance of Investments as on 01.04.2018
Investment towards Pension & Gratuity Liability Fund A/c {total of Schedule 5 (Item1) and Schedule 7A, Item 4(a)(iii)(A)(I)}	1675,94,16,663	157,77,77,704
General Investments towards Corpus/ Capital Fund A/c {Schedule 7A, Item 4(a)(iii)(B)}	365,25,10,502	34,38,57,411
Total	2041,19,27,165	192,16,35,115

Accordingly, the interest earnings of ₹ **157,77,77,704** have been credited to “**Pension & Gratuity Liability Fund Account**” (Schedule 2 Column 7) and the remaining interest earnings of ₹ **34,38,57,411** appear in the **Income & Expenditure Account** (Refer Schedule 10).

- iii) **Payments made from the Fund :-** The total net payments of pension, commutation and gratuity during 2018-19 amounted to ₹ **103,00,18,540** {**Gross payments ₹ 103,32,92,260 minus** receipts from deputationists etc. ₹ **32,73,720**} This has been debited to ‘**Pension & Gratuity Liability Fund Account**’ (Schedule 2, column 7).
- iv) **Closing balance in the Fund:-** As a result of above transactions, the balance in the **Pension & Gratuity Liability Fund A/C as on 31.03.2019 amounts to ₹ 1730,71,75,827**(Schedule 2, column 7).

2.2.3 Since the amount available in the Pension & Gratuity Liability Fund Account as on 31.03.2019 amounted to ₹ **1730.72 crores** as against the actuarial valuation of ₹ **1716.43 crores** therefore, no charge has been made for this fund in the Income & Expenditure Account and the entire revenue surplus of ₹ 461.32 crores for the year 2018-19 has been carried to Capital/Corpus Fund of BIS

2.3 **National Pension Scheme Fund:-** The National Pension Scheme(NPS) is applicable to all employees who joined BIS after 01.01.2004. The employees’ contribution and BIS contribution in respect of those who are enrolled with the Regulator are remitted to PFDRRA on monthly basis. However the employees contribution and BIS contribution in respect of employees who are yet to be enrolled with the Regulator is kept with BIS under NPS Fund Account and is invested by BIS. The interest calculated at the rate equivalent to the interest rate of GPF is credited to their

accounts. The balance in the NPS Fund with BIS as on 31.03.2019 amounted to ₹ 19,95,125 {Schedule 2, column 6}.

2.4 Investment of BIS Funds

2.4.1 **The total investments of BIS Funds: The total Investments of BIS** as on 31.03.2019 amounted to ₹ 2520,50.90 lakh which represents various funds as under:

(Rupees in lakh.)

	Funds against which the Investment is represented	Investment in Fixed Deposits of PSU Bank	Investment in Central Govt. Securities/Bonds of PSUs*	Total Investment
i)	Pension & Gratuity Liability Fund	1233,30.85	4,97,40.90	1730,71.75
ii)	General Investment of BIS representing Corpus/ Capital Fund	789,59.20	-	789,59.20
iii)	National Pension Scheme Fund	19.95	-	19.95
	Total Investment	20,23,10.00	4,97,40.90	25,20,50.90
		(shown under Schedule 7(A) (item 4(a)(iii))	(shown under item No. 1 of Schedule 5)	

*(includes premium paid on purchase of Government of India Securities)

The details of total investments of ₹ 2520,50.90 lakh as on 31st March 2019 are given in Schedule 18.

2.4.2 BIS had made investment of ₹ 200.00 lakh in the bonds of U.P. Cooperative & Spinning Mills Federation Ltd. (UPCSMFL), an undertaking of Uttar Pradesh Government on 17.12.1998 @ 16% per annum. UPCSML had defaulted in the payment of interest and principal on maturity dates. The maturity of principal was due on 30.04.2003(33%), 30.10.2003(33%) and 30.04.2004(34%). The interest is under default since 01.05.2000 which amounts to ₹ 128.00 lakh till date of maturity at coupon rate. BIS had filed a case through Petition No. 451/2002 before the Hon'ble National Consumer Disputes Redressal Commission (NCDRC). The Hon'ble NCDRC pronounced its judgement on 01.02.2016 and ordered the opposite party No. 01(UPCSMFL) & opposite party No. 02(Government of Uttar Pradesh, the guarantor) to pay a sum of ₹ 200 lakh jointly and severally to BIS alongwith the interest @ 9% only from 01.05.2000 till the date of realization. A Caveat Petition has also been filed by BIS in the Hon'ble Supreme Court on 03.03.2016.

The UPCSML filed the Review Petitions No. 48/2017 & 138/2017 praying the Hon'ble NCDRC to (i) allow this Review Petition and recall order dated 01 February 2016 passed by this Hon'ble Court in Original Petition No. 451/2002, and (ii) set aside order 01 February 2016 passed by this Hon'ble Court in Original Petition No. 451/2002 and hear this case afresh. The Review Petitions were dismissed by Hon'ble NCDRC. The Hon'ble NCDRC has issued Dasti Notice of E.A. No. 43 of 2016 and of all M.A.s filed therein to the Respondents/Judgement Debtors and to the official Liquidator. The said Executive application is listed for 4th July 2019 in Hon'ble NCDRC.

- 2.5 **Plan Scheme for setting up of Gold Hall Marking/Assaying Centres in India with central assistance:** This scheme is being operated by BIS on behalf of the Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Govt. of India. The Department of Consumer Affairs vide its letter No. 8/2/2004-BIS dated 30.09.2005 had conveyed the sanction to the Scheme for setting up of Gold Hall Marking/Assaying Centres in India with central assistance. The funds of ₹ 1,00,00,000 were received from the Government during 2018-19. The unspent balance under the Scheme as on 31.03.2019 amounted to ₹ **78,36,976** which has been carried over to 2019-20. (Schedule 2, column 1).

- 2.6 **Plan Schemes of Govt. of India- “National System for Standardization(NSS) – Strengthening Standardization at National & International Level ”** (Schedule 2, column 2): The position of funds received, funds spent by BIS during 2018-19 and the unspent balance as on 31.03.2019 under the two schemes that are being implemented by BIS on behalf of the Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Government of India is given as under:

(Amount in Rs.)

Sl. No.	Scheme/Particulars	NSS-Strengthening Standardization at National and International Level	Consumer Education and Training, HRD and Capacity Building	Total
(i)	Balance as on 01.04.2018	42,38,799	6,19,34,202	6,61,73,001
(ii)	Funds received from DoCA in 2018-19	1,00,00,000	-	1,00,00,000
(iii)(a)	Interest earned credited to Scheme A/c	1,15,626	1,220	1,16,846
(iii)(b)	Other Receipts	-	-	-
(iv)	Total {(i) + (ii) + (iii)}	1,43,54,425	6,19,35,422	7,62,89,847
(v)	Expenditure in 2018-19			
(a)	Capital	-	-	-
(b)	Revenue	1,29,77,882	-	1,29,77,882
(c)	Interest refunded/to be refunded to DoCA	12,67,661	-	12,67,661
	Total Expenditure in 2018-19 v{(a)+(b)+(c)}	1,42,45,543	-	1,42,45,543
(vi)	Balance as on 31.03.2019 {(iv) – (v)} {as per Schedule 2, column 2}	1,08,882	6,19,35,422	6,20,44,304
(vii)	Capital Work in Progress against the fund (refer Schedule 4)	-	6,42,82,564	6,42,82,564
(viii)	Funds Available as on 31.03.2019	1,08,882	(23,47,142)*	
*The amount spent in excess of the funds available has been reflected as Accounts Recoverable from DoCA,GOI [Refer Sch. 7 (A) Item 2C (ii)]				

- 2.7 **New Central AC Plant for Manak Bhawan Building by NBCC** - The project of Installation of New Central AC Plant for Manak Bhawan at HQ was initiated in the year 2003-04. National Building Construction Corporation (NBCC) was appointed as Project Management Consultant(PMC) for the project. The payment of ₹ 86.07 lakh was made to NBCC. However, the project was stopped in June 2006. The settlement of Account could not be made due to dispute regarding the manner of calculation of consultancy charges payable to NBCC. It was, therefore, decided that no payment shall be released to NBCC against other projects namely Construction of JBO Building and NITS Noida till the settlement of accounts with NBCC towards this project. The payments of ₹ 86,07,396 made upto 2008-09 under this project have been shown as Capital work-in-progress in the Schedule of Fixed Assets[Schedule 4]. Executive Committee(EC) in its 79th meeting held on 27 March 2008 had decided to close the contract and agreement with NBCC and also approved the project related to air conditioning of both Manak Bhawan & Manakalaya, and related civil and electrical works to be undertaken through CPWD. This Project by CPWD has been executed and the AC plant is in operation.[(refer Note No. 2.1(ii)].

2.8 Capital Expenditure out of BIS Funds

- 2.8.1 The capital expenditure out of BIS Funds (including adjustment of advances/Capital WIP) during 2018-19 amounted to ₹ 610,83,141 as under (Refer Schedule 4):

(Amt. in Rs.)

Addition to Fixed Assets	2018-19
Land & Building	77,08,300
Furniture, Office Equipments & Computers	340,82,919
Laboratory Equipments	181,44,866
Library Books	3,25,302
Vehicles	8,21,754
Total	610,83,141

- 2.8.2 **Capital Work-in-Progress** : The Capital work-in-progress reflected under Fixed Assets Schedule(Schedule 4) includes various building projects and Air-Conditioning project at HQ. The project-wise amount of capital work-in-progress reflected in Schedule 4 is given in the following table:

(Amount in lakh)

Sl. No.	Project	Capital work in progress as on 31.03.2019
(i)	Construction of Chandigarh Regional Office Building and Renovation of Northern Regional Office Laboratory Building, Mohali-CPWD	98.84
(ii)	Construction of Rajkot Office Building-CPWD	395.94
(iii)	Construction of Jammu Office Building-CPWD	423.36
(iv)	Modernization of Training Institute Building at Noida from the assistance received from the Government under Plan Fund-CPWD	642.83
(v)	Air Conditioning of HQ Building-CPWD	1520.36
(vi)	Replacement of lifts of BIS:HQ-CPWD	22.63
(vii)	Renovation of Canteen of BIS:HQ-CPWD	22.73
(viii)	Central AC Plant (through NBCC-discontinued) (please refer note 2.7)	86.07
	Total	3212.76

The expenditure on NRO building project at Sl. (i) has been capitalized except for the amount given above. Although, the buildings at Sl. (ii) to (iv) have already been occupied by BIS and the projects at Sl. (v to vii) have also been completed, however, the expenditure incurred on these buildings could not be capitalized as on 31.03.2019 in the absence of category-wise & item-wise inventory statements which have not been provided by CPWD. Therefore, depreciation on these Buildings could not be provided. The expenditure on these buildings will be capitalized and depreciation will be charged after the detailed statements are received from CPWD.

2.09 Surplus in General Provident Fund Accounts: There was a surplus (i.e. excess of income over expenditure) of ₹ 85,48,121 in BIS Employees General Provident Fund Accounts during 2018-19. This surplus is due to higher yield earned by BIS on investments of GPF as compared to the interest credited to subscribers Accounts. This has been treated as income of the Bureau as per the Accounting Policy [Schedule 13 Item (g)].

2.10 Income-Tax Exemption:

2.10.1 Central Board of Direct Taxes(CBDT), Department of Revenue, Ministry of Finance, Govt. of India, vide its Notification No. 88/2014 dated 23.12.2014 had notified BIS under Section 10 (46) of Income-tax Act, 1961 for the Assessment Years 2012-13 to 2016-17. The CBDT has further notified BIS under this section for the Assessment Years 2017-18 to 2021-22 vide Notification No. 111/2016 dated 01.12.2016. As a result of this notification of CBDT, the income of BIS is not taxable till Assessment Year 2021-22.

2.10.2 Income-tax Exemption granted to BIS under section 10(23)(c)(iv) which was withdrawn by DG:IT(E) vide order dated 24.02.2012 from Assessment Year 2009-10 and onwards was restored by it vide order dated 04.12.2012 in compliance with the order of Hon'ble High Court of Delhi. Therefore, the tax exemption of BIS under section 10(23)(c)(iv) of Income Tax Act is also available. The DG IT(E) had filed SLP in Hon'ble Supreme Court under Article 136 of the Constitution of India against allowing the Writ Petition of BIS by the Hon'ble High Court of Delhi. The SLP filed by DG:IT(E) has been converted into Civil Appeal which is pending in the Hon'ble Supreme Court.

2.11 The Annual Accounts have been prepared in the Uniform Formats of Accounts prescribed by the Ministry of Finance.

2.12 The previous year figures have been re-grouped wherever found necessary to make them comparable with current year groups and figures.

2.13 Figures in Final Accounts have been rounded off to the nearest rupee.

BUREAU OF INDIAN STANDARDS SCHEDULE 18: INVESTMENT			
(Amount in Lakh)			
Sl. No.	Name of Institution	Investment at cost	Indicative Market Value of investment*
1	INVESTMENT OF BIS FUNDS		
1.1	Investment with Banks in Fixed Deposits		
1.1.1	Andhra Bank	17900.00	17900.00
1.1.2	Bank of India	2189.00	2189.00
1.1.3	Canara Bank	16160.00	16160.00
1.1.4	Corporation Bank	11740.00	11740.00
1.1.5	Industrial Development Bank of India	7050.00	7050.00
1.1.6	Indian Bank	8180.00	8180.00
1.1.7	Punjab & Sind Bank	9360.00	9360.00
1.1.8	Punjab National Bank	61766.00	61766.00
1.1.9	<u>State Bank of India</u>		
	State Bank of Bikaner & Jaipur	10740.00	
	State Bank of India	4050.00	
	State Bank of Mysore	2280.00	
	State Bank of Patiala	13170.00	
	State Bank of Travancore	3200.00	
1.1.10	Syndicate Bank	5905.00	5905.00
1.1.11	Vijaya Bank	28620.00	28620.00
	TOTAL (1.1)	202310.00	202310.00
1.2	Government of India Securities - Quoted		
	Face Value	46310.40	
	Premium (Net of amortization)	<u>3230.5</u>	
		49540.90	48655.64
	TOTAL (1.2)	49540.90	48655.64
1.3	Investment with PSUs & Financial Institutions in Bonds & Deposits		
1.3.1	U.P. Co-operative Spinning Mills Federation Ltd.(UPCSMFL) Bonds (see note 2.4.2 of Schedule 17)	200.00	200.00
	TOTAL (1.3)	200.00	200.00
	TOTAL	252050.90	251165.64
TOTAL INVESTMENT OF Rs.252050.90 LAKH OF BIS REPRESENTS FOLLOWING FUNDS: (see Note 2.4.1 of Schedule 17)			
a)	Pension & Gratuity Liability Fund Account: Under Schedule 7(A),Item 4(a) (iii) (A) (I)	123330.85	
	Under Schedule 5 (Item 1)	<u>49740.90</u>	173071.75
b)	Corpus/Capital Fund under Schedule 7(A) Item 4(a)(iii)(B)		78959.20
c)	National Pension Scheme Fund Under Schedule 7(A) Item 4(a)(iii)(A)(III)	<u>19.95</u>	
	Total Investments of BIS Funds	252050.90	

2	INVESTMENT OF EMPLOYEES FUND		
2.1	General Provident Fund{(see Schedule 5 and Schedule 7(A), item 4(a)(iii)(A)(II)}		
2.1.1	Government of India Securities - Quoted	2544.27	2656.48
2.1.2	State Government Securities - Quoted	4337.63	4504.68
2.1.3	Special Deposits with RBI	3127.08	3127.08
2.1.4	Debentures and Bonds of PSUs & Financial institutions - Quoted	895.70	914.36
2.1.5	Equities and related investment-Mutual Funds - Quoted	170.00	231.30
2.1.6	Fixed Deposits with Banks	2985.81	2985.81
TOTAL(2)		14060.49	14419.71
GRAND TOTAL(1+2)		266111.39	265585.35
<p>NOTE* <i>Market Value of investments have been made available by BIS Fund Manager M/s. IDBI Capital Markets & Securities Ltd., Mumbai . The securities have been valued at market price where market quotes were available or at face value/purchase price if the market quotes are not available. The market quotes were not available in respect of UPCSMFL Bonds. The Fixed Deposits with Banks have been shown at face values. The break-up is as follows:</i></p>			
The aggregate quoted investment		57488.50	(Market value 56962.46)
The aggregate unquoted investment (including fixed deposits)		208622.89	
Total Investment		266111.39	

RECEIPTS & PAYMENTS ACCOUNT					
A. RECEIPTS & PAYMENTS ACCOUNT OF BUREAU OF INDIAN STANDARDS FOR THE YEAR 2018-19					
Amount in Rupees					
RECEIPTS		PAYMENTS			
PARTICULARS	Current Year	Previous Year	PARTICULARS	Current Year	Previous Year
I. Opening Cash and Bank Balances	264,596,202	225,143,104	I. Establishment & Administrative Expenses	2,537,096,573	2,587,102,325
II. Grants received from Govt. of India	20,000,000	20,000,000	II. Payments made against Funds for various Projects		
III. Interest received on Investments	1,625,740,123	1,022,264,803	a) Scheme for setting up of Hall Marking Centres	5,191,262	7,268,312
IV. Income from Earmarked Endowment	458,094	500,215	b) Quality Infrastructure for Consumer Protection-XIth Plan	14,129,917	17,460,744
V. Interest received- Saving Bank Accounts	2,590,954	2,903,800	III. Investments and Deposits made (Net)	4,816,300,000	2,962,648,900
VI. Quality Infrastructure for Consumer Protection-XIth Plan			IV. Expenditure on Fixed Assets	42,712,808	51,596,340
VII. Income- Services, Sales and Miscellaneous	7,317,617,495	5,966,353,078	0 V. Other Payments		
VIII. Other Receipts			a) Current Assets, Current Liabilities and Inter Accounts (Net)	1,564,312,131	1,348,841,630
a) Pension & Gratuity Liability Fund	1,032,973,720	1,241,341,630	b) Pension/Gratuity Benefits	1,033,264,210	1,239,160,137
b) Benevolent Fund	243,660	261,960	c) Benevolent Fund Benefits	400,000	100,000
			VI Closing Balance		
			- Cash and Imprest	221,061	294,416
			- Bank	250,592,286	264,301,786
TOTAL	10,264,220,248	8,478,774,590	TOTAL	10,264,220,248	8,478,774,590
B. RECEIPTS & PAYMENTS ACCOUNT OF GENERAL PROVIDENT FUND FOR THE YEAR 2018-19					
I. Opening Bank Balance	927,934	5,409	I. Withdrawals & Final Payments	358,548,612	310,564,984
II. Interest Received on Investments	100,654,053	97,741,649	II. Advances to employees	4,355,000	5,390,484
III. Employees' Subscriptions	216,108,029	231,247,778	III. Death Linked Insurance	180,000	120,000
IV. Refund of advances	2,889,690	2,728,429	IV. Investments and Deposits made(net)	47,003,220	60,628,303
V. Other Receipts - Current Assets	94,900,000	51,834,000	V. Other Payments		
VI. Interest received- Saving Bank Accounts	261,817	256,059	a) Current Liabilities	-	6,180,536
			b) Bank Charges	1,767	1,083
			VI. Closing Bank Balance	5,652,924	927,934
TOTAL	415,741,523	383,813,324	TOTAL	415,741,523	383,813,324

List of Various Officers of BIS

BIS OFFICES

Headquarters Telephones

Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110002 011-23230131
E-mail: info@bis.org.in, Website: www.bis.org.in Fax: +91-11-23239402, 23230131 011-23233375

NITS

Plot No. A-20-21, Industrial Area, Sector 62, Gautam Budh Nagar, Noida-201307 0120-4670232

Regional Offices

Central: Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110002 011-23237617

Eastern: 1/14 CIT Scheme VII M, V.I.P. Road, Kankurgachi, Kolkata-700054 033-23208499

Northern: SCO 335-336, Sector 34-A, Chandigarh-160022 0172- 2659072

Southern: C.I.T. Campus, IV Cross Road, Chennai-600113 044-22541442

Western: Manakalaya, E-9 MIDC, Behind Marol Telephone Exchange,
Andheri (E), Mumbai-400093 022-28329295

Branch offices

Andhra Pradesh

M-4 Block, Manoranjan Complex, M.J. Road, Nampally, Hyderabad-500001 040-24731082

1st Floor, Udyog Bhavan, VUDA Complex, Siripuram Junction,
Vishakhapatnam-530003 0891-2712833

Bihar

Patliputra Industrial Estate, Patna-800013 0612-2262808

Chhatisgarh

Govind Sarang Complex, 2nd Floor, New Rajendra Nagar, Raipur-492006 0771-2419404

Gujarat

'Pushpak' Nurmohamed Shaikh Marg, Khanpur, Ahmedabad-380001 079-25601348

NSIC Technical Service Centre, Ist floor, Bhavnagar Road,
Aji Industrial Area, Rajkot-360003 0281-2385160

Haryana

SCO 21, Sector 12, Faridabad-121007 0129-2292175

Himachal Pradesh

H.No.15, Sector-3, Parwanoo, Distt Solan-173 220 079-2235437

Jharkhand

F/10-A, Namdih Road, P.O. Burmamines, Jamshedpur-831007 0657-2345481, 2345498

Jammu & Kashmir

Lane No. 4, SIDCO Industrial Complex, Bari Brahmana, Jammu – 181133 01923-222690, 222696

Karnataka

Peenya Industrial Area, 1st Stage, Bangalore-Tumkur Road, Bangalore-560058

080-28394955

Kerala

II Floor, Vankarath Towers, Signal Junction, NH Bye Pass Road,
Palarivattom, Kochi-682024

0484-341174/75/76

Maharashtra

Plot No. 657-660, Market Yard, Gultkdi, Pune-411037

020-24274804

N.I.T Building, Second floor, Gokulpat Market, Nagpur-440010

0712-2565171

Madhya Pradesh

Commercial-cum-office Complex, Manakalaya, Opp. Dushera Maidan,
E-5, Arera Colony, Bittan Market, Bhopal-462016

0755-2423449

North-East

2nd Floor, West End Block, HOUSEFED Building Complex,

Beltola Basistha Road, Dispur, Guwahati-781006

0361-2225937

Adjacent to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203

0343-2583178

Orissa

62/63, Ganga Nagar, Unit VI, Bhubaneswar 751001

0674-2393627

Rajasthan

Prithavi Raj Road, Opposite Bharat Overseas Bank, C-Scheme, Jaipur-302001

0141-2223282

Tamilnadu

5TH Floor, Kovai Towers, 44 Bala Sundaram Road, Coimbatore-641018

0422-2240141

Uttaranchal

C-43, Sector 1, Defence Colony, Dehradun-248001

0135-2665272

Uttar Pradesh

Savitri Complex, 116 G.T. Road, Ghaziabad-201001

0120-2861498

4th Floor, B-2 Block, PICUP Bhawan, Gomtinagar, Lucknow-226010

0522-2306664

LABORATORIES OF BIS

Laboratory in Regions

Central Region

Plot No. 20/9, Site IV, Sahibabad Industrial Area, Sahibabad-201010

0120-4177100

Eastern Region

P-230, C.I.T. Scheme VII M, Block-W, Kankurgachi, Kolkata-700054

033-2355658

Northern Region

B-69, Phase VII, SAS Nagar, Industrial Focal Point, Mohali-160051

0172-3246935

Western Region: E-9, M.I.D.C., Behind Marol Telephone Exchange,
Andheri (East), Mumbai-400093

022-28327856

Southern Region: C.I.T Campus, IV Cross Road, Chennai-600 113

044-22541208

Laboratory in Branches

Peenya Industrial Area, Ist Stage, Bangalore-Tumkur Road, Bangalore-560058

080-23721442

Pataliputra Industrial Estate, Patna-800013

0612-2262808

2nd Floor, West End Block, HOUSEFED Building Complex, Beltola Basistha Road,
Dispur, Guwahati-781006

0361-2225937