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Date: 29-09-2023

To,  
Test  
Test

Phone : 9876543210

**Proposal for Registration Scheme of BIS**  
**(For Indian Manufacturer)**

Dear Sir/Madam,

We are happy to present you with our offer for delivering a comprehensive solution for this project.

**You are kindly requested to read the complete proposal enclosed below.**

You may also visit our website to acquaint yourself about the process.

If you have specific product other than general IT & Electronic category, kindly contact us with details for Customized Proposal.

We are looking forward to serve you soon.

Please feel free to contact us for any clarification you need.

Regards,

Team Brand Liaison

+91 98103 63988  
info@bl-india.com

## Proposal for Registration of Electronics & IT Products

### For Indian Factory

#### Commercial aspects

<b>Charges</b>	<b>Timeline</b>	<b>Requirements</b>
Inclusive of Brand Liaison support, Lab Testing, BIS Application Fees	Including Testing & Application to BIS	For Lab Test & BIS Application
For a customized and attractive quotation, please contact us with your product details at +91-9250056788 / +91-8130856678.	<p>First Lead Model <b>20-30 Working Days</b></p> <p>Subsequent Lead Model <b>15-20 Working Days</b></p>	<b>Documents* + Samples</b>

\*Please refer attached sheets for list of required documents

#### Payment Terms

- 50% of total agreed amount should be paid in advance at the time of signing the assignment.
- 40% of agreed payment should be made after lab test report and before applying to BIS Office.
- 10% of agreed amount should be paid just after delivery of Registration number.
- GST @ 18% will be extra.
- Advance payment is non refundable.

Payment should be made through NEFT / RTGS to following -

Beneficiary : **BRAND LIAISON INDIA PVT. LTD.**  
 Bank Name : Punjab National Bank  
 Branch : Laxminagar, Delhi, India  
 A/c No : **1603002100036398**  
 IFS Code : PUNB0160300

#### Terms and Conditions

- You need to send the required samples to our Delhi office in DDP – (Delivery Duty Paid) mode .
- You will provide all required documents and information promptly to process the project.
- We will not be accountable for any delay or denial in project due to error or deficiency in the documents furnished by you.
- Validity of Porforma Invoice will be 15 days unless reconfirmed by us.
- Advance payment will not be refundable but can be adjusted in other project under certain T&C.
- The scope of work and guidelines are attached on the following pages..
- Applicant has the option of making the payment of BIS fee directly to BIS to its bank account.

## **Scope of Work & Process Guidelines**

### **For BIS Registration of Product Manufactured by Indian Factory**

You will get support and assistance for following part of jobs-

**Step 1 : Receivables by Brand Liaison**

- Advance payment
- Sample(s) for Testing
- Necessary documents\*

**Step 2 : Testing**

- Submission of Testing Sample(s) and technical documents to BIS approved lab
- Getting the Test Report from the lab

**Step 3 : Submission of the application to BIS**

- Compiling of all required enclosure documents
- Filling-up the online Application Form
- Remittance of the online application fee to BIS

**Step 4 : Review of application by BIS**

- BIS will review the submitted application, supporting documents and original test report
- BIS may raise query and seek clarification and additional information, if necessary
- Brand Liaison will submit the clarification / information provided by Manufacturer / Test Lab, if query is raised

**Step 5 : Get the BIS Registration Number / Certificate**

- BIS will approve the application and grant the Registration Number / Certificate

\* Please refer the list of required documents attached herewith.

## Required Documents & Information

To Apply for BIS Registration of Product Manufactured by Indian Factory

o **Address Proof of the Manufacturing Unit**

Copy of Factory License mentioning the relevant product as the scope of manufacturing unit - in English as well in original language.

o **Technical Details about the Product for Testing Lab**

- a. Safety critical components list - component details format is available on the website of Ministry of Electronics and Information Technology or can be provided by Brand Liaison,
- b. PCB layout and circuit diagram of the product,
- c. Mains power / SMPS Layout and circuit diagram,
- d. Supporting documents for validation of series formation and selection of lead sample for testing.
- e. Soft copy of marking label on the product.

o **Trade Mark Registration**

Copy of Brand / Trade Mark Registration

o **Authority Letter from Trade Mark / Brand owner**

If manufacturing unit is not the owner of Trade Mark / Brand

o **ISO 9001 certificate of the manufacturing unit in case of Cell / Battery**

The certificate should mention the relevant product scope of manufacturing unit

o **Factory Personnel Related Information**

Names and contact details of factory top management and quality engineer

o **Authorization Letter and ID Proof for Signing the Documents if CEO / MD / Director of AIR Company is not signing the documents**

Any Executive of the AIR Company can be nominated Authorized Signatory. The authorized individual signs all the documents and also represents the manufacturing unit.

o **Original Test Report from BIS Approved Laboratory**

Brand Liaison will procure the Test Report for the sample(s) provided by you for the applicable Indian Standard notified by BIS

### Important Notes

- a. The Registration letter / Certificate is granted for two years. Afterwards it can be renewed by submitting relevant documents and fee.
- b. Brand Liaison will guide and coordinate all necessary processes for Registration. The decision on grant of registration shall be taken by BIS office on the basis of test report of the product and submitted documents / information. So applicant cannot claim any expenses or loss in case of delay or denial by BIS Office.
- c. The process of grant of Registration is subject to BIS directives and it can be modified any time accordingly.
- d. Costing and documentation is subject to government guidelines and it may change any time.
- e. The tested samples have to be collected back after 3 months and before 4 months from the date of issue of test report. After 4 months, the lab reserves the right to destroy the sample as per its policy and no claim will be entertained afterwards.  
Further, the sample may be partially or fully damaged during the testing. Lab or Brand Liaison will not entertain any claim regarding this.

This is a system generated proposal and it does not require signature. The content of this proposal is indicative and it may vary at the time of final confirmation of assignment.