

**STANDARD OPERATING PROCEDURE (SOP) FOR APPROVAL OF CONSTRUCTION
MATERIAL, PRODUCTS & TECHNOLOGY (CMPT)
FOR USE IN MES WKS IN WESTERN COMD AREA OF
RESPONSIBILITY (AOR)**

References :-

- (a) IHQ of MoD (Army), E-in-C's Branch letter No. A/37696/12-114/POL/E2W (PPC) dt 13 May 2014.
- (b) IHQ of MoD (Army), E-in-C's Branch letter No. 81268/Policy-Gen/45/Des-2 dt 16 Sep 2014.
- (c) IHQ of MoD (Army), E-in-C's Branch letter No. 43285/CMPT/64/Des-2 dt 31 Oct 2014.
- (d) IHQ of MoD (Army), E-in-C's Branch letter No. 43285/CMPT/113/Des-2 dt 06 Feb 2015.
- (e) IHQ of MoD (Army), E-in-C's Branch letter No. 81268/Policy Gen/64/Des-2 dt 10 Mar 2015.
- (f) IHQ of MoD (Army), E-in-C's Branch letter No. A/37696/12-114/Pol/E2W (PPC) dt 26 May 2015.
- (g) IHQ of MoD (Army), E-in-C's Branch letter No. A/37696/12-114/Pol/E2W (PPC) dt 05 Jun 2015.
- (h) IHQ of MoD (Army), E-in-C's Branch letter No. 43285/CMPT/231/Des-2 dt 10 Jun 2015.
- (j) IHQ of MoD (Army), E-in-C's Branch letter No. A/37696/12-114/Pol/E2W (PPC) dt 30 Jul 2015.
- (k) Proceedings of BOO held on 31 Dec 2015.

Appendices :-

- (a) List of products to be approved by IHQ of MoD (Army), E-in-C's Branch.
- (b) Check list of documents to be checked of firms for approval of products.
- (c) Format of application cum request letter by firms / manufacturers for approval of products.
- (d) List of documents to be submitted by firms / manufacturers for approval of products.
- (e) List of documents required from firms / manufacturers for renewal of product.
- (f) Format of letter to be issued by department for approval / renewal of product.
- (g) Guidelines for applicants (Firms/Manufacturer) for approval of products in CE Western Command.

INTRODUCTION

1. To keep up with the latest in field of construction related products, materials and technology, there is a need for MES to constantly evaluate such products / material / technology and make provisions for their incorporation in MES works. The process to be followed for the same has been broadly laid down by the IHQ of MoD (Army), E-in-C's Branch vide their letter No. A/37696/12-114/Pol/E2W (P&C) dt 05 Jun 2015.
2. The scope of products to be approved by CE, HQ Command has been broadly covered by E-in-C's Br vide letter No 43285/CMPT/64/Des-2 dt 31 Oct 2014.
3. BOO has approved a range of brands / makes of all major fitments to be included in the contracts in our area of jurisdiction based on directions of IHQ of MoD (Army), E-in-C's Branch vide their letter No 43285/CMPT/64/Des-2 dt 31 Oct 2014 and 81268/Policy Gen/64/Des-2 dt 10 Mar 2015.
4. However, in order to approve new material / products, being introduced regularly into the market for incorporation in MES works in of Western Command, there is a requirement to lay down guidelines to streamline and standardize the procedure for their approval.

AIM

5. To lay down guidelines for approval / introduction of new construction material, product and technologies for MES works in AOR of Western Command.

SCOPE

6. Items to be approved by IHQ of MoD (Army), E-in-C's Branch have been laid down vide their letter No 43285/Policy-Gen/64/Des-2 dt 10 Mar 2015. List is appended at Appendix 'A'. All materials / products / technology approved from time to time by E-in-C's Branch will automatically be considered included in the approved list for all MES works in Western Command AOR. This SOP is applicable to all other items, which are to be approved by CE, HQ Western Command.
7. The SOP consists of the following :-
 - (a) Organisation and Composition.
 - (b) Role / Responsibility.
 - (c) Procedure for approval and renewal.

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ORGANISATION AND COMPOSITION

General

8. In order to ensure detailed scrutiny of the firm as well as the material / product / technology sought to be approved a multi-layered vetting is essential. This shall be carried out in three stages, viz.

- (a) Initial scrutiny of document received, for acceptance / rejection of document by CMPT Cell.
- (b) Detailed scrutiny of document by a Bd of Offrs (BOO).
- (c) Final evaluation by a standing committee, based on inputs and recommendations of BOO and, if necessary presentation and interaction with senior representatives of the firm. The committee may then decide to either reject the application of the firm or to recommend it to the CE for approval based on merit of the case.

Organisation

9. To meet the requirement of approval at command level, three layered scrutiny will be carried out based on the guidelines of IHQ of MoD (Army), E-in-C's Branch issued vide their letter No 43285/CMPT/E2 (Design-2) dt 15 Apr 2008, by the following org :-

- (a) CMPT Cell
- (b) BOO
- (c) CMPT Committee

Composition

10. **CMPT Cell** The CMPT Cell will be constituted under E-2 (P&C) Sec with dedicated subordinate staff as follows :-

- (a) Officer-in-charge - 01 (In addition to his other duties)
- (b) JE - 01
- (c) Clk - 01

Contd ...4/-

11. **Standing Board of Officers (CMPT)** Standing BOO for CMPT will be constituted on half yearly basis under instructions of ACCE (Wks) as under :-

(a) **For B/R Products / Mtrls / Technology**

| | | | |
|----------------|----|----------------------------------|--|
| Presiding Offr | - | Col / Dir / SO-1 (B/R Qualified) | |
| Members | 1. | - | SO-1 / Jt Dir / AAD |
| | 2. | - | AD / AAD (Contracts) |
| | 3. | - | Dy Dir / TO (Arch) |
| | | | } minimum one member to be detailed from Zone. |

(b) **For E/M Products / Technology**

| | | | |
|----------------|----|-----------------------------------|--|
| Presiding Offr | - | Col / Dir / SO-1 (E/M Qualified)* | |
| Members | 1. | - | SO-1 / Jt Dir / AAD |
| | 2. | - | AD / AAD (Contracts) |
| | 3. | - | Dy Dir / TO (Arch) |
| | | | } minimum one member to be detailed from Zone. |

12. **CMPT Committee** CMPT committee will be constituted as under :-

- | | | | |
|-----|---|---|--|
| (a) | ACCE (Wks)/Offr nominated by CE of rk of Brig | - | Chairman |
| (b) | Col (Wks) | - | Member (Secretary) |
| (c) | Dir / Jt Dir (Contracts) | - | Member |
| (d) | Jt Dir / Dy Dir (Architect) | - | Member |
| (e) | SO-1 E/M / AAD (E/M) | - | Member (For E/M products/ Technology only) |

13. In the absence of the incumbent member of CMPT Committee due to any reason, the officiating incumbent will attend. In case no such officer is available, the meeting may proceed without that member and non availability of member be recorded. A min quorum of Chairman and 3 members will be necessary to proceed ahead.

14. **Frequency of Meeting** The committee will meet minimum once a year to review/consolidate the list of products approved.

RESPONSIBILITIES / ROLES

15. **CMPT Cell** The CMPT Cell will be located in and placed under E-2 (P&C) Sec, which will be the nodal sec for all purposes related to approval of products / material / technology. All documents including records, will be maintained by CMPT Cell. Check list of documents to be checked is att at Appx 'B'. The duties are as under :-

- (a) Receipt of application cum request letter (Ref Appendix C) for approval of products (s) alongwith documents (Ref Appendix D) from firms / manufacturers.
- (b) Checking availability of documents submitted by the firms / manufacturer as per list of documents (Ref Appendix D).
- (c) To carry out initial evaluation of documents.
- (d) Seeking inputs of other sections with respect to suitability and requirement of a particular type of product for MES works before processing it to the standing BOO, if considered essential by Col (Wks) / Member Secretary of CMPT Committee.
- (e) To forward all documents submitted by the firm / manufacturer to standing BOO for further detailed evaluation.
- (f) To prep note and submit BOO to CMPT committee to take a decision on approval / renewal.
- (g) Issue approval letter on final approval by CMPT committee.

16. **Standing Board of Officers**

- (a) After initial scrutiny of all documents, including literature / details of the firm approaching this HQ for introduction of their material / product / technology / brand by CMPT Cell, it will further be submitted to the Presiding officer of standing BOO.
- (b) Standing BOO will carry out analysis of the product in view of relevant IS codes and will submit the following information to CMPT committee alongwith recommendations for consideration for approval or otherwise :-
 - (i) Detailed specifications.
 - (ii) Technical suitability.
 - (iii) Test certificates issued by approved Govt Laboratories/Deptt, if available and quality control assurance by the firm.
 - (iv) Type of certification and conformity to codes, if available.
 - (v) Details of organization which have used the product and performance report issued by them, if any.
 - (vi) Specific recommendations for use in MES wks.
- (c) Completed proceedings will be submitted by Presiding officer to the CMPT Cell, as far as possible, within two weeks of receipt of documents.

17. **CMPT Committee** The CMPT Cell will plan a meeting of CMPT Committee minimum on yearly basis. During the scheduled meeting, all BOOs received from POs will be put up to the Committee. During the meeting, presentations by firms being considered by the Committee may be planned, for which telephonic intimation will be given to all concerned by OIC CMPT Cell / SO 1 (P&C). During presentation, queries regarding products will be raised to the rep of the firm for their replies. CMPT Committee will recommend approval or otherwise and give out recommendations in writing, on a note to be circulated by CMPT Cell.

PROCEDURE FOR APPROVAL AND RENEWAL

Approval

18 **For Introduction of Equivalent Products/Brands.** The methodology for approval of such products and brands is as under :-

- (a) CMPT Cell will receive request letter alongwith requisite documents as per check list from firm / manufacturer.
- (b) CMPT Cell will check the availability of documents as per check list. Once all requisite documents are received from firm / manufacturer, these will be forwarded / handed over to the Presiding Officer of standing BOO for detailed scrutiny of documents and tech evaluation of the product.
- (c) On receipt of completed proceedings of the BOO, final evaluation of the product will be done by CMPT Approval Committee. For this purpose, presentation by manufacturer / firm may be called for at a time and place to be decided by ACCE (Wks).
- (d) After recommendation of CMPT Committee, the proceedings will be put up to CE, HQ Western Command on a note for his approval. The following may be recommended by the CMPT committee.
 - (i) Initial approval for two years.
 - (ii) Subsequent renewal for next three years based on minimum five satisfactory feedback reports.
- (e) After approval of CE Command, a formal letter of approval of product will be issued to all CEs Zone and concerned firm / manufacturer. Format of approval letter is enclosed at Appendix 'E'.

19 **For introduction of New Product/Technology.** The activities involved for approval of such products/New technologies not earlier used in MES by CMPT committee will have the following steps :-

- (a) Identification of new material/product/technology not earlier used in MES.
- (b) Member Secretary of the CMPT committee to organize a presentation to the CMPT committee by the firms to evaluate the product.
- (c) CMPT Committee to recommend rejection or acceptance or trial evaluation of the product/technology on file with reasons recorded for either recommendation.

(d) The product/technology will thereafter either be rejected or ordered for trial evaluation on 'No Cost No Commitment' basis by a nominated CE Zone/Zones/ADG D&G and a comprehensive trial evaluation report with recommendations obtained procedure of trials is given at Appendix.

(e) The CMPT committee thereafter will consider the trial evaluation report and given approval or reject the same or recommend further trial evaluation as the case may be.

(f) Standing BOO will prepare a comprehensive board in incorporating all details, test results trial reports etc for perusal of the CMPT committee and its approval to be recorded on file. Any such approval will also be informed to the Command hierarchy and other Formation Commanders.

(g) Intimation of recommended manufacturers/brands with their categorization into three groups with Group 1 (High End), Group 2 (Medium End) and Group (Low End) will be sent to HQ CE Command for their consolidation in the Command BOO for selection of products.

(h) Once the product is accepted it will be approved initially for a period of two years for monitoring its usage and obtaining ground level feedback.

(j) If the feedback after use for two years is satisfactory, the product/technology will be renewed for a period of next three years and proposal for inclusion in the SSR (if required) be forwarded to E-in-C's Branch (Directorate of Contract Management/E8 Section).

(k) Yearly review of BOO for selection of products to delete unreliable products or to include new products meriting incorporation into works.

(l) If the product has not been used in any MES formation for two years the product will be deleted and intimation forwarded to all Commands/Zones.

Renewal

20. At the time of renewal of product after the specified term of approval the concerned firm / manufacturer will be required to submit the following documents to the CMPT Cell (as per Appx 'F') :-

(a) Confirmation regarding any change in the category / type of products approved.

(d) Latest valid test certificate of the products, as applicable.

(c) Current balance sheet and turn over.

(d) Confirmation that there is no change in the management of the firm or change in its constitution of any type.

(e) Minimum five certs by Zone will be submitted in respect of products which had been approved for two years. In case less than five satisfactory feedbacks are received, such products can be considered for provisional renewal for a period of next one year based on the quality of work done. However no further renewal of product will be provided in the absence of such certs at the end of addl renewal period.

(f) A declaration in the form of an affidavit on non-judicial stamp paper stating that “It is declared that on the date of submission of the application for product approval / renewal of product approval, the manufacturer is not debarred / disallowed / de-listed / black listed by any Government Department / Government Undertaking / Statutory Body / Municipal Corporation / Municipality” as per IHQ of MoD (Army) E-in-C’s Branch letter No 81268/Policy Gen/50/Des-2 dt 24 Nov 2014.

21. If the feedback after use for two years is satisfactory, the product/technology will be renewed for a period of next three years and proposal for inclusion in the SSR (if required) be forwarded to E-in-C’s Branch (Directorate of Contract Management/E8 Section).

22. Issue of letter for renewal to E-in-C’s Branch, all CEs Zone and concerned firm / manufacturer.

Guidelines for Applicants

23. An application cum request letter (Format attached as Appendix ‘C’), complete in all respects would be required to reach Chief Engineer, HQ Western Command, PIN – 908543, C/o 56 APO alongwith related documents and information. These guidelines for applicants would also be made available on MES web site www.mes.gov.in. It is desired that interested applicants submit these documents alongwith all requisite details as per list attached as Appendix ‘D’.

24. The envelope containing the application alongwith documents should be superscribed / marked as under :-

| APPLICATION FOR APPROVAL OF PRODUCTS FOR MES WKS | |
|--|---|
| To | ACCE (Works) Headquarters Chief Engineer Western Command PIN-908543 C/o 56 APO |
| From | |

25. Documents submitted in connection with approval of product (s) will be the property of this office and will not be returned.

26. All the application received will be evaluated on the basis of information and documents provided by the applicants.

27. Overwriting should be avoided Correction, if any should be made by neatly crossed out, initiating, dating and rewriting. Pages of the documents will be numbered. Additional sheets, if any added by the firm, should also be numbered. They should be submitted as a package with signed letter of transmittal.

28. All photocopies of documents submitted are to be stamped and signed by authorized signatory.

29. The applicant may furnish any additional information which he thinks is necessary to establish the suitability and better quality of products.

30. Any information furnished by the applicant found to be incorrect either immediately or at a later date would be liable for him to be debarred

31. The application should be signed by the authorized signatory above his full written name and the full name of his firm with its current address.
32. Declaration / disclosure of sister concerns making similar products.
33. Approving authority reserves the right to accept or reject any application at any time, without assigning any reason or incurring any liability to the applicants.
34. The approval of products shall be cancelled in case of their poor performance or defects reported of the product or for activities by the firm detrimental to the interest of MES department. While attempt will be made to seek views of the concerned firm / manufacturer as far as possible with regard to any such shortcomings / defects / observations, the decision of approving authority in this regard shall be final binding on the firm / manufacturer.
35. For renewal of product approval, applicant is required to submit the documents as per Appendix 'E' to Chief Engineer, HQ Western Command, Pin-908543, C/o 56 APO, two months prior before the expiry date of approval. The Guidelines for applicants (Firms/ Manufacturer) for seeking approved of products is att as Appendix 'G'.

CONCLUSION

36. As a result of advancement in building material technology, a number of new products / brands are entering the market. It is desirable to incorporate these CMPT / brands in our works as an alternative to scarce conventional material and achieve better quality, durability and economy. The procedure for incorporation of CMPT as outlined above, has been framed with a view to provide clear guidelines on the subject and ensure speedy, multi-level processing.
37. It is essential that guidelines contained in this SOP are followed in letter and spirit to enhance tech and user's satisfaction.

Case No. 33158/TNP/

/E2 (P&C)

(C C Jaleel)

Headquarters
Chief Engineer
Western Command
PIN-908543
C/o 56 APO

Brig
ACCE (Wks)
for Chief Engineer

____ Mar 2019

Distribution

E2 Works (PPC) Sub Dte
Dte of Works, E-in-C's Branch
Integrated HQ of MoD (Army)
Kashmir House, Rajaji Marg,
New Delhi – 110 011

CHECKLIST FOR RENEWAL OF PRODCUCT

1. Confirmation regarding any change in the category / type of products approved.
2. Latest valid test certificate of the products, as applicable.
3. Current balance sheet and turn over.
4. Confirmation that there is no change in the management of the firm or change in its constitution of any type.
5. Minimum five certs by Zone will be submitted in respect of products which had been approved for two years. In case less than five satisfactory feedbacks are received, such products can be considered for provisional renewal for a period of next one year based on the quality of work done. However no further renewal of product will be provided in the absence of such certs at the end of addl renewal period.
6. A declaration in the form of an affidavit on non-judicial stamp paper stating that "It is declared that on the date of submission of the application for product approval / renewal of product approval, the manufacturer is not debarred / disallowed / de-listed / black listed by any Government Department / Government Undertaking / Statutory Body / Municipal Corporation / Municipality" as per IHQ of MoD (Army) E-in-C's Branch letter No 81268/Policy Gen/50/Des-2 dt 24 Nov 2014.