Aleph INDIA®

PRODUCT MANUAL GUIDELINE FOR BIS REGISTRATION



MAIL PROCESSING MACHINES
IS 13252 (PART 1) : 2010

PRODUCT TYPE AND STANDARD

Aleph INDIA

PRODUCT NAME	➢ MAIL PROCESSING MACHINES
INDIAN STANDARD	➢ IS 13252 (PART 1) : 2010
APPLICABLE SCHEME	➢ COMPULSORY REGISTRATION SCHEME (Scheme II of Schedule 2)
CERTIFICATION AUTHORITY	➢ BUREAU OF INDIAN STANDARDS (BIS)
QUALITY CONTROL ORDER	➢ MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY. (DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY)

CONTENTS

1 ALEPH INDIA INTRODUCTION

- SERVICE
- NETWORK
- PROJECT MANAGEMENT
- OPERATION MANAGEMENT

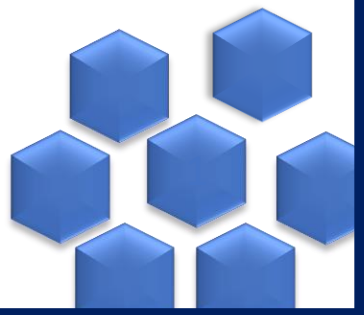
2 BIS INTRODUCTION

- BIS REGULATIONS
- REGULATORY NOTICE

3 BIS REGISTRATION PROCESS

- BASIC REQUISITES
- STEPS INVOLVED
- DOCUMENTATION
- PROCESSING & GRANTING
- INCLUSION & RENEWAL
- BIS EXPENSES
- POINTS NEED TO BE CONSIDERED

Appendix I : AIR ROLE & DUTIES



Aleph INDIA®

CONTENTS:

I. ALEPH INTRODUCTION

1. SERVICE
2. NETWORK
3. PROJECT MANAGEMENT
4. OPERATION MANAGEMENT

OUR SERVICES

Aleph INDIA

TRAINING | TESTING | RESEARCH | COMPLIANCE | STANDARDISATION

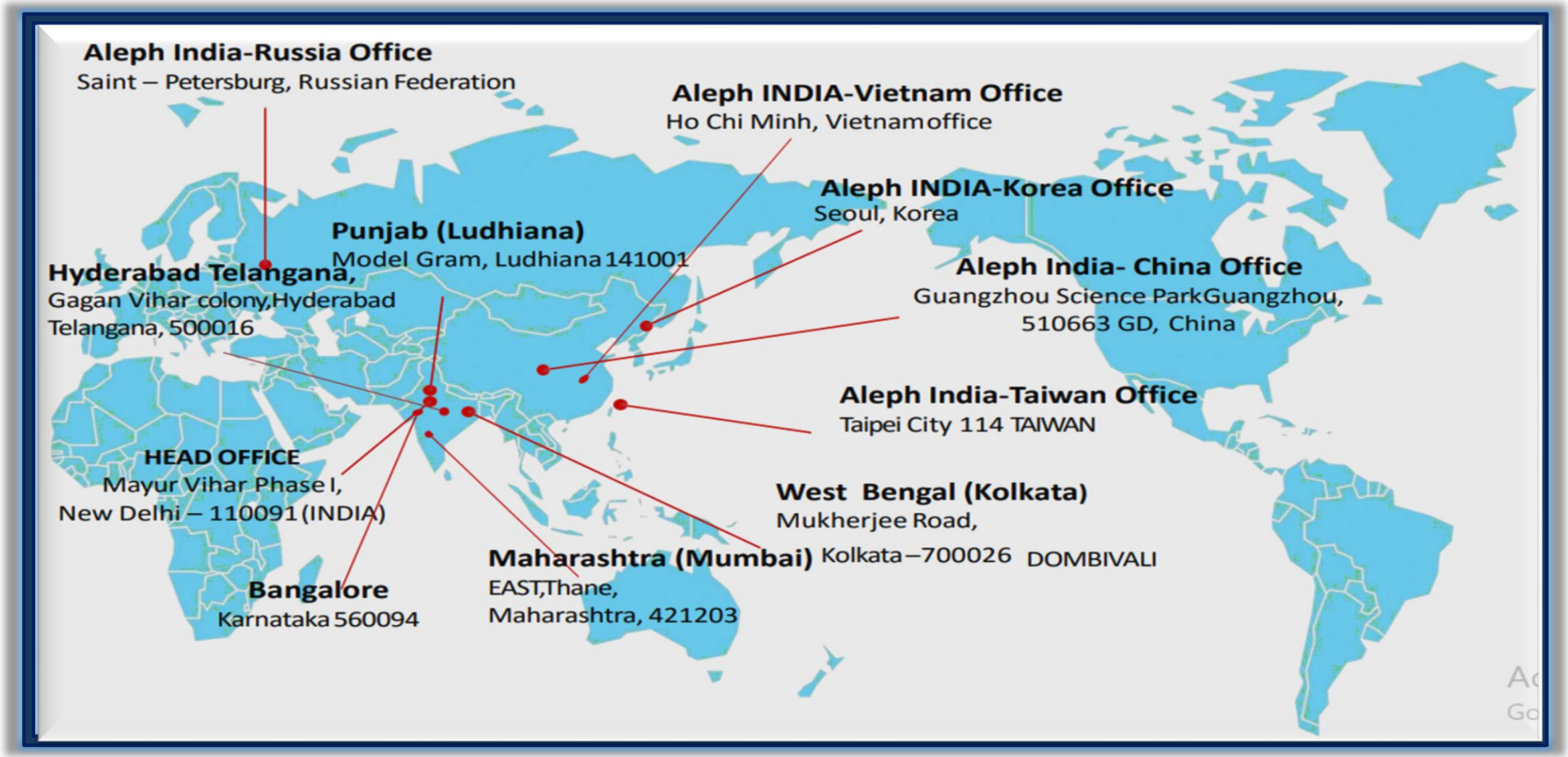
"A Single Window for Product certification & Regulatory Assessments"

- ✓ BIS Certification [ISI MARK]
- ✓ BIS Registration Scheme [CRS]
- ✓ WPC- ETA Approval
- ✓ Hallmarking
- ✓ BEE [STAR] Certification
- ✓ CDSCO
- ✓ E-Waste Management [EPR]
- ✓ Laboratory Recognition Scheme
- ✓ REACH Certification [Global]
- ✓ Automotive WMI/TEC Certificate
- ✓ CE and UL Approval
- ✓ NABL Approvals

View more at
www.alephindia.in/services

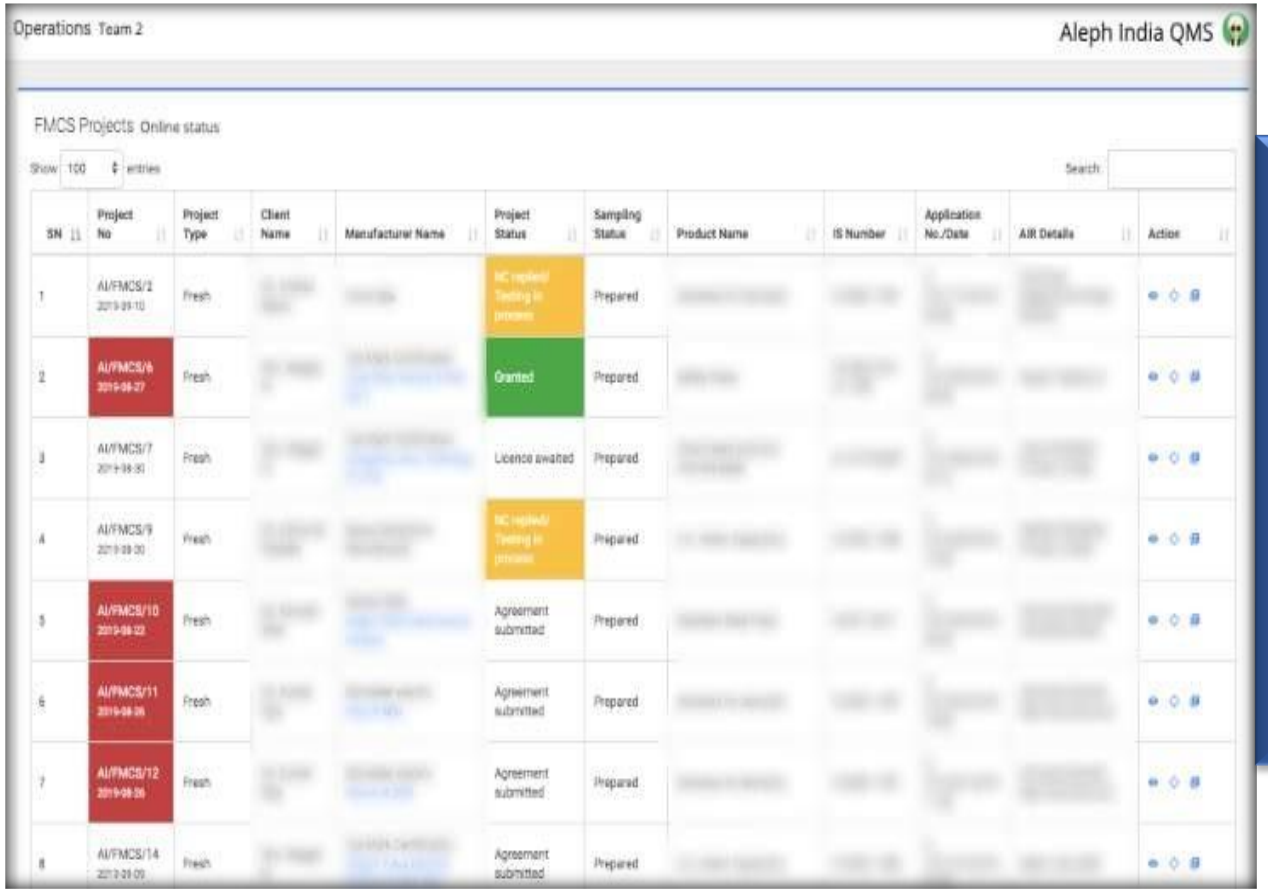


NETWORK


Aleph India-Russia Office
Saint – Petersburg, Russian Federation
Aleph INDIA-Vietnam Office
Ho Chi Minh, Vietnamoffice
Aleph INDIA-Korea Office
Seoul, Korea
Punjab (Ludhiana)
Model Gram, Ludhiana 141001
Hyderabad Telangana,
Gagan Vihar colony,Hyderabad
Telangana, 500016
Aleph India- China Office
Guangzhou Science ParkGuangzhou,
510663 GD, China
Aleph India-Taiwan Office
Taipei City 114 TAIWAN
HEAD OFFICE
Mayur Vihar Phase I,
New Delhi – 110091 (INDIA)
West Bengal (Kolkata)
Mukherjee Road,
Kolkata–700026
DOMBIVALI
Maharashtra (Mumbai)
EAST,Thane,
Maharashtra, 421203
Bangalore
Karnataka 560094

PROJECT MANAGEMENT

Aleph INDIA



Here In Aleph INDIA, we have complete internal online system (CRM), to manage the Projects.

- **Interaction with customers.**
- **Daily Updates on running projects.**
- **Latest Notification for upcoming norms.**
- **Project tracking and targeted timeframes.**

Quality in service is our first priority.

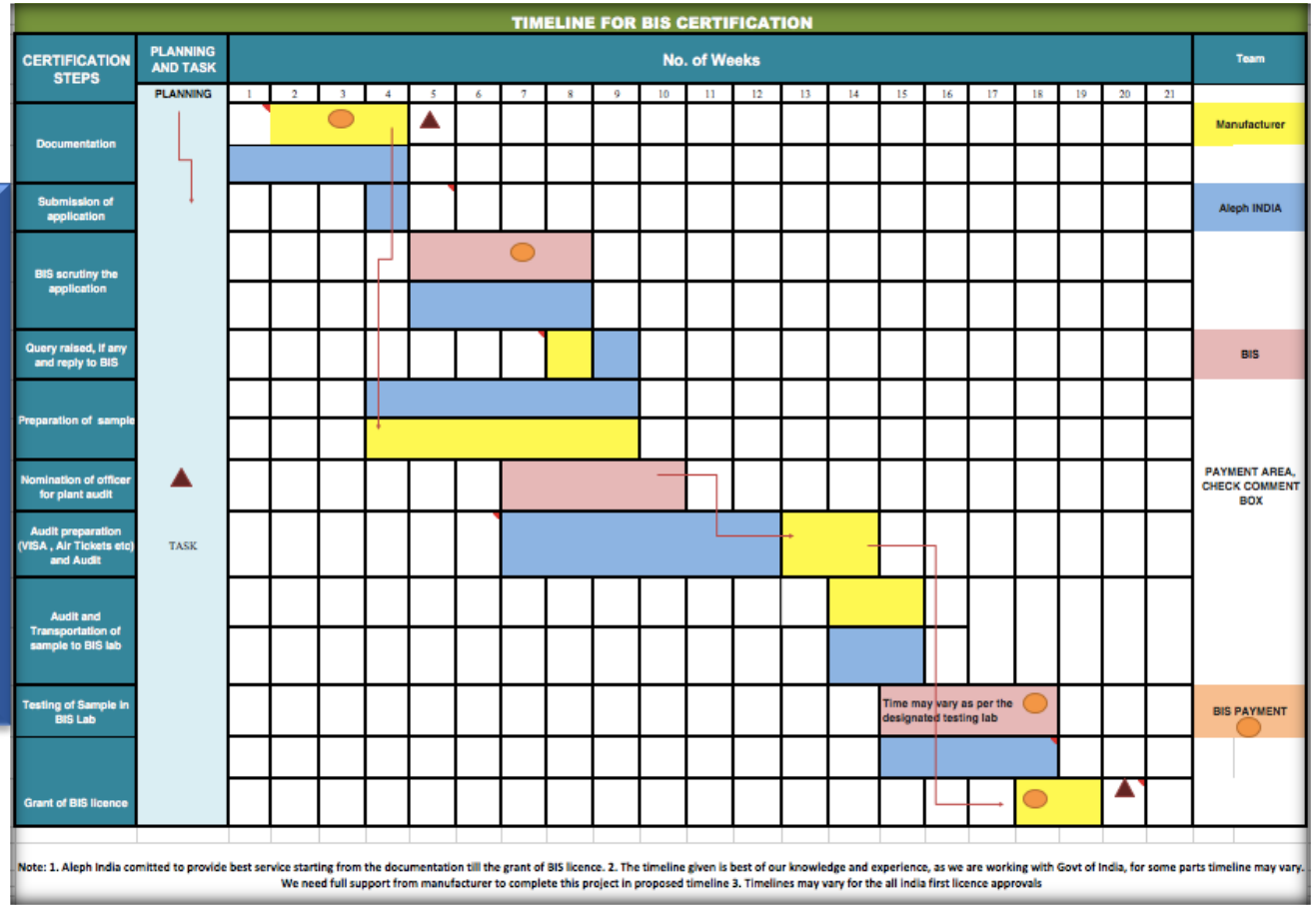
OPERATION MANAGEMENT

Aleph INDIA

The cutting edge technologies we are equipped with to provide best service with commitments to our clients through:-

- Project planning.
- Project tracking.
- Gantt charts.
- Timesheets.

These provides clear visual of the work steps in their projects spread out over a period of time.



Aleph INDIA®

CONTENTS :

II. BIS INTRODUCTION

1. BIS REGULATION
2. REGULATORY NOTICE

BIS REGULATIONS

Aleph INDIA



As a quality management organization in India, it plays a role in granting quality certification and industry standard for products sold and distributed in India.

The BIS product certification system aims to guarantee the quality, stability, and reliability of products for end consumers. (Items example: more than 180 items including Electronics & IT, Solar, Toys, Steel & Iron Products, Textiles, Chemicals & Petrochemicals etc.

Visit www.bis.gov.in to get the information you need, including BIS mandatory items, certification process information, Q & A and submission forms.

REGULATORY NOTICE

Aleph INDIA

NOTIFICATION

New Delhi, the 7th November, 2014

S.O. 2905(E).—In exercise of the power conferred by clause 10(1)(p) of the Bureau of Indian Standards Act, 1986 (63 of 1986) and in pursuance of clause (fa) of the rule 13 of the Bureau of Indian Standards Rules, 1987 the Central Government, hereby includes the following products to the Schedule of the Electronics and Information Technology Goods (Requirement for Compulsory Registration) Order, 2012, namely:—

S. No.	Product	Indian Standard Number	Title of Indian Standard
(1)	(2)	(3)	(4)
28	Mail Processing Machines/Postage Machines / Franking Machines	IS 13252 (Part-1) : 2010	Information Technology Equipment – Safety – General Requirements

2. The provisions of "Electronics & IT Goods (Requirements for Compulsory Registration) Order, 2012" except paragraph 1(2), shall apply on the items added by virtue of this order to the schedule of the said Order on the expiry of six months from the date of publication of this notification in the Official Gazette for items other than S. No. 20 and on the expiry of nine months from the date of publication of this notification in the Official Gazette for items of S. No. 20.

3. For all the goods mentioned in the schedule, the latest standards as published and notified by the Bureau from time to time would apply on expiry of six months from the date of notification of such standards by the BIS. For goods already registered till such time, the surveillance testing as and when carried would be as per the latest standards. Further, renewal of registration would be done to the latest standards as per the provisions of the Compulsory Registration Scheme on expiry of validity of registration cycle.

Excerpts from BIS website
www.bis.gov.in

QUALITY CONTROL ORDER

Note 1: This order was applicable from 2014.

Note 2: The Registration is mandatory as per Schedule II of Scheme II of BIS

Note 3: All goods must carry BIS registration mark after the effective date.

भारत का राजपत्र
The Gazette of India

Aleph INDIA®

CONTENTS :

III. BIS REGISTRATION PROCESS

1. BASIC REQUISITES
2. STEPS INVOLVED
3. DOCUMENTATION
4. PROCESSING & GRANTING
5. INCLUSION & RENEWAL
6. BIS EXPENSES
7. POINTS NEED TO BE CONSIDERED

BASIC REQUISITES

Aleph INDIA



Manufacturer



Factory Location



Product Category



Trademark

IS ----------

R - XXXXXXXX

REGISTRATION

STEP INVOLVED

Aleph INDIA



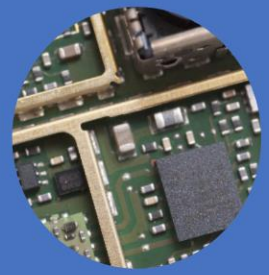
Documentation & Sampling

1



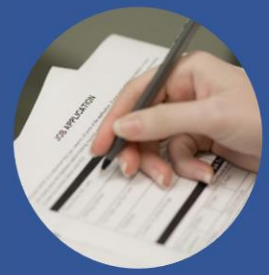
Portal Creation & Register

2



Product Testing & Evolution

3



Application Filling

4



Scrutiny of Application

5



Grant of License

6

DOCUMENTS REQUIRED FOR BIS REGISTRATION

Aleph INDIA®

GENERAL

- Business License
- Work Scope License
- Trademark License
- Application Form
- AIR Details

(For Foreign Manufacturer)

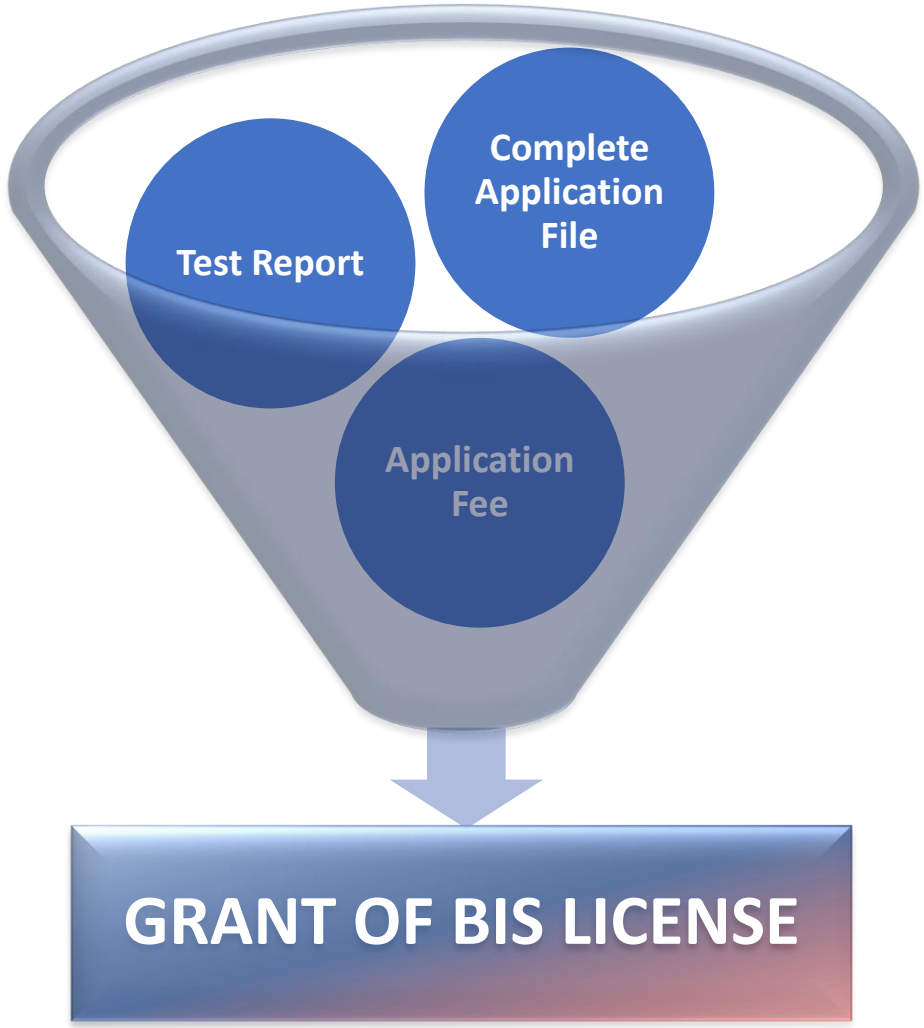
TECHNICAL

- Product Literature
- CDF/CCL List
- PCB Layout
- Marking Label
- Block/Circuit Diagram
- Technical Specification

PROCESSING & GRANTING

Aleph INDIA

Day 1-3:	• Documentation • Sample Submission
Day 4-15:	• Test Request • Testing as per Standard
Day 16-21:	• Application Submission • Scrutiny by BIS [Level-1]
Day 22-25:	• Scrutiny by BIS [Level-2] • Decision Approval
Day 25&ON:	• Generation of R No. • Grant of License



INCLUSION & RENEWAL

Aleph INDIA

- Through the inclusion application, manufacturer can add it's various product variant models in the already granted Registration number.
- Inclusion process starts with product testing. The test report received from the Lab is further submitted in the BIS for the scrutiny along with an undertaking for the approval.
- The license is granted initially for a period of not less than two years.
- The renewal of registration may be considered for a period of not less than two years and up to five years. If the renewal application is made after the validity of the registration, the application shall be accompanied by late fee of rupees five thousand.

BIS EXPENSES

Aleph INDIA

SL NO	EXPENSE TYPE	AMOUNT [IN INR/APPROX]	REMARKS
1	**Testing Charges**	INR 30000/- & Onwards	The applicable charges in just for indicative purpose and shall varies depending upon:- ❑ Manufacturing Location ❑ Product Type & Variety ❑ Number of Models
2	**Government Charges**	INR 53000/-	20% discount for MSME companies
3	**Professional Charges**	As Actual	Call at: 0-804-803-68-69

POINTS NEED TO BE CONSIDERED

Aleph INDIA

1. BIS Registration is only given to the factory, not office or liaison office. If you have multiple factories located at a different address geographically in the same country, you need to apply for the BIS registration respectively from those multiple factories.
2. • Select BIS recognized testing organization and an experienced compliance partner to assist you. While choosing a laboratory for testing of product, the accreditation of the lab should be valid and not suspended, and at any time laboratory shall not be in middle of or about to get audited.
3. • Before shipment of samples, make sure complete arrangements have been made for the entire shipment from your location to the testing laboratories door.
4. • All documents should be signed by the manufacturer, brand owner and Indian Representative and in addition documents should be notarized and stamped by the brand owner and Indian representative.
5. • Test report is valid for 3 months/90 days before its expiry test report should be submitted to BIS. In case, if you are unable to submit the report to BIS (Bureau of Indian Standards), then you have to submit the new sample again for testing.
6. • All documents shall be ready before the testing of the sample. Also there should be a dedicated authorized person with technical knowledge to coordinate at various stages.
7. BIS normally takes about 15 days to approve the registration. In some cases, it may vary like it can take 30 to 60 days which is a more realistic timeline to expect if the Bureau norms & timeline varies for any reason or the BIS laboratory delays sample testing due to slot unavailability.

APPENDIX I

AIR ROLES & DUTIES

AIR ROLE & DUTIES

Aleph INDIA

FOR DOMESTIC MANUFACTURER

- ✓ The domestic manufacturer can directly apply to BIS without nominating Authorized Indian Representative (AIR).

FOR FOREIGN MANUFACTURER

All foreign applicants have to appoint Authorized Indian Representative widely known as AIR. The nomination of AIR shall be varying as per followings:

- ✓ If the manufacturer has the liaison office /branch office in India, then they will become the AIR.
- ✓ If the manufacturer does not have the liaison office /branch office in India, but the proprietor / registered user of the brand/trademark appearing on the article is located in India, then the Brand/Trademark owner will become AIR.
- ✓ If the manufacturer does not have a liaison office located in India, and there is no proprietor /registered user of the brand/trademark appearing on the article located in India, then the other entity will become the AIR.

AIR ROLE & DUTIES

Aleph INDIA

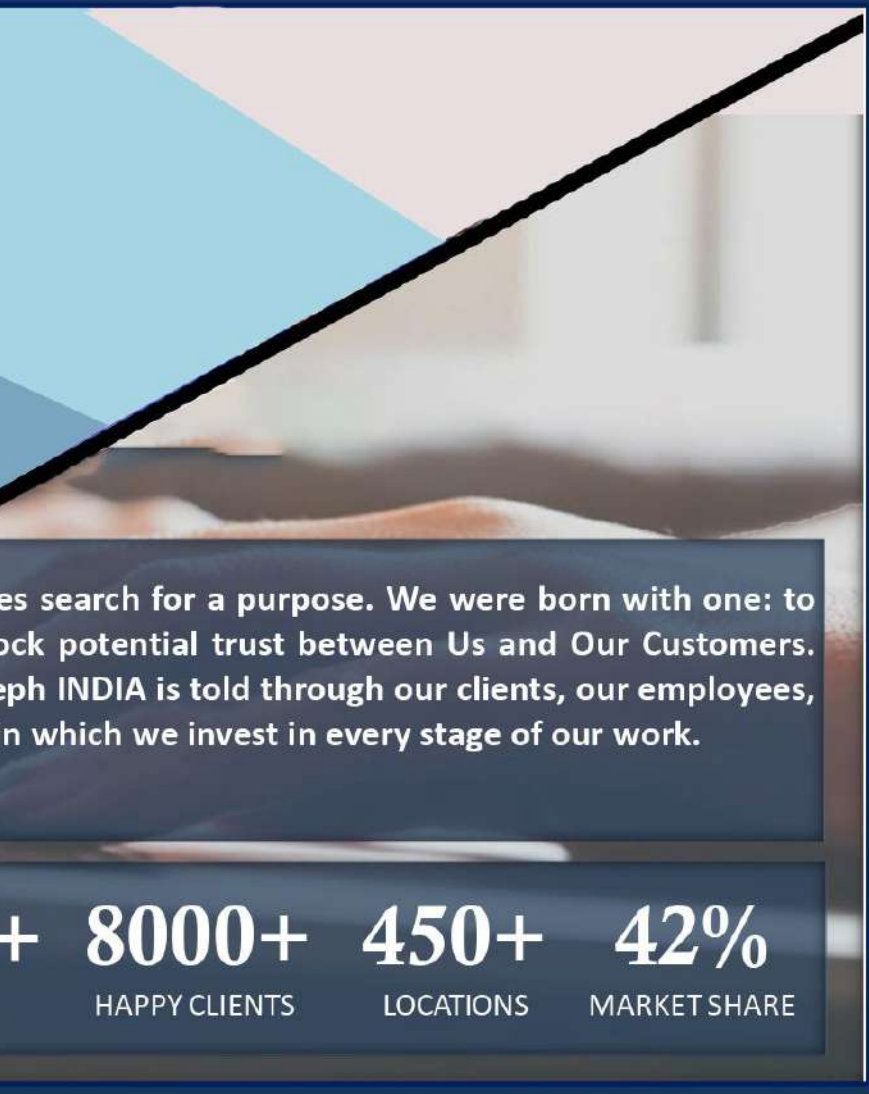
- The manufacturer shall nominate and appoint a person as his authorized representative located in India after obtaining all necessary permission or sanctions, if required, under the Indian laws, setting out the terms and conditions of such appointment in writing, whose nomination shall be duly communicated to BIS in writing.

- The authorized representative may either be in-charge or a senior officer of the Indian office, or a legally appointed agent of the manufacturer in India. The nomination by the manufacturer shall be given on letterhead in the format prescribed.

- The form containing nomination of the authorized representative by the manufacturer either at the time of execution of this agreement or at the time of fresh appointment during the continuation of this agreement shall also contain the signature of such authorized representative who has been so appointed, in token of his consent and confirmation of the terms and conditions of this agreement and to signify his willingness for compliance of various provision of agreement/ BIS Act, 2016, and rules and regulations thereunder.

- The INDIA authorized representative appointed shall be deemed to be a person having ultimate control over the affairs of the manufacturer for the purposes of this agreement and as such shall be responsible for all due compliance of terms and conditions of this agreement as also provisions of BIS Act, 2016 and the rules and made thereunder and shall continue to be so till another authorized representative is appointed in his place in accordance with the terms of the agreement.

INDIAN-CONFORMITY ASSESSMENT & REGULATORY COMPLIANCE



Many companies search for a purpose. We were born with one: to create and unlock potential trust between Us and Our Customers. The story of Aleph INDIA is told through our clients, our employees, and the sector in which we invest in every stage of our work.

Aleph INDIA®

A single window for "Product Testing" and "Regulatory Compliance"

15000+	8000+	450+	42%
PROJECTS	HAPPY CLIENTS	LOCATIONS	MARKET SHARE

CONTACT US

Aleph INDIA

A-166,F/F K R Bose Marg, Mayur Vihar Phase 1, New Delhi 110091(INDIA)

0-804-803-68-69 (Toll Free)
+91 (11) 45604047, 42230047,
+91 9818571192
+91 9990136656

info@alephindia.in
inbox@alephindia.in
www.alephindia.in

In Association with... !

CRISIL An S&P Global Company

VERIFIED

Confederation of Indian Industry

IFBUMA

ISO 9001:2015

MSME Ministry of MSME, Govt. of India

FOSG FEDERATION OF SAFETY GLASS

FICCI

Online Presence

amazon

Justdial India's No.1 local search engine

tradeindia.com India's largest B2B marketplace

flipkart.com

indiamart