

Date RTI application received	Date Reply provided
20 th December,2012	2 nd January,2013
28 th January,2013	15 th February,2013
19 th February,2013	13 th March,2013
22 nd February,2013	12 th March,2013
27 th February,2013	19 th March,2013
28 th March,2013	4 th April,2013
9 th April,2013	8 th May,2013
29 th April,2013	27 th May,2013
13 th April,2013	30 th May,2013
19 th May,2013	3 rd June,2013
26 th April,2013	14 th May,2013
8 th May,2013	7 th June,2013
8 th May,2013	26 th June,2013
17 th June,2013	28 th June,2013
19 th June,2013	24 th June,2013
11 th June,2013	4 th July,2013
27 th June,2013	16 th July,2013
21 st June,2013	15 th July,2013
26 th June,2013	19 th July,2013
26 th June,2013	23 rd July,2013
26 th June,2013	23 rd July,2013
4 th June,2013	20 th June,2013
15 th July,2013	6 th August,2013
8 th August,2013	13 th August,2013
12 th August,2013	14 th August,2013
1 st October,2013	9 th October,2013
10 th October,2013	31 st October,2013
11 th October,2013	6 th November,2013
18 th October,2013	18 th November,2013
24 th October,2013	20 th November,2013
4 th December,2013	9 th December,2013
26 th November,2013	10 th December,2013
25 th November,2013	10 th December,2013
25 th November,2013	11 th December,2013

(i)	Particulars of its organization, functions and duties.	<p>Indian Institute of Packaging E-2, MIDC Area, Post Box No 9432, Andheri (East), Mumbai – 400093. Phones:- 28219803/9469/6751 Fax:- 238375302, 28254631</p> <p>The objects for which the Indian Institute of Packaging is established are:</p> <ol style="list-style-type: none"> i. to stimulate consciousness of good packaging; ii. to undertake and promote study, research and development in packaging and package design; iii. to recommend standards for packages, packaging materials, processes and equipment; iv. to test, evaluate and certify packages, packaging systems, packaging materials, equipment and processes; v. to provide consultancy services on packaging problems; vi. to study packaging for export commoditywise and countrywise and to suggest measures to authorities concerned for effecting improvements.; vii. to provide short term and long term training in packaging technology for specified personnel employed in industry, commerce and Government. viii. to promote and stimulate action in universities and colleges, to provide education in Packaging Technology; ix. to analyse the implications of a sound policy on packaging on domestic production, domestic consumption and domestic prices; x. to study methods and procedures of incentives appropriate for development of packaging; xi. to analyse the institutional framework most conducive to the promotion of packaging; xii. to study the packaging requirements with special reference to transport by road, water, rail and air; xiii. to study the impact of packaging on marketing; xiv. to undertake advertising, publicity and exhibition to promote packaging
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		<p>consciousness;</p> <p>xv. to establish relation and to co-operate with any other agency or organisation having similar objectives in India or abroad;</p> <p>xvi. to provide and disseminate information relating to packaging;</p> <p>xvii. to prepare, print and publish any papers or periodicals or reports;</p> <p>xviii. to establish and maintain libraries and information services to facilitate the study of the various objects for which the Society is established;</p> <p>xix. to constitute regional Institutes at convenient places in India and outside to promote the objects of the Society;</p> <p>xx. to invite representatives of Government, industry, trade and other institutions and organisations, Indian and Foreign, to deliver lectures on subjects in which the Society is interested;</p> <p>xxi. to accept grants of money, securities and property of any kind on such terms as may seem expedient;</p> <p>xxii. to acquire gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter, demolish and repair such buildings, works and construction as may be necessary for carrying out the objects of the society;</p> <p>xiii. to sell, lease, exchange, hire or otherwise transfer all or any portion of the movable and immovable property of the society, provided that prior approval in writing of the Central Government is obtained for the transfer of immovable property;</p> <p>xiv. to invest and deal with any moneys and securities of the Society not immediately required for any in such a manner as may be provided by the Rules and Regulations of the society, as may, from time to time, be determined;</p> <p>xxv. to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments for the purpose of the Society;</p> <p>xvi. to create any Reserve Fund, Sinking Fund, Insurance Fund, Provident Fund or any other</p>
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(ii)	Powers and Duties of its officers and employees	<p>The Institute shall be the supreme authority empowered to take all measures necessary for the attainment of the objects specified in the Memorandum of Association.</p> <p>The Institute may by a Resolution constitute committees, sub-committees or advisory boards, and appoint the members thereof, and delegate to such committees, sub-committees or advisory boards such powers as it may consider necessary.</p> <p>The Institute shall have power to frame, amend or repeal any bye-laws in furtherance of its objects, and in particular to provide for the following matters:</p> <p>(i) the maintenance of accounts and the</p>

		<p>manner of audit;</p> <ul style="list-style-type: none"> (ii) the making of investments and their sale or alteration; (iii) the conduct of business by committees, sub-committees or advisory boards that may be constituted from time to time; (iv) the procedure for appointment of officers and staff of the Institute and selection of personnel thereof; (v) the terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service including establishment of provident fund for the officers and staff of the Institute; (vi) prescription of qualifications for trainees and research workers and charging of fees; (vii) such other matter as may be necessary for the administration of the affairs of the Institute. <p>Notwithstanding anything contained in these rules/ regulations/ bye-laws, the Government may, from time to time, issue such directives or instructions as may be considered necessary in regard to the finances, conduct of business and affairs of the Institute. The Institute shall give immediate effect to the directive or instructions so issued. In particular, the Government will have the power:</p> <ul style="list-style-type: none"> (a) to give directions to the Institute as to the exercise and performance of its functions in matters involving national security or substantial public interest and to ensure that the Institute gives effect to such directions. (b) to call for such reports/ returns and other information with respect to the property and other activities of the Institute as may be required from time to time; (c) to approve the institute's revenue and capital budget, i.e. Revised Estimates and Budget Estimates; and (d) to approve agreements involving foreign collaborations, if any, proposed to be entered into by the Institute.
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(iii)	<p>Procedure followed in the decision making process, including channels of supervision and accessibility.</p>	<p>The Institute is following a Purchase Manual.</p> <p>Mode of Procurement</p> <p>a) The Standing Purchase Committee(SPC) must select after deliberation one of the following modes of procurement:</p> <p>a) Open Tender - by advertising in the press.</p> <p>b) Limited Tender- by sending written enquiries to known reputed suppliers to sufficient number to get more than 3 offers.</p> <p>c) Single Tender – by sending written enquiries to a single supplier if it is in the knowledge of the Indenter that the stores/equipment required is manufactured only by that supplier none else. This should be verified from two or three sources.</p> <p>b) The open tender method shall normally be</p>

		<p>followed for all procurement worth more than Rs. five lakhs. Splitting of indents, in order to bring it outside the ambit of open tender method is prohibited.</p> <p>c) Notice inviting tenders shall be given in at least one local dailies for procurement worth more than five lakhs but less than Rs. ten lakhs. Notice inviting tenders shall be given in at least one national dailies.</p> <p>d) The notice inviting tenders shall be short, clearly worded and unambiguous. It should give a brief description of the item/ equipment to be procured, the qualification requirement for the supplier, the last date up to which tender papers shall be supplied (when required) the date of receipt of completed tenders, the date, time and venue of opening of tenders. Detailed technical specifications should not be given in the notice at all; they should only be given along with the tender papers. In addition, the notice can be put on the website of the institute and or other dedicated websites for such purposes.</p> <p>e) Limited tender method shall normally be followed in all procurements worth Rs five lakhs or less. However, this method can be followed even in procurement of material worth more than five lakhs when:</p> <p>i) The Indenting Officer certifies that the demand is urgent and any additional expenditure incurred through open advertisement shall not be fruitful. OR</p> <p>ii) When the sources of supply are definitely known and the possibility of fresh sources of supply being available is remote. OR</p> <p>iii) And it is not in public interest to adopt the open tender method.</p> <p>f) In all such cases, the invitation to bids must be sent to parties of comparable reputation and</p>
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		<p>market share. For instance, if the requirement is for the installation of air-conditioning system and the intention is to get it done from major firms, such notices must be sent only to reputed national or multi national firms and not to local manufacturers/agencies. On the other hand, if the intention is to encourage local manufacturers/agencies, queries should be sent to local manufacturers/agencies only and not to major firms. This is necessary to ensure proper comparison.</p> <p>g) Global tenders may be issued by the SPC if it is felt that bidding from the indigenous source through open tendering shall not result in competitive prices. In such cases, in addition to the open tendering procedures, copies of such tenders may be sent to the embassies of the countries where such manufacturers are located by giving them at least six weeks time so that they can forward the notice to the prospective bidders in their countries.</p> <p>h) Single tender method shall be forwarded only in rare cases where it is in the sure knowledge of both the SPC and the indenter that the equipment to be procured is manufactured only by a particular manufacturer and there is no other option except to go in for this equipment. Intentionally adding restrictive clauses to favour a single source should be avoided at all costs. The competent authority on specific recommendations of the SPC must approve all such cases of procurement on single tender basis, only after he satisfies himself that such procurement is unavoidable. Spare parts of equipments procured on single tender basis from the manufacturers or from their authorized dealers can be decided by the SPC.</p> <p>i) The Secretary shall call for tenders for items costing less than Rs.5.00 lakhs on limited tender basis and items costing more than Rs.5.00 lakhs on open tender basis. All other cases including cases of purchase through single tender shall be put up to the SPC-II for decision.</p>
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Upto Rs.5 lakhs	- Rs. 250.00									
Rs.5 lakhs to Rs.10 lakhs	- Rs. 500.00									
Rs.10 lakhs to Rs.50 lakhs	- Rs.1000.00									
Rs.50 lakhs and above	- Rs. 2000.00									

		<p>performance BG shall be asked for at the time of release of final payment. In rare cases where goods have been procured on proprietary basis etc. the matter of non-furnishing of performance guarantee, if any, may be brought to the notice of the competent authority for his decision.</p> <p>c) An earnest money deposit for all procurement costing more than Rs.5.00 lakhs must be collected at the rate of 2% to 5% of the estimated value as may be decided by the SPC. The EMD of unsuccessful bidders shall be returned immediately by Accounts department after the award of the contract. All tenders received without EMD shall be summarily rejected. Firms registered with DGS&D, NSIC and Govt. Public Undertakings who are exempted from payment of EMD may be allowed exemption. But it must be verified that such registration include the item they are offering which are manufactured by them and not for selling products manufactured by other companies.</p> <p>d) Purchase of equipment from abroad shall be made directly from the manufacturer or their authorized agents in India. It shall not be bought from the sub-agents of authorized agents. It shall be clearly stated in the tender documents that purchases made for scientific purpose are exempt from Customs / Excise duty.</p> <p>Receipt of Tenders</p> <p>a) Tenders are received either through post or through courier or by hand. The tenders shall be dropped in the tender box, which shall remain under lock and key under the custody of the Officer decided by SPC.</p> <p>b) Tenders for items costing less than Rs.2.00 lakhs and are received in open condition or through fax or e-mail or telegram or telex within the due date and time shall not be rejected but shall be accepted at the risk of the bidder if the same i.e. hard copy is presented to</p>
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		<p>the Secretary before the expiry of the due date and time.</p> <p>Late/Delayed Tenders</p> <p>a) Tenders received after the specified time and date of opening are treated as “Late” while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as “Delayed”.</p> <p>b) Such tenders shall be marked as late/delayed as the case may be and filed. They shall not be opened at all and be returned to the bidders in their original envelope without opening.</p> <p>Opening of the Tenders</p> <p>a) A committee consisting of representatives of SPC’s & The Secretary shall open the tenders. Separate notice of opening of the tender need to be sent to the bidders before opening of the commercial bid as per Para XVIII below if it is not mentioned in the tender document. Opening of the tenders without informing the bidders is strictly prohibited for the limited & open tendering process.</p> <p>b) The officer opening the tender shall read out the following particulars only for the information of the representatives attending the tender opening.</p> <ul style="list-style-type: none"> i) Tender number ii) Name of the firm iii) Description of the item to be purchased. iv) Prices v) Whether the price is inclusive of taxes & duties or exclusive vi) Discount offered vii) Delivery schedule viii) Any other extra charges quoted for packing, transport etc. ix) Terms of delivery x) Warranty obligations <p>c) All the pages of the tender have to be initialed by the tender opening committee.</p>
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(iv)	Norms set by it for the discharge of its functions.	<p>The Quality Policy of INDIAN INSTITUTE OF PACKAGING, is to provide assured tests and measurements at all times conforming to the specification laid down in national, international or customer specified standards.</p> <p>We believe in and strive for the involvement of every member of the Institute in evolving & implementing an effective and efficient <i>Quality Assurance Programme as laid down in ISO/IEC 17025:1999</i>.</p> <p>We shall endeavour meticulous implementation and compliance with the Quality Manual and build an attitude essential for a prevention oriented work culture.</p>
(v)	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Service ByeLaws, Recruitment Rules, Standing Orders are prepared and under process of approval.
(vi)	Statement of the categories of documents that are held by it or under its control.	Files related with different activities such as Consultancy, Training & Education, Laboratory Testing & Personnel.
(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its	The Institutes' Memorandum of Association, has a provision of appointing 21 representatives of 21 different Group of Industries. The representatives are required to be replaced 1/3 at every Annual General Meeting. The Governing Body formulates

	policy or implementation thereof.	the policies of the Institute.
(viii)	Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	<p>The Governing Body of the Institute shall consist of:</p> <p>(a) The Chairman and two Vice-Chairmen of the Governing Body.</p> <p>(b) The Director of the Institute.</p> <p>(c) Ten persons nominated by the Central Government and the Organizations as below:</p> <ol style="list-style-type: none"> 1. a representative of the Ministry of Commerce, Government of India. 2. a representative of the Ministry of Defence, Government of India. 3. a representative of the Council of Scientific and Industrial research. 4. a representative of the Directorate General of Technical Development, Government of India. 5. a representative of the Bureau of Indian Standards. 6. a representative of the Ministry of Food Processing Industries, Government of India. 7. a representative of the Development Commissioner, Small Scale Industries, Government of India. 8. a representative of the Ministry of industry, Department of Industrial Development, Government of India. 9. a representative of the Ministry of Textiles. <p>(d) One representative each of any five Commodity Boards/ Export Promotion Councils under the Ministry of Commerce selected by the Governing Body of the Institute.</p> <p>(e) One representative each from the following twenty groups of industries elected by the Institute at an Annual General Meeting:</p> <p>A. Manufacturers of Basic Materials for Packaging:</p>

		<ol style="list-style-type: none"> 1. Paper and Paper Board 2. Plastics 3. Metals 4. Ancillary Materials <p>B. Converters of Packaging Materials and packages:</p> <ol style="list-style-type: none"> 5. Glass Packaging 6. Paper and Paper Board Packaging(excluding corrugated board packaging) 7. Plastics Rigid Containers 8. Flexible Packaging 9. Metal Packaging 10. Corrugated Board Packaging 11. Others <p>C. Users of Packaging:</p> <ol style="list-style-type: none"> 12. Edible Oil, Fats and Products thereof 13. Dairy Products 14. Food Articles (excluding 12 & 13 above) 15. Pharmaceuticals, Cosmetics and Toiletries 16. Chemicals, Fertilizers and Cement 17. Pesticides/Insecticides 18. Engineering Goods 19. Others <p>D. Packaging and Converting Machinery Manufacturers:</p> <ol style="list-style-type: none"> 20. Packaging and Converting Machinery Manufacturers. <p>E. Traders, Exporters, Dealers, Consultants and Others dealing in Packaging:</p> <ol style="list-style-type: none"> 21. Traders, Exporters, Dealers, Consultants and Others dealing in Packaging <p>The Governing Body meetings shall be attended by the persons nominated by Central Government, representatives of commodity boards, Export Promotion Council under the Ministry of Commerce & Industry, Elected members, coopted members, the patron members of the institute, the</p>
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		<p>invitees & is not open to public.</p> <p>The meetings of the Institute and of the Governing Body shall be convened by the Chairman or in his absence by one of the Vice-Chairmen, by notice issued under the hand of the Secretary or any other officer of the Institute authorized in this behalf.</p> <p>All disputed questions at meetings of the Institute and of the Governing Body shall be determined by vote, each member having one vote. In the case of an equality of votes the person presiding shall have and shall exercise a second or casting vote.</p> <p>Any business which may be necessary for the Institute or the Governing Body to perform, except such as is required to be placed before the Annual General Meeting of the Institute, may be carried out by circulation among all the members of the Institute or of the Governing Body, as the case may be, and approval by a majority of members signing shall be as effective and binding as if such resolutions had been passed at a meeting of the Institute or the Governing Body, provided that at least the number of members constituting the quorum, respectively of the institute or of the Governing Body record their views on the resolutions.</p> <p>The Secretary shall maintain a record of the minutes of the meetings of the Institute and of the Governing Body and shall perform such other duties as may be required of, or as may be incidental to, his office or as may, from time to time, be entrusted to him by the Governing Body, the Chairman or the Director.</p>
(xvi)	Names, designations and other particulars of the Public Information Officers.	<p>Mr. Mohan Singh Kathayat – Secretary Indian Institute of Packaging E-2, MIDC Area, Post Box No 9432, Andheri (East), Mumbai – 400093. Phones:- 28219803/9469/6751 Fax:- 238375302, 28254631 Email- iip@bom4.vsnl.net.in</p>
(xvii)	Other information as may be prescribed.	<p><u>Activities of C & P Division</u></p> <p>Under Consultancy & Projects the Institute</p>

	<p><u>Public Information Officers (PIOs)</u></p> <p>(i) Every public authority to designate as many officers as PIOs in all administrative units or offices under it as necessary to provide information under the Act.</p> <p>(ii) Every public authority to designate an officer within 100 days of the enactment of the Act, at each sub-divisional level or other sub-district level as an Asst. PIO to receive applications for information or appeals under the Act.</p> <p>(iii) PIO can seek assistance of any other officer considered necessary in discharge of his duties.</p>	<p>provides consultancy services for package design and cost effective packaging systems. Under the consultancy and projects in addition to the consultancy services the Institute also offers following services to the packaging industries.</p> <ol style="list-style-type: none"> 1. LIFE CYCLE ANALYSIS – Life cycle analysis of various products are undertaken based on Cradle to Grave approach. 2. TECHNO ECONOMIC FEASIBILITY STUDIES – TEF Studies and project profiles are prepared for setting up packaging related industries. 3. MARKET SURVEYS – Market surveys are undertaken for packaging products, machineries and newer technologies for predicting demand estimates and future projections. 4. IN PLANT TRAINING PROGRAMS – In plant training programs are conducted for the packaging personnel and for those from other related activities. 5. RESIDENTIAL TRAINING PROGRAMS- Residential training programs are conducted for the Industry personnel and those from other R & D institutes. 6. PACKAGING AUDITS 7. SHELF LIFE STUDIES 8. COMPATIBILITY STUDIES 9. Pilot plant facilities are available for development of sheathing and boards from materials like fibres i.e. Jute, Coir & Resins. One project on development of sheathing material using coir felt and resin was completed recently. <p>In this pilot plant following plants and machinery are available</p> <ul style="list-style-type: none"> - Hydraulic press (a) 2 ft x 2 ft and (b) 4 ft x 8 ft - Impregnator - Board cutter
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		<ul style="list-style-type: none"> - Boiler - Needle punching machine - Resin plant <p>10. Workshop facilities are available with machines for milling, welding, turning, shaping, cutting, drilling, CFB box making and woodworking. Prototype packs are developed at the workshop. At the workshop maintenance jobs, development of laboratory test equipments as well as practical for PG students are the other jobs done.</p>
(xviii)	Provide reasons for its administrative or quasi-judicial decisions to affected persons.	The Director of the Institute may be approached for non-receipt of information sought under RTI Act 2005.