



वैज्ञानिक तथा औद्योगिक अनुसन्धान परिषद्  
**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**  
अनुसन्धान भवन, 2, रफी ,मार्ग, नई दिल्ली – 110 001  
Anusandhan Bhawan, 2-Rafi Marg, New Delhi-110 001

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Dated 05.07.2019

To

**The Directors/Heads of CSIR Labs/Instts**

**(Kind Attn: CoSPs/SPOs/SOs(S&P))**

**Sub: Creation of E- Mail for Operation of Vendor Registration Portal**

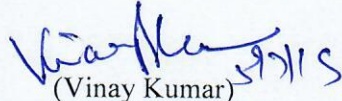
Sir

You might be aware that new CSIR Manual for Procurement of Goods 2019 has been notified. To implement some of its provision regarding development of source of Vendor, a web application has been developed.

In order to operate this Portal, Login IDs of all the Labs/Instt have been created. This Portal will be managed by one Nodal Officer who needs to be nominated by your Lab in due course of time. This system has been designed to send automatic mail to Labs/Instt and vendors. In order to communicate with this system, a login ID for each Labs/Instts has to be mapped. This is also required for Security Audit.

It is therefore, requested to kindly arrange for creation of an E-Mail ID (on NIC Server) with Login Name as **vrp** i.e. the email should be strictly like **vrp@your lab domain** (eg. **vrp@csmcri.res.in**)

Kindly direct the Nodal Officer to send a mail to [vinaykumar@csir.res.in](mailto:vinaykumar@csir.res.in) and [vrp@csmcri.res.in](mailto:vrp@csmcri.res.in) along with their Name, Designation and Contact number from the newly created mail ID latest by 12/07/2019.

  
(Vinay Kumar)  
Stores & Purchase Officer

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