



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
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F.No.13-4(04)/15-16/S&P/Policy-Vol-II

Dated 28<sup>th</sup> May, 2020

To

The Directors of all National Laboratories/Institutes

**Subject: Amendments to CSIR Manual on Procurement of Goods 2019**

Sir,

Pursuant to adoption of new CSIR Manual on Procurement of Goods 2019 (MPG 2019) w.e.f 27<sup>th</sup> Jun 2019 training programmes were held on regional basis and it was observed that few difficulties were being encountered by the stakeholders and therefore, it was imperative on the part of CSIR Hqrs to overcome the difficulties observed at the earliest.

Accordingly, the Governing Body of CSIR in its 194<sup>th</sup> Meeting held on 28<sup>th</sup> April, 2020 has approved the clarifications /amendments to the CSIR Manual on Procurement of Goods 2019 (MPG 2019) as recommended by the Committee constituted to review the CSIR Purchase Procedures. The clarifications/issues raised and the corresponding amendments/clarifications, as approved by the GB, have been organised in a tabular form and are annexed herewith.

Effort has been made to infuse adequate flexibility and efficiency by removing obstacles for smooth operation of the MPG 2019. It is hoped that the clarifications /amendments will ensure efficient procurement support to R&D initiatives.

The provisions of this letter shall come into force with immediate effect.

Yours faithfully,

*R. Krishna Rao*  
28/5/20

(R. Krishna Rao)

Sr. Controller of Stores & Purchase

**Encl AA**

Copy to:

1. PS to DG, CSIR
2. PS to JS (Admin.), CSIR
3. PS to FA, CSIR
4. PS to CVO, CSIR
5. All the Heads of Divisions of CSIR Hqrs.
6. All Sr.DS/ DSs/USs/Dy.FAs/FAOs/CoSP/SPOs/SOs CSIR Hqrs.
7. DS/US Policy Division- w.r.t. your note No. 18-3(2)/194/2020-PD dated 27<sup>th</sup> May 2020
8. AllCOSP/SPOs/SO(S&Ps), Sr.CoFA/FAOs/SO (F&A)s/Sr.COAs/COAs/AOs/SOs(Gen.)/ in Labs/Instt.
9. Head IT with the request to post this notification in CSIR website

No.	Clarifications/issues	Para No. of MPG 2019	Reply
1.	At what stage should the approval be obtained from the Hon'ble Minister of Science & Technology and Earth Sciences for cases requiring his approval?	1.4.1	<p>The approval/sanction of the Hon'ble MoST &amp; ES is required at the stage of obtaining financial sanction. The need arises to follow the provisions thereof only at the stage of finalizing the contracts and not at the stage of seeking approval for floating the tenders, which is in the domain of T&amp;PC.</p> <p>All amendments excepting those which require additional sanction shall be approved by the Director of the CSIR lab/Instt. or JS(A) in CSIR Hqrs. on recommendations of the T&amp;PC.</p>
2.	Whether the details of the order placed for the purchase of specialised R&D consumables on single tender basis without PAC needs to be published on the website of the procuring entity and on CPPP?	1.11 & 4.7.1 (02)	Yes.
3.	Who will raise the indents in the case of purchases out of grant allotted to PDFs, DST inspire fellows, Emeritus Scientists, Women Scientists etc. which are normally contingency/Projects grants and who are not regular employees.	2.1.1 & 2.3.1	PDFs, DST inspire fellows, Emeritus Scientists, Women Scientists etc. may raise the indent for purchase out of their grants. However, such indents need to be also signed by the respective Heads/PL or if none existing, then by the Director of the CSIR Labs. /Instts. or as authorised by him.
4.	The language on the use of the ratings as notified by the Bureau of Energy Efficiency?	2.2.1(09)	The sentence after the table at Page 24 of the CSIR Manual may be amended to read as "Procuring entity should try to build either the BEE star rating where admissible and <b>maximum</b> energy efficiency where such star ratings are not yet available into the TS."
5.	In various Indent forms, code of integrity column is to be signed by only limited members of procuring	2.3.2 & 3.2.1	As per para 3.2.1 of the CSIR Manual the CIPP declaration has to be signed by the all officials involved in procurement during

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	entity (such as indenter, PL, PME, Finance). It is proposed that it may be signed by all the members involved in procurement as per GFR 2017.		three stages i.e. at the time of deciding the need, mode of procurement and the final recommendations of the procurement in every case. However, Accounts need not sign the CIPP in the indent form since they are not part of need assessment. However, PME shall sign the indent for the CIPP since they are involved in finalisation of the procurement plan and become a part of need assessment.
6.	Given the work load of the senior officers of the CCOs in the CSIR Labs./Instts. At times it is difficult for them to participate in all decisions involving procurement. Hence, can their presence may be made mandatory in high value purchases only so that they can devote their time and attention to other important activities?.	2.6.2	Para 2.6.2 of the MPG 2019 is substituted as under: The Officers at the level of SPO/FAO/AO from S&P, Finance and Admin cadres (who are not exclusively looking after the Vigilance matters) shall be the members of the PC. In the absence of these members, the next officer not below the rank of Section Officer may attend the meeting. In the absence of the officers at either of these two levels, the senior most available officers shall attend the PC meeting.
7.	Can a Section Officer of Gen Admin being the senior most and S.O (Vigilance) attend T&PC meeting or second senior most will attend the meeting?	2.8.2	Senior most officer of Gen Admin of the Lab/Instt. not below the rank of Section Officer present on the day of the meeting and not exclusively dealing with the vigilance matters shall attend the meetings of T&PC.
8.	Para 7.5.11 of the manual states that PC/T&PC duties are to be discharged personally by the nominated officers and PC/T&PC members cannot nominate officers on their behalf while Paras 2.6.2 & 2.8.2 of the manual states that in the absence of the senior most officers from Genl. Administration, Finance and S&P, the next senior officer not below the rank of Section Officer may attend the meeting. Please Clarify?	2.6.2, 2.8.2 & 7.5.11	It is clarified that the word "nominated officers" in Para 7.5.11 of the CSIR Manual means, the officers of the PC/T&PC as constituted by the Director of the CSIR Lab/Instt or JS (A) in CSIR Hqrs.  Further, Para 7.5.11 implies that the member of the PC/T&PC cannot further nominate any other official while the member himself/herself is present on the day of the meeting whereas Para 2.6.2 & 2.8.2 is about attending the meeting by the next senior person only in the absence of the senior most officer.

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9.	The task of putting every item to be procured on the website of CSIR Lab/Instt. as a part of procurement plan is very difficult and complex since items keep on adding or changing especially R&D consumables which cannot be foreseen. Hence, what is the uniform policy for the procurement plan across CSIR? A template of the procurement plan will be helpful.	2.10.2	<p>It is clarified that the procurement plan may be hosted on the website of the CSIR Lab./Instt, by the PME/RPBD as under:</p> <p>Consumables (irrespective of value) and non-consumables each item costing up to Rs. 5.00 lakhs: Only the category of items with approximate cost.</p> <p>Non-consumables (each item costing more than Rs. 5.00 lakhs): The generic name and quantity.</p>
10.	What should be the periodicity for consolidation of indents by PME for onward submission to Purchase Division?	2.10.4	<p>The purpose of consolidation of indents is primarily intended to ensure that the demand for goods is not divided into small quantities to make piecemeal purchases and to avoid the necessity of obtaining the sanction of the higher authorities. This requirement has to be taken care of by PME, since the Annual Procurement Plan is prepared by them and as such they are well aware of the requirements of the users/indenters. Hence, depending upon the procurement plan, each CSIR Lab./Instt has to devise its own methodology to ensure compliance to this requirement ensuring that consolidated indents are raised at the earliest during the financial year and load on Purchase Section is evenly distributed throughout the year.</p>
11.	What is the correct URL for the VR portal?	3.6.1	<p>The correct URL is <a href="https://vendorreg.csir.res.in">https://vendorreg.csir.res.in</a></p>
12.	Whether the Vendor Registration Fee and tender document fee are inclusive or exclusive of GST? Who shall raise invoices for GST purpose?	3.6.4 & 5.2.1 (02)	<p>The VR Fees and cost of tender documents are both inclusive of GST. The invoice, where ever required, needs to be prepared by BDU/PME /S&amp;P Division etc as appropriate, in accordance with GST Regulations.</p>
13.	When the process of holiday listing is finalised, how should the bids of the firm already received be treated?	3.7.2	<p>Para 3.7.2 (01) of the CSIR Manual clearly states that when the supplier is on holiday listing, he is neither invited to bid nor are his bids considered for evaluation during the</p>

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			period of holiday listing. Hence, such bids should not be considered. However, pending a decision on holiday listing, no vendor shall be debarred.
14.	Whether there shall be a separate PAC committee apart from PC and T&PC?	4.6	The CSIR Manual on Procurement of Goods 2019 does not indicate the need of any separate PAC committee apart from PC & T&PC for considering procurements on PAC basis.
15.	Please clarify whether both columns 6(a) and 6(b) of Annexure 4A need to be filled?	4.6.1	The Revised Annexure- 4A is placed at Appendix-I.
16.	The Purchase Manual has not elaborated guidelines or parameters to be observed by Finance before giving concurrence on PAC. Guidance may kindly be provided in this regard.	4.6.2 (01)	<p>Para 4.6.2 (07) clearly stipulates that the IO &amp; PL shall be personally responsible for the correctness of the PAC signed by them and the technical members of the PC/T&amp;PC shall check the genuineness and correctness of the PAC certificate before further processing.</p> <p>Therefore, the requirement of Finance to concur the proposal is to observe whether the PAC has been duly filled and signed and thereafter the technical members of the PC/T&amp;PC need to check the genuineness and correctness of the PAC certificate before further processing.</p>
17.	It is difficult to obtain offer in original before placement of purchase order when the bids are received by email or fax other than the tenders floated through CPPP like LPC or Direct Purchase. This may be re-looked into.	4.6.2(09)	<p>Para 4.6.2 (09) is modified to read as under:</p> <p>Bids received by e-mail/fax may also be accepted. In such cases the IO/PL and LPC may ensure the genuineness of the Bid.</p>
18.	Whether the condition of recording reasons for STE and seeking approval of Director/JS(A), as stipulated in Para 4.7.2 (01) is required for purchase of specialised/specific R&D	4.7.2 (01)	<p>Para 4.7.2(01) is modified to read as under:</p> <p>The reasons for a STE and selection of particular firm must be recorded and approved by the Director of the CSIR Labs/Instt. or JS(A) in CSIR Hqrs. before processing by PC/T&amp;PC on Single</p>



	consumables on STE basis without PAC based on the certificate as per Annexure-4B?		Tender Basis. However, the purchase of specialised/specific R&D consumables in line with Para 4.7.1(02) need not to have the approval of the Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs.
19.	Whether Petrol, Diesel, Kerosene etc. the prices of which are controlled by the Govt. needs to be necessarily purchased from the PSUs or can they be purchased from any of their retail outlets? Further, whether for the purchase of such items, the recommendations of the PC/T&PC are required?	4.7.2 (03)	Para 4.7.2(03) is modified to read as under:  Items like LPG, Kerosene, Petrol, Diesel, Furnace oil etc. may be procured directly without going through the PC/T&PC from any of the PSUs/or their retail outlets.
20.	JRF & SRF get a contingent grant of Rs.20000/- per annum. Kindly consider to waive off the ceiling of 5% and 10% on cash purchase and Local Purchase respectively for such cases.	4.9.2 (06) & 4.10.2 (01)	Ceilings are no longer applicable.
21.	The ceilings fixed for purchases without quotations and through local purchase committee may be deleted since these are not in line with the provisions of GFR 2017.	4.9.2 (06) & 4.10.2 (01)	The ceilings fixed for purchases without quotations and through local purchase committee may be deleted since these are not mandated by GFR 2017. However, each CSIR Lab/Instt. may evolve an internal mechanism to keep a check on the cash purchases and purchases through LPC to maintain these at lower level.
22.	Whether there are any restrictions in sourcing while purchasing through Local Purchase Committees and under Direct Purchase without quotation.	4.10	No. Sourcing may be irrespective of the location for LPC as well as for Direct Purchase without quotation.
23.	In case of purchases being made by Local Purchase Committee, confirmation is requested whether surveying the market physically is essential or not.	4.10.2(05)	Since the survey includes the shopping malls/internet shopping portals and obtaining bids from foreign suppliers, hence the actual survey of market may mean to include either physical and/or virtual survey.

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24.	Whether emergency purchases and purchases through GeM get covered in the ceilings of purchase without quotation and purchase through Local Purchase Committees?	4.16 & 4.17	No. Since the ceilings imposed are no longer applicable.
25.	GFR 2017 permits the purchase on GeM up to Rs. 5.00 lakhs through the Gem sellers having lowest price amongst the available sellers of at least three different manufacturers on GeM meeting the requisite quality, specification and delivery period. Further, in the context of constant development in Gem where portal takes care of most of the procedural requirement, it is prudent to allow Indenter/PL to purchase the item upto Rs. 5.00 lakhs with help of Purchase Officer. It will smoothen and expedite the procurement and reduce load on PC.	4.16.5 (i) to (iii).	<p>It will not be appropriate to assign too many buyer roles in a lab/Instt. because it will not be possible to monitor and update the payment on GeM portal.</p> <p>Procurement of all items available on GeM up to Rs. 5.00 lakhs may be made by IO/PL. Any officer from S&amp;P cadre authorized by the Sr most officer who has been assigned the Role of the Buyer shall facilitate operation on the GeM portal and place Purchase Orders. Such purchases need not to be referred to PC.</p> <p>Para 4.16.5 (i) &amp; (ii) of the CSIR Manual on Procurement of Goods 2019, therefore, stands modified as under:</p> <p>(i) Up to Rs. 25,000/- (Rupees twenty five thousand) purchases, may be made by the IO/PL from the available suppliers on GeM, meeting the requisite quality, specification and delivery period.</p> <p>The Indenter/Project Leader are responsible to exercise due diligence for ensuring reasonableness of rates. The certificate as per the revised Annexure-4F placed at Appendix – II of this document needs to be furnished and submitted to Purchase Section at the time of placing the purchase order. The indent complete with fund availability etc. to enable release a formal purchase order is also required to be submitted.</p> <p>(ii) Above Rs. 25,000/- (Rupees twenty five thousand) and up to Rs. 5,00,000 (Rupees five lakhs) through the GeM Seller having lowest price amongst the available</p>



			<p>sellers, (excluding automobiles where the limit of Rs. 30.00 lakhs will apply) of at least three different manufacturers, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used. The Indentor/PL shall be responsible for ensuring reasonableness of rates. However, the indenter has also to ensure and certify that the item recommended for purchase is meeting the requisite quality, specification and delivery period. The certificate as per the revised Annexure-4F placed at Appendix- II of this document needs to be furnished and submitted to Purchase Section at the time of placing the purchase order.</p> <p>Consequent to the above, para 4.16.5 (iii) of the CSIR Manual stands deleted and para 4.16.5 (x) is modified to read as under:</p> <p>All purchases above Rs.5,00,000 (rupees five lakhs) shall be processed only by the Purchase Section through the PC/T&amp;PC.</p>
26.	What are the different steps involved while handling procurement in urgency/emergencies?	4.7.1(01) & 4.17	<p>Please add a new Para 4.17.2 as under:</p> <p>The indent shall be submitted by the indenter along with the revised Annexure – 2A placed at Appendix – III of this document suggesting the mode of purchase duly approved by the Director, including constitution of LPC in each case, wherever applicable.</p> <p>The Indentor shall be the convenor and act as per approval of the Director and thereafter, the PC/T&amp;PC shall examine &amp; recommend the purchase.</p> <p>The Director shall approve and sanction the purchase proposal as recommended by the PC/T&amp;PC before placement of the purchase order.</p>

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			The Indentor/ Project Leader shall also submit a certificate in line with Annexure 4C or 4D of the CSIR Manual as the case may be. The overall limits for the purchases without quotations and through LPC stands deleted.
27.	Whether Annual Maintenance Contracts can be done through purchase without quotations and through Local Purchase Committees?	4.20	All cases of AMCs shall be placed before the PC for deciding the mode of procurement. PC may decide any mode of procurement of AMC, including Direct purchase and LPC, depending on the merits of each case within the limits.
28.	Who will obtain the extension of the bid validity period and at what stage should it be obtained?	5.1.4 (02)(d)	Para 5.1.4(02) (d) clearly indicates that request for seeking extension of the bid validity should preferably be made before the expiry of the bid validity. Since bid validity is essential before releasing the purchase order, it has to be done by the Purchase Section, immediately when it comes to its notice, on recommendations of the IO/PL.
29.	Whether it is mandatory to obtain tender specific Manufacturer Authorisation Form for each and every purchase?	5.1.4 (02)(h)	In case of purchase of Commercially-off-The-Shelf (COTS) items like TV, Camera, Fridge, AC etc. which are freely available in the open market through authorized dealers, then the tender specific MAF need not to be insisted. However, for non COTS items like scientific equipment & instruments and consumables etc. tender specific manufacturer authorization has to be obtained.  Therefore, at the time of preparation of the tender documents the requirement or otherwise of MAF should be considered accordingly by the PC/ T&PC and be indicated therein.
30.	Whether Tender Opening which is done using DSC in various electronic portals including GeM ( <i>which is done without DSC</i> ) needs to be signed by the Tender Opening Committee on all pages of the bids received.	5.3 & 3.0 (vi) of Appendix-2	No.
31.	Whether vetting of comparative statement by Finance is required when	7.2	Wherever the complete comparative statement is system generated, no vetting of the CS by the Finance is

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	comparative statement is generated through portal like GeM, E-tenders or other e-portals?		required.
32.	Exchange rate to be followed when the actual date of opening is different from the scheduled date of opening.	7.4.4 (01) (i)	Para 7.4.4 (01) (i) clearly states that all offers are to be converted to Indian Rupees based on the "Bill currency selling" exchange rate on the date of tender opening (Techno-commercial offer) from a source (like RBI/FBIL, xe.com) as specified in the tender document. Hence, the exchange rate prevailing on the date of actual opening of the Techno-commercial offer should be adopted.
33.	The column no. 22 and 23 of Annexure 7C are repeated.	7.6.1 (04) and 9.6	Column No.23 of Annexure 7C of the CSIR Manual needs to be read as LC/FDD date and not LC/FDD No.
34.	It is extremely difficult to ensure that rate contracts are concluded for items which are not available on GeM since most often CSIR concludes rate contracts for specialised R&D consumables on NDP basis based on price list of the manufacturers where the above items are huge and it is not practically possible to ensure that RCs are concluded for only those items which are not available on GeM.	8.1	It is clarified that there is no bar on conclusion of Rate Contract indicated anywhere in GFR 2017 for items available on GeM. Hence, RCs may be concluded for any item. However, at the time of placement of orders, in compliance with Rule 149 of GFR 2017 it should be ensured that the items so being procured are not available on GeM.
35.	Para 9.9.1 & 9.9.2 of the Manual relating to Arbitration needs to be looked into in the light of Letter No.36-02/80-Law/355 dated 6 <sup>th</sup> May, 2019 issued by Legal Section CSIR Hqrs.	9.9.1 and 9.9.2	The arbitration clause as contained in Para 9.9.1 of the CSIR Manual and paras 2.32.3 (a) of both the tender documents at Annexure -5A and 5B of the CSIR Manual may be amended to read as "If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this Agreement, such disputes or

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			differences shall be referred to Delhi International Arbitration Centre (DIAC), New Delhi.”
36.	What should be the steps taken to safeguard the Govt. property when the same is required to be entrusted to any supplier say for repairs or upgradations including re-exports.	Rule 225 (xii) (a)	Since the repair or upgradation of equipment etc. at supplier's premises is the necessity of the procuring entity, the supplier may not be interested to furnish the bank guarantee. We may therefore, ensure the safety of the items at supplier's premises by obtaining an insurance cover of the item during transit and storage.
37.	Amendments to CSIR Manual on Procurement of Goods 2019 in future		<p>Para 1.2.1 of the CSIR manual on Procurement of Goods 2019 may be amended to read as under:</p> <p>“For revision, interpretation, clarifications and issues relating to the CSIR Manual on Procurement of Goods–2019, the DG, CSIR with the concurrence of FA, CSIR shall have the power to modify or amend the provisions of the CSIR Manual on Procurement of Goods 2019 which are broadly in conformity with the provisions of GFR 2017.</p> <p>Issues requiring clarifications or modifications which are not in-line with the provisions of GFR 2017 shall be referred to MoF.</p>
38.	Revision of the SoPP	Annexure -1B	The SoPP at Annexure -1B of the CSIR Manual is substituted as enclosed in Appendix-IV.
39.	Which division shall provide the availability of funds, whether PME or Finance under project and non-project mode?	2.3.1	Availability of funds under all budget heads in project mode and capital heads in non-project mode may be provided by PME while the availability of funds under non-project mode like P04, P06, P-701 and P-50 (W&S) may be provided by the Finance & Accounts Section of the Lab/Instt.
40.	Who will be responsible for technical aspects of the procurements under consideration of the PC/T&PC?	7.4.1 (02)	<p>The para 7.4.1 (02) stands partially modified as under:</p> <p>“The description, specifications, drawings and other technical terms &amp; conditions are required to be examined by IO/TSC and thereafter endorsed by the PC/T&amp;PC based on the vetting by the technical members of the Committee.</p>

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**Appendix-I  
Revised Annexure-4A**

**PROPRIETARY ARTICLE CERTIFICATE FORM**

*(Refer para 4.6.1 of the CSIR Manual)*

PR No. _____		PR Date _____
1	Description of goods	
2	Quantity	
3	Approximate estimated value for above quantity	
4	Name of the manufacturer	
5	Name(s) and address of authorised dealers/stockists	
6	We approve the above purchase on PAC basis and certify that: -	
6(a)	This is the only firm who is manufacturing this item and a similar article is not manufactured by any other firm, which could be used in lieu. The item is marketed/sold by M/s _____ or used in lieu	
6(b)	No other make/model is acceptable for the following reasons:  .....	
7	Reference of concurrence of finance wing to the proposal	

We shall be personally responsible for the correctness of this certificate.

The above PAC is approved.

Signature .....	Signature .....
Name .....	Name .....
Designation of Indenting Officer.....	Designation of PL/HOD.....
Date .....	Date .....

*XXXXX*

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**APPENDIX - II**  
**Revised Annexure-4F**

**CERTIFICATE FOR PURCHASE THROUGH GeM UPTO RS. 5.00 LAKHS**  
*(Refer para 4.16.5(i) & (ii) of the CSIR Manual)*

PR No :			
Project No		PR Date:	

"I, \_\_\_\_\_, am personally satisfied that the goods (described below) indented vide the above PR have been purchased through GeM at a reasonable price. The goods purchased are of requisite quality, specification and meets the delivery period

Name of Indentor \_\_\_\_\_ Signature of the indenter \_\_\_\_\_

Designation \_\_\_\_\_ Division \_\_\_\_\_

Date \_\_\_\_\_

Sanctioned Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)

under Project No./BH \_\_\_\_\_

Signatures of the Sanctioning Authority \_\_\_\_\_

Name & Designation of the Sanctioning Authority \_\_\_\_\_

PKD

**URGENT/EMERGENCY PURCHASE CERTIFICATE**

(Refer para 2.1.1 (03) (c), 2.3.2, 4.5.1 (01) & 4.7.1 (01) of the CSIR Manual )

Certified that the items indented vide PR No. \_\_\_\_\_ dated \_\_\_\_\_ costing approx. \_\_\_\_\_ are required to be purchased on urgency/emergency basis.

1. The need of the items could not be foreseen due to the following reasons:

\_\_\_\_\_

\_\_\_\_\_

**OR**

The urgency/emergency has arisen due to the following reasons:

\_\_\_\_\_

\_\_\_\_\_

*(Strike out whichever is not applicable)*

2. The non-availability of the item shall result in the following consequences

\_\_\_\_\_

\_\_\_\_\_

In view of the urgency/emergency, the following mode of procurement is proposed to be adopted

- a) Direct Procurement without quotation which exceeds the threshold limit of Rs. 25,000/-
- b) Direct Procurement by Local Purchase Committee comprising of the following, which exceeds the threshold limit of Rs. 2,50,000/-
  - 1) Indentor/PL
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
- c) SLTE/LTE with reduced time of submission of bids.
- d) Purchase on STE basis. The required goods are necessarily to be purchased from M/S \_\_\_\_\_ for the following reasons:

\_\_\_\_\_

*(Retain any one only)*

Name of Indentor: \_\_\_\_\_  
Designation \_\_\_\_\_  
Division \_\_\_\_\_

Name of Project Leader \_\_\_\_\_  
Designation \_\_\_\_\_  
Division \_\_\_\_\_

Signature of the indenter \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Project Leader \_\_\_\_\_  
Date \_\_\_\_\_

**Approved**

**Director**

*[Handwritten Signature]*

Based on the approval of the Director/JS (A) , PC/T&PC recommends the purchase of \_\_\_\_\_ on urgent/emergent basis at a cost of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from M/s \_\_\_\_\_ under project & budget head \_\_\_\_\_

Convener      Member      Member      Member      Member      Chairman

Director may kindly approve the above proposal as recommended by PC/T&PC and sanction an

amount of Rupees ..... under Budget head..... to meet the emergency requirement.

Director

Indentor

**APPENDIX – IV**  
**Revised Annexure–1B**

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**  
**Schedule of Procurement Powers (SoPP)**  
*(Refer para 1.4.1 & 2.3.1 of the CSIR Manual)*

<b>(A) Indents initiation, approval and signing including formulation of Technical Specifications, Vendor registration, debarments</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Indent Initiation and signing.	2.1 & 2.3	Any employee of the Procuring Entity of the level of Group II or equivalent and above. In addition to these Distinguished Scientists, all PDFs, Research Associates and Researchers holding Fellowships including Emeritus/women scientists etc. may also raise and sign indents. In such cases the Indent needs to be also signed by the respective Heads/ PL or if none existing then by the Director of the CSIR Lab./ Instt. or as authorized by him.
2. Approval of the Indent.	2.3.1	Project leader in case of approved projects and HOD for CSIR Budget Heads.
3. Approval of indents on PAC basis and for indents for purchase of specialized/ specific R&D consumables.	4.6.1 & 4.7.1 (02)	Project leader in case of approved projects and HOD for CSIR Budget.
4. Approval of Indents in case of Urgency/Emergency.	2.3.2 & 4.7.1 (01)	Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs
5. Processing of Indents in anticipation of funds	2.3.1	Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs through PME/Accounts
6. Powers to approve registration of vendors.	3.5.1 (08) & 3.6.13 (04)	A Chief/Senior Principal Scientist in the CSIR Lab./Instt. as nominated by the Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs on recommendations of the Vendor Registration Committee (VRC)
7. Appellate authority to decide on the contest made by any prospective bidder for registration.	3.5.1 (08)	Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs

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8. Holiday listing and removal from the list of registered vendors.	3.7.5 (01) & (02)	Any Chief Scientist/Senior Principal Scientist as nominated by the Director of the CSIR Lab./Instt. or any Chief Scientist/Senior Principal Scientist as nominated by DG, CSIR in case of CSIR Hqrs on the recommendations of the VRC
9. Appellate Authority for handling contest of vendors against Holiday Listing and removal from the list of vendors.	3.7.5 (01) & (02)	Director of the Lab/Instt or JS (A) in CSIR Hqrs
10. Banning of vendors in CSIR.	3.7.5 (03) (B)	JS (A) in CSIR Hqrs based on the recommendations of the VRC of the procuring Entity. DG, CSIR shall be appellate authority
11. Country wide banning of vendors.	3.7.5 (03) (A)	Additional Secretary, Ministry of Commerce. The Secretary, Ministry of Commerce shall be the appellate authority

**(B) Approval for Floating of Tenders of Various Types including: Selection of Mode of Procurement and Bidding System, Short Listing of Bidders for LTE/SLTE, Bid Documents Preparations, including SCC, Eligibility/ Pre-Qualification Criteria, Decisions of EMD/ PBG; Quantity, Slicing / Packaging of requirements and various payment terms etc.**

	Relevant Paras of CSIR Manual	Powers
1. Selection of mode of procurement, bidding systems, finalization of bidding document including eligibility criteria/PQC, shortlisting of prospective bidders for LTE/SLTE, decision about EMD/PS, payment terms and slicing/packageing of requirement.	Chapter 4	Purchase Committee (PC) for indents valuing up to Rs. 25.00 lakhs and Technical and Purchase Committee (T&PC) for indents valuing above Rs. 25.00 lakhs.
2. Approval and selection of mode of procurement in Urgency/Emergency.	4.17	Director of the CSIR Lab/Instt. or JS (A) in CSIR Hqrs based on the suggestions of IO and PL.
3. Extension of tender opening date irrespective of mode of tendering before the scheduled	4.2.2(07), 4.3.2(09), 4.4.2(05)	Project Leader/HOD on recommendation of the Indentor.

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date and time of receipt of bids.	4.5.2(04), & 5.2.2	
4. Waiver of Open/Global tenders for purchases above Rs. 25.00 lakhs and resorting to SLTE.	4.5.1	Director of CSIR Lab./Instt or JS (A) in CSIR Hqrs with the recommendations of T&PC.
5. Approval to float Limited Tenders where the known sources of supply are three or less.	4.4.2 (02)	Director of CSIR Lab./Instt or JS (A) in CSIR Hqrs with the recommendations of PC/T&PC.
6. Persons designated to sign IP.	3.3.3 (10)	Sr. most Officer of the Purchase with counter signature of the COA/AO.
7. Deciding the various terms of payment like Payment against delivery/proforma invoice, on bill basis, sight/bank draft, swift/wire transfer, letter of credit, Stage Payments, Exchange Rate Variations, Price Variations Clauses, advance payment up to 30% for supply/services, etc. and AMC payment up to 6 months both against BG etc.	6.2, 6.3, 6.4, 6.5, 6.6 & 6.7	Project Leader/HOD on recommendation of the PC/T&PC.
8. Exemption from e-procurement.	4.14.1	Secretary, DSIR with the concurrence of FA, DSIR in procurements where national security, strategic considerations demands confidentiality on recommendations of Indenting Officer , Project Leader and the PC/T&PC.
9. Waiver from e-publishing.	5.1.7 (02)	DG, CSIR with the concurrence of FA, CSIR in individual cases where confidentiality is required for reasons of national security on recommendations of Indenting Officer, Project Leader and the PC/T&PC.
10. Waiver of bid security and performance security.	6.1.1 (03) & 6.1.2 (01)	Director of the CSIR Lab/Instt or JS(A) in case of CSIR Hqrs on recommendations of the PC/T&PC.

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<b>(C ) Competent Authority (CA) for Evaluation, Acceptance of Tenders and sanction of expenditure</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Procurement without calling quotation.	4.9.2 (01) & 4.9.2 (06)	Project Leader in case of approved projects & HOD for CSIR Budget Heads. The Sr. most Officer of S&P or any officer authorized by him may also exercise the provision of this para.
2. Procurement Through a Local Purchase Committee.	4.10.2 (01)	Project Leader in case of approved projects & HOD for CSIR Budget Heads. The Sr. most Officer of S&P or any officer authorized by him may also exercise the provision of this para.
3. Procurements through GeM up to Rs 5,00,000.	4.16.5	Project Leader in case of approved projects & HOD for CSIR Budget Heads. The Sr. most Officer of S&P or any officer authorized by him may also exercise the provision of this para.
4. Approval/Sanction of GTE/OTE/ LTE including GeM (beyond Rs. 5.00 lakhs) procurement for indents for Projects not approved by SFC/EFC up to Rs. 20 Crores .	1.4.1, 4.6.2 (08) & 4.7.2 (02)	By the concerned Project Leader or HOD for CSIR Budget Heads for purchases up to Rs. 1.00 Crore. Beyond Rs. 1.00 Crore the Director of the CSIR Lab./Instt irrespective of value. However, in CSIR Hqrs the powers vests with JS (A), irrespective of value.
5. Approval/Sanction of GTE/OTE/ LTE including GeM (beyond Rs. 5.00 lakhs) procurement for indents for Projects approved by SFC/EFC irrespective of value .	1.4.1, 4.6.2 (08) & 4.7.2 (02)	By the concerned Project Leader or HOD for CSIR Budget Heads for purchases up to Rs. 1.00 Crores. Beyond Rs. 1.00 Crore the Director of the CSIR Lab./Instt. irrespective of value. However, in CSIR Hqrs the powers vests with JS (A), irrespective of value.
6. Approval/Sanction of GTE/OTE/ LTE for procurement of indents valuing above Rs. 20.00 Crores for Projects not approved by SFC/EFC	1.4.1	Hon'ble Minister of S&T on recommendations of T&PC and Director/JS (A) of Procuring Entity.
7. Fast Track purchases in urgency/emergency including increase in threshold limits.	4.17.1	Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs on the recommendations of PC/T&PC.

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8. Variations in the ceilings for advance payments including percentages laid down for advance payments of private firms for maintenance contracts	6.5.1 (ii) (d)	The FA, CSIR based on the recommendations of PC/T&PC and Director of the CSIR Lab/Instt. or JS (A) in CSIR Hqrs.
9. Sanctioning of expenditure for purchase through RC.	8.4 (12)	Project Leader for all the Projects and HoD for CSIR Budget Heads. In case of stock replenishment, Director of the lab/Instt/JS (A) in CSIR Hqrs shall be the sanctioning authority.
<b>(D) Acceptance of special conditions after award of contract</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Amendments/Modifications demanded by suppliers without financial implications and in conformity with the original offer.	9.2 (01)	Sr. most officer of the S&P Division.
2. Amendments/Modifications with or without financial implications.	1.4.1 and 9.2 (01) & (02)	The Director of the CSIR Lab/Instt or JS (A) in CSIR Hqrs based on the recommendations of the IO/PL and PC/T&PC for all amendments excepting those which do not require the additional sanction of the Hon'ble Min of Science & Technology. If the amendment requires additional sanction, which was originally sanctioned by the Hon'ble Minister then the same needs to be accorded by the Hon'ble Min of Science & Technology.

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<b>(E) Approval and sanction of expenditure for acceptance of Single Offer against GTE/OTE/SLTE/LTE or purchase on STE/PAC basis.</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Approval of acceptance of resultant single offer against GTE/OTE/SLTE/LTE basis up to Rs. 5.00 Crores under projects which have not been approved by SFC/EFC.	4.2.2(08), 4.3.2(11), 4.4.2 (06), 4.5.2(05) & 7.5.9(01),	Director of the CSIR Lab/Instt or JS(A) in CSIR Hqrs on the recommendation of Indenting officer, project leader and the PC/T&PC.
2. Approval of acceptance of resultant single offer against GTE/OTE/SLTE/LTE or on STE/PAC basis above Rs. 5.00 Crores under projects which have not been approved by SFC/EFC.	1.4.1	Hon'ble Minister of S&T on recommendations of T&PC and Director/JS (A) of Procuring Entity.
3. Approval of acceptance of resultant single offer against GTE/OTE/SLTE/LTE basis which have been approved by SFC/EFC or purchase on STE/PAC basis irrespective of value.	1.4.1	Director of the CSIR Lab/Instt or JS(A) in CSIR Hqrs on recommendation of Indenting officer, project leader and the PC/T&PC.
4. Approval and sanction of expenditure for the purchase of specialised R&D consumables on STE basis without PAC.	4.7.1 (02)	By the concerned Project Leader or HOD for CSIR Budget Heads for purchases up to Rs. 1.00 Crores. Beyond Rs. 1.00 Crore the Director of the CSIR Lab./Instt. However, in CSIR Hqrs, the powers vests with JS (A) irrespective of value.
5. Advance Payments during the course of imports without any collateral security.	6.5.1 (iii)	Advance payments without collateral/bank guarantee during the course of imports may be made as per the limits prescribed by RBI with the approval and sanction of the Director of the Lab/Instt/JS (A) in CSIR Hqrs subject to fulfillment of the conditions contained in CSIR Letter No. 13-4(04)/15-16/S&P/Policy Vol-II dated 10 <sup>th</sup> Jan 2020.



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<b>(F) Formulation and Placement of contracts</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Conclusion of Rate Contracts.	2.7.2	PC shall consider the proposal for conclusion of the Rate Contracts. Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs shall approve the recommendations of PC.
2. Signing of Contracts/Purchase orders after following Tendering Process.	1.1.3 & 7.6.5 (04)	Any officer of the Stores & Purchase cadre authorized by the Sr. most officer of S&P for signing of PO/Contract.
3. Placing purchase orders on the spot by the Local Purchase Committee after surveying the market.	4.10.2 (11)	Any member of the Local Purchase Committee as nominated by the Director of the CSIR Lab./Instt. or by JS(A) in CSIR Hqrs is authorized to place the purchase order on the spot and take delivery of the required goods after making payment using the cash card or any other permitted mode of payment
4. Waiver of hosting contracts details on website.	7.6.2	Secretary DSIR with the concurrence of FA, CSIR in case the information is sensitive from commercial or security aspects.
5. Increase/ decrease of quantity at the time of placement of PO.	7.5.3	The concerned Project Leader/HOD on recommendations of PC/T&PC.
<b>(G) Post contract powers including bill passing and payments, extensions with or without LD, Option Clause, contract closure, terminations, appointment of Arbitrator etc.</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Exercise of Option Clause up to 25% of the ordered quantity.	7.5.4 & 9.3.1	The concerned Project Leader/HOD on recommendations of PC/T&PC
2. Appointment of Arbitrator, accepting court/arbitration award etc.	9.9	DG, CSIR on the advice of LA, CSIR.



3. Termination of Contract.	9.8	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs on recommendation of PC/T&PC
4. Receipt of Goods by Consignee after expiry of delivery period for small value/marginal delays with waiver of LD.	9.7.11	Sr most officer of S&P or any officer authorized by him may accept goods after expiry of delivery period for consignments valuing not more than ₹10.00 lakhs with a delay of not more than 2 weeks in consultation with the indentor.
5. Acceptance of excess or short deliveries at the time of supply of goods.	9.7.1 (03)	Project leader/ HOD on the recommendations of the IO up to $\pm 10\%$ , subject to availability of funds.
6. Release of Time-barred claims.	6.13.1	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs on the recommendation of S&P and Finance Divisions.
7. Powers to extend the time frame for submission of PS & OA.	6.1.2 (03), 7.6.5 (03)	The senior most officer of the S&P Division for a period of 30 days. Beyond 30 days, the PC/T&PC shall decide on the merits of each case.
8. Signing of pay orders.	9.14.2 (01)	Sr. most officer of the S&P Division or an officer authorized by him.
9. Extension of delivery date with or without LD (with or without denial clause)	9.7.4 (03) & 9.7.8	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs (with or without denial clause) on the recommendation of the PC/ T&PC.
10. Approval of acceptable deviations from contract specifications not affecting price.	9.12.3	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs on the recommendation of IO/PL and PC/ T&PC.

<b>(H) Disposal of Scrap</b>		
	<b>Relevant Paras of CSIR Manual</b>	<b>Powers</b>
1. Articles of low or nil value like empties, Newspapers, packing wood, Plastics, bottles etc. which are voluminous in nature and also hazardous, flammable etc.,	10.5	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs based on the recommendations of a three member committee comprising SO (S&P), SO (F&A) and SO (G) as approved by the Director of the CSIR Lab./Instt. or JS (A) in CSIR Hqrs.
2. Approval for disposal of unserviceable, obsolete or surplus items including scrap.	10.4 (05)	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs on the recommendation of SDC
3. Extension of period to deposit Balance Sale Value or Date of Delivery of Materials with late payment fees.	10.9 (x) (l)	Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs on the recommendation of SDC

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