



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
**Council of Scientific & Industrial Research**  
अनुसंधान भवन, 2, रफीमार्ग नई दिल्ली 110001  
**Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**



सो/No. SP-13030/5/2023-S and P-CSIR HQ

दिनांक/Date: 25/07/2023

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख  
The Directors of all Laboratories/Instts. and Heads of Units of CSIR

विषय/Sub: Mapping GeM Procurement Potential– Request for Quarterly data.

महोदया/ महोदय/Madam/ Sir,

In continuation of earlier communication of even No. dated 17/05/2023 (Copy attached for ready reference), I am directed to request you to furnish procurement data, as per the attached format for the first quarter of FY 2023-24 (i.e. Apr – June 2023).

2. As already informed, Mapping of procurement potential is a very important exercise being monitored at the highest level of the Government. You are therefore, requested to direct all procuring units for Goods, Works and Services in your Lab./Instt./Unit to share the needful data in the prescribed format to the Sr. Most Purchase Officer (SMPO) of the Lab/Instt./Unit within a definite timeframe. The SMPO shall in turn forward the consolidated input to CSIR Hqrs through e-mail at spo.hqrs@csir.res.in **by 31<sup>st</sup> July 2023** positively. This may please be treated as **Top Priority**.

3. It is further requested that, in future, the consolidated data for a quarter should be furnished to CSIR Hqrs within 15<sup>th</sup> of the ensuing month in the prescribed id through email at spo.hqrs@csir.res.in

भवदीय/ Yours faithfully,

(सतीश चन्द्र/ Satish Chandra)

भंडार एवं क्रय अधिकारी /Stores & Purchase Officer

Encls: As above

Ph. - 011-23470330

**ANNEXURE - A****PROCUREMENT POTENTIAL DATA**

[Name of Lab/Instt/Unit\_\_\_\_\_]

**ACTUAL PROCUREMENT: Quarter \_\_\_\_\_, FY 2023-24**  
**(Out of CSIR Funds – Project and Non – Projects)**

	<b>Non GeMable* (GTE/ICB)</b>	<b>Through GeM</b>	<b>Outside GeM**</b>	<b>Total</b>
	(1)	(2)	(3)	(4) = (1) + (2) + (3)
Works		--		
Services				
Goods				
Grand Total				

**ACTUAL PROCUREMENT: Quarter \_\_\_\_\_, FY 2023-24**  
**(Out of Externally Funded Projects)**

	<b>Non GeMable* (GTE/ICB)</b>	<b>Through GeM</b>	<b>Outside GeM*</b>	<b>Total</b>
	(1)	(2)	(3)	(4) = (1) + (2) + (3)
Works		--		
Services				
Goods				
Grand Total				

\* Non-GeM-able means procurements which are not possible to be made through GeM. Presently bids allowing payments in Foreign Currency are not possible through GeM. So all GTE/ ICB (International Competitive Bidding) cases will come in this category. However, in a few cases where an imported product/service is available on GeM in Indian Rupees, the same is procured through GeM by using/uploading GTE approval only to waive-off mandatory Minimum Local Content requirement. All such cases, regardless of GTE approval granted, will be taken as procurement through GeM only. The remaining GTE/ICB procurements will count as Non-GeM-able

\*\* Justification for each procurement outside GeM to be given in the format given at Annexure-B.

## **ANNEXURE - B**

### **DETAILED JUSTIFICATION FOR PROCUREMENTS OUTSIDE GeM (ACTUAL PROCUREMENT OUTSIDE GeM: Quarter \_\_\_\_\_, FY 2023-24)**

<b>S No.</b>	<b>Procurement Title (name of the item/service)</b>	<b>Goods/Service</b>	<b>Amount (Rs. In Crore)</b>	<b>Reason for Procuring Outside GeM</b>



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**Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**



सo/No. SP-13030/5/2023-S and P-CSIR HQ

दिनांक/Date: 17/05/2023

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख  
**The Directors of all Laboratories/Instts. and Heads of Units of CSIR**

**विषय/Sub: Mapping GeM Procurement Potential– Request for Input.**

महोदया/ महोदय/Madam/ Sir,

On the direction of the Government, GeM has undertaken an exercise for mapping of procurement potential in general and procurements through GeM. Under this exercise, data on actual procurement in the FY 2022-23 and projected procurement for FY 2023-24 are required to be provided in the category of Goods, Works and Services. Consolidated figures for CSIR/DSIR is required to be uploaded in the dashboard created in GeM.

It is important to note that complete procurement data - Goods, Works and Services- from all the dealing units of the lab viz. Purchase, Administration, Engineering, Business Development Group and others (if any) are required to be collected, collated and furnished in the prescribed formats (Annexure A, B, C, D enclosed).

Further, break up of procurements made through GeM, outside GeM and those kinds of procurements which are **non-GeMable** (i.e not possible to procure through GeM) are to be given in the prescribed formats. The meaning of non-GeMable procurements has been explained in detail in the footnote of the formats.

Mapping of procurement potential is a very important exercise being monitored at the highest level of the Government. You are therefore, requested to direct all procuring units in your Lab./Instt./Unit to share the needful data in the prescribed format to the Sr. Most Purchase Officer (SMPO) of the Lab/Instt./Unit within a definite timeframe. The SMPO shall in turn forward the consolidated input to CSIR Hqrs **by 25th May 2023** positively. This may please be treated as **Top Priority**.

**भवदीय/ Yours faithfully,**  
Digitally signed by Amiya Bindu  
**Amiya Bindu Gupta** Gupta  
Date: 2023.05.17 17:40:12 +05'30'  
(डॉ अमिय बिन्दु गुप्ता / **Dr. Amiya Bindu Gupta**)  
भंडार एवं क्रय अधिकारी / **Stores & Purchase Officer**

**Encls: As above**

**Email: [spo.hqrs@csir.res.in](mailto:spo.hqrs@csir.res.in)**  
**Ph- 011-23470331**

**ANNEXURE - A****PROCUREMENT POTENTIAL DATA**

[Name of Lab/Instt/Unit]

**ACTUAL PROCUREMENT: FY 2022-23****(Out of CSIR Funds – Project and Non – Projects)**

	<b>Non GeMable* (GTE/ICB)</b>	<b>Through GeM</b>	<b>Outside GeM**</b>	<b>Total</b>
	(1)	(2)	(3)	(4) = (1) + (2) + (3)
Works		--		
Services				
Goods				
Grand Total				

**ACTUAL PROCUREMENT: FY 2022-23****(Out of Externally Funded Projects)**

	<b>Non GeMable* (GTE/ICB)</b>	<b>Through GeM</b>	<b>Outside GeM*</b>	<b>Total</b>
	(1)	(2)	(3)	(4) = (1) + (2) + (3)
Works		--		
Services				
Goods				
Grand Total				

\* Non-GeM-able means procurements which is not possible to be made through GeM. Presently bids allowing payments in Foreign Currency are not possible through GeM. So all GTE/ ICB (International Competitive Bidding) cases will come in this category. However, in a few cases where an imported product/service is available on GeM in Indian Rupees, the same is procured through GeM by using/uploading GTE approval only to waive-off mandatory Minimum Local Content requirement. All such cases, regardless of GTE approval granted, will be taken as procurement through GeM only. The remaining GTE/ICB procurements will count as Non-GeMable

\*\* Justification for each procurement outside GeM to be given in the format at Annexure-B.

**ANNEXURE - B**

**DETAILED JUSTIFICATION FOR PROCUREMENTS OUTSIDE GeM  
(ACTUAL PROCUREMENTS OUTSIDE GeM : FY 2022-23)**

<b>S No.</b>	<b>Procurement Title (name of the item/service)</b>	<b>Goods/Service</b>	<b>Amount (Rs. In Crore)</b>	<b>Reason for Procuring Outside GeM</b>



**ANNEXURE - C****PROCUREMENT POTENTIAL DATA**

[Name of Lab/Instt/Unit]

**PROJECTED/PLANNED PROCUREMENT: FY 2023-24**  
**(Out of CSIR Funds – Project and Non–Projects)**

	<b>Non GeMable (GTE/ICB)</b>	<b>Through GeM</b>	<b>Outside GeM*</b>	<b>Total</b>
	(1)	(2)	(3)	(4) = (1) + (2) + (3)
Works		--		
Services				
Goods				
Grand Total				

**PROJECTED/PLANNED PROCUREMENT: FY 2023-24**  
**(Out of Externally Funded Projects)**

	<b>Non GeMable (GTE/ICB)</b>	<b>Through GeM</b>	<b>Outside GeM*</b>	<b>Total</b>
	(1)	(2)	(3)	(4) = (1) + (2) + (3)
Works		--		
Services				
Goods				
Grand Total				

- \* Since the mandate is to strive to achieve 100% procurement through GeM, normally there shouldn't be any planned procurement outside GeM. However, if there are any clearly foreseeable case of procurement to be made outside GeM, the details of the same along with reasons/justification shall be given in the format given in Annexure-D.

## **ANNEXURE - D**

### **PROJECTED/PLANNED PROCUREMENT OUTSIDE GEM: FY 2023-24**

<b>DETAILED JUSTIFICATION FOR PROCUREMENT OUTSIDE GEM</b>				
<b>S No.</b>	<b>Procurement Title (name of the item/service)</b>	<b>Goods/Service</b>	<b>Amount (Rs. In Crore)</b>	<b>Reason for Procuring Outside GeM</b>