



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



क्रमांक /No. SP-13023/2/2023-S and P-CSIR HQ (E 9989) दिनांक/Date: 11/05/2023

Through CSIR Website

सेवा में / To,

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

**(Kind Attn: Head PME of respective Labs/Instts/Units)**

विषय/Sub: **Webhosting of Procurement Plan (PP) for 3-5 years**

महोदया/महोदय /Madam/Sir,

Publishing of Procurement Plan (PP) is a mandatory requirement under Rule 144 (x) of GFR 2017 as also under Para 8 of MSME order dated 23<sup>rd</sup> March 2012. Besides, publishing of Procurement Plan (PP) for 3-5 years on the website is also a necessary requirement for seeking GTE approval in terms of DoE/MoF Revised Consolidated instructions issued vide OM Dated 3<sup>rd</sup> August 2021. No GTE proposal may, therefore, be submitted for approval unless the item is included in the Procurement Plan (PP) and published on the website of the Lab/Instt/Unit.

2. Your kind attention is drawn to Para 2.10 of the CSIR Manual on Procurement of Goods (MPG) 2019 along with clarifications (especially Sl Nol. 9 and 10) issued vide CSIR letter dated 28<sup>th</sup> May 2020. (Copies enclosed). As per stipulation in the said Para, the Procuring Entity (PE)

i.e. Lab/Instt/Unit is required to publish the Procurement Plan (PP) for the forth coming years (3-5 years) on the website of the PE. This is the responsibility of the Head, PME of the Lab/Instt/Unit. Procurement Plan for the following categories of procurements are to be published within 30 days of Budget approval:

- a. CSIR Funded Projects
- b. Non - project mode (Out of CSIR Funds)
- c. Externally Funded Projects (EFP)

3. It is also clarified that Annual Procurement Plan (APP) are dynamic and could be revised as often as may be necessary with the approval of Competent Authority. Consumables (irrespective of the value) are to be mentioned as category e.g. Chemicals/Glasswares/Plastic wares/Filters/Stationery/Toners & Cartridges etc. with approximate value. For Non-Consumable (up to Rs 5 Lakhs) also, only category/type and approximate value are to be given. As regards to Assets/Non-consumables above Rs. 5 Lakhs, the generic name of the equipment/Asset, quantity and approximate cost are to be given for each item. Cost shall be the estimated cost only.

4. You are, therefore, requested to kindly note the importance of webhosting of the Procurement Plan (PP) and do the needful on PRIORITY

भवदीय/ Yours faithfully,

(सतीश चन्द्र /Satish Chandra)

भंडार एवं क्रय अधिकारी

**Stores & Purchase Officer**

E-Mail: [spo.policy@csir.res.in](mailto:spo.policy@csir.res.in)

Telephone: 011-23710466

Encls: As above

**Copy to:**

1. Head IT - With the request to publish this communication on CSIR Website under Notifications (S&P)

bidding system may be adopted as per para 4.11.1, 4.12 to 4.16 of the CSIR Manual on Procurement of goods 2018.

#### 2.9.5

The members of the T&PC need to ensure compliance to para 7.5.11 of the CSIR Manual on Procurement of goods 2018 and also sign a declaration of “no conflict of interest” as per para 7.5.12 of the CSIR Manual on Procurement of goods 2018.

#### 2.9.6

In case of any dissent, the provisions of Para 7.5.11 of the CSIR Manual may be referred.

### 2.10 Procurement Plan

#### 2.10.1

**Integrated procurement plan should be prepared for the ensuing financial year based on the latest cost estimates, and realistic time schedule for procurement activities and contract implementation and thus schedule and stagger the procurements over the year with a view to ensure an even load on the Purchase Department.**

#### 2.10.2

The Procuring Entity should publish information regarding the procurement plan for the forthcoming year or years on the website of the procuring Entity with a caveat that such publication shall not be construed as initiation of a procurement process and cast any obligation on the Procuring Entity to issue the bidding document or confer any right on prospective bidders (Rule 144(x) of GFR 2017). This is also mandated vide Para 8 of MSME Order dated 23<sup>rd</sup> March 2012 on Public Procurement Policy for MSEs as enclosed at Annexure-1C and form a part of the Annual Report as per Para 5 of the said Order.

#### 2.10.3

The procurement plan can be reviewed and revised as and when required with the approval of the Director of the CSIR Lab/Instt. or JS(A) in CSIR Hqrs. Keeping in mind the principle of transparency in Public Procurement, it is desirable that the annual procurement plan is made known to all prospective bidders at the beginning of the financial year, keeping in view the urgency and contingency of procuring certain items at short notice. The following must therefore, be ensured in respect of both capital and consumable items:

01. **For procurement out of Externally Funded Projects (EFP):** The items to be procured under EFP as approved by the sponsor should be notified at the earliest by the Head PME on the website of the Lab/Instt and on GeM Portal. (Rule 149 (vi)) of GFR 2017 within 30 days of budget approval.
02. **For CSIR Funded Projects:** The procurement plan for the items should be notified by Head PME after approval of the project by the Director and notified on the website of the Lab./Instt. and on GeM Portal. (Rule 149 (vi)) of GFR 2017 within 30 days of budget approval.

03. **For non-project mode procurement:** The Director of the Lab/ Institute will constitute a committee to assess the need of the procurement of items. Based on the duly approved recommendation of the Committee, the Head PME will notify the plan on the website of the Lab./Instt. and on Gem Portal. (Rule 149 (vi)) of GFR 2017 within 30 days of budget approval.

#### 2.10.4

To ensure that a demand for goods is not divided into small quantities to make piece meal purchases to avoid the necessity of obtaining the sanction of higher authority (Rule 157 of GFR 2017), it is imperative that the requirements are consolidated. For this purpose, Indents for procurement of goods being raised for various projects is therefore required to be scrutinized by the PME Division with reference to the Annual Procurement Plan and consolidation of indents should be done by PME for further processing.

### 2.11 Procurement Planning by PC & T&PC

#### 2.11.1

After receipt of the indent, the PC/T&PC should take following decisions to initiate procurement, to ensure conformity to the Procurement Guidelines:

01. Within 10 (Ten) working days of receipt of the indent from the user Department, the PC/T&PC should critically review the description and TS enclosed with the indent for completeness/approvals/funding, VfM and possibility of the widest competition and seek clarifications from the indenting officer, if needed, before initiating such procurement;
02. **Reassessment of the quantity and appropriate aggregation of quantities of various users:**

The procuring authority shall normally neither package nor divide its procurement or take any other action so as to limit competition among bidders or to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand (Rule 157 of GFR 2017). Provided that in the interest of efficiency, economy, timely completion or supply, wider competition or access to MSEs, a procuring authority may, for reasons to be recorded in writing, divide its procurement into appropriate packages, or club requirements of other users for procurement. Packaging of the contract and procurement planning should be done keeping in view the availability and possibility of eliciting the interest of the qualified firms; effective competition for the type and size of the contract; and access to MSEs. For example, for a particular contract, material to be procured may constitute more than 50 (fifty) per cent of the total cost of works or there are services which are a mix of consultancy services with substantial element of goods, such as procurement of an IT system. Such procurement could be done as a single composite contract comprising all components or divided into separate contracts for each category of procurement. In all such situations, the dominant aspect of the requirement and value for money aspects of a composite all-inclusive contract versus dividing the contract into respective categories should be carefully examined at the time of Need





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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



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	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.
11.	What is the correct URL for the VR portal?	3.6.1	The correct URL is <a href="https://vendorreg.csir.res.in">https://vendorreg.csir.res.in</a>
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)	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&P Division etc as appropriate, in accordance with GST Regulations.
13.	When the process of holiday listing is finalised, how should the bids of the firm already received be treated?	3.7.2	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

*Nilaw*