



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No.13-4(01)/2015-16/S&P/Policy

Dated 30.03.2017

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

The Directors of all CSIR labs/Insttts.

Sir,

In partial modification of point no. 2 of CSIR letter No. 13-4(01)/2015-16/S&P/policy dated 17.03.2017 which is available on CSIR website, it is informed that during the review meeting/discussions held with NIC, it emerged that the responsibility for creation of Tenders Administration Accounts should be centralised for which the Nodal Officer, CSIR Hqrs. shall take the necessary action.

It is, therefore, requested that the identity of the person be indicated along with the assigned user roles and the tender administration account form as per format attached be submitted for each individual separately.

It is regretted to inform that the details of the sub-nodal officer as requested vide CSIR Hqrs. letter of even no. dated 17<sup>th</sup> March 2017 has not yet been received from majority of the CSIR Labs/Insttts. It is therefore, requested that the sub-nodal account form along with the request form for Tenders Administration Account as per format attached may be sent so as to reach Head IT on his e-mail: [headit@csir.res.in](mailto:headit@csir.res.in) latest by 15<sup>th</sup> April 2017. It may kindly be ensured that not more than 10 forms of Tenders Administration Account are submitted covering the three areas of e-procurement i.e. Stores & Purchase, ESD and Administration .

It is requested that the above deadline may kindly be adhered to in order to enable CSIR Hqrs. do the needful before the workshop/training programme which is tentatively scheduled to commence around the same time for which separate communication shall follow from CSIR-HRDC Ghaziabad.

Encl: a/a

Yours faithfully

  
(Vinay Kumar)

Stores & Purchase Officer

Copy to :

1. PS to DG, CSIR
2. PS to JS(A)
3. PS to FA, CSIR
4. Office of DG,TC
5. IT Cell for uploading this letter on CSIR website.

**Central public procurement portal (eProcurement)**  
**<http://eprocure.gov.in/eprocure/app>**  
**Request form for Tenders Administration Account**

**Personal Details:**

1.	Title* : Mr/Mrs/Ms/Dr/Shri
2.	First Name*: Last Name*:
3	Date of Birth *(DD/MM/YY)
4	Login ID* ( <b>would be generated by CSIR Hqrs.</b> )
5	Organization Name*:
6	Dept/Circle:
7	Division*: Designation*:
8	Address1* :
9	Address2
10	District
11	City*: Pincode:
12	Correspondence Email ID*: (All the mail correspondence will be send only to the correspondence Email Id)
13	Phone: 91 STD: No:
14	Fax: 91 STD: No:
15	Mobile: (All the SMS correspondence will be sent only to this Mobile number)
16	User Roles: Nodal Officer/ Tender Creator/ Publisher/Bid Opener/ Evaluator (select one or more as applicable)

\*mandatory

**Date:**

**Signature of Sub-Nodal Officer**

**Name:**

**Seal:**

**Note:** The requested tenders administration accounts details will be communicated by email

**Disclaimer:** This account is meant for publishing and maintaining the Tenders information on CPP Portal. The sole responsibility of the accuracy and validity of User information/contents in the tender documents shall rest with the authorized user of the Account i.e. the concerned Tender Inviting Authority is responsible for Tender Administration. Nic shall be responsible only for ensuring the system performance and security.