



13-4(01)/2015-16/S&P/Policy

17.03.2017

Dated \_\_\_\_\_

To,

The Directors of all CSIR National Labs/Instts.

**Sub: Implementation of e-procurement in CSIR**

Sir,

It is informed that Min. of Finance vide their letter No. 10/1/2011-PPC dated 30<sup>th</sup> Nov 2011 and letter No. 10/3/2012-PPC dated 9<sup>th</sup> Jan 2014 have informed that it is mandatory to publish tenders, corrigenda thereon and details of bid awards on the CPP portal using e-publishing module w.e.f 1.4.2012 and w.e.f from 1.4.2016 e-procurements are mandatory for all procurements above Rs. 2.00 lakhs which is also binding on autonomous /statutory bodies.

Accordingly, DG, CSIR has approved that CSIR shall engage the services of National Informatics Centre (NIC) to adopt e-procurement solutions developed by NIC (CPP portal). The e-procurement encompasses procurement of Goods & Technical services, ESD works and procurement of Non-Technical services.

In view of the foregoing, the following decisions have been taken:

1. Constitution of a Central Core Committee, nomination of Shri V.K. Aggarwal, Head, (IT), CSIR Hqrs as Nodal officer and formation of an e-procurement cell at CSIR Hqrs as notified by CSIR vide O.M. No. 13-4(01)/2015-16/S&P/Policy dated 16.03.2017.
2. All CSIR Labs/Instts. are required to nominate one sub-nodal officer necessarily from IT division of the respective lab and send the details as per format attached by e-mail to [headit@csir.res.in](mailto:headit@csir.res.in) so as to reach him latest by 31.03.2017.
3. HRDC, Ghaziabad shall organize a 2 days training program drawing faculty from NIC to be conducted at HRDC Ghaziabad, Kolkata, Chennai and Pune.
4. Based on the training schedule to be issued by HRDC Ghaziabad shortly, all labs/Instts. are required to nominate COA/AO/SO, COFA/FAO/SO, COSP/SPO/SO, Civil Engineer, Electrical Engineer, Sub-nodal officer and one person each from Scientific and Technical group for undergoing e-procurement awareness training/sensitization workshop.
5. Since the success of implementation of e-procurement solutions is also largely dependent on the part of the vendors to register themselves as potential suppliers, all the labs may at an appropriate time issue pointer advertisement in leading newspapers and their respective websites, the intent of CSIR to switchover to e-procurement and requesting them to take initiative to register themselves in the e-procurement portal in their own interest.

Page 1 of 2

6. Considering that the e-procurement portal is GFR/CVC compliant and MOF has made it mandatory to adopt e procurement for any purchase above Rs. 2.00 lakhs while the CSIR purchase procedures permit local purchase through local purchase committees upto RS. 5.00 lakhs for R&D items, therefore we may mandatorily implement the e procurement portal for all purchases above Rs. 5.00 lakhs and above Rs. 2.00 lakhs for all non R&D purchases. However, the CSIR Labs/Instts. have the freedom to adopt e-procurement even for R&D purchases up to Rs.5.00 lakhs at their discretion.
7. All the CSIR Labs need to initiate action to procure class III DSCs at an appropriate time through NICS on payment basis so that the same could be used by officers who have been assigned the different roles mapped by the sub-nodal officer.

All the concerned functionaries are requested to kindly take note of the above decision and make concerted effort to ensure successful implementation of e-procurement in CSIR.

Yours faithfully



(Vinay Kumar)

Stores & purchase Officer

Encl: as above

Copy to:

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

Central Public Procurement Portal

<http://eprocure.gov.in>

**Application for creation of Nodal/Sub-Nodal Officers Account at Lab Level**

1	Title*: Mr/Mrs/Ms/Dr:		
2	First Name*: Last Name*:		
3	Designation*:		
4	Email ID say <u>abc@nic.in</u> (Email ID to be used as Login ID)		
5	Name of Ministry*:		
6	Department/Zone*:		
7	Office Name*:(Lab Name)		
8	Address 1*:		
9	Address 2*:		
10	District*:	11	City*:
12	State*:	13	Pin code*:
14	Alternate email id*:		
15	Phone*: +91: STD:	No:	
16	Fax: +91: STD	No:	
17	Mobile: +91:		
18	User Role: NODAL OFFICER/SUB NODAL OFFICER		

Date:

Signature of the Sub-Nodal Officer

Seal:

Name:\_\_\_\_\_

**Note:** The completed, signed and scanned form may please be sent to the email-id [headit@csir.res.in](mailto:headit@csir.res.in). An email will be sent confirming the creation of user account.

**Disclaimer:** 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.

**INSTRUCTIONS FOR FILLING UP THE FORM**

- Kindly fill all the fields in CAPITAL letters
- Email ID is used as Login ID in this portal. Please write the email clearly.
- The Alternate Email ID (Col.14) can be same as Login ID. All communications from the service will be sent to alternate email ID only. Care may be taken to ensure that the alternate email id is clearly written if it is different from the Login ID.

X-----X