



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



सं./No.: SP-13021/7/2022-S and P-CSIR HQ (E4161)

दिनांक/Date: 04/01/2024

सेवा में / To,

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

**विषय:** आईपी- आईईएम योजना का क्रियान्वयन - (i) बैठकों का आयोजन (ii) नए प्रारूप में सूचनाओं का प्रस्तुतिकरण, और (iii) समीक्षा बैठकों की संयोजना।

**Subject:** Operationalization of IP-IEM Scheme - (i) Scheduling of Meetings, (ii) Furnishing Information in New Format, and (iii) Structure of Review Meetings.

महोदया/Madam / महोदय/Sir,

In order to further streamline the IP-IEM scheme, IEMs have recommended some value added measures in order to get the best out of the time spent in reviewing procurements under Integrity Pact (IP). These measures are as under:

**(i) Structure of the Meeting**

The meetings should be structured as under:

- Introduction
- Action taken on the observations of the last meeting
- Procurement Plan (of IP procurements only) for the period/ year concerned
- Explanation of the significance of the procurement under review for the activities of the Institute

- Presentation on the progress of the procurement by project in charge/ Procuring Officer, with explanation of the issues arising if any
- Review and observations by IEMs.

(ii) **Furnishing Information in the New Format**

- The details of the procurement under review should be provided / emailed at least **seven days** in advance of the scheduled date of meeting, to facilitate the Review by IEMs.
- It shall be in the **new format** (Format-2024 **attached**). The entire information is to be given in a summary form in the relevant boxes.
- Annexures may be kept limited.

(iii) **Scheduling of meetings**

- Meetings should be scheduled well in advance and should normally stick to the same.
- In the event of any unforeseen situation, IEMs should be duly intimated.

भवदीय/ Yours faithfully,

Encls: As above

(श्रीदेव नंदा/ Srideb Nanda)

व. नियंत्रक (भंडार एवं क्रय)

**Sr. Controller of Stores & Purchase**

Copy to:

1. Joint Secretary (Admin), CSIR
2. Dr Prabakaran Palaniappan, IEM, CSIR
3. Dr Rajan S Katoch, IEM, CSIR
4. Head IT - With the request to publish this communication on CSIR Website under Notifications (S&P).

**REPORTING OF PROCUREMENTS UNDER INTEGRITY PACT  
FOR REVIEW BY INDEPENDENT EXTERNAL MONITORS:  
2024 FORMAT FOR CSIR INSTITUTIONS**

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Name of CSIR Lab./Institute/ Unit:

<b>S. No.</b>	<b>Information Required by IEMs</b>	<b>Information Provided by Procuring Institution</b>
1	Title and Description of Procurement	
2	Need for Procurement	
3	Initially Estimated Value (Rs. crores)	
4	Type of Procurement (Open Tender/Limited Tender/Single Source/ Negotiation)	
5	If not Open Tender, full Justification	
6	Whether included in Bid Document ( <i>indicate yes/no, with page numbers</i> ) [a] Provisions of Integrity Pact [b] Format of IP [c] Mention of Signed IP being Precondition for Consideration of Bid [d] Contact Details of IEMs.	
7	Brief Chronology of Activities ( <i>Important Dates e.g. Tender Processes, Meetings, Approvals</i> )	
8	Names of Bidders attending Pre Bid Conference	
9	Changes in Tender Conditions following PBC, with reasons	
10	Names of Bidders submitting Bids, indicating whether signed Integrity Pact submitted with each Bid	
11	Methodology for Evaluation of Bids ( <i>Summarize</i> )	

12	Details of Rejected Bids, with Reasons for Rejection	
13	Date of Opening of Bids	
14	Names of Qualified Bidders & Prices Quoted by Them	
15	Final Comparative Cost to Institution, including taxes, duties and delivery on-site, of all Qualified Bids	
16	Details of Post Bid Negotiations, if any	
17	Date of Award of Contract	
18	Name of Successful Vendor, and Amount	
19	Existing Contracts for Same Item & Prices (if applicable)	
20	Justification of Reasonability of Final Prices Approved	
21	Details of Complaints/ Representations Received, if any, and Action Taken thereon	
22	Validity period of Bid	
23	Date of LOI/Purchase Order, if placed	
24	Date of Refund of Earnest Money Deposit to Unsuccessful Bidders	
25	Delivery and Implementation Schedule (Dates)	

Signature of the proposer

Name:

Designation:

Date of submission:

Contact:

*Format updated on 01.01.2024*