



CSIR
The Innovation Engine of India

महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

सं०/No. NO-SP-13023/2/2023-S&P-CSIR HQ (E 9989)

दिनांक/Date: 10th April, 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/ Sub: Procurement Plan (PP) for 2024-25 and tentative Procurement
Plan for next 2 to 4 Financial Years (2025-29)

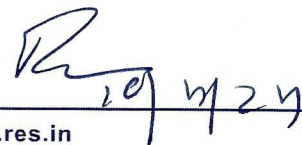
(Kind Attn: Heads of PME/RPBD of the Labs/Insttts/Units)

Dear Director,

Procurement Planning is the first and the most important step in the long journey of procurement. The need for firming up / finalizing the Procurement Plan (PP) for the Financial Year 2024-25 with precision, had been emphasized, vide CSIR communication of even no dated 14th March 2024.

2. It is presumed that you must have acted upon the said advice and finalized the Procurement Plan 2024-25 in respect of your Lab/Instt/Unit. If not done yet, this may be done on top priority. Let's ensure that in the current Financial Year, the procurement expenditure picks up momentum right from the beginning of the year. This will help avoid any scrimmage at the year end.

3. Besides the Procurement Plan for Financial Year 2024-25, a broad procurement projection may also be done for the next 2-4 years i.e. for the Financial Years 2025-29. Enclosed herewith is a Format designed for the purpose of uploading in respective websites.



4. Care may be taken to make item-wise entry while filling the Procurement Plan (PP) Format for all equipment worth more than Rs 5 Lakhs (estimated cost). The actual estimated cost in respect of such high-value equipment (more than Rs 5 Lakhs) **need not**, however, be shown in the Format as this will be uploaded on the website. As regards small value apparatus, instruments, and accessories etc, up to Rs 5 lakhs, only broad category with approximate cost need be shown. Likewise, consumables may be shown as broad categories with expected value of procurement.

5. I request you to personally oversee the finalization of this important task and share the same at spo.policy@csir.res.in and srcosp@csir.res.in by 22nd April 2024.

Kind regards

Yours faithfully



10/4/2024
(Mahendra Kumar Gupta)

Encls: As above

Updated on

[Name of the Laboratory/Instt/Unit]
PROCUREMENT PLAN*

(*Please read the note given at the end)

A FOR THE FINANCIAL YEAR 2024-25

A (a) EQUIPMENT

(i) Equipment: Out of CSIR Infra Grant

Sr. No.	Name Category of Equipment/ Vehicle Item	Quantity (Nos.)	Approximate Cost (Rs. In Lakhs)

(ii) Equipment: Out of CSIR Funded Projects

Sr. No	Name Category of Equipment/ Vehicle Item	Quantity (Nos.)	Project Number/ Code	Approximate Cost (Rs. In Lakhs)

(iii) Equipment: Out of Externally Funded Projects (EFP)

Sr. No	Name Category of Equipment/ Vehicle Item	Quantity (Nos.)	Project Number/ Code	Approximate Cost (Rs. In Lakhs)

A (b)**CONSUMABLES**

Sr. No.	Category	Expected Procurement Value (Rs. In Lakhs)			
		Out of CSIR Infra Grant	Out of CSIR Funded Projects	Out of Externally Funded Project (EFP)	Total (Rs. In Lakhs)
1	R&D Consumables for closed loop systems (by equipment name eg. Kits for Illumina sequencer)				
2	Chemicals (ex.- Name the different chemicals like Solvents, Biochemical/s, Biochemical kits & enzymes, Diagnostic kits, Sequencing, Oligonucleotides, etc.)				
3	Other Consumables (ex- Insecticide, Raw Materials, Packing Material, Column, Syringes, Transcriptome and Metagenome Analysis, Metabolites analyses, Farm Consumables, TLC Plates, Filter papers, Planting materials, seeds, Chemical standards, Essential oils, Standard aroma molecules, Animal feed, Cell Lines, Agriculture accessories, etc.)				
4	Glass wares (ex- name the different glass wares)				
5	Plastic wares (ex- Name the different plastic wares)				
6	Toner Cartridges.				
7	Batteries, etc.				
8	Gases (ex- tentative names)				
9	Maintenance/AMC/repairing of existing equipment				
10	Stationery items (ex- name a few)				
11	IT / software-related Items (Name the items required during year)				
12	Furniture (Name the items required during year)				
13	Electric Items (Name the items required during year)				

B	FOR NEXT 2-4 FINANCIAL YEARS (2025-29) (From 01/04/2025 to 31/03/2029)
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B (a)	EQUIPMENT
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Sr. No.	Name of Equipment / Item	Quantity (Nos.)	Approximate Cost (Rs. In Lakhs)

B (b)	CONSUMABLES
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Sr. No.	Category	Expected Procurement Value (Rs. In Lakhs)
1	R&D Consumables for closed loop systems (by equipment name)	
2	Chemicals (ex.- Name the different chemicals like Solvents, Biochemical/s, Biochemical kits & enzymes, Diagnostic kits, Sequencing, Oligonucleotides, etc.)	
3	Other Consumables (ex- Insecticide, Raw Materials, Packing Material, Column, Syringes, Transcriptome and Metagenome Analysis, Metabolites analyses, Farm Consumables, TLC Plates, Filter papers, Planting materials, seeds, Chemical standards, Essential oils, Standard aroma molecules, Animal feed, Cell Lines, Agriculture accessories, etc.)	
4	Glass wares (ex- name the different glass wares)	
5	Plastic wares (ex- Name the different plastic wares)	
6	Toner Cartridges.	
7	Batteries, etc.	
8	Gases (ex- tentative names)	
9	Maintenance/AMC/repairing of existing equipment	
10	Stationery items (ex- name a few)	
11	IT / software-related Items (Name the items required during year)	
12	Furniture (Name the items required during year)	
13	Electric Items (Name the items required during year)	

Note:

- The above procurement plan is dynamic and could be revised as often as may be necessary with the approval of the Competent Authority.
- The procurement of the chemicals & consumables would be based on the need and ongoing requirement of R&D activities of Lab/Instt.
- The procurement is subject to the fund's availability/release of sufficient grant from CSIR / funding agency.
- The indicated procurement value is an estimate only.