



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-13021/22/2025-S and P-CSIR HQ(E-246751)

दिनांक/Date: 28/10/2025

सेवा में / To,

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

विषय/ Sub: CSIR Guidelines for Disposal of Rejected Goods procured on Government e-Marketplace (GeM).

महोदया/ महोदय/Madam/ Sir,

I am directed to invite your kind attention to the subject cited above and to state that items procured through Government e-Marketplace (GeM) portal, when rejected due to non-conformity to technical specifications / requisite quality or due to defects, are often left uncollected / abandoned in the office premises by the vendors for prolonged duration, despite formal communications. This results in clutter, blockage of space and administrative burden.

2. In view of the above, the following guidelines are being issued to formalize a uniform approach to handling and disposing off such rejected items across the CSIR. The steps are:

- (i) Timeline for action:** Upon non-acceptance / rejection of the item(s), the Consignee / the Buyer shall generate the requisite Provisional Receipt Certificate (**PRC**) / Consignee's Receipt and Acceptance Certificate (**CRAC**) stating the reasons of non-acceptance / rejection **within the prescribed time period promptly.**
- (ii) Action on GeM portal:** Appropriate incident shall also be raised on GeM portal on the same day of Consignee's Receipt and Acceptance Certificate (CRAC) generation stating the reasons in detail with necessary uploads

(like picture / data sheet / approval of Competent Authority), wherever required.

(iii) Issuance of Proper Communication(s) to Vendors: Along with Consignee's Receipt and Acceptance Certificate (CRAC) generation and raising Incident on GeM portal, the supplier/vendor shall be formally communicated through email and by Speed Post as per the schedule below:

First Communication (Notice)	On the day of rejection (Day 0)	As per attached Format
Second Communication (Reminder Notice)	After 15 days (Day 15)	-do-
Third & Final Communication (Final Notice)	After 30 days (Day 30)	-do-

(iv) Monitoring: The Stores Section will maintain a register (manual/digital) of rejected items and track the issue of communication(s) and vendor response.

(v) Final Disposal: If the vendor fails to collect/lift the rejected item(s) after 45 days from the date of first formal communication or after 15 days from the date of third & final communication, whichever is later, the office shall initiate disposal proceedings through its Standing Disposal Committee(SDC), under intimation to the vendor.

(vi) Clause in Tender / Bid Document and Publication on CSIR/Lab's Website:
It is also necessary that while creating Bid/Reverse Auction (RA) on GeM portal, CSIR shall incorporate the following condition promptly under Additional Terms & Conditions (ATC) which must also be displayed on the website of labs under the heading: **"CSIR Guidelines on Disposal of Rejected Goods Procured on GeM"**

*"No payment shall be made for rejected goods. After intimation of the rejection / part rejection by [CSIR-Lab Name], the Seller shall be liable to remove / lift back rejected Goods **within 10 days** of communication of rejection on GeM or otherwise without any extra charge / cost to [CSIR-Lab Name] failing which suitable ground rent / warehousing charges would be payable by the Seller to [CSIR-Lab Name]. If the Seller fails to remove / lift back such rejected Goods within **45 days period**, [CSIR-Lab*

Name] shall have the right to dispose off such rejected goods at the risk and cost of the seller in terms of CSIR guidelines for disposal of rejected goods procured on GeM.”

3. This issues with concurrence of JS and FA CSIR and with approval of DG, CSIR.

भवदीय/Yours faithfully,

(डॉ. अमिय बिन्दु गुप्ता /Dr. Amiya Bindu Gupta)
भंडार एवं क्रय अधिकारी/Stores and Purchase officer

Copy to: -

1. DG, CSIR
2. JS & FA, CSIR
3. Joint Secretary (Admn.), CSIR
4. Sr.CoSP, CSIR Hqrs

[Format for 1st Intimation to vendor in case of rejection of items against GeM contract]

No.

Date:

To,

M/s

.....

.....

Sub: Notice for taking back rejected Items delivered against GeM Contract

No. Dated

Madam/Sir,

The following materials delivered against the above referred GeM contract have been rejected as the same are not as per the ordered specifications:

S.N.	Item Description	Qty Delivered	Rejected Qty.

Kindly take back the above rejected material from the consignee's site *[mention the location address]* within ten (10) days from the issue of this letter. In the event of your inaction, CSIR-*[Name of the lab/unit]* reserves the right to take action as per clause 11 of GTC *[mention applicable version and date]* including the right to dispose off the material at your cost and risk without any compensation.

Yours faithfully,

[Buyer Name]

[Designation]

For and on behalf of CSIR

[Format for Reminder Notice to vendor in case of rejection of items against GeM contract]

No.

Date:

(Reminder)

To,

M/s

.....

.....

Sub: Reminder - Notice for taking back rejected Items delivered against GeM Contract No. Dated

Ref: Our notice dated

Madam/Sir,

Kindly refer to the Notice dated Referred to above, wherein you had been requested to take back the rejected material within ten (10) days from the Notice dated*[Date of Notice]*. You have not taken back the material from consignee's location till date.

It is once again re-iterated that the consignee reserves the right to take action as per clause 11 of GTC *[mention applicable version and date]* including the right to dispose off the material at your cost and risk without any compensation. You are being given one more opportunity to take back the rejected material within ten (10) days from the issue of this reminder.

Yours faithfully,

[Buyer Name]

[Designation]

For and on behalf of CSIR

[Format for Final Notice to vendor in case of rejection of items against GeM contract]

No.

Date:

(Final Notice)

To,

M/s _____

Sub: Final Notice for taking back rejected Items delivered against GeM

Contract No. Dated

Ref: Our Notice dated and Reminder Notice dated

Madam/Sir,

With reference to Notices referred to above, I am directed to say that your firm has failed to take back the rejected material even within extra time provided to you. This is the last and final Notice to you in this regard. In case you fail to lift the rejected material within another ten (10) days from the date of this final notice, the consignee shall initiate action for their disposal at your cost and risk without any compensation.

No further communication whatsoever shall be entertained thereafter.

Yours faithfully,

[Buyer Name]

[Designation]

For and on behalf of CSIR