



Council of Scientific & Industrial Research

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. SP-13032/2/2025-S&P-CSIR HQ (E-195755)

Date: 22/06/2026

To,

The Directors/Heads of all Labs/Instts/Units of CSIR

Subject: Amendment to CSIR Letter No. SP-1301/7/2025-S and P-CSIR HQ(E-14161) dated 03.07.2025 regarding Operationalization of IP-IEM Scheme – reg.

Madam/Sir,

In a partial amendment to the subject guidelines (copy enclosed), CSIR-CECRI has been designated as the Coordinating laboratory in lieu of CSIR-CIMFR. Accordingly, all the CSIR Labs/ Instts/ Units which were hitherto placed under CIMFR cluster will fall under CECRI cluster. CIMFR itself will also come under CECRI cluster.

2. All concerned are requested to take note of the revised clustering arrangement for scheduling and conduct of IEM review meetings. All other terms and conditions contained in the aforesaid letter dated 03.07.2025 shall remain unchanged.

3. This issue with the approval of Joint Secretary (Admin), CSIR.

Yours faithfully,

(Satish Chandra)
Stores & Purchase Officer

Copy for information to:

- (A) Dr. Jagadip Narayan Singh & Sh. Arun Kumar Gupta, IEMs, CSIR
- (B) DG, CSIR
- (C) AS & FA, CSIR
- (D) JS (Admin), CSIR
- (E) CVO, CSIR
- (F) Sr. CoSP, CSIR Hqrs



सीएसआईआर
CSIR
भारत का नवाचार इंजन
The Innovation Engine of India

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



स०/No. SP-1301/7/2025-S and P-CSIR HQ(E-14161) दिनांक/Date: 03/07/2025

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

महोदया/ महोदय/Madam/ Sir,

As you are aware new IEMs have joined CSIR w.e.f. 24.03.2025. An introduction cum briefing meeting was held for the two IEMs on 25.04.2025. The following decisions have been taken in the said meeting:

(i) Furnishing information in the New Format:

- a. Labs/ Instts. / Units have to report the eligible procurement cases to IEMs for review in the new format (**Annexure-A**).
- b. The cases for upcoming meeting must be intimated to all concerned at least one week prior to the scheduled date of meeting failing which the lab should request to schedule their meeting with another co-ordinating lab as per their schedule (**Annexure-B**).

(ii) Structure of the Review Meetings:

The meetings should be structured as under: -

- Introduction.
- Action taken on the observations of the last meeting.

- Procurement Plan (of IP procurement 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 officers, with explanation of the issues arising if any.
- Review and observations by IEMs.

(iii) Scheduling of meetings:

- a. After discussion with IEMs, it has been decided to have review meetings with IEMs on a cluster mode. There shall be three clusters, each under a co-ordinating lab.
- b. In every such review meeting sessions with IEMs, one member from Stores Purchase Division, CSIR Hqrs will also join.
- c. The labs shall be clustered under the three co-ordinating labs. viz., **NPL, NAL** and **CIMFR**. The co-ordinating Labs have been selected based on the maximum number of IP-IEM cases they have had in the past. The other labs. have been grouped under one or the other co-ordinating Lab. Accordingly, the clusters are as follows:
 - NPL Cluster
 - NAL Cluster
 - CIMFR Cluster

The meeting calendar could be as per **Annexure B**

- d. The review meetings with the IEMs shall be scheduled and managed by the **Co-Ordinator (IP-IEM)** of each co-ordinating Lab.
- e. In case the 1st Wednesday happens to be a holiday for the co-ordinating lab, the meeting shall take place on the next working day.
- f. The meetings shall be arranged in online mode as far as possible. However, if the IEMs wish to attend the meeting in person from any Lab, the said Lab shall make all necessary arrangements for the IEMs as per their entitlement.
- g. Meeting notice and necessary MS-Team link shall also be arranged by the co-ordinating Labs. well in advance and

should normally stick to the same. In the event of any unforeseen situation, IEMs should be duly intimated.

- h.** The list of procurement cases (Goods, Works or Services) to be placed for consideration of the IEMs, needs to be prepared by the individual Labs and sent to IEMs along with a copy to the Co-ordinator of the Co-coordinating Lab. and to CSIR Hqrs. (Email: spo.policy@csir.res.in) as per attached format at **Annexure-C**.

(iv) Payment for the review meetings:

The payment with regard to the review meetings shall be made by the respective Coordinating labs after updating details in the IEM payment module SNP Datalink (<https://datalink.csir.res.in>) available at the bottom of CSIR website. Care need to be taken not to breach the annual fees ceiling as given in SOP.

**Satish
Chandra**
भवदीय/ Yours faithfully,
Digitally signed by
Satish Chandra
Date: 2025.07.03
09:46:28 +05'30'
(सतीश चन्द्र / Satish Chandra)

भंडार एवं क्रय अधिकारी/Stores and Purchase officer
E-Mail: spo.policy@csir.res.in

Copy to: -

- (A) Dr. Jagdip Narayan Singh, IEM, CSIR
- (B) Sh. Arun Kumar Gupta, IEM, CSIR
- (C) DG, CSIR
- (D) JS & FA, CSIR
- (E) Joint Secretary (Admn.), CSIR
- (F) CVO, CSIR
- (G) Head IT-with the request to publish this communication on CSIR Website under notifications (Stores - Purchase).

Annexure-A**NEW REPORTING FORMAT- 2025**

[Annexure A to CSIR Letter No. SP-1301/7/2025-S and P-CSIR
HQ(E-14161) dated: 03/07/2025]

**REPORTING OF PROCUREMENTS UNDER INTEGRITY PACT FOR
REVIEW BY INDEPENDENT EXTERNAL MONITORS (IEMs):
2025 FORMAT FOR CSIR INSTITUTIONS**

Name of CSIR Lab./Institute/ Unit:

| S. No. | Information Required by IEMs | Information Provided by Procuring Institution |
|---------------|---|--|
| 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) | |
| 25 | <p>REMARKS</p> <ul style="list-style-type: none"> • Tender where L1 has backed out • Tender where negotiations are held with L1 • Tender where no bids received • Tender where there is deviation from CSIR SOP (e.g short bidding period due urgency) • Tenders awarded with large difference from estimated cost • All cases of single bid. • How price reasonableness established? | |

| | | |
|--|---|--|
| | <ul style="list-style-type: none">• What efforts were made to encourage participation?• Any suspect case of cartelization <p>(If none of above is applicable then LAB may mention NIL)</p> | |
|--|---|--|

Signature of the proposer

Name:

Designation:

Date of submission:

Contact:

Format updated on 03/07/2025

Annexure-B

| Sl. No. | Month | Co-ordinating Laboratories | Day (Tentative) | ATTACHED LABORATORIES |
|----------------|--------------|-----------------------------------|---------------------------|--|
| 1. | January | NPL | 1 st Wednesday | AMPRI, CDRI, CGCRI, HQRS, HRDC, HRDG, IGIB, IHBT, IMTECH, IPU, NBRI, NEERI, NIO, URDIP |
| 2. | February | NAL | 1 st Wednesday | 4PI, CCMB, CFTRI, CLRI, CMERI, CSIO, CSMCRI, IIP, IITR, NCL, NIIST, NIScPR, SERC |
| 3. | March | CIMFR | 1 st Wednesday | CBRI, CECRI, CEERI, CIMAP, CMC, CRRI, IICB, IICT, IIIM, IMMT, NEIST, NGRI, NML, TKDL |
| 4. | April | NPL | 1 st Wednesday | AMPRI, CDRI, CGCRI, HQRS, HRDC, HRDG, IGIB, IHBT, IMTECH, IPU, NBRI, NEERI, NIO, URDIP |
| 5. | May | NAL | 1 st Wednesday | 4PI, CCMB, CFTRI, CLRI, CMERI, CSIO, CSMCRI, IIP, IITR, NCL, NIIST, NIScPR, SERC |
| 6. | June | CIMFR | 1 st Wednesday | CBRI, CECRI, CEERI, CIMAP, CMC, CRRI, IICB, IICT, IIIM, IMMT, NEIST, NGRI, NML, TKDL |
| 7. | July | NPL | 1 st Wednesday | AMPRI, CDRI, CGCRI, HQRS, HRDC, HRDG, IGIB, IHBT, IMTECH, |

| | | | | |
|-----|-----------|-------|------------------------------|--|
| | | | | IPU, NBRI, NEERI, NIO, URDIP |
| 8. | August | NAL | 1 st Wednesday | 4PI, CCMB, CFTRI, CLRI, CMERI, CSIO, CSMCRI, IIP, IITR, NCL, NIIST, NIScPR, SERC |
| 9. | September | CIMFR | 1 st Wednesday | CBRI, CECRI, CEERI, CIMAP, CMC, CRRI, IICB, IICT, IIIM, IMMT, NEIST, NGRI, NML, TKDL |
| 10. | October | NPL | 1 st Wednesday | AMPRI, CDRI, CGCRI, HQRS, HRDC, HRDG, IGIB, IHBT, IMTECH, IPU, NBRI, NEERI, NIO, URDIP |
| 11. | November | NAL | 1 st Wednesday | 4PI, CCMB, CFTRI, CLRI, CMERI, CSIO, CSMCRI, IIP, IITR, NCL, NIIST, NIScPR, SERC |
| 12. | December | CIMFR | 1 st Wednesday | CBRI, CECRI, CEERI, CIMAP, CMC, CRRI, IICB, IICT, IIIM, IMMT, NEIST, NGRI, NML, TKDL |

