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Dated 18th July, 2017

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all CSIR labs/Insttts.

Subject: Implementation of e-Procurement in CSIR Labs/Insttts.

Sir,

Please refer to CSIR Hqrs. letters of even number dated 17.03.2017 and 30.3.2017 on the above subject.

It is informed that CSIR Hqrs. with the assistance of National Informatics Centre (NIC) has successfully imparted training to all the personnel deputed by the CSIR Labs/Insttts during the period from 17th April, 2017 to 23rd May 2017. These personnel are now designated as "Train the Trainers" in their respective Labs/Insttts. It is informed that all the Tender Administration Account Forms as submitted by the respective Labs/Insttts. have been mapped in <https://etenders.gov.in> and all user roles assigned by CSIR Hqrs. The Login IDs have already been communicated to the respective users. In consultation with NIC, few of the train the trainers from each of the three areas of activities requiring adoption of e-procurement i.e. Stores & Purchase, General Administration and Engineering Services Division have been given access to the demo portal. The personnel selected for access to the demo portal have been provided their respective Login IDs by e.mail/sms. Considering that gaining confidence while implementing e-procurement on the live site is essential, it has therefore been decided that all Labs need to transact on the demo portal on end-to-end basis at least ten transactions each from Stores & Purchase, General Administration and Engineering Services Division before the end of August, 2017, which would be monitored at CSIR Hqrs. level through the MIS reports available on the demo portal, for submitting a report to DG,CSIR on the overall status of implementation of e-procurement in CSIR.

It may be noted that NIC has extended the access to the demo portal for a short duration only and therefore CSIR as a whole needs to take advantage of gaining experience to the maximum extent possible before the access to the demo portal is withdrawn and e procurement is made mandatory. While transacting on the demo portal, the personnel who have not been given access may register as bidder only in the demo portal (**repeat only in the demo portal**) using their respective

DSCs by clicking on the link of "Online Bidder Enrolment" on the demo portal and follow the instructions therein. In case of any difficulty in transacting on an end-to-end basis the helpdesk created at CSIR Hqrs. may be approached on e-mail csireproc@csir.res.in (phone nos. 011-23352949/23470502) for guidance. It may kindly be noted that the URL for implementing e-procurement in CSIR is <https://etenders.gov.in/eprocure/app>

Further, since the success of implementation of e-procurement in CSIR is largely dependent on the part of the vendors (including foreign bidders) to register/enrol themselves as potential suppliers, it is therefore imperative that wide publicity is given of the intent of CSIR to switch over to e-procurement shortly from the traditional manual methods of procurement. For this purpose, all CSIR Labs are therefore requested to kindly host on the respective websites, a notification in a similar way as done by CSIR Hqrs. The CSIR Labs/Instts may also directly inform all the potential suppliers through e.mail or any other form of correspondence of the intent of CSIR and get themselves registered on <https://etenders.gov.in/eprocure/app> in their own interest. Efforts may also be made to create a data base of the login IDs of the bidders which would be useful for sending the Request For Quotations in an electronic form.

Thanking you,

Yours faithfully



(R.Krishna Rao)
Sr. CoSP

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