

Updated on 20/5/2024

CSIR-National Institute of Science Communication & Policy Research, New Delhi
PROCUREMENT PLAN 2024-25

(*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.)
	Detailed attached as Per Annexure-I, IA		945000+12074000 = 13019000/-

(ii)	Equipment: Out of CSIR Funded Projects
------	--

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

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

Sr. No	Name Category of Equipment/ Vehicle Item	Quantity (Nos.)	Project Number/ Code	Approximate Cost (Rs.)
	Detailed Attached as Annexure-II		SHRI,DST	1100000/-

[Handwritten signatures and initials]

A (b)	CONSUMABLES
-------	-------------

Sr. No.	Category	Expected Procurement Value (Rs.)			
		Out of CSIR Infra Grant	Out of CSIR Funded Projects	Out of Externally Funded Project (EFP)	Total (Rs.)
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(Detailed attached as per Annexure-III,IIIA)	1584934/-	120000/-	50000/-	1754934/-
7	Batteries, etc.				
8	Gases (ex- tentative names)				
9	Maintenance/AMC/repairing of existing equipment Detailed attached as per Annexure-IV	71,000/-	---	---	71,000/-
10	Stationery items (Detailed as Per Annexure-V,VA)	32,09,030/-	--	50000/-	32,59,030/-
11	IT / software-related Items (Detailed as per annexure-VI,VIA)	4,50,000/-	20,000/-	2,00,000/-	670000/-
12	Furniture (Detailed attached as per annexure-VII)	454000/-	----	----	454000/-
13	Electric Items Detailed attached as per annexure-VIII	33,00,000/-	----	----	33,00,000/-
14	Other Consumable items (Detailed attached as per Annexure-IX,IXA)	200900/-	86,000/-	-----	286900/-

[Handwritten signature]

[Handwritten signature]

B	FOR NEXT 2-4 FINANCIAL YEARS (2025-29) (From 01/04/2025 to 31/03/2029)
---	---

B (a)	EQUIPMENT
-------	-----------

Sr. No.	Name of Equipment / Item	Quantity (Nos.)	Approximate Cost (Rs.)
B (b)	CONSUMABLES		

Sr. No.	Category	Expected Procurement Value (Rs.)
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.

Office Equipment (Annexure -I)

S.NO.	Name of the Item	Name of Indenting Officer	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Split AC 1.5 ton	Smt. Inderjeet Kaur	2	80000	P-5025106 Office Equipment
2	Split AC 5 Star	Dr. Yogesh Suman	1	70000	
3	Split AC 1.5 ton	Shri. B L Meena	2	80000	
4	AC (2 ton)	Shri Ashwini Brahmi	2	120000	
5	Stabilizer 4 KVA	Dr. Yogesh Suman	1	4000	
6	Refrigerator (165 Litre)	Dr. Manish Mohan Gore	1	20000	
7	Refrigerator 60 L	Dr. Charu Lata	1	15000	
8	Wall Mounted Fan	Smt. Manju D Choudhary	1	4000	
9	Basic Ceiling Fan (1200MM)	Shri Ashwini Brahmi	2	4000	
10	Oil Heater 13"	Smt. Manju D Choudhary	3	27000	
11	Oil Heater	Smt. Neelu Srivastav	2	16000	
12	Hot Case	Smt. Neelu Srivastav	1	5000	
13	Water Cooler (Inbuilt RO)	Shri. Mandeep Singh	4	500000	
Total				945000/-	

Yogesh Suman *Chauhan*

12

[Signature]

[Signature]
[Signature]

Apparatus & Equipment (Annexure -IA)

S.NO.	Name of the Item	Name of Indenting Officer	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	High end Laptop with extra Graphic Card	Smt. Inderjeet Kaur	1	150000	P-5025103 Apparatus &Equipment
2	Laptop 16 Inches i9 14 th Gen 14900 HX, RTX 4080, Ram: 32 GB, SSD: 1 TB	Dr. Manish Mohan Gore	1	300000	
3	13/14" High end Laptop with i7/i9 processor 32 GB RAM and 1 TB SSD (Windows 11 or higher)	Dr. Kanika Malik	1	150000	
4	Laptop (i7 Processor, 32 GB Ram, 1 TB SSD, 16" Screen)	Smt. Manju D Choudhary	1	80000	
5	Laptop	Shri Rama Shankar Sharma	1	150000	
6	All in one PC with 23" or more monitor	Smt. Inderjeet Kaur	2	80000	
7	Desktop Systems	Dr. Kanika Malik	2	200000	

[Handwritten signature]

[Handwritten signature]

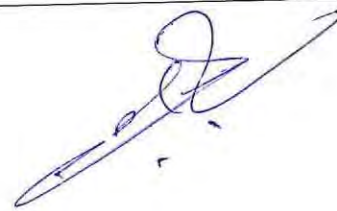
[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

8	Desktop Computer (12 th Gen intel core i7 1255U OS Windows 11 Pro Graphics NVIDIA GeForce MX550, 2 GB Memore 16 GB, 2X8 GB, DDR4, 3200 MHz Storable 512GB Solid State Drive (Boot) + 1 TB 5400RPM Hard Drive (Storage) Display 68.6 cm touch display Full HD (1920 X 1080)	Smt. Manju D Choudhary	1	100000	
9	Desktop Computer	Shri. B.L Meena	2	200000	
10	Desktop Computer	Shri. Rama Shankar Sharma	2	200000	P-5025103 Apparatus &Equipment
11	Desktop Computer	Shri. Ashwini Brahmi	2	300000	
12	I Pad	Smt. Inderjeet Kaur	1	80000	
13	Paper Shredders	Smt. Inderjeet Kaur	2	50000	
14	Television (4K Ultra HD (3840 X 2160) High Resolution Smart TV)	Dr. Manish Mohan Gore	2	250000	
15	Digital Standees (43 inch display easily connect and		2	200000	




	display content from various sources including USB drive HDMI devices and more providing flexibility for diverse multimedia presentation standee modern and slim design ,portable, high resolution, WiFi connector)				
16	Tablet with Keyboard (27.69 cm (10.9") display, 128 GB, WiFi, Bluetooth)	Dr. Manish Mohan Gore	3	100000	
17	DSLR Camera still photography DSLR Body with 24-120mm VR Lens 3X Optical Zoom	Dr. Manish Mohan Gore	1	200000	
18	Printer (Laser)	Dr. Kanika Malik	2	100000	
19	Printer Color	Shri. Rama Shankar Sharma	1	100000	
20	Digital Printer	Shri. Ashwini Brahmi	1	8000000	
21	UPS 1 KV	Dr. Kanika Malik	2	12000	

Dr. Manish Mohan Gore

Dr. Kanika Malik

Shri. Rama Shankar Sharma

Shri. Ashwini Brahmi

22	5 TB Passport Portable Hard Disk Drive, USB 3.0 with Automatic Backup, 256 Bit AES Hardware Encryption, Password Protection, Compatible with Windows and Mac, External HDD- Black	Dr. Charu Verma	2	40000	P-5025103 Apparatus &Equipment
23	Hard Disk 2 TB	Shri. Ashwini Brahmi	2	12000	
24	1024GB Foldable High Speed USB Flash Drive Metal USB 3.0 Memory Stick Pen Drive U Disk	Dr. Charu Verma	2	20000	
	On Top scan type flatbed scanner with software for scanning and digitization of herbarium	Dr. Shubha Rastogi	01	1000000	
				12074000/-	
	Total				







Apparatus & Equipment (Annexure II) Project P-5025103

S.NO.	Name of the Item	Name of Indenting Officer	Quantity	Estimated Cost	Budget head/Project Code
1.	Laptop	Dr. Charu Lata	1	200000	Project to SHRI, DST,Gol
2.	Desktop Computer	Dr. Charu Lata	4	400000	Project to SHRI, DST,Gol
3.	Workstation	Dr. Charu Lata	1	500000	Project to SHRI, DST,Gol
	Total			1100000/-	











Toner Cartridge (Annexure III)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Smt Inderjeet Kaur	HP Color Laserjet Pro M452dw	1 Set	50200	P-07110
		HP Laserjet PRO 500 Color MFP M570dw	1 Set	68500	
		TK 5244Y. 2X2F151 , TK 5244C. 2X2CO77, TK 5244M. 2X2F114, TK5244K, 2X2E186	1 Set	40000	
		Kyocera ECOSYS M 2040dn	1 Set	39996	
		Kyocera taskalfa 3212i	1 Set	128180	
2	Dr. Manish Mohan Gore	Toner Cartridge 071, 77A	10	100000	
3	Dr. Kanika Malik	Toner Cartridge HP Laserjet 1005	6	48000	
4	Dr. Charu Verma	Colour Cartridge Laserjet MFP M479fdw	2	140000	
5	Smt. Manju D Choudhary	HP Laser jet 9040DN Toner (C8543X)	2	13000	
		Taskalfa 450 1i Toner Cartridge (TK-6309)	1	4000	
		HP Laserjet CP2025 Toner (CC530AC,CC531AC,CC532AC,CC533AC)	1 (set of 4)	35000	








		Taskalfa 405Ci Toner ((TK-8529-Y,TK-8529-C,TK-8529-K,TK-8529-M)	2(set of 4)	90000	
6	Shri. R.K Roshan	1.(ECOSYS P-5021 cdn) Kyocera TK 5234Y, 272F087 (Yellow) (3) Kyocera TK 5234C, 272C084 (BLUE) (3) Kyocera TK 5234M, 272F132 (Red) (3) Kyocera TK 5234K, 272E253 (Black) (3)		35000	
		2 .HP Laserjet Pro MFP M427fdw Toner (PDC228A 28A) (3)	3	15000	P-07110
		3.Samsung Pro XPRESS M3870FD Toner (MLT-D203S/XIP SU913A) (3)	3	15000	
		4. Kyocera Toner (TK 7120) 2820053 (3)	3	10000	
7	Smt. Neelu Srivastav	Cartridge Q2612AC	6	50178	
		Cartridge CE505AC	6	24360	
		Cartridge CC388AC	8	31520	
		Cartridge ECOSYS M5521CDN	1	13000	
		Franking machine Toner (IJ40/50)	6	90000	
8	Stores &Purchase Sec.	Toner Cartridge TK-1178,277A,1158,228A,NPG-73	27	400000	

[Handwritten signatures]

[Handwritten signature]

[Handwritten signature]

9	Dr NK Prasanna	Toner Cartridge TK 5275 (One Set) , CF350A (One Set)	2 Set each	44000	
		Canon Cartridge 054 Black, Yellow, Magenta, Cyan	02 Set	80000	
		HP Toner Cartridge 36A CB436A - Two	2	10000	
		NPG Toner	2	10000	
		Total		1584934/-	









Toner Cartridge (Annexure III A)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Dr. Charu Lata	Toner Cartridge	6	50000	project submitted to DST,Gol
2.	Sh. CB Singh	HP Colour Toner Cartridge 507 A CE 400X, CE 401A, CE 402A, CE 403A (Two Set)	2 set	120000	NWP-100

[Handwritten signatures and initials in blue ink]

AMC (annexure IV)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1.	Smt. Neelu Srivastav	AMC for Franking Machine NEO POST 1. (N204071) 2. (N203964) 3. (N204071)	03	51000	P-07103
2.	Shri. CB Singh	AMC Repairing / Servicing of HP Laserjet Printer Pro 500 M570DW		20000	P-07103
		Total		71000/-	

[Handwritten signature]

[Handwritten signature]

Stationery Items (Annexure V)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Dr. Manish Mohan Gore	Stationery Items Scissor, Pencil, Erasers, Sharpener, Cello Tape, Gift Wrapper Paper, Files, File board, Paper, Reams plastic folder		200000	P-04
2	Dr. Charu Verma	Stationery Items Matrix Premium 160 pages notepad 21.6 cm X 14 cm	10	1000	
3	Smt. Neelu Srivastav	Envelope L-CUT FOR MAGAZINE SIZE (23X30 cm)	1,00,000	500000	
		Envelope L-CUT FOR JOURNAL SIZE (25X30)	50,000	450000	
		Envelope L-CUT FOR JOURNAL WITHOUT CUT (25X30 cm)	20,000	160000	
		Brown Wrapping Paper	30 kg	6000	



		POLYTHENE (12X14 cm)	50 kg	12500	P-04
		Plastic Sutli	30 Bundle	10800	
		Gum Bottle (4Bottle /Month)	48 (1Kg)	9600	
		Corrugation Box Size (06x09 cm)	840	22680	
		HDPE FOR PACKING (WHITE KATTA)	60	9600	
		REGISTER	20 no.	4000	
		Brown Tape (02 Inch)	100	5000	
		White Tape (02 Inch)	50	2500	
		Tape Cutter	1	350	
4	Stores &Purchase Section	Replenishment of Stores &Purchase		1800000	
6	Shri. CB Singh	A4 Paper, A4 plastic folder, Button Plastic Folder, Pen , Writing Pad, DVD Marker, Envelope, A4 Transparent Sheet, Box Files		15000	
		Total		3209030/-	

Amal

Ch

gov

med

Stationery Items (Annexure VA)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1.	Dr. Charu Lata	Stationery items 01 Noticeboard, 01 whiteboard, kits, files, folders, paper, spirals and pens etc.		50000	Project to SHRI,DST

Dr. Charu Lata

for

[Signature]

[Signature]

for

Software (Annexure VI)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Dr. Charu Verma	MS Office Latest Version (Academic License)	10	50000	P-07103
		Adobe Professional Latest Version	10	50000	
2	Shri. Ashwini Brahmi	Software Adobe CC (Photoshop, Acrobat, InDesign, Illustrator) with 2 user license for 2 years)	01	350000	P-07108
		Total		450000/-	

Software (Annexure VIA)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs.)	Budget head/Project Code
1	Dr. Charu Lata	IT/software-related Items (Name the items required during year) Adobe Package Canva Pro Database and Content S/W		200000	Project submitted to SHRI, DST,Gol
2	Dr. Manish Mohan Gore	Canva Software, adobe creative suite software	01	20000	MLP-16

[Handwritten signatures and initials in blue ink]

Furniture Items (Annexure VII)

S.NO.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/ Project Code
1	Dr. Kanika Malik	Chairs	5	35000	P-5025107
2	Dr. Neelu Srivastav	Office Chair Executive	2	20000	
		Simple Office Chair	7	49000	
3	Shri CB Singh	Executive Chair 01 , Visitors Chair 03		70000	
4	Shri. Ashwini Brami	Executive Chairs (revolving with arm rest and high neck)	2	20000	
		Office Chairs for DTP and printing sections (revolving with arm rest)	3	21000	
5	Dr. Charu Verma	Ident Middle Office Table Desk	1	20000	
		02 Executive Tables	2	50000	
6	Dr. Neelu Srivastav	Large Table	2	20000	
7	Sh. Ashwini Brahmi	Executive Computer Tables for DTP staff (Material-iron frame Drawers Length-5ft, Height- 2.5 Ft)	9	100000	
8	Dr. Neelu Srivastav	Almirah for Dispatch Room	1	9000	
9	Dr. Charu Verma	Sofa set 5 seater	1	40000	
		Total		454000/-	

Signature of Dr. Charu Verma

Signature of Dr. Neelu Srivastav

Signature of Sh. Ashwini Brahmi

Electrical Items (Annexure VIII)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1.	Shri. Gurprasad Bagga	Electric Items (LED light, wires, cables, MCBs, capacitors, DBs etc		15,00,000	P-06
		Other Items (Fire Extinguishers and other disaster equipment etc		15,00,000	
2	Shri. Mandeep Singh	Misc. Civil Items related to day to day maintenance carpentry and plumbing works (Fitting and Fixtures)		3,00,000	Electrical Items
		Total		33,00,000/-	



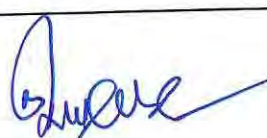


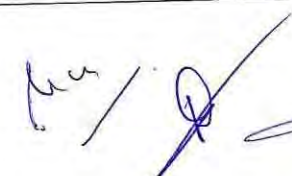




Other Consumable Items (Annexure IX)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Smt. Inderjeet Kaur	Tea Sets, Coffee Mug set, Glass Tumbler set , Tea spoons (small) ,Fork (Big, Small)		25000	P-07103 Other Consumable Items
2	Dr Manish Mohan Gore	Card Readers (USB 3.0 USB C to SD adapter supports all popular memory card For SD, SDHC, SDXC, RS-MMC, MMC, Micro SD SDHC, Micro SDXC and UHS – I card in large capacity up to Multi card reader)	4	2000	
		Magazine Standees (4X 24 Inches wide)	2	10000	
		Web Cam (HD Pro Webcam -1080p, Optical Full HD Streaming Camera for Widescreen video Calling and Recording, Dual Microphones, Autofocus, Compatible with PC – Desktop Computer or Laptop Black)	2	10000	
		LAN wire connector / splitter	2	2000	







		Wired Headphone (3D audio specialization)	2	12000	
		Camera Belt	2	2000	
		Cleaning Solution and Leather for Camera	2	4000	
		Screwdriver set for Camera	1	500	
3	Smt. Inderjeet Kaur	Electric Kettle	2	20000	
4	Dr. Manish Mohan Gore	Camera Lights	4	25000	
		1000 Led Lights (with dimmer)	2	10000	
		Mount Light			
		Supply Fabrication and Fixing of Suitable size MS angle frame	1	1000	
5	Smt. Neelu Srivastav	Extension Board	4	2000	
6	Shri. Ashwini Brahmi	Binding Material for Printing Section		30000	
8	Dr. N.K Prasanna	Glass	2	400	
	Sh. CB Singh	12V 26AH Batteries For 3 KVA UPS	8	30000	
		12 V AH Batteries For 1 KVA UPS	10	15000	
		Total		200900/-	

Signature *Signature* *Signature*

Signature

Signature

Other Consumable Items (Annexure IXA)

Sr.No.	Name of Indenting Officer	Name of the Item	Quantity	Estimated Cost (Rs)	Budget head/Project Code
1	Dr. Charu Lata	Glass Tumbler -10, Coaster -10, Glass Jug -03, Glass Jars 12		6000	MLP-17
2.	Sh. CB Singh	Laptop Batteries 10 For HP ProBook 4440s Laptops	10	30000	NWP100
3.	Sh. CB Singh	External Portable Hard Disk (2 TB), USB Drive (16 GB), Black DVD, Network Cables	136	50000	NWP 100
		Total		86000	

[Signature] NWP

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

STORES & PURCHASE SECTION

File No. S&P(Misc-3)/2024-25

Dated : 30.08.2024

Subject : Inclusion of Indents in the Procurement Plan 2024-25.

The following Indents have been received from different Division for Inclusion in Procurement Plan 2024-25 and there after processing of Procurement.

S.NO.	Description	Indenting Officer	Estimated Cost (Rs.)
1.	All in One Computer	Dr. Manish Mohan Gore (03nos.), Shri. Aniruddha Tiwari (01no.), Smt. Meenakshi Gaur (01no.) Sh. Abhishek Kumar (01no.), Dr. Kanika Malik (02nos.)	9,58,000/-
2.	Digital Multifunctional Printer (01no.)	Shri. Aniruddha Tiwari	50,000/-
3.	Next Generation Firewall	Sh. Pawan Kumar	24,19,000/-
4.	Network Switch etc	Sh. Pawan Kumar	4,98,000/-
	Total		3,925,000/-

The Committee gone through all the indents and recommended to include the indents in Procurement Plan 2024-25.

The same will be uploaded on CSIR-NIScPR website after approval of competent authority.

Submitted for Approval Please.

[Signature]
SO(S&P)

SPO
21/9/24

[Signature]
SPO

[Signature]
Director

[Signature]
30/8/24