

सी. एस. आई. आर. - भारतीय रासायनिक जीवविज्ञान संस्थान

कोलकाता - 700032

भण्डार एवं क्रय प्रभाग

संचिका सं. IICB/Pur/SPO/Non-availability Certificate-GeM-NIC/20-21 दिनांक/Date:- 27.10.2020

कार्यालय ज्ञापन / OFFICE MRMORANDUM

Sub.:- Regarding uploading the enquiry online in NIC's CPP Portal, a new step has been incorporated by the NIC-portal for entering the "ID/No. of the Non-availability Report of GeM".

All concerned are hereby informed that NIC's CPP Portal has incorporated the new step/procedure/process for uploading the enquiry online in NIC's CPP Portal as mentioned below:-

- As per the new configuration/step made in NIC's CPP Portal, **"Non-availability Report"** has to be generated in GeM Portal first by IO for making the entry of **"ID/No. of the Non-availability Report of GeM"** in NIC's CPP Portal for floating the enquiry.
- This step is the **mandatory step in NIC's CPP Portal** for uploading the enquiry for receiving the quote online.

In view of above all concerned are hereby informed the followings and for necessary action:-

- (i) IO has to activate his account as **"Consignee --- Secondary User"** with his Mobile No. --- Aadhar linked (as per Aadhar database) after creation of his account by the Primary User of the Institute.
 - (ii) Generating the **"Non-availability Report"** in GeM Portal is the responsibility of IO as it pertains to technical aspect and IO declares the item as "Not Available in GeM" in his indent.
 - (iii) For above purpose, IO has to keep his mobile no. updated/linked with his Aadhar No.
 - (iv) **It is one time procedure for activation of GeM Account by IO** as **"Consignee -- - Secondary User"** which can be used by him for other indents as well raised by him.
- All concerned and IOs may kindly keep their mobile no. updated with Aadhar linked for their requirements/Indents pertaining to enquiries required for uploading in NIC's CPP Portal for obtaining the bids/offers/quotations online through NIC's CPP Portal.

This OM is being issued with the approval of the Director, CSIR-IICB.

27.10.2020

भण्डार व क्रय अधिकारी / Stores & Purchase Officer

प्रतिलिपि / Copy to:

1. निदेशक के निजी सचिव / PA to Director, IICB
3. कार्यालय प्रतिलिपि / Office Copy