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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029  
**DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)**  
**V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029**

No.1/1/2009-Admn.

Dated: 21/12/2022

To

The Directors/Directors-in-Charge,  
of all Institutes/Centres of ICMR as well ICMR Hqrs.

Sub.: Standard Operating Procedure (SOP) for Procurement/Hiring/Outsourcing of Services etc. –Reg.

Sir/Madam,

Enclosed please find herewith a copy of Standard Operating Procedure (SOP), approved by the Competent Authority, for Procurement/Hiring/Outsourcing of Services etc., for your information and necessary action.

Yours faithfully

(Jagdish Rajesh)  
Assistant Director General (Admn)

Encl.: as above.

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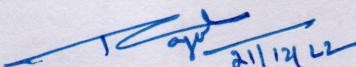
- (1) PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)/ADG(A)
- (4) Dr. L.K.Sharma, Scientist "E" – soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.



**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**SOP (Standard Operating Procedure) For**  
**Procurement/ Hiring/ Outsourcing of Services**

ICMR Institutes/ Centers shall process for the Procurement/ Hiring/ Outsourcing of services like Human Resource/ Housekeeping/ Security/ Vehicle/ Horticulture services/ CMC/ AMC (other than CPWD) as per the GFR and Government of India Public Procurement Guidelines, as notified from time to time, following the below procedure:

1. **Procurement/ Hiring/ Outsourcing of “Human Resource Service having estimated annual procurement cost within the delegated financial power” to Director/Director-in-charge of Institute/ Center:**
  - a. Institutes/ Centers shall float the tender, as per the GFR and Gol norms notified from time to time, in this matter, on GeM portal.
  - b. (i). In case of the resultant tender (i.e., identified L-1 bidder) value exceeds the delegated power of the Director/Director-in-charge, the proposal along with all related documents shall be forwarded to ICMR, Hqrs for necessary approval of the competent authority.  
(ii). In case of resultant tender value is within the delegated power of the Director/ Director-in-charge, Institutes/Centers shall award the contract to the shortlisted L-1 bidder in line with Gol norms/GFR and other applicable Gol PP guideline issued from time to time.
2. **Procurement/ Hiring/ Outsourcing of “Human Resource Service beyond the delegated financial power” of Director/ Director-in-charge of Institute/ Center:**
  - a. ICMR Institute/ Center should submit the proposal for hiring Human Resource to ICMR Hqrs on the basis of recommendation of their works committee through their respective division to seek in-principle administrative approval in respect of number of Human Resource and justification prior to initiation of tendering process.
  - b. After the approval of ICMR, Institutes/ Centers shall float the tender, as per the GFR and Gol norms notified from time to time, in this matter, on GeM portal.
  - c. After short listing the L1 bidder, the Institutes/ Centers shall submit the proposal along with all the documents as mentioned in **Annexure ‘A’** to CPC-ICMR through their respective divisions at ICMR Hqrs for necessary approval of the competent authority for awarding the contract.
3. **Procurement/ Hiring/ Outsourcing of “Housekeeping/ Security/ Vehicle/ Horticulture services/ CMC/ AMC (other than CPWD) having estimated cost within the delegated financial power” of Director/ Director-in-charge of Institute:**
  - a. ICMR Institutes/ Centers shall float the tender, as per the GFR and Gol norms notified from time to time, in this matter, on GeM portal.
  - b. (i). In case of resultant tender (i.e., identified L-1 bidder) value exceeds the delegated financial power of the Director/ Director-in-charge, the proposal along with all related documents as mentioned in **Annexure ‘A’** to CPC-ICMR through their respective divisions at ICMR Hqrs. for necessary approval of the competent authority for awarding the contract.

  
21/12/22