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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 18/02/2023 –Admin II

Dated: - 17/06/2025

Office Memorandum

Sub: Constitution of a committee for developing a customized Library of terms & conditions on GeM for ICMR Hqrs and its Institutes

Pursuant to directions taken during the two-day residential workshop on Public Procurement of Goods and Services through the GeM Portal, held on 24th–25th January 2025 at the National Institute of Biologicals (NIB), Noida and based on the suggestion of Mr. Arpit Bajpai, General Manager - Category Management (Health), GeM, it has been proposed for the creation of a customized Library of Terms & Conditions (T&C) on GeM for utilization during bidding process. This library will be designed exclusively for ICMR and its Institutes, aiming to ensure uniformity and streamline procurement processes through GeM.

2. The composition of the committee is as under based on the recommendation by the Competent Authority

i. Mr. Ramesha N M, Sr. AO – (ICMR-NIRBI)	-	Chairman
ii. Mr. Rahul Jaiprakash Wadhwani AO – ICMR-NIOH	-	Member
iii. Mrs. Neha Govind ACO – ICMR-NIRDHDS	-	Member
iv. Mr. Jitendra Kumar, ACO, ICMR (Additional charge NIMR Dwarka)	-	Member
v. Mrs. Mini Pramod SO – ICMR HQRS	-	Member Secretary

3. The committee shall frame the customized Library of Terms & Conditions in coordination with GeM for exclusive utilization by ICMR and its Institutes. The classification of the Custom Library shall include, but not be limited to, the following:

<ul style="list-style-type: none"> Category-based products PAC-based products MII exemption-based products Closed system spares/consumables-based categories Scheduled-based categories Scope of custom duties/freight charges (if any) LCS method 	<ul style="list-style-type: none"> AMC/CAMC Service Bids under various methods: QCBS method Fixed Remuneration Canteen services Security services Clinical trial insurance Web-based/mobile applications Other service bids
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4. The Committee shall develop the library after thorough deliberation of policy matters related to GeM and Government of India (GoI) procurement guidelines.
5. The Committee may co-opt individuals with relevant knowledge and expertise in the field to contribute to the process.
6. The recommendations of the Committee will be submitted to the Director General, ICMR, for approval.
7. **Terms of Reference (ToR) for the Committee for framing the customized Library of Terms and Conditions on GeM:**
 - (i) The primary objective of the Committee is to develop a tailored specification for the Indian Council of Medical Research (ICMR) and its Institutes.
 - (ii) The scope includes reviewing the existing procurement policies and guidelines under GeM, and customizing the key terms to meet the specific needs of ICMR and its Institutes for various categories of goods and services. The customized terms will ensure compliance with GeM policies. The library will be regularly updated to reflect any amendments in GeM policies and GoI procurement guidelines.
 - (iii) The Committee may invite external GeM experts for specific inputs whenever required.
 - (iv) Virtual or physical meetings will be organized to discuss the framework of the Library. The Committee will hold periodic meetings to review progress. Feedback from ICMR Institutes may also be solicited to enhance the comprehensiveness of the library.
8. The Committee aims to finalize the library within a three-month timeframe. The library will be reviewed periodically for updates by the Committee.
9. The Committee will submit periodic reports until the finalization of the customized library.
10. The Committee may recommend on the terms and conditions, which shall be submitted for approval of the competent authority.

This issues with the approval of the competent authority.

Digitally signed by
JAGDISH RAJESH
Date: 18-06-2025
11:38:08

(Jagdish Rajesh)
Assistant Director General (Admin)

Copy to:

1. PS to DG/Addl. DG/ Sr. DDG(A)
2. Heads of all Divisions, ICMR Hqrs.
4. DDG(A) / ADG(A)/ADG(F)
5. Sr. AO/ AO (Intramural and Extramural)
6. Dr. M.S Chalga, Sci- D, ICMR Hq- to upload in ICMR website