PROCUREMENT AND WORKS POLICY
## INDEX

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Subject Matter</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>1.2</td>
<td>Objective</td>
<td>7</td>
</tr>
<tr>
<td>1.3</td>
<td>Central Contract Services and Materials/Works Management Service</td>
<td>7</td>
</tr>
</tbody>
</table>

### A—PROCUREMENT POLICY

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Subject Matter</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Procurement Policy</td>
<td>9</td>
</tr>
<tr>
<td>3.0</td>
<td>Procurement through tenders</td>
<td>9</td>
</tr>
<tr>
<td>3.1</td>
<td>Open Tender</td>
<td>9</td>
</tr>
<tr>
<td>3.2</td>
<td>Limited Tender</td>
<td>11</td>
</tr>
<tr>
<td>3.3</td>
<td>Single Tender</td>
<td>11</td>
</tr>
<tr>
<td>4.0</td>
<td>Period Allowed for Quotation</td>
<td>12</td>
</tr>
<tr>
<td>5.0</td>
<td>Earnest Money</td>
<td>13</td>
</tr>
<tr>
<td>6.0</td>
<td>Purchases through Rate/Running Contracts</td>
<td>13</td>
</tr>
<tr>
<td>6.1</td>
<td>DGS&amp;D Rate Contracts</td>
<td>14</td>
</tr>
<tr>
<td>6.2</td>
<td>Company Rate/Running Contracts</td>
<td>14</td>
</tr>
<tr>
<td>7.0</td>
<td>Sundry Requirements</td>
<td>14</td>
</tr>
<tr>
<td>8.0</td>
<td>Repeat Orders</td>
<td>15</td>
</tr>
<tr>
<td>9.0</td>
<td>Tender Committee</td>
<td>15</td>
</tr>
<tr>
<td>10.0</td>
<td>Retendering</td>
<td>16</td>
</tr>
<tr>
<td>11.0</td>
<td>Emergent Procurement</td>
<td>17</td>
</tr>
<tr>
<td>12.0</td>
<td>Tender opening and late tenders</td>
<td>17</td>
</tr>
<tr>
<td>13.0</td>
<td>Modification and withdrawal of Bids</td>
<td>18</td>
</tr>
<tr>
<td>14.0</td>
<td>Price preference</td>
<td>18</td>
</tr>
<tr>
<td>14.1</td>
<td>For indigenous manufacturers</td>
<td>18</td>
</tr>
<tr>
<td>14.2</td>
<td>Purchase preference for Public Sector</td>
<td>18</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Subject Matter</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>14.3</td>
<td>Preference to Small Scale Industries</td>
<td>18</td>
</tr>
<tr>
<td>15.0</td>
<td>Price Escalation</td>
<td>19</td>
</tr>
<tr>
<td>16.0</td>
<td>Penalty/liquidated damages and Arbitration</td>
<td>19</td>
</tr>
<tr>
<td>17.0</td>
<td>Miscellaneous</td>
<td>19</td>
</tr>
<tr>
<td>18.0</td>
<td>Financial Concurrence</td>
<td>20</td>
</tr>
</tbody>
</table>

**B—Works Policy**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Works Contract</td>
<td>20</td>
</tr>
<tr>
<td>2.0</td>
<td>Classification of Works</td>
<td>21</td>
</tr>
<tr>
<td>3.0</td>
<td>Contracts for Works</td>
<td>21</td>
</tr>
<tr>
<td>3.1</td>
<td>Repairs &amp; Maintenance Contracts</td>
<td>22</td>
</tr>
<tr>
<td>4.0</td>
<td>Earnest Money</td>
<td>22</td>
</tr>
<tr>
<td>5.0</td>
<td>Security Deposit</td>
<td>22</td>
</tr>
<tr>
<td>6.0</td>
<td>Estimates</td>
<td>23</td>
</tr>
</tbody>
</table>

**C—General**

Annexures:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Composite Rating Comparison</td>
<td>25</td>
</tr>
<tr>
<td>II-A</td>
<td>Quantity Rating Schedule</td>
<td>26</td>
</tr>
<tr>
<td>II-B</td>
<td>Delivery Rating Schedule</td>
<td>27</td>
</tr>
<tr>
<td>II-C</td>
<td>Price Rating Schedule</td>
<td>28</td>
</tr>
<tr>
<td>III</td>
<td>Single Tender Purchase of over Rs 5 lakh</td>
<td>29</td>
</tr>
<tr>
<td>IV</td>
<td>Proforma Bank Guarantee in lieu of Earnest Money</td>
<td>30</td>
</tr>
<tr>
<td>V</td>
<td>Proforma Bank Guarantee in lieu of Security Deposit</td>
<td>33</td>
</tr>
<tr>
<td>VI</td>
<td>Purchases made against late/delayed tenders</td>
<td>36</td>
</tr>
<tr>
<td>VII</td>
<td>Statement showing cases of price increase above 25%</td>
<td>37</td>
</tr>
<tr>
<td>VIII</td>
<td>Value-wise analysis of Purchase Orders</td>
<td>38</td>
</tr>
<tr>
<td>IX</td>
<td>Time analysis to know the time taken to finalise tenders</td>
<td>39</td>
</tr>
<tr>
<td>X</td>
<td>Nature of Tenders</td>
<td>40</td>
</tr>
<tr>
<td>XI</td>
<td>Purchase through Negotiations</td>
<td>42</td>
</tr>
</tbody>
</table>
INTRODUCTION:

1.1 This policy paper lays down the broad guidelines to be followed by Nathpa Jhakri Power Corporation Ltd. in the acquisition of plant and equipment, materials and services and execution of civil works for the organisation. The policy has been formulated to permit centralised policy making and decentralised execution and administration with a view to achieving the organisational goals in the most efficient and effective manner. This elaborate policy will not apply to routine and petty procurement/works contracts of administrative nature.

OBJECTIVE:

1.2 The objective of this policy note as part of the Materials and Works Management Functions in the organisation is to make available, the needed equipment, materials, works and services of the right quality in right quantity at the right time and at the right price after giving fair and equal chance to tenderers, subject to the policy guidelines laid down herein, so as to obtain the optimum value for each rupee of expenditure incurred.

1.3 Central Contract Services and Materials/Works Management Services:

1.3.1 Procurement and works activities to be undertaken by NJPC are to satisfy varying project requirement of equipment, materials, civil constructions and services. Any item requiring adherence to the World Bank procurement/works procedures, long equipment delivery periods, intense engineering co-ordination or specialised engineering knowledge during procurement, all major civil works for dam, tunnel, power house, office and township buildings would be classified as category 'A' contracts. All other procurement and works contracts pertaining to a project will be classified as Category 'B' contracts. The responsibility for the Category 'A' contracts for the project(s) and related pre-tender planning, registration of contractors, award of contracts, monitoring and post-contract follow-up till the delivery of equipment from the supplier's works will be that of the Central Contract Services in the Corporate Technical Services Division. The receipt and erection and commissioning of the plant and machinery including the storage of 'A' category items, whenever to be done by NJPC, and the co-ordination in all commercial and other matters thereafter, procurement of construction equipment and execution of all civil works shall be the responsibility of the Project Implementation Division. For this, a separate detailed system for co-ordination also identifying the division of responsibility between the departments shall be developed by the Project Implementation Division. The entire responsibility for all contract activities related to category 'B' contracts will be that of Contracts/Materials Management Services under the General Managers of the Projects/Heads of Project Management. For this purpose, the contracts falling under category 'A' will be identified and listed by Corporate Contracts Division
in respect of the project, and all other contracts will be deemed to fall under category ‘B’. Though the areas and functional responsibility for the two responsibility centres for procurement/works will be defined, there shall be close co-ordination in the Planning of procurement/works activities between the projects’ Contracts/Materials Management Services and the Central Contract Services.

1.3.2 The Central Contract Services will be oriented and guided by the important factor that project schedule is to be strictly adhered to. Accordingly, each contract will incorporate as a part of the contract, a detailed net-work for design, manufacturing and erection/construction cycle. These net-works and schedules will be developed by the respective contractors as a necessary requirement of each contract and mutually agreed before the award of the Contract.

1.3.3 The continuous monitoring of these agreed schedules for design and manufacturing will also call for expertise in the Central Contract Services for expediting at manufacturer’s works. For efficient rendering of this service to the Projects, Central Contract Services will develop a reporting system to keep General Managers of the Projects/Heads of Project Management informed of the progress. Timely execution of the projects will be the overall responsibility of General Managers of the Projects/Heads of Project Management. For monitorig of schedules of construction/erection, the Project Implementation Division would develop their own systems and procedures for setting and reviewing short-time (monthly, weekly and daily) physical targets jointly with the Construction/Erection Agency.

1.3.4 The Central Contract Services will also have a Quality Assurance (Q.A.) group to ensure that proper quality is built into the materials, machinery and services made available to the Site. This group will make sure that the quality requirements are identified in the procurement specifications. This group will be constantly working on the development of systematic steps to be followed during all phases of the procurement activities. This Q.A. Group will also technically guide and control the specialised field Q.A. activities under the Project Management. A detailed system and procedure for Q.A. activities under the General Manager/Head of Project Management will be evolved separately.

1.3.5 Inspection at manufacturer’s works for all category ‘A’ contracts will also form an integral part of the responsibilities of Central Contract Services, without which no quality standard can be enforced. It is, however, envisaged that inspection at the Project Site for all contracts and at manufacturer’s works for category ‘B’ contracts will remain the responsibility of the General Managers of the Project/Heads of Project Management.

1.3.6 In respect of contracts where installation and erection is vital for the total completion of the job and problems of co-ordination arise, it shall be the general policy to award supply-cum-erection contracts so that single source responsibility is defined clearly and project schedules are adhered to.
A—PROCUREMENT POLICY:

2.1 Acquisition of plant and equipment and materials including related services will be covered under the Procurement Policy.

2.2 Procurement action will be initiated on the basis of approved indents/requisitions indicating budget and project estimate provisions.

2.3 The Central Contract Services/Materials Management Services will receive the requisitions/indents for the procurement of materials/equipments/services duly approved by the Competent Authority, keep themselves informed concerning sources of supply, prices/rates, freight, taxes, lead time, etc. and plan and organise procurement action, maintain a keen follow up and organise quality control till the order is executed and also arrange systematic co-ordination by means of proper contract administration.

3.0 Procurement through Tenders:

Depending upon factors like cost of materials to be procured, nature of materials required and urgency of procurement, different kinds of Tender System viz. Open Tender, Limited Tender or Single Tender will be employed.

3.1 Open Tender:

Under this system, opportunity is given publicly to sources who will be allowed to quote for the supply of particular materials requirements.

3.1.1 Attention of all known, reliable and proved sources of supply of a particular equipment/material/service will be drawn to the requirements of NJPC and allowed to quote. For the above purpose, advertisements in at least two or more leading newspapers of all-India repute in addition to one or two local newspapers of the area where the work is to be executed or supplies made, may be issued. If time permits, advertisement in Indian Trade Journal can also be issued.

3.1.2 In Global Tenders, opportunity to quote for the supply of particular material is extended to sources outside the country as well. For this purpose it is necessary to give an advertisement in the Indian Trade Journal.

3.1.3 Where the item is eligible for financing under the World Bank loan, a General Procurement Notice is to be prepared and forwarded to the World Bank not later than 60 days prior to the date of availability to the public of the tender documents relating to such goods. The Bank will arrange for publication of such notice in the United Nation’s ‘Development Business’.

3.1.4 In the case of equipment/material/services which are of major value (of Rs. 5.00 lakh and above) and are important on account of critical nature, engineering expertise and require long delivery time etc., a pre-qualification procedure, in
order to avoid frivolous tenders, can be adopted for selecting the reliable parties to whom the tender enquiries may be floated. This will be done once in about three years by advertisement in at least two or more leading newspapers of all-India repute, in addition to two local newspapers of the area where the work is to be executed or supplies are to be made. The criteria for pre-qualification will inter-alia consist of past performance, financial soundness, technical competence, organisational capability etc., commensurate with the requirements. A screening committee specially constituted for this purpose will analyse and evaluate the responses to these advertisements and prepare a category-wise list of the qualified contractors based on the qualification criteria, which shall be valid for about three years from the date of its preparation. This list shall be used for all sites/projects executed by the Corporation. When tender enquiries are sent to all such qualified parties, it shall be treated like an Open Tender.

3.1.4 For other items with value less than Rs. 5 lakh each, lists of approved vendors shall be maintained on the basis of data available in Trade Journals, Manufacturers' directories or approved vendors list of State Government/Central Government/ DGS&D and vendors to whom enquiries were floated in the past. These lists will be reviewed and necessary changes therein will be made on the basis of vendors' performance and location of new sources etc. A general advertisement may also be issued in papers of all-India repute, including local papers in which the Project is situated for obtaining the requisite vendors' data. In the case of imported items, besides addressing the suppliers directly, the Embassies/Trade Representatives of the concerned foreign country in India should also be addressed. The list of suppliers thus compiled should be scrutinised by a committee consisting of at least two officers and a Finance Department Representative from the angles of quality, rating, delivery, price and performance. These lists will be subject to the approval of the Head of the Department in Central Contract Services and General Manager of the Project/Head of Project Management, as the case may be. When tender enquiries are sent to all such parties as mentioned in vendors' lists, it shall be treated like an Open Tender.

Note:

*Performance of vendors should be evaluated in formats as given in Annexures II, II-A, II-B and II-C. Depending upon the importance of the various factors, percentage/weightage for each of the factors may be fixed.*

3.1.5 Qualification requirements could also be specified in the tender advertisement where considered necessary, so that only reliable parties are invited to quote. In such cases, the tender evaluation will take into consideration whether the qualification requirements specified in the advertisement have been fulfilled by the tenderers.
1.6 In case where all possible sources for a particular requirement are known, addressing to these parties in lieu of the publication in newspapers will serve the purpose.

3.2 **Limited Tender:**

In Limited Tender, only the most likely and suitable sources are addressed.

3.2.1 Limited Tender may be invited, only for items valued at Rs. 2 lakh and below, from not less than four parties from among the lists of approved vendors vide para 3.1.4 (ii).

Subject to para 10.1 of the Policy, the cases of acceptance of single response to the Limited Tender, will be treated as a Single Tender for the purpose of delegation of powers.

3.2.2 If, for reasons of urgency or any other valid reason, Limited Tender is to be resorted to in preference to the Open Tender system, for orders valued at over Rs 2 lakh (value of purchase at one time), the reasons therefor will be recorded in writing and approval of the Competent Authority obtained.

3.2.3 Purchases above Rs. 50 lakh on Limited Tender basis should be made only on the recommendation of a committee consisting of at least three members (one of whom shall be from the Finance Department) constituted by the Chairman. Sanctioning authority for such purchases shall be the Chairman.

3.2.4 The officer in whose power the procurement lies will, however, obtain the approval of the next higher authority about the number and names of suppliers in all cases of limited tenders. Where number of available sources of supply is less than four, the number of suppliers to be addressed may be reduced at the discretion of the General Manager/Head of Department (not below the rank of Chief Manager) where no post of General Manager exists.

3.3 **Single Tender:**

Where procurement is made by contacting only a single source on grounds that the item to be procured is of a proprietary nature or on account of standardisation or as a developmental order or as educational order or on grounds of extreme urgency of requirement, it will be treated as a Single Tender. In case of proprietary items, certificate to that effect have to be issued by the indentor at the appropriate laid down levels in each case. Source standardisation will not be for limited periods not exceeding three years and will be approved by a Committee consisting of representatives from Technical, Central Contract Services/Materials Management Services and Finance Departments. Orders on Single Tender will be issued with the approval of General Manager or any competent authority to which delegated by rendering reasons for resorting to Single Tender.
Explanation:

1. Proprietary Item is defined as where there is only one manufacturer who possesses “Patent Right” of an item and no equivalents or near equivalents are available from any other source and/or all possible sources of supply for the item quote only the product of one manufacturer.

2. Source standardisation means equivalent or near equivalent makes which could serve the purpose are available but it is decided to purchase from one source owing to design, stocking or spares considerations.

3. Developmental orders are orders for development of a product by a supplier for NJPC with or without its assistance.

4. Educational orders are orders placed on a supplier for judging the supplier’s capability for performing the job.

3.3.1 Purchases of canalised items made from Public Sector Undertakings as per Government directives, will not be treated as Single Tender.

3.3.2 Purchases above Rs. 50 lakh on Single Tender basis shall be made only on the recommendation of a committee consisting of at least three members (one of whom shall be from the Finance Department) constituted by the Chairman. Sanctioning authority for such purchases shall be the Chairman. However a monthly report of Single Tender purchase of over Rs 5 lakh in the format as per Annexure III will be submitted through Director (Finance) to Chairman.

4.0 Period allowed for Quotation:

4.1 The time allotted for the preparation and submission of bids should be determined with due consideration of the magnitude and complexity of the contract. Generally, not less than 45 days from the date of invitation to bid or the date of availability of bidding documents, whichever is later, should be allowed for international bidding. In the case of local bidding, adequate notice will be given to the possible tenderers which will not be less than fifteen days. The notice period could be reduced in suitable cases on grounds or urgency. Further, for Limited Tender confined to local suppliers, or Single Tender, the period could be reduced but so fixed as to be consistent with the supplier’s ability to quote from the point of view of time.

4.2 In the case of some capital goods, components and control instrumentation items, specifications of requirements are generally not very clear. In such cases, offers may be invited in two parts viz. (i) technical offer and (ii) commercial terms and price offer. Technical offer may be opened earlier and after the necessary clarifications are obtained from the concerned parties, commercial offer may be opened after giving another chance to the bidders for making any price adjustments if considered necessary by them.
5.0 **Earnest Money:**

5.1 The Earnest Money deposit as may be decided may be paid in any one of the following forms to ensure that the tenderer enters into a contract after the same has been awarded to him:

a) Call deposit receipt duly pledged in favour of NJPC or pay order or demand draft.

b) Post Office/National Savings/National Defence Deposit Certificates duly endorsed in favour of NJPC.

c) Bank guarantee from a nationalised bank - irrevocable and operative till the validity of the offer as per proforma at Annexure IV.

d) An irrevocable bank guarantee from a foreign bank acceptable to NJPC or a bond issued by an insurance company or bonding company located in India or elsewhere acceptable to NJPC.

e) Fixed deposit receipt issued by nationalised banks endorsed in favour of NJPC.

f) Cheque in favour of NJPC duly certified by the Bank on whom it is drawn.

**Note:**

_All these documents will be independently verified by the Finance Department from the Issuing Office for authenticity._

5.2 The suppliers may also avail of the scheme of lump sum deposit which will be treated as a standing deposit or earnest money for participation in bidding. Such deposit will not entitle the supplier to any interest thereon. It will be open to suppliers who have not registered themselves to participate after remitting earnest money as may be stipulated in each tender invitation.

5.3 The earnest money will be liable to be forfeited on revocation of tender before the validity of the quotation expires or on refusal to enter into a contract after the award is made to the tenderer.

5.4 Earnest money given by unsuccessful tenderers will be refunded expeditiously after the award of the contract.

6.0 **Purchases through Rate/Running Contracts:**

Rate contracts are those in which only rates are fixed. Running contracts are contracts in which not only rates are fixed but the quantity is also stipulated subject to variation of plus-minus 25%.
6 **DGS & D Rate Contracts:**

6.1 The DGS & D rate contracts should be operated if NJPC is a direct demanding organisation for the concerned item. When there is more than one contract for the same article, orders should normally be placed against the contract stipulating lowest rates. However, for reasons to be recorded in writing, orders may be placed against other contracts also. When DGS&D rate contracts have expired and no fresh contracts have been entered into, the requirements may be procured either through open tenders or limited tenders. In such cases enquiries will have to be sent to those parties also who were earlier on DGS&D rate contract. The tenderers should be told that in case they enter into fresh rate contracts with DGS&D for the current period, they should agree to charge a price subsequently finalised with DGS&D, if it happens to be lower than the price charged to NJPC.

6.1.2 Where undue delay has taken place/is anticipated for supply of stores against DGS&D rate contracts, the purchase may be made through normal purchase procedure like Open Tender or Limited Tender as the case may be. However, tenders for purchases outside DGS&D rate contracts may be exercised personally by the Head of Department of Corporate Contract Services/Materials Management Services for purchases upto Rs. 1 lakh and by General Manager for purchases beyond Rs. 1 lakh up to the limit prescribed for purchases in Open/Limited Tender basis.

6.2 **Company Rate/Running Contracts:**

These should generally be annual contracts and would be entered into with suppliers in respect of items where it is advantageous to have the supply of goods at a steady pace/at a fixed rate over a period of time. The procedure to be adopted for entering into contracts would depend upon individual cases but would generally be on the lines of open/limited tenders so as to avoid any favouritism and possible rigged prices.

7.0 **Sundry Requirements:**

In cases of necessity, procurement of small value items upto Rs 1,000 can be effected by deputing a single officer authorised for the purpose of making the purchases.

7.1 Purchases not exceeding Rs 5,000 in each case can be made by a single officer authorised by the Competent Authority for the purpose by obtaining quotations (usually not less than three) and placing the order on the spot either by way of cash purchase or by a purchase order and cheque payment. Procurement of items exceeding a value of Rs 5,000 and up to Rs 10,000 may be made by a team consisting of the indenting or the procurement officer and a representative of Finance Department, as may be authorised for the purpose. Payment may be authorised by cheque or cash by the Competent Authority. Purchases exceeding Rs 10,000 and up to Rs 1,00,000 may, however, be made by a team of
officers including indenting, purchase and finance representatives with the approval of General Manager/Head of Project Management in exceptional circumstances. In the above cases also quotations from not less than three parties should be obtained and placing the order on the spot or by means of a purchase order. Payment will be made by cheque.

8.0 Repeat Orders:

Repeat orders are normally to be avoided. However, repeat orders may be placed against previous orders placed on Open or Limited Tender basis, without further going through the normal procedures subject to the following:

a) the date of repeat order will not be more than 12 months after the completion of the earlier order.

b) quantity of repeat order should not be more than 100% of the original order or Rs 10 lakh whichever is lower.

c) a reasonable assessment by the Contract Services/Materials Management that there has been no downward trend in prices.

d) the prices against earlier order were not escalated to compensate for earlier deliveries.

Note:

No repeat order will be placed against previous order placed on Single Tender basis except with the approval of the next higher authority.

9.0 Tender Committee:

9.1 In order to obviate delays in inter-departmental notings and cross references, for tender values of more than Rs 2 lakh, a Tender Committee of officers representing Indenting, Contract Services/Materials Management Services and Finance Departments will be constituted at a level appropriate to the value of each procurement, as may be determined for the purpose under Delegation of Powers. The Committee will record in writing its recommendations in the matter and obtain the approval of the Competent Authority. Bid evaluation is the responsibility of the Tender Committee. As such, when the evaluation of the bids are taken up, it shall be the responsibility of the Tender Committee to highlight the major technical deviations/modifications suggested by the bidders and the acceptability or otherwise in their evaluation report. Such deviations/modifications suggested by the bidders, if acceptable, shall be resolved during the pre-award discussions by the Tender Committee and the cost implications, if any, got approved. A copy of such approval shall be forwarded to the Cost Engineering/Project Engineering Department.
9.2 If the recommendations of the Tender Committee are not acceptable to the Competent Authority, the reasons for non-acceptance shall be fully recorded.

9.3 **Negotiations:**

Where the lowest acceptable offer received against a tender is considered abnormally higher than the estimates/last purchase price or where a downward trend in the market conditions is noticed or where there is a need to split the requirements, negotiations, as considered necessary, may be recommended by the Tender Committee and conducted with the approval of the Competent Authority. This shall not apply where approval of award has to be given by the Board or its sub-committee. In the latter case, approval for negotiation may be taken at the level of Chairman. All negotiations should be conducted by the Committee and no negotiation should be held by a single individual of any department. Where necessary, representative of the Technical Department should also be associated.

9.3.1 Negotiations should be conducted with the lowest three tenderers. Where technical deficiencies had been found in these tenders, the tenderer may be allowed to rectify them or offer confirmation as the need be. Detailed discussions covering techno-commercial and price analysis should be held with the suppliers. In conducting the negotiations, the parties should be called one after another starting with the lowest tenderer. Thereafter, suppliers should be asked to submit the revised prices in sealed covers. The original lowest tenderer may be given a second chance to give a considered further reduction, if he so chooses. The scope of negotiations need be extended to others only if the negotiations with the lowest three tenderers are unsuccessful.

9.3.2 If a ring or cartel is suspected, negotiations may not only be enlarged beyond the lowest three but if necessary, even to non tenderers in exceptional cases after asking them to submit their quotations.

10.0 **Retendering:**

Bidding documents should provide that NJPC does not bind themselves to accept the lowest or any tender or to give any reasons for their decision. If there has not been adequate response to an Open Tender, or if the prices quoted are substantially higher than the estimated price and negotiation with the tenderers has not met with any positive response, a decision may be taken either to accept the tender or to re-tender.

10.1 In case of a single response against Limited Tender, or in case a ring is suspected, retendering will normally be resorted to. In exceptional circumstances, the tender may be accepted/negotiated if there are special reasons but the reasons therefor will be recorded in writing and submitted to the Competent Authority.
11.0 **Emergent Procurement:**

In a planned procurement system, there is normally no occasion to take recourse to emergency procurement except in urgent and unforeseen circumstances. Since such procurement is normally on Single Tender basis, it will be done only with the approval of the Competent Authority. A monthly report of such cases will be submitted to the Chairman through Director (Finance). If such purchases exceed a value of Rs 5,00,000 in each case, Board of Directors will be apprised of the same.

12.0 **Tender opening and late tenders:**

12.1 Tenders will be opened at the time indicated in the invitation to tender in the presence of the representatives of the tenderers, if they choose to present themselves, and a representative of Finance. When the tenders are opened, the names of all present tenderers would be read out for the benefit of the tenderers present and where feasible the rates tendered will also be read out. Any omission or irregularity such as absence of signature of a tenderer, absence of earnest money deposit, references, etc. may be pointed out on the spot for the information of the representatives of the tenderers. Alterations and erasers, if any, will be initialed by all officials at the time of opening. The quotations of each page of each tender should be encircled and also attested by the officials in token of authenticity.

12.2 Offer by telex/telegram may also be considered, subject to the following:

a) The offer is received in time before the tender opening;
b) The offer indicates basic or essential features of the tender;
c) It is followed by a letter offer, which has been posted at least a day before the date of opening of tenders by Registered AD letter, and has been received within a reasonable time;
d) The letter offer fully conforms in all respects to the offer by telex/telegram;
e) The consideration of the offer does not result in any unfair advantage over other tenderers;

12.3 Normally delayed/late tenders will be rejected outright. However, late tenders may also be considered with the specific approval of the Competent Authority in specific circumstances indicated below:

a) Lowest acceptable tender is unreasonably high when compared with the last procurement rate;
b) Artificial/manipulation of rates by formation of a ring by a group of tenderers;
c) Offer by all tenderers of the products of only one manufacturer; and

d) Where savings in foreign exchange exceeding Rs 1 lakh is possible in each case.

A monthly statement of purchase made against late/delayed tenders will be submitted to Chairman through Director (Finance) in the format as per Annexure VI.

Note:

In respect of World Bank financed goods, relaxation outlined in 12.3 above shall not apply and delayed/late tenders will be returned unopened to the bidder.

13.0 Modification and withdrawal of Bids:

13.1 The bidder may be permitted to modify or withdraw his bid after bid submission, provided that the modification or notice of withdrawal is received in writing prior to the prescribed deadline for submission of bids.

13.2 Subject to clause 9.3.1, no bid shall be allowed to be modified subsequent to the deadline for submission of bids.

14.0 Price Preference:

14.1 For indigenous manufacturer:

A margin of preference may be accepted under International Competitive bidding for goods manufactured indigenously when comparing domestic bids with those from foreign manufacturers. All bidding documents for the procurement of goods will clearly indicate any preference to be granted to domestic manufacturers and the information required to establish the eligibility of bid for such preference.

14.2 Purchase Preference for Public Sector:

Preference to Public Sector will be as directed by the Government from time to time. In the field of construction and design work, greater use should be made of the facilities and capacities developed by Public Sector Organisations.

14.3 Preference to Small Scale Industries:

Preference to small scale industries registered with National Small Industries Corporation will be governed by the decisions of Government from time to time.
15.0 *Price Escalation:*

15.1 Procurement should normally be made on the basis of firm prices. In case of imports, however, variations may be allowed on account of exchange rate fluctuations and customs duty rate and in other cases, wherever considered absolutely unavoidable. For indigenous procurement escalation on account of wages and/or materials should be discouraged. In exceptional cases, where the material costs depend very much on statutory or otherwise controlled prices of steel etc. or in cases where material costs are liable to wide fluctuations as in the case of non-ferrous metals, material escalation clause may be allowed. In case of indigenous procurement, the price ruling on the date of supply be allowed in respect of standard items only where it is considered absolutely essential. Further, escalation based on the statutory variations could also be allowed.

15.2 In all cases where escalations are accepted, the offers and purchase orders should clearly and precisely mention the base price levels and quantities assumed, the variation factors to be applied and the indices or price documents to be produced for determining escalation.

15.3.1 All cases of price increase above 25% are to be decided by the General Manager/Head of Project Management personally by himself and these powers are not to be redelegated provided that cases of escalation up to Rs 5,000 may be decided by an officer one grade higher in rank than the officer within whose powers the amended value of the purchase order falls; and

15.3.2 All cases of price increase above 25% are to be reported to Corporate Office at the end of each month (Annexure-VII)

16.0 *Penalty/Liquidated Damages and Arbitration:*

The order placed may provide for a penalty/liquidated damages clause and also clause for arbitration governed by Arbitration Act, 1940.

17.0 *Miscellaneous:*

17.1 As far as possible, annual rate/running contracts should be entered into for supply of construction materials, stationery, etc.

17.2 The purchase orders may provide, as may be necessary, for performance guarantee etc.
18.0 Financial Concurrence:

18.1 Concurrence of finance will not be necessary in the following cases:

a) Cases considered by the Tender Committee other than those which require the approval of the General Manager/ Director or CMD.

The cases requiring approval of the General Manager/Director will be routed through the Head of Finance Department and the cases requiring the approval of CMD will be routed through the Director-Finance, even though these cases have been considered by the Tender Committee.

b) Orders valued up to Rs 10,000 including all amendments provided such orders are placed against Open Tender or Limited Tender based on approved vendor lists. Finance will, however, be associated in Tender Opening. The contracts awarded without prior finance concurrence shall be entered in a register as per proforma at Appendix 3 of Annexure I. This will be open to check by Internal Audit.

c) Amendments regarding delivery except where order was placed at higher rate for earlier delivery promised by supplier.

18.2 Concurrence of Finance will invariably be required where:

a) Ring prices are quoted by the tenderers;

b) The lowest offer is higher than the last purchase price by five per cent; and

c) The difference between the accepted tender and the lowest technically acceptable tender is more than five per cent.

B—WORKS POLICY:

1.0 Works Contract:

1.1 Works such as acquisition of land/buildings, construction of buildings, their maintenance and repairs, development of land, structural and mechanical fabrication, electrical installation, air-conditioning, erection and commissioning of plant and equipment (composite contracts) and all such works which are other than supply contracts may be regarded as works contracts.

1.2 The commencement of a work or the incurrence of any liability thereon shall be authorised by the Competent Authority. Ordinarily, no works may be commenced and no expenditure incurred on a work until an estimate for it has been approved. This provision shall not, however, apply to minor works estimated to cost less than Rs 10,000 each. Works can, however,
be started on an Urgency Certificate when such works are urgently necessary to safeguard safety of plant and machinery or other assets or in an emergency arising out of unforeseen conditions provided immediate report is made to the Chairman. The Urgency Certificate shall be approved by the General Manager/Head of Project Management. In such cases also, estimates should be prepared thereafter as early as practicable to regularise the expenditure.

2.0 Classification of Works:

2.1 Major works requiring approval of Government/Board of Directors and are to be provided individually in the Capital Budget. These comprise:

i) New works; and

ii) Additions and alterations to existing works or special repairs to newly acquired buildings for bringing them into proper use and includes:

a) Civil works exceeding Rs 2 lakh each.

b) Additions to Plant & Machinery costing over Rs 1 lakh each.

c) Township works exceeding Rs 50,000 each.

2.2 Minor works are works which will be executed with the approval of the General Manager out of a lump sum amount to be provided for this purpose in the Capital Budget for each year and to be approved by the Board. These include:

i) Civil works not exceeding Rs 2 lakh each.

ii) Plant & Machinery not exceeding Rs 1 lakh each.

iii) Township expenditure not exceeding Rs 50,000 each.

3.0 Contract for works:

As a policy NJPC will normally execute works through contracts. All Civil Engineering works contracts shall be awarded by the Project Management except those which are classified as Category ‘A’ contracts for the particular project which will be processed by the Central Contract Services of Technical Services Division. The efficient execution of these contracts shall, however, be the responsibility of the Head of the Project Management. In awarding the works contract, the general policy applicable to supply contracts vide Procurement Policy will be followed and the paras under works policy will be supplemental to those. However, in regard to earnest money deposit, the provision indicated in para 4 below will apply.
3. **Repairs & Maintenance Contracts:**

As far as possible, Annual Maintenance Contracts should be entered into on the basis of Open or Limited Tender as the case may be. It is preferable to have at least a minimum of 2/3 such contracts every year in preference to only one for all contracts.

4.0 **Earnest Money:**

Earnest Money at the rate of 2% of the estimated cost subject to a maximum of Rs 10 lakh should be paid by each tenderer to ensure that the tenderer executed the works after the same has been awarded to him. Earnest money deposit may be paid in any one of the forms indicated in para 5.1 of the Procurement Policy. The standing Earnest Money Deposit vide 5.2 of Procurement Policy will also be applicable to Works Contracts.

4 The Earnest Money deposited by the contractor shall be forfeited on the following grounds:

a) On revocation of the tender or increase in rates after opening of the tender but before the validity of the quotation expires.

b) On refusal to enter into a contract after the award of contract.

c) If the work is not commenced after the work is awarded to a contractor.

4.2 **Earnest Money given by unsuccessful tenders will be refunded expeditiously after the award of the contract.**

5.0 **Security Deposit:**

Security Deposit will be collected from the successful tenderer at the rates mentioned below. Contractors may be advised to deposit the same before commencement of the contract or this may be recovered by reduction through running bills of the contractors and also by treating the Earnest Money paid at the time of tender as a part of the Security Deposit.

a) Works costing up to Rs 10 lakh  
   10% of the total cost

b) Works costing over Rs 10 lakh but not exceeding Rs 20 lakh  
   10% on the first Rs 10 lakh. 7-1/2% on the next Rs 10 lakh

c) Works costing over Rs 20 lakh but not exceeding Rs 50 lakh  
   5% of the total cost subject to a minimum of Rs 1.75 lakh
d) Works costing over Rs 50 lakh but not exceeding Rs 100 lakh
4% of the total cost subject to a minimum of Rs 2.50 lakh

e) Works costing over Rs 100 lakh but not exceeding Rs 250 lakh
3% of the total cost subject to a minimum of Rs 4 lakh

f) Works costing over Rs 250 lakh but not exceeding Rs 500 lakh
2% of the total cost subject to a minimum of Rs 7.50 lakh

g) Works costing over Rs 500 lakh
1% of the total cost subject to a minimum of Rs 10 lakh

5.1 Securing Deposit shall not be refunded except in accordance with the terms of security bond or agreement.

Note:

a) Security Deposit may be paid in any one of the forms indicated in para 5.1 of the Procurement Policy.

b) Proforma Bank Guarantee in Lieu of Security Deposit is enclosed as Annexure V.

6.0 Estimates:

6.1 In addition to the provisions for all expenditure which can be foreseen for a work, a provision of 5% on the cost of estimates should be added to cover unforeseen contingencies.

6.2 All estimates for major/minor works or maintenance should be based on a Schedule of Rates to be prepared by the site with concurrence of the Finance Department. Till the site is able to finalise the Schedule of Rates duly approved by the Finance and General Manager/Head of Project Management, the rates adopted by the local PWD/CPWD duly updated with the approval of CMD can be taken as the basis for framing the estimates.

C—General:

1.1 The procurement/works contracts financed by World Bank will be in accordance with World Bank guidelines and World Bank Project Agreement with NJPC.

2 The procurement of imported equipment, if any, will be governed by the existing foreign exchange regulations and import policy.
1.3 To facilitate Management information, certain forms are provided in Annexure VIII to XI which are required to be submitted by the Central Contracts Services/Materials Management Services on a monthly basis to the Chairman through Director (Finance). These are:

Annexure VIII Value-wise analysis of Purchase Orders
Annexure IX Time Analysis to know the time taken to finalise tenders
Annexure X Nature of Tenders
Annexure XI Purchase through Negotiation

1.4 The policy will be subject to instructions, if any, issued from time to time by the Government of India.
# Composite Rating Comparison

**VENDOR..........................**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Material</th>
<th>Quality Rating (Points)</th>
<th>Quantity Rating (Points)</th>
<th>Delivery Rating (Points)</th>
<th>Price Rating (Points)</th>
<th>Service &amp; other Rating (Points)</th>
<th>Composite Rating</th>
<th>Remarks</th>
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</table>
## Quantity Rating Schedule

### VENDOR

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Material</th>
<th>Quantity Promised</th>
<th>Quantity Supplied</th>
<th>Percentage Supplied Col. (4+3) x 100</th>
<th>Quantity Rating Col. 5 x Pre-determined %age/weightage</th>
<th>Remarks</th>
</tr>
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</table>
## Delivery Rating Schedule

**VENDOR: 

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Material</th>
<th>Time allowed (in no. of days)</th>
<th>Time taken (in no. of days)</th>
<th>Percentage of time taken col. (3+4) x 100</th>
<th>Delivery Rating col. 5 x pre-determined %age/weightage</th>
<th>Remarks</th>
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<td>7</td>
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</table>
Price Rating Schedule

VENDOR..........................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Material</th>
<th>Price per Unit</th>
<th>Percentage lowest Col. (4/3) x 100</th>
<th>Price Rating</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Lowest</td>
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<td>3</td>
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<td>6</td>
</tr>
</tbody>
</table>

* Past price rating for yearly vendor performance review only. Present price rating for evaluation with reference to current quotation

N.B. Actual Price = Total Price = Transportation + Escalation-Discount
Lowest Price = Minimum Net Total Price.
Single Tender Purchase of over Rs. five lakhs.

For the month ending..........................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Materials</th>
<th>Name of the Supplier</th>
<th>Qty with Units</th>
<th>Rate per Unit</th>
<th>Value</th>
<th>Purchase Order ref. with date</th>
<th>Last purchase rate with date of order</th>
<th>Reasons for resorting to single Tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>9</td>
</tr>
</tbody>
</table>
PROFORMA BANK GUARANTEE IN LIEU OF EARNEST MONEY
(ON NON-JUDICIAL STAMP PAPER)

Ref. ........................................

Date ...............................

Bank Guarantee No.

To
Nathpa Jhakri Power Corporation Limited
(Complete address of the Office/Project)

Dear Sir,

In accordance with your Notice Inviting Tenders for ............... under your specification No. ............... dated .........................
M/s. ......................... (hereinafter called the Tenderer) with the following directors on their Board of Directors/Partners of the firm .........................

1.... 2..
3.... 4..
5.... 6..
7.... 8..
9.... 10

wish to participate in the said tender/following tenders
1..
2..
3..

30
Whereas it is a condition in the tender documents that
the tenderer has to deposit Earnest Money with respect to the
tender with Nathpa Jhakri Power Corporation Ltd. (hereinafter referred to as “Corporation”) amounting to Rs. .... or
alternatively the tenderer is required to submit ‘Bank Guarantee’ from a nationalised bank, irrevocable and operative till
30 days after the validity of the offer, for the like amount which amount is likely to be forfeited on the happening of
contingencies mentioned in the tender documents.

And whereas the tenderer desires to secure exemption from deposit of Earnest Money and has offered to furnish a Bank
Guarantee for a sum of Rs. ..... to the Corporation for the purpose of securing exemption from the deposit of Earnest
Money.

NOW THEREFORE, we the ....... Bank, a body corporate constituted under the (Banking Companies Acquisition and Transfer
of Undertakings) Act, 1969 and having a branch office at ....... (hereinafter reffered to as the ‘Bank’) do hereby undertake
and agree to pay on demand in writing by the Corporation, the amount of Rs. ..... (Rupees ......................) to the Nathpa
Jhakri Power Corporation Limited without any demur, reservation or recourse.

We, the aforesaid Bank, further agree that the Corporation shall be the sole judge of and as to whether the tenderer
has committed any breach or breaches of any of the terms and conditions of the tender and the extent of loss, damage,
costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation on
account thereof. The extent of the Earnest Money required to be deposited by the Tenderer in respect of the said Tender
Document and the decision of the Corporation that the Tenderer has committed such breach or breaches and as to
the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused
to or suffered by the Corporation shall be final and binding on us.

We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is
released by the Corporation and change in the constitution, liquidation or dissolution of the Tenderer, shall not discharge
our liability guaranteed herein.

It is further declared that it shall not be necessary for the Corporation to proceed against the Contractor before proceeding
against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding any security
which the Corporation may have obtained or shall obtain from the Contractor at the time when proceedings are taken
against the Bank for whatever amount may be outstanding or unrealised under the Guarantee.

The right of the Corporation to recover the said amount of Rs. .... (Rupees .........................) from us in the manner
aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by
the said M/s ................. (Tenderer) and/or that any dispute or disputes are pending before any authority, officer,
tribunal or arbitrator(s) etc.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs...... (Rupees.................) and our guarantee shall remain in force up to................. and unless a demand or claim under the guarantee is made on us in writing within three months after the aforesaid date i.e. on or before the......... all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

Date............
Place............
Signature.............
Name......................
Designation.................. Bank's Common Seal,..................
Authorisation No..................

In presence of:
Witnesses:

2....................
PROFORMA OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT
IN INDIVIDUAL CONTRACT
(ON NON-JUDICIAL STAMP PAPER)

To

Nathpa Jhakri Power Corporation Limited
(Complete address of the Office/Project)

In consideration of the Nathpa Jhakri Power Corporation Ltd. (hereinafter called the “Corporation” which expression shall unless repugnant to the subject or context include its administrators, successors and assigns) having agreed under the terms and conditions of Contract No.……. dated……. made between *……………… and the Corporation in connection with…………….. (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs.……. from a nationalised bank in lieu of the security deposit to be made by the Contractor or in lieu of the deduction to be made from the Contractor’s bills, for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, we the……. Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings Act, 1969) and having a branch office at…………….. (hereinafter referred to as “the said Bank”) and having our registered office at…………….. do hereby undertake and agree to indemnify and keep indemnified the Corporation from time to time to the extent of Rs.………………………..(Rupees…………………………) only against any loss or damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation by reason of any breach or breaches by the said Contractor of any of the terms and conditions contained in the said Contract and to unconditionally pay the amount claimed by the Corporation on demand and without demur to the extent aforesaid.

We……………………………………Bank, further agree that the Corporation shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of Loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation on account thereof and the decision of the Corporation that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation from time to time shall be final and binding on us.
We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and till all the dues of the Corporation under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till ..................certified that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharges the Guarantee subject, however, that the Corporation shall have no claim under this Guarantee after ................years from the date of expiry of the Defects Liability Period as provided in the said Contract or from the date of cancellation of the said Contract, as the case may be, unless a notice of the claim under this Guarantee has been served on the Bank before the expiry of the said period of........ years in which case the same shall be enforceable against the Bank notwithstanding the fact, that the same is enforced after the expiry of the said period of...... years.

The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and either to enforce or forbear from enforcing any of the terms and conditions governing the said Contract or securities available to Corporation and the said Bank shall not be released from its liability under these presents by any exercise by the Corporation of the liberty with reference to the matters aforesaid or by reasons of time being given to the said Contractor or any other forbearance, act or omission on the part of the Corporation or any indulgence by the Corporation to the said Contractor or any other matter or things whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.

It shall not be necceessary for the Corporation to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the Corporation may have obtained or shall obtain from the Contractor at the time when proceedings are taken against the Bank for whatever amount be outstanding or unrealised. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Corporation in writing and agree that any change in the constitution of the said Contractor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required, the same shall be extended to such required periods on receiving instruction from M/s.................. on whose behalf this Guarantee is issued.
In the presence of:
Witness: ____________________________

For and on behalf of the Bank
Bank’s Common Seal: ________________
Name & Designation: ________________

Authorisation No: ____________________
Date and Place: ______________________

The above Guarantee is accepted by the Nathpa Jhakri Power Corporation Ltd.

For and on behalf of the Nathpa Jhakri Power Corporation Ltd.

Signature: __________________________
Dated: ______________________________
(Name and Designation)

Notes:

*For Proprietary Concerns
Shri……………………son of………………resident of……………………carrying on business under the name and style of……………………at ………………(hereinafter called “the said Contractor” which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

*For Partnership Concerns
M/s……………………a partnership firm with its office…………….(hereinafter called “the said Contractor” which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the names of their partners being (i) Shri……………………son of………………… (ii) Shri……………………son of……………………etc……………………

*For Companies
M/s……………………a company under the Companies Act, 1956 and having its registered office in the State of…………………..(hereinafter called “the said Contractor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).
### Purchases made against Late/Delayed Tenders.

For the month ending [date]

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of tender enquiry</th>
<th>Prescribed date for receipt of tender</th>
<th>Date on which late/delayed tender received</th>
<th>Value (Rs. in lakh)</th>
<th>Savings by accepting late tender</th>
<th>Remarks</th>
</tr>
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<tbody>
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Note: Brief reasons for accepting the late/delayed tenders may be given in remarks' column.
Statement showing cases of price increase above 25%

For the month ending...

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Supplier</th>
<th>Description of material</th>
<th>Rate per Unit-indicating unit</th>
<th>Quantity ordered</th>
<th>Original value of order</th>
<th>Pending Supply for which price increase solicited</th>
<th>Increase asked for per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

%age increase vis-a-vis:

<table>
<thead>
<tr>
<th>Increase allowed per unit</th>
<th>The original rate</th>
<th>Completed value of order</th>
<th>Pending value of order</th>
<th>Total financial effect of the increase agreed to</th>
<th>Reasons for increase</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
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<td>10</td>
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<td>11</td>
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<td>14</td>
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<td>15</td>
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</tr>
</tbody>
</table>
### Value-wise Analysis

For the month ending.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Value Range</th>
<th>No. of Purchase Orders</th>
<th>% to Total</th>
<th>Value (Rs. in lakhs)</th>
<th>%age to Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to Rs. 2,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rs. 2,001 to Rs. 5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rs. 5,001 to Rs. 10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Rs. 10,001 to Rs. 50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Rs. 50,001 to Rs. 1,00,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Rs. 1,00,001 to Rs. 5,00,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Above 5,00,000</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total

---
# Time Analysis

For the month ending......

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Tender</th>
<th>Date of Opening</th>
<th>Date of finalisation</th>
<th>Time taken to finalise the tender from the date of opening</th>
<th>No.</th>
<th>Value (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Details may be given under the following categories:

1-15 days :
16-30 days :
31-60 days :
Beyond 60 days :
Annexure X

Nature of Tenders

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Nature of Tenders</th>
<th>No. of tender enquiries</th>
<th>No. of tenders finalised</th>
<th>Value (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Limited</td>
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<td></td>
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</tr>
<tr>
<td>4</td>
<td>Single</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A — Open Tender (Details of tenders of Rs. 10 lakh and above)

<table>
<thead>
<tr>
<th>Description of item</th>
</tr>
</thead>
</table>

(a) Value

(i) 
(ii) 
(iii) 

(b) Cases where the response received was from less than 5 parties

<table>
<thead>
<tr>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
</tr>
<tr>
<td>(ii)</td>
</tr>
<tr>
<td>(iii)</td>
</tr>
</tbody>
</table>
(c) Cases where the contract was not awarded to the lowest tenderer

B—Limited Tender (Details of tenders of Rs. 5 lakh and above):

<table>
<thead>
<tr>
<th>(a)</th>
<th>Value</th>
<th>Description of Item</th>
<th>No. of parties addressed</th>
<th>No. of parties who responded</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

(b) No. of cases where the contract was not awarded to the lowest tenderer

C — Single Tender (Details of tenders of Rs. 2 lakhs and above):

<table>
<thead>
<tr>
<th>(a)</th>
<th>Value</th>
<th>Description of Stores</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Reasons for resorting to single tender in each case referred to at (a) above

<table>
<thead>
<tr>
<th>(i)</th>
<th>(ii)</th>
<th>(iii)</th>
</tr>
</thead>
</table>
### Purchase Through Negotiations

For the month ending.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Tender</th>
<th>No. of tenders finalised through negotiations</th>
<th>Value (Rs. in lakhs)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Single</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Limited</td>
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<td></td>
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</tr>
<tr>
<td>3</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Brief reasons for negotiations may be given in remarks column.