



NLC INDIA LIMITED
O/o the Executive Director/ CCD, MM & Disp, CTO- Civil & CEC
Neyveli, Tamil Nadu



Circular No. ED/Conts & MM./Tender Committee Constitution/2023

Date: 08.03.2023.

Sub: Systemic Improvements – Nomination of Tender Committee members – Amendment to Purchase & Contracts Manual– Reg.

1.0 In order to have systematic improvements in formation of Tender committee, the following clauses are modified in Purchase and Contracts Manual.

a) Amendment to Purchase Manual:

| S. No | Manual & Clause No. | Existing | Modified as |
|-------|---|--|--|
| 1. | “Purchase Manual” Chapter-11 Clause No. 11.1.4, para. 2 | In case of designated level of TC members, as in the above Table is not posted in any department, the next immediate Lower level executive shall be nominated by the respective Unit Head/Higher level Officer/Director concerned, as the case may be. | In case of designated level of TC members, as per norms is not posted in any department, the next immediate lower level executive shall be nominated by the next higher level officer of respective department as stated below: i) Where the Approving Authority is up to Executive Director Level, any change to a lower level of TC Members shall be approved by the respective Head of Department not below GM. ii) Where the Approving Authority of the Tender is Functional Director, any change to a lower level of TC Members is required, the same shall be approved by the respective Executive Director.” iii) Where the Approving Authority of the Tender is CMD/Sub Committee of Directors/Board of Directors, any change to a lower level of TC Members is required, the same shall be approved by the respective Functional Director. |

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b) Amendment to Contracts Manual:

| S. No | Manual & Clause No. | Existing | Modified as |
|-------|--|---|--|
| 1. | "Contracts Manual" – Volume - I Chapter-7 Clause No. 2.1, para. 2 | In case of designated level of TC members, as in Table under 2.1.2, is not posted in any Department, the next lower Level officer by name shall be nominated by the next Higher level Officer of respective department. | In case of designated level of TC members, as per norms is not posted in any department, the next immediate lower level executive shall be nominated by the next higher level officer of respective department as stated below: |
| 2. | "Contracts Manual" – Volume - II Chapter-24 Clause No. 2.1.1, 2.1.2 & 2.1.3 | <p>"In case of designated level of TC members, as in above table, is not posted in any Department, the next lower level officer shall be nominated by the next higher level of officer of respective department.</p> <p>Where the approving authority is up to Executive Director level, any change to a lower level of Tc members shall be approved by the respective Head of Department not below GM.</p> <p>Where the Approving Authority of the Tender is Functional Director/ CMD/ Sub Committee of Directors/Board of Directors, any change to a lower level of TC Member is required, the same shall be approved by the respective Functional Director."</p> | <p>i) Where the Approving Authority is up to Executive Director Level, any change to a lower level of TC Members shall be approved by the respective Head of Department not below GM.</p> <p>ii) Where the Approving Authority of the Tender is Functional Director, any change to a lower level of TC Members is required, the same shall be approved by the respective Executive Director."</p> <p>iii) Where the Approving Authority of the Tender is CMD/Sub Committee of Directors/Board of Directors, any change to a lower level of TC Members is required, the same shall be approved by the respective Functional Director.</p> |

The above guidelines shall be scrupulously followed by all concerned.

This is issued with the approval of Competent authority.

N. K. Jay 08/03/2023.

Executive Director

CCD, MM & Disp, CTO- Civil & CEC

To: All Unit Heads / Project Heads

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