



NLC India Limited
OFFICE OF THE GENERAL MANAGER : MM



CIRCULAR

Cir. No.MM/GM/Vig/2023/002

Dt.:16.05.2023

SUB : Processing of Tender – Technical Evaluation and Test certificate with parameters - Guidelines issued – Reg.

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- 1.0 In one of the recently awarded GeM Contract, the following were observed;
- In the signed copy of the Technical specification form attached by the vendor with the GeM bid, the firm had not selected the 'Type of vendor response' as whether 'Agreed' or 'Deviation', but furnished their specification under Vendor response against each Technical factors mentioned in the buyer specification.*
 - The firm had taken deviation with the buyer specification, but the indenter has recommended the firm as 'Technically suitable'. The purchase department also agreed without raising any clarification with the indenter.*
 - In the GeM Contract, the item description was different from the PR description. The purchase department has not ensured the item description while placing order.*
 - The test certificate clause was included without specifying the parameters for which test certificate is required for confirmation of quality of the material by the indenter.*
- 2.0 In order to comply to the specifications as floated, the following shall be ensured by all the Purchase Departments and Indenting Units of NLCIL;
- The Purchase Department Officials / Buyers shall check the technical recommendation furnished by the Indenter. In cases where the vendor has taken deviations for the technical factors given in the PR, the same shall be confirmed with the indenter before qualifying the vendor.
 - While placing order on GeM portal, the Purchase Department / Buyers has to ensure that the description of item matches with the description specified in the PR / GeM bid.
 - After placement of Order, both Purchase department and the indenter have to verify the Order details with the PR. In case of any discrepancy, it shall be rectified immediately.
 - In the Test certificate clause, indentors shall clearly specify all the parameters required along with the general conditions for which the vendor required to produce test certificate, to avoid ambiguity during check measurement.
- 3.0 The above guidelines shall be scrupulously followed by all executives of Purchase department and concerned Indenting departments of NLCIL who are involved in all procurement activities.


General Manager/MM 16/05/2023

To

All Unit Heads / Project Heads

Zonal / Division Heads of MMC.

All the Executive Directors

Copy submitted to TS / Dir. (P&P).

Copy submitted to CGM/Vigilance – (w.r.t. Lr.No 313/CGM/VIG/IO-41/COMP 0006/2023,