



CREATING WEALTH  
FOR WELLBEING  
CIN : L93090TN1956GOI003507

# NLC India Limited एनएलसी इंडिया लिमिटेड

(formerly Neyveli Lignite Corporation Limited)  
(‘Navratna’ - Government of India Enterprise)  
OFFICE OF THE CHIEF GENERAL MANAGER  
MATERIALS MANAGEMENT COMPLEX & DISPOSAL  
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## CIRCULAR

Cir.No. CGM/MM & Disp./Express Tender Enquiry/2022

Dated:31-05-2022

Sub: Issue of guidelines for procurement through Express Tenders- Reg.

Ref: RND for Structured Meeting of IEMs with Senior Executives of NLCIL held on 21.03.2022.

- 1.0 During the Structured Meeting of IEMs with Senior Executives of NLCIL held on 21.03.2022, various issues with regard to Tender Processing were discussed and Suggestions for system improvement were given. One of the issues pertains to the issue of guidelines for Express Tenders in Procurement / Express Purchases.
- 2.0 In order to have a systemic guidelines for floating of Express Tenders in the Procurement, a study was carried out on the Express Tenders issued during the earlier years with reference to tender opening days, mode of tendering, etc. Approval of the Competent Authority was obtained to amend the Purchase Manual Clause 5.14.1. pertaining to Express Tender as given below:

Existing	Amended as
<p><u>Express Enquiry:</u></p> <p>Express enquiry may be resorted to for the issue of STEs &amp;LTEs with due justification and time frame for the tender opening furnished by Indentor with the Administrative Approval of the Competent Authority. Only duration of opening time will be reduced from the prescribed norms. However, Indentor shall prescribe a reasonable time frame for ensuring receipt of more number of competitive offers in case of LTE.</p>	<p><u>Express Enquiry:</u></p> <p>a) In respect of Single Tender Enquiries, Express Enquiry may be resorted to by the Indentor with due justification and time frame for the tender opening to be furnished with the approval of the Competent Authority as per DoP.</p> <p>b) In respect of Limited Tender Enquiries, the tender opening time frame shall be 10 days from the date of issue of the Bid with due justification and with the approval of the Competent Authority as per DoP. If for any reasons the time frame required for opening the bid is less than 10 days, approval from the concerned Functional Director is required.</p> <p>Only duration of opening time will be reduced from the prescribed norms. However, Indentor shall ensure receipt of more number of competitive offers in case of LTE.</p>



- 3.0 In case of Press Tender Enquiries, less number of days are not permitted / selected, the time frame for opening shall not be lesser than 28 days from the date of issue of the Bid.
- 4.0 The above guidelines shall be scrupulously complied for procurement tenders.

N. K. Jyoti 31/05/2022  
Chief General Manager/MM & Disposal

To

All Unit Heads.

Copy submitted to CGM/Thermal, ED/Mines, ED/P&BD, Contracts & Civil

Copy to Project Head/Barsingsar

Copy to CGM/Vigilance

Copy to TS to Director/P&P

Copy to OLIMMS and Intranet.