



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



Circular No. ED/Conts & MM./Express Tender Enquiry/2022

Date: 22.12.2022.

Sub: Systemic Improvements in process of Express Tender Enquiry in procurement of Goods/Services/Works – Amendment to Purchase & Contracts Manual– Reg.

Ref: 1. Circular No. CGM/Conts./Express Tender/2021 Dt. 12.11.2021
2. Circular No. CGM/ MM & Disp./ Express Tender Enquiry/2022 Dt.31.05.2022

- 1.0 During the study carried out on Express Tender Enquiries floated by various Units of NLCIL, Vigilance Department observed that there was delay in approval, delay in award, less number of responses from the bidders, tenders were processed in a very routine and casual manner without any consideration of urgency for carrying out the work, besides emergencies have also not been properly recorded in the proposal note.
- 2.0 Based on the observation of Vigilance Department, in order to have systematic improvements in processing of Express tenders, the following guidelines are issued.
 - i. Considering the requirement of Materials/ Services/ Works, the User/Indenting Department may initiate the proposal well in advance to avoid floating Express Tender Enquiries by reducing sale period which restricts the participation of prospective bidders.
 - ii. a) In case of repetitive nature of works viz. Regular Maintenance work, AMC/BMC etc., where the period of completion of running Contract is well known, the User/Indenting Department may initiate the new proposal well in advance to avoid floating Express Tender Enquiries.
b) Generally, works like Reverse Engineering, Tree Plantation, Outsourcing, Disinfecting, Housekeeping, Cleaning, Painting, Optimising, Reconditioning, Building works, Improvement works in Township, Horticulture/ Nursery related works, Manpower/ Security services etc. have to be processed on regular basis only.

However, in case of Emergency/ Criticality for works mentioned at (a) & (b) above, which necessitates to go in for Express Tender, the same shall be done with proper justification
 - iii. In certain unavoidable circumstances, as indicated below, Express Tenders may be floated.
 - a. Loss of Energy.
 - b. Loss of Revenue.
 - c. Loss of OB Removal.
 - d. Loss of Lignite/Coal Production.

- e. Emergency conditions due to heavy rain, Flooding, toofan, cyclone or other natural calamities.
- f. Emergency due to pandemic.
- g. Emergency in case of Machine Breakdown/ Plant shutdown.
- h. Risk involved in operations from safety point of view.
- i. Repair works due to Natural Calamities.
- j. Any Unforeseen Incident/ Accident.
- k. Re-tendering if the previously awarded Contractor not accepted/ started the work.
- l. Emergency works during visit of VIPs.
- m. Any other reasons warranted for Express mode.

The indenting/ user department has to clearly justify by specifying the reason/ requirement for processing tender through Express mode in the Note submitted for approval.

Also, number of days proposed as sale period, as against the sale period specified in Contracts Manual is to be clearly indicated in the Note.

- iv. The tender floated through Express mode is to be processed further on priority basis after bid opening, to award the work in time to fulfil the purpose for which Express Tender was initiated.
- v. Approval has to be obtained from Competent Authority for floating Express Tender Enquiry as given below.
 - a) For floating of Express ICB/DCB/LTE tenders in which approval is required upto the level of Functional Directors:
 "For floating of Express tender, approval of one level Higher Authority has to be obtained with due justification."
 - b) For tenders falling in the DOP of CMD and above:
 "For floating of Express tender, approval of CMD has to be obtained with due justification."

3.0 Notwithstanding the above, Express Tender shall be resorted very judiciously subject to this circular and various guidelines.

4.0 The above guidelines shall be scrupulously followed by all concerned while processing the Express Tenders for procurement of Goods/Service/Works.

This is issued with the approval of Competent authority.

N. K. Jay 22/02/2022

Executive Director
CCD, MM & Disp, CTO- Civil & CEC

To: All Unit Heads / Project Heads

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