

**Office of the General Manager / Contracts / Thermal**

**TPSII Expansion Campus**

**Circular : GM / Contracts / Thermal / SOP1 / LTE / 2020**

**Date : 10.06.2020**

**Circular**

**Sub : Contracts / Thermal – Standard operating procedure for LTE proposals- reg**

The management has issued a broad guideline to adopt CCMS (e-Tenders) for all the tendering process. In continuation of that all the OTEs and PTEs are being floated as e-Tender only without any exemption. Regarding LTE & STE, both offline tenders and e-Tenders are being followed. In order to standardise the LTE tendering process and the reiteration of the other aspects of LTE, the following guidelines are issued for the implementation with immediate effect.

1. The name of bidders including their latest communication address, phone number and email address are to be brought in the approval note itself. The same shall not be referred to any annexure.
2. The justification for recommending as LTE instead of OTE / PTE is to be brought in the note itself. The duly filled LTE proforma in practice is to be attached with the proposal.
3. All the LTEs are scheduled to be floated as e-Tender only. The availability of Digital keys at the bidder's end is to be ensured for the registration in the CCMS & submission of bid in online before the recommendation of the firm. If any specific exemption is required from e-Tender, the same shall be stipulated in the approval note with specific reason if any.
4. For any proposal where the tender value is more than Rs. 25 lakhs, the press tender waiver is to be obtained from the Director / Power.
5. In case of LTE, all the recommended bidders are to be addressed for budgetary offer (BO) and the status is to be brought in the note. Minimum of three budgetary offer is to be obtained and the lowest offer based on each Job code wise (if applicable) is to be considered for estimate approval. An estimate comparative statement is to be prepared based on BOs and the same is to be attached.
6. The disqualification of any bids on technical aspect in LTE will invite queries. Hence the important required technical criteria are to be ensured before recommending any firm for any specific work.

7. All the short term proposals are to be studied by Unit Level Works Committee including IE member and recommendation status is to be brought in the note. The committee recommendation shall also be enclosed.
8. Depending upon the site requirement, express LTE may be resorted to. In case of no specific period is mentioned in the approval note, 15 days for tender opening will be followed. In case of urgency, a shorter period may also be considered with the approval competent authority subject to the following conditions:
  - In case of e-Tender, a barest minimum period may be considered.
  - In case of offline tendering process, a barest minimum period may be considered if all the recommended bidders are ready to collect the tender by hand from Contracts / Thermal office. The Field executives have to coordinate Contracts department in this regard.
  - In case the bids are to be received by speed post / courier only, a minimum of one week period is to be allowed.
9. The above guidelines shall be strictly followed for the smooth processing of proposals.

This circular is issued with the approval of ED / Thermal.

  
GM / Contracts / Thermal

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