



**Office of the Director-Planning & Projects
NLC India Ltd/Corporate Office**

No.201/TS/Dir (P&P)/2017

Dt: 20.06.2017

Circular

**Sub: Instructions with regard to approval of Tender documents /Contracts
- Reg**

Recently, it has been observed that the tender documents containing commercial conditions & technical conditions are submitted to Director (P&P) for approval.

In this connection, attention is drawn to the following guidelines prescribed in the Contracts Manual (Chapter 3-Vol-I).

"The commercial terms and conditions shall be as stipulated in the Contracts Manual for all the Tenders. If need arises to deviate from the stipulated conditions, other than Policy Guidelines, then such deviations should be submitted for approval to the Director in charge of Contracts/Purchase with justification and concurrence of the finance".

Therefore, only in case of deviation from the guidelines of Contract Manual, approval of Director (P&P) is to be obtained. In case of following the guidelines of Contracts Manual in respect of commercial conditions approval of Director (P&P) is not required.

Further the technical conditions are to be submitted to the Concerned Functional Director in whose operational area the subject belongs to, for approval as per Lr.No.22/B3/2001-4, Dated 07.02.2004 issued by Company Secretary.

This is issued with the approval of Director (Planning & Projects).

DGM/TS to Director (P&P)

To

All Unit Heads
All Accounts Centres

Copy to TS to FDs
Copy submitted to TS to CMD.
Copy to host in intranet