

NLC TAMILNADU POWER LIMITED

**PURCHASE PROPOSAL PROFORMA**

**(for STE, OEM/OPM / OES, LTE, DCB - BIDDING THROUGH GEM PORTAL)**

*Doc.No.C&P/PP/002/R0 dt. 03.05.2024*

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Date**:**

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|  | **INDENTING DIVISION** | |  |  | |
|  | **MATERIALS DETAILS** | |  |  | |
|  | Description of the material | |  |  | |
|  | Material Code | |  |  | |
|  | Unit of Measurement | |  |  | |
|  | Population | |  |  | |
|  | **STOCK DETAILS** | |  |  | |
|  | Stock at Site | |  |  | |
|  | Stock at Stores | |  |  | |
|  | **PENDING Indent/PR/Enquiry/PO** | |  |  | |
|  | Pending Indent/PR and Qty | |  |  | |
|  | Pending Enquiry and Qty | |  |  | |
|  | Pending PO and Qty | |  |  | |
|  | Previous PO details | |  |  | |
|  | **CONSUMPTION PATTERN** | |  |  | |
|  | Consumption pattern for the  Past five Years | |  | **Year.** | **Quantity Consumed.** |
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|  | **PURCHASE MODE** | |  |  | |
|  | Method of Purchase  (Choose from –  Bidding / PAC / Custom Bidding or Custom BOQ in case of more than 5 items) | |  |  | |
|  | Mode of Purchase  (Choose from – STE / LTE / OTE / DCB) | |  |  | |
|  | Type of evaluation (Item-wise / Total-wise) | |  |  | |
|  | In case of total value wise evaluation, please furnish justification for the same | |  |  | |
|  | **QUANTITY** | |  |  | |
|  | Quantity to be purchased | |  | |
|  | Expected life of the item | |  | |
|  | **Justification for Indented Item and Qty.**  (Separate sheet may be attached, if required) | |  | |
|  | **Nature of Supply**  (Supply Only / Supply, Erection & Commissioning)- It must be mentioned in ATC.  Note: If Erection and commissioning is required split shall be given for delivery schedule and payment terms | |  | |
|  | **DELIVERY SCHEDULE** | |  | |
|  | Probable date by which the material is required. | |  | |
|  | Probable date by which the material will be consumed. | |  | |
|  | Recommended Delivery Schedule (in days)  (In case of staggered delivery, please furnish the details) | |  | |
|  | **ESTIMATE.**  (Refer clause no.4.2 &4.3 of Purchase manual for guidelines for estimate preparation) | |  | |
|  | **Estimated Cost (Rs.)**  **(NB:** Estimate are to be prepared based on Previous PO rates, if the same is available within 2 years with relevant latest price Indices like RBI/LME/Exchange rates etc. If previous PO rates are not available within 2 years, budgetary offers may be obtained from various prospective/probable sources - **Separate sheet may be attached)** | |  | |
|  | **Reasonability of Estimate**  Following factors may be taken into account to for price justification.   1. Previous Purchase rates of NTPL/NLCIL or similar CPSU’s. 2. Prevailing market rates, 3. Economic Indices for raw materials/labours. 4. IEEMA formula, wherever applicable. 5. Assessment based on intrinsic values. 6. Any other input cost, as deemed fit.   (**Separate sheet for justifying the reasonability of estimate may be attached, if required**) | |  | |
|  | **BUDGET PROVISIONS** | |  |  |
|  | Budget Type (tick) | | **REVENUE** | **CAPITAL** |
|  | Budget Provision | |  |  |
|  | Amount spent | |  |  |
|  | Balance Available | |  |  |
|  | **VENDOR DETAILS** | |  |  |  |
|  | **STE** | **Justification for STE**  *(Separate sheet may be attached)* |  |  | | |
|  | **LTE, OEM/ OPM/OES** | **Recommended list of Vendors**  (Minimum number of firms as per clause no.5.4.3 of purchase manual shall be ensured. If the number of firms are less than prescribed, reasons shall be recorded and specific approval of CEO shall be obtained).  (Refer NLCIL Cir. No. D(P&P)/254 dated: 23/10/2017 for guidance) |  | **Vendor name** | **Basis of Selection** | |
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|  | If the number of firms are less than prescribed, indicate reasons for the same.  (Separate sheet may be attached, if required). | |  |  | | |
|  | Vide ref Circular; Circular. No. CGM/MM/LTE/GeM Custom Bid/2023 Dt.14.02.2023  Is the items proposed are Critical and the same is to be procured from NTPL approved vendors only.  "The items ore Critical in nature and offers from NTPL/NLCIL vendors approved for this tender alone will be considered for evaluation" will be added in GeM bid ATC Condition. | |  | Yes/No | | |
|  | If yes for para 4, furnish the justification for the items to be considered as critical in nature. | |  |  | | |
|  | Vide ref Circular; Circular. No. CGM/MM/LTE/GeM Custom Bid/2023 Dt.14.02.2023  Purchase of Spares. Consumables and Common items  The ATC condition mentioned in para 2 of the above-mentioned circular will be incorporated in GeM bid. | |  | Yes/No | | |
|  | **Justification for Waiver of DCB**  (Separate Sheet may be attached) | |  |  | | |
|  | **If DCB,** whether QR committee’s recommendations are enclosed. | |  |  | | |
|  | **QUALITY ASSURANCE** | |  |  | |
|  | Whether Authorised Dealership Certificate is required. It must be mentioned in ATC. | |  | |
|  | Details of Test Certificate Sought.  (If proposed test certificate  clause is not in line with  circular No.: CGM/MM  & Disposal /Test Certificate  /2020, dated 23/06/2020, please  furnish justification for the same.) It  must be mentioned in technical  schedule. | |  |  | |
|  | Whether Interchangeability/Compatibility Certificate is required. It must be mentioned in technical schedule | |  |  | |
|  | Inspection- It must be mentioned in ATC.  (At vendors Works / At NTPL Stores) | |  |  | |
|  | Third Part Inspection, if any. | |  |  | |
|  | Other Certificates, if any required. It must be mentioned in Technical schedule | |  |  | |
|  | **GUARANTEES Requirements.** | |  |  | |
|  | BG required?  (Applicable mandatorily for all bids with estimated cost more than Rs.10 lakhs) | |  |  | |
|  | If not please provide justification for the same | |  |  | |
|  | Guarantee and Warranty Period  (from the date final acceptance of material). It must be mentioned in ATC. | |  |  | |
|  | Other BG/Guarantees if any **(Specify the details)** | |  |  | |
| **P.** | **PROCUREMENT POLICY COMPLIANCE** | |  |  | |
|  | **MII Reservation (Local Content):** Procurement under this bid is reserved for purchase from Class 1 local suppliers  ( Yes / No )If EV is greater than 5 L. | |  |  | |
|  | **MSE Reservation**: This procurement is reserved for purchase from Micro and Small manufacturers of the proposed product  ( Yes / No ) | |  |  | |

**Signature of the Indenter HOD/Indenting Division**

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**PURCHASE COMMITTEE RECOMMENDATION**

Date:

The Purchase Committee scrutinised the above purchase proposal. In view of the reasons / Justifications furnished by the Indenting Division, the Committee is of the opinion that, the quantity proposed to be purchased is justifiable and the estimated cost is reasonable. Hence the Committee recommends for the purchase of ……………………………………………………………………………….. (materials description & qty.) at an estimated cost of Rs…………………………. as indicated in the purchase proposal.

**Member / Tech. Member/Pur. Member/Fin. Member/IE**

**(**For Capital items only**)**

**NB:**

1. Purchase Committee recommendations shall be obtained in case of estimated value is more than 10 lakhs.

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**PURCHASE CUM STE COMMITTEE RECOMMENDATION**

Date:

The Purchase cum STE Committee scrutinised the above purchase proposal. In view of the reasons / Justifications furnished by the Indenting Division, the Committee is of the opinion that, the quantity proposed to be purchased is justifiable and the estimated cost is reasonable.

The committee is of opinion that the reason/justification furnished by the indenting division for STE, in the purchase proposal is acceptable.

Hence the Committee recommends for the purchase of ……………………………………………………………………………….. (materials description & qty.) at an estimated cost of Rs…………………………. By issuing STE to M/s…………. as indicated in the purchase proposal.

**HOD/Indenting division ACM/Finance DGM/Purchase**

**NB:**

1. Purchase Proposal Proforma, along with Purchase cum STE Committee recommendation shall be attached with the proposal note while seeking administrative approval from competent authority
2. Purchase cum STE Committee shall be obtained if the estimated value is more than 20 lakhs