



स्टील अथॉरिटी ऑफ इण्डिया लिमिटेड
STEEL AUTHORITY OF INDIA LIMITED
Corporate Materials Management Group (CMMG)

संख्या.: SAIL/ CMMG/ PCP-2020/Amendment

दिनांक: 29.01.2022

Sub: Amendment-2 to Purchase/Contract Procedure 2020 (PCP-2020)

1. The existing Paras 5.1, 5.1.1, 5.3.1, 5.7, 5.8.3 and 13.1 of the Purchase/Contract Procedure (PCP-2020) are hereby amended as given in **Annexure-I** attached herewith.
2. A new Para 6.16.4 has been included.

This has the approval of Chairman, SAIL and comes into immediate effect.

This amendment-2 to *Purchase/Contract Procedure-2020 (PCP-2020)* may also be downloaded from Corporate Portal under "CMMG->GUIDELINES->Purchase-related Guidelines" for use by all plants/units.


(आर के मिश्र)

महाप्रबंधक (सामग्री प्रबंधन)

Distribution:

HOMMs - BSP / DSP / BSL / RSP / ISP / SSP / ASP / VISL / CFP / SRU / RDCIS

- for ready reference and communication to all concerned.

Heads of Projects – BSP / DSP / BSL / RSP / ISP

- for ready reference and communication to all concerned.

Copy for kind information to:

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EDs of CO – Finance / Operations / Vigilance / Projects / Personnel & Administration

CGMs of CO - Chairman Sectt./ CMMG / Finance / Business Planning / CAD


Secretariat of Directors – Finance / Technical, Projects & Raw Materials / Commercial / Personnel

Amendment-2 to select clauses of PCP-2020

Existing Para of PCP-2020	Amended Para of PCP-2020
<p>5.1 The recommended modes of tendering for placement of orders are as under:</p> <ul style="list-style-type: none"> i) Open Tender / Global Tender; ii) Limited Tender Enquiry (LTE) iii) Single Tender Enquiry (for Proprietary cases or Items from Original Equipment Manufacturer / Supplier); iv) Single Tender Enquiry (other than Proprietary cases). 	<p>5.1 The recommended modes of tendering for placement of orders are as under:</p> <ul style="list-style-type: none"> i) Open Tender / Global Tender; ii) Limited Tender Enquiry (LTE) iii) Single Tender Enquiry (for Proprietary cases or Items from Original Equipment Manufacturer / Supplier); iv) Single Tender Enquiry (other than Proprietary cases). <p>The modes as available on Government e-Marketplace (GeM) shall be utilized for procurement of goods & services through the GeM portal.</p>
<p>5.1.1 As a substitute to frequent tendering, for facilitating timely availability of any goods or service, order placement may also be considered on the basis of the following:</p> <ul style="list-style-type: none"> i) Repeat Orders; ii) Rate Contract (RC) / Long Term Agreement (LTA) / Memorandum of Understanding (MOU) of SAIL; iii) Government e-Marketplace (GeM) (will be governed by General Terms & Conditions as available on GeM and guidelines issued by CMMG) 	<p>5.1.1 As a substitute to frequent tendering, for facilitating timely availability of any goods or service, order placement may also be considered on the basis of the following:</p> <ul style="list-style-type: none"> i) Repeat Orders; ii) Rate Contract (RC) / Long Term Agreement (LTA) / Memorandum of Understanding (MOU) of SAIL;
<p>5.3.1 LTE should be issued only when reliable manufacturers / suppliers / traders / contractors are known. A list of such registered manufacturers / supplier / traders / contractors shall be maintained by MM Dept. /Contract Cell/ Contracting Department. The registration of manufacturers / suppliers / traders / contractors should be according to the relevant IPSS. LTE should be issued only to registered vendors. In addition to this, vendors registered with other SAIL plants / units should be considered for issuance of LTE provided there is no adverse report on their performance.</p>	<p>5.3.1 LTE should be issued only when reliable manufacturers / suppliers /traders / contractors are known. A list of such registered manufacturers / supplier / traders / contractors shall be maintained by MM Dept. /Contract Cell/ Contracting Department. The registration of manufacturers / suppliers / traders / contractors should be according to the relevant IPSS. LTE should be issued only to registered vendors.</p>

29/1/2022

Existing Para of PCP-2020	Amended Para of PCP-2020
5.7 PROCUREMENT ON GeM Government e-Marketplace (GeM) may be utilized for procurement of goods & services only and not for works contracts, but the items to be used in works contracts may be procured through GeM, For placement of Orders on GeM, delegation of powers (DOP) as available for procurement of goods/ services through Open Tender Enquiry (OTE) shall be used by plant/ unit.	5.7 PROCUREMENT ON GeM Government e-Marketplace (GeM) may be utilized for procurement of goods & services only and not for works contracts, but the items to be used in works contracts may be procured through GeM. For processing of indent / enquiry /placement of Orders on GeM, the delegation of powers (DOP) will be based on mode of tendering viz. OTE / LTE / STE selected as per Clause-5.1 above.
5.8.3 Emergency Indents should be accompanied by non-availability & criticality certificates issued by the concerned HOD on prescribed format (to be designed by each Plant/ Unit).	<p>5.8.3 Emergency Indents should be accompanied by non-availability & criticality certificates issued by the concerned HOD on prescribed format (to be designed by each Plant/ Unit).</p> <p>However, processing of successive indents on emergency basis for the same goods / services, shall require approval of Next Higher Authority of the Indent Approving Authority / Director I/c of the Plant / Chief Executive Officer of the Plant/ Chief Executive of the Unit. Details of more than two successive indents on emergency basis for the same goods or services shall be routinely reported to Director I/c of the Plant/ Chief Executive Officer of the Plant/ Chief Executive of the Unit for information.</p>
New para	6.16.4 Bidders shall be required to submit an undertaking regarding authenticity of documents submitted in the format attached at Appendix – 3. Such undertaking shall be taken in physical form in case facility for online submission of undertaking is not available.
13.1 The order shall be placed in the standard proforma (designed by respective Plants / Units) after obtaining approval of the Competent Authority as per DOP. The order shall be placed within the validity of the offer.	13.1 The order shall be placed in the standard proforma (designed by respective Plants / Units) after obtaining approval of the Competent Authority as per DOP. The order shall be placed within the validity of the offer. The order shall also incorporate the relevant provision of Undertaking given by the vendor / contractor in Appendix-3.


 29/1/2022

FORMAT FOR UNDERTAKING TO BE SUBMITTED/ UPLOADED BY BIDDER ALONG WITH THE TENDER DOCUMENTS


I (Name and Designation) appointed as the attorney/ authorized signatory of the bidder (including its constituents) M/s (herein after called the bidder) for the purpose of the Tender Documents for as per the tender No..... of(SAIL), do hereby solemnly affirm and state on the behalf of the bidder including its constituents as under:

1. I/We the bidder(s) am/are signing this document after carefully reading the contents of the above mentioned tender.
2. I/We declare and certify that I/we have not made any misleading or false representation anywhere in the tender submitted including the annexures thereto.
3. I/We also understand that my/ our offer will be evaluated based on the documents/ credentials submitted along with the offer and same shall be binding upon me/us.
4. I/We declare that the information and documents submitted along with the tender documents by me/ us are complete and correct and I/we are fully responsible for the authenticity and correctness of the information and documents, submitted by us.
5. I/We understand that at any time during process for evaluation of tenders, if any information / document submitted by me / us are found to be suppressing facts / forged / false / fabricated / fudged or incorrect, it shall lead to forfeiture of the EMD, if submitted, besides banning under the extant Guidelines for Banning of Business Dealings of SAIL and initiating any legal action as deemed fit by SAIL. Further, I/we (Name of the Bidder) and all my/ our constituents understand that my/ our offer shall be summarily rejected.
6. I/We also understand that at any time after award of contract, if the certificate(s) submitted by me / us are found to be suppressing facts / false/ forged/ fabricated / fudged or incorrect, it may lead to termination of the contract, along with forfeiture of EMD / SD and Performance Guarantee if submitted, besides any other action provided in the contract including banning under the extant Guidelines for Banning of Business Dealings of SAIL and initiating any legal action as deemed fit by SAIL.

SEAL AND SIGNATURE OF
THE BIDDER

Place:

Date:


29/1/2022