

PROCUREMENT THROUGH OFFER/WITHOUT CALL OF TENDERS

SECTION 6.1: DETAILED PROCEDURE.

1. Award of work/supply/service shall normally be done following the process of open tenders or limited tender, as the case may be, as per requirement and procedures detailed in foregoing sections.
2. However, in case of urgency, the competent authority may decide to award contract for work/supply/service without call of tender, i.e. on offer basis.
3. Some of the reasons which may necessitate award of work/supply/service on offer basis are time constraint, items of proprietary nature, repeat order at the existing rates and terms & conditions etc.
4. The reasons for awarding work/supply/service on offer basis are required to be established and recorded and approved by the competent authority as per DOP.
5. Proper care should be taken in establishing the capability of the contractor/supplier/service provider, so chosen, to fulfill the purpose for which, it is intended to.
6. The payment terms and other terms & conditions should be strictly as per the prevailing practice and to suit the nature of work/supply/service.
7. The tendering authority for offer works shall be as per DOP.
8. Offer works may be given from Corporate Office or from Site Office as per the requirement.
9. Officer not below the level of Manager in the respective C&P Wing should initiate the proposal, which is to be vetted by associated Finance, before approval of the Competent Authority.
10. Estimate for offer works, other than for proprietary items, shall be based on relevant SOR of respective States(with premium, if any), CWC guidelines on cost control or actual analysis, or as the case may be.
11. The Tendering Authority shall be responsible for preparation of contract documents and award of works.
12. Procurement through offer/without call of tenders may be resorted to only under the following circumstances:
 - i) Requirement of compatibility with the existing equipment may justify additional purchases from the OEM. For such purchases to be justified, there should not be a proposal to declare the original equipment out of use in the near future. The certificate to the above will have to be furnished by the indenter not below the level of DGM, prior to procurement.
 - ii) The required item/equipment is proprietary and can be obtained from only one source. A certificate to this effect will have to be furnished by the indenter not below the level of DGM while processing.

- iii) The goods/works/services are required to be procured on grounds of urgency. An urgency certificate supported by adequate reasons and justifications thereof shall be furnished by indenter, duly approved by the competent authority as per DOP.
 - iv) The goods/works/services are required to be procured on single tender basis on grounds other than those stated above. This shall be resorted to in exceptional circumstances based on specific technical/situational/environmental considerations, in which case the justifications thereof shall have to be furnished by the indenting department and approved as per DOP.
 - v) The Contractor, will submit justification of the offered prices, e.g., price list.
13. The name of the firm for offer for the above case, shall be approved by the authority, competent to approve the award of work as per DOP. The note in this regard shall be put up by the C&P Wing and vetted by the concerned Finance Wing for approval of Competent Authority.
14. The bid documents in case of offer, shall be issued to the approved firm without any cost. The time period shall be as per the specified time schedule given in Section 3.8.1, 3.8.2, 3.8.3 & 3.8.4 of this Volume.