

## SECTION 3.1: INTRODUCTION

- 1.0 This Section of the Manual deals with the time schedules for various activities leading to award of Contracts. Different time schedules have been envisaged for finalization of Contracts under International Competitive Bidding, Domestic Competitive Bidding, Limited Tender and Offer Works. These have been elaborated in Section 3.2 through Section 3.8. While finalizing the time schedules, guidelines issued by Central Vigilance Commission of India, FIDIC and Financing Institutions like the World Bank, Asian Development Bank, Japan Bank for International Co-operation etc. have also been taken into account. Time periods formulated against the activities are the maximum and efforts shall be made by the Department for finalization of Contracts ahead of the schedules.

Time periods formulated against the activities are the maximum and efforts shall be made by the Department for finalization of Contracts ahead of the schedules. The Tendering Authority, for the purpose of finalization of the contract shall devise a timeline prior to tendering keeping in view the nature and urgency of work/supply/service.

In case of genuine reasons, for extension of bid submission upto 21(twenty one) days approval shall be obtained from the Tendering Authority, and beyond 21 days approval shall be obtained from authority competent of approving the award as per DOP. For board level tenders, approval of Director (Technical) shall be obtained for the same.

- 2.0 Time schedules for procurement through Domestic Bidding (Single Stage Two Envelope and Single Stage Single Envelope), Limited Tenders and Works/Supply on offer basis are specified separately for Contracts to be taken up from Corporate Office and from sites.
- 3.0 All offices of the Corporation other than Corporate C&P shall be treated as site offices and prescribed Time Schedules shall be followed accordingly.
- 4.0 In the Time Schedules contained in the subsequent Sections, the approval of EPC/Package list by the CMD/Board, pertains only to new projects. In the case of existing O&M projects, the requirements shall be approved as per the prevailing DOP provisions. However, the time schedule for procurement will be in accordance with the schedules indicated in the following sections commencing with the preparation of bid documents onwards.
- 5.0 The minimum time from floating of NIB to opening of Techno-Commercial Bids shall be as follows:

	<b>Time Period</b>
Open Tender	4 weeks
Limited Tender	2 weeks

In case of urgent works the tendering Authority may shorten the above minimum time from floating of NIB to opening of Techno-Commercial Bids to 3 weeks and 1 week respectively with the approval of concerned Executive Director for tenders floated at site and CMD for Corporate tenders. In such cases reasons of shortening the time period needs to be recorded with proper justification and recommendation of the proposing Authority before putting up to the approving authority.

- 6.0 Validity Period of Bids, to be stipulated in the NIB, shall be kept reasonable and it will be ensured that the tender is finalized within the validity period. In exceptional situations, where extension of validity period is required, valid and logical grounds shall be recorded justifying such extension. Any delay which is not due to unforeseen circumstances should be viewed seriously and prompt action should be initiated against those found responsible for non-performance. This is as per Circular No. 008/VGL/083 dated 6<sup>th</sup> November, 2008, of Central Vigilance Commission.