

**Office of the
Chairman Discoms
Vidyut Bhawan, Jyoti Nagar, Jaipur -302005
Phone Office :0141-2744965, Fax-2744187**

No.Chairman(Discoms)/F.TA/D: 160 Jaipur, Dated : 8/8/16.

STANDING ORDER No.16/07

In order to ensure timely procurement and delivery of material to field officers and maximize the utilization of available material in the most techno-economic manner as well as to ensure improved inventory control and financial discipline, following instructions are issued for strict compliance:

- 1.1 All three Discoms are separate entities and to give autonomy to individual Discoms regarding purchase of material, it has been decided that henceforth w.e.f. next financial year 2017-18, common purchase system of material be abandoned and each Discom will purchase on its own as per approved requirement of material.
- 1.2 The material to be procured by each Discom is similar hence the technical specification for all these items will be necessarily common for which procedure of approval in vogue will remain unaltered.
- 1.3 Any specific material which is to be procured by any one Discom other than common items for this specification will be approved by designated Specification Approval Committee.
- 1.4 There will be a Discom specific common calendar for procurement of material across three Discoms as per **Annexure- 7A.**



2.0 **SCHEDULE FOR PRE TENDER OPENING**

- 2.1 For assessing the requirement, the work plan for the activities to be carried out during the financial year such as release of DS and Ag. connection, 33KV works, construction of 33KV sub station, rural electrification, maintenance work and turnkey works etc. are to be finalized at the level of Chief Engineer (HQ) in consultation with Zonal Chief Engineer (J/Z).
- 2.2 The work plan for the financial year 2017-18 and onward should be finalized by first week of August each year.
- 2.3 The breakup of material to match the work plan should be available sub-division-wise, scheme wise and item-wise. It should be compiled at the division level, circle level, Zonal level and should be then consolidated by Zonal Chief Engineer (O&M) at head quarter of the respective Discoms.
- 2.4 The Zone wise consolidated requirement of various items shall be furnished by the Zonal Chief Engineer (O&M) at head quarter by 31st August of each year to the Chief Engineer (MM) of respective Discom .
- 2.5 The available material in the Stores/ field/ in pipeline as per existing orders should be taken into account for finalizing the net requirement of the material to be purchased. The margin for first quarter of FY should be added in the finalized requirement alongwith 15% slippage.
- 2.6 The sub-division wise & item-wise requirement so assessed shall be analysed by the Project, Planning & Management Committee at the level of the Chief Engineer(MM) of the respective Discoms.
- 2.7 The exercise of finalizing requirement of material should be completed by September end.



- 2.8 The budget provision and the requirement of material for completion of work plan stored be got approved from BOD by Sept end/Oct first week before floating of tender.
- 2.9 Finalisation of technical specification be completed by third week of October.
- 2.10 The floating of tender be carried out by end of October.
- 2.11 The opening of tender be completed upto 15.01.17.

3.0 POST TENDER OPENING TIME SCHEDULE

Post tender opening time schedule will be as per **Annexure- 7A.**

- 3.1 After opening of tender any shortcomings in tender be intimated to bidders within 30 days of opening of tender.
- 3.2 The technical analysis note be furnished to bid evaluation committee within 45 days of opening of tender.
- 3.3 The price of eligible bidder be opened within 60 days of opening of tender.
- 3.4 The agenda note for consideration of competent committee be put up within 75 days of opening of tender.
- 3.5 The Letter of Acceptance (LOA) be put up within 90 days of opening of tender.
- 3.6 The detailed purchase order be placed within 100 days of opening of tender.


4.0 GENERAL

- 4.1 The allotment of the material should be made to the various sub-division as per the work plan and availability of material, at the level of circle SEs so that the AEn need not to go to the higher officers for countersign on the indent.



- 4.2 AEn will draw the material as per the allotment from the various stores.
- 4.3 The material inflow against the placed order, should be so managed by the MM wing that all matching material for carrying out the work is obtained and delivered in the Stores and no material suffers shortfall/ excess delivery. The delivery schedule should be so planned.
- 4.4 All the three Discoms shall adhere the above instructions and follow the above activity-wise calendar strictly.

This order is in supersession to all previous orders/instructions in this regard.


(Shreemat Pandey)
Chairman Discoms
08/08/2016

Copy to the following for information and necessary action:-

1. CE /ACE (MM/ DDUGJY/ M&P/ IT/ PPM/ HQ), Jaipur/ Ajmer/ Jodhpur Discom.
2. ZCE Jaipur/Ajmer/Jodhpur Discom.....
3. SE (O&M/ Vig/ Comml/ M&P/ TW/ Plan/ IT/ MM/ Proc/ RE), Jaipur/ Ajmer/ Jodhpur Discom, Jaipur/Ajmer/Jodhpur.
4. ASP (Vig.), Jaipur/Ajmer/Jodhpur Discom, Jaipur/Ajmer/Jodhpur
5. CAO (Cont./Revenue/FM)/Consultant (ATR), Jaipur/Ajmer/Jodhpur Discom.....
6. Secy. (Admn.), Jaipur/Ajmer/Jodhpur Discom.
7. Company Secretary, Jaipur/Ajmer/Jodhpur Discom
8. PS to Pr. Secy. Energy, GoR, Jaipur
9. PS to Advisor-Energy, GoR, Jaipur
10. TA to MD Jaipur/Ajmer/Jodhpur Discom.
11. PA to Dir. (Tech/Fin), Jaipur/Ajmer/Jodhpur Discom.
12. Media consultant/PRO, Jaipur/Ajmer/Jodhpur Discom.....


SE-TA to Chairman Discoms
08/08/16

Annexure- 7A

S. No.	Activity	To be completed upto
PRE-TENDER OPENING SCHEDULE		
1.	Finalization of work plan.	By first week of August every year
2.	To complete the consolidated requirement of material	By 31 st August of every year.
3.	Finalization of requirement of material.	By end of September of every year
4.	Approval of requirement of material	By first week of October
5.	Finalization of Technical Specification, PQR etc.	3 rd week of October.
6.	Floating of Tender	End of October.
7.	Opening of Tenders	Upto 15 th Jan. of every year
POST TENDER OPENING SCHEDULE		
8.	Shortcomings of bid to be intimated	Within 30 days of opening of tender.
9.	Submission of Technical Analysis Note to the Bid Evaluation Committee	Within 45 days of opening of tender.
10.	Opening of Price bids of eligible bidders	Within 60 days of opening of tender.
11.	Submission of Agenda Note for considering of CLPC/CE Level Purchase Committee.	Within 75 days of opening of tender.
12.	Issue of Letter of Acceptance, if decided by the Purchase Committee.	Within 100 days of opening of tender.
13.	Issue of detailed Purchase Order	Within 120 days of opening of Tender.

