

## **Purchase Policy-2016 for Procurement of Materials – Amendment No.4**

***Reference: GUVNL letter dated 06/09/2017***

Clause No. 2.3.28 under the main Clause No. 2.3 (“Guidelines for Vendor Registration/ Re-Registration”), is newly added in above policy, as under.

**2.3.28 Government or Government Controlled Organization/ Undertaking or State Public Sector Undertaking/ Enterprise or Central Public Sector Undertaking/ Enterprise is exempted from payment of Vendor Registration Fees. They have to simply mention their intention for vendor registration on their letter-head along with list of machineries and list of testing equipments available at respective works. This application may be done at the time of bidding itself. Based on the same, respective company will issue vendor registration certificate. The company may inspect factory premises, if required. However, company shall issue vendor registration within 15 days from date of application.**

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The existing Clause No.4.3.1 shall be substituted by the following clause.

### **4.3.1 Proprietary:**

**As far as procurement of proprietary nature of materials is concerned, purchases shall be made only from the Original Equipment Manufacturers (OEM) or Original Equipment Suppliers (OES) or their suggested Authorized Dealers. In this regard, the powers are vested at the various levels in Delegation of Powers (DOP) of respective Company. The list of proprietary Vendors shall be drawn up by the Corporate Offices of the respective Company and shall be provided to the various Units of the Company. If any item is to be included as proprietary; it shall be proposed by the Committee consisting of Chief Engineer or above of the concerned Corporate Office, General Manager (F & A) or above of the concerned Corporate Office and a representative not below the rank of Executive Engineer from user department and shall be approved by the Managing Director of the respective Company.**

**Relaxation/ exemption in Vendor registration, payment of Tender Fees/ Earnest Money Deposit (EMD)/ Security Deposit/ Performance Guarantee and doing agreement for the procurement of proprietary nature of material(s), by inviting single bid, from Government or Government controlled Organization/ Undertaking, may be given by Purchaser Company at their sole discretion with the approval of Board of Directors of respective company.**

Clause No. 4.17.14 under the main Clause No. 4.17 (“Security Deposit/ Performance Guarantee”), is newly added in above policy, as under.

**4.17.14 The Performance Guarantee towards execution period for repeat order may not be insisted from the supplier subject to the following conditions:-**

**4.17.14.1. Value of Performance Guarantee towards execution period (Security Deposit) available with respective company, shall be equal to or higher than sum of the following:-**

- i. Amount of Performance Guarantee towards execution period required for repeat order**
- ii. Amount of Performance Guarantee towards execution period required for unexecuted/ unsupplied portion of main order**
- iii. Amount of Performance Guarantee towards Guarantee/ Warrantee Period required for executed/ supplied portion of main order**

**4.17.14.2. Validity of the Performance Guarantee towards execution period is not over and it shall be extended up to completion of main order as well as repeat order.**

**4.17.14.3. Unconditional consent shall be taken from the supplier for consideration of the Performance Guarantee towards execution period of main order for repeat order and company is authorized to encash the Performance Guarantee towards execution period for any default in repeat order also.**

**4.17.14.4. The Performance Guarantee towards Guarantee/ Warrantee period shall be taken for main as well as repeat order as per the tender terms.**

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