

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED
ACCOUNTS BRANCH

144, Anna Salai,
Chennai - 600 002.

Circular Memo No.CFC/GI/FC/P/II/DFC/T/AO/T/D27/125/10, dated 21.11.2010

Sub: Receipt of tender at Chief Engineer/Mechl/Thermal
Station – Revised instructions issued – Reg.

Ref: Circular Memo No.CFC/GI/FC/P/II/DFC/T/AO/T/D27/125/2009
dated 31.3.2009

In the Circular memo cited under reference it has been ordered that the prospective bidders against the tenders floated by Chief Engineers/Thermal power station may also submit their offers at the Office of Chief Engineer/Mechanical Thermal Stations. Such facility of submission of tenders at the Headquarters Chennai in the Office of the Chief Engineer/Mechanical Thermal Stations is provided for the tender floated by the Chief Engineers/ Thermal Stations for the procurement of materials exceeding Rs. 10 Lakhs and works exceeding Rs.25 lakhs.

2.0. It is further instructed that the provision for submitting the offers at Office of Chief Engineer /Mechanical Thermal Stations may also be followed for all other tenders floated by Chief Engineer/Thermal Stations including tenders floated for disposal of scraps irrespective of value of scrap tenders floated as per detailed procedure contained in the circular. All tender inviting authorities in the Thermal power stations are requested to include this in the tender conditions of all the tenders to be invited by them. The copy of circular cited is also enclosed herewith

3.0 The receipt of circular memo may be acknowledged to Deputy Financial Controller/Tender.

Encl: As above

C.P. SINGH
Chairman Cum Managing Director

TAMIL NADU ELECTRICITY BOARD
ACCOUNTS BRANCH

144, Anna Salai,
Chennai - 600 002.

Circular Memo No.CFC/GI/FC/P/II/DFC/T/AO/T/D27/125/2009, dated 31.03.2009

Sub: Receipt of tender at Chief Engineer/Mechl/Thermal
Station – certain instructions issued – Reg.

Certain difficulties have been expressed by contractors in submitting the tenders at Thermal Stations, whereby some of the prospective bidders could not participate in tenders floated by Chief Engineers/Thermal Power Stations. As a result Board loses the competitive offers for lack of wide participations in the tenders floated.

2.0. In order to overcome the above difficulties it is hereby ordered that the prospective bidders against the tenders floated by Chief Engineer/Thermal Power Stations may also submit their offers at the Office of Chief Engineer/ Mechl/Thermal Power Stations office, Chennai-2 as per procedures detailed below, if they so desire:-

2.1. Chief Engineer/Thermal Stations concerned who float the tender shall be the "Tender Inviting Authority".

2.2. The facility of receipt of tenders at O/o Chief Engineer/Thermal Stations concerned and O/o of Chief Engineer/Mechanical Thermal Stations, TNEB Headquarters Chennai shall be adopted for procurement tenders involving a value of Rs.10 lakhs and above and works contract tenders of value Rs.25 lakhs and above floated by Chief Engineer's Thermal Stations concerned where two part system of tender is mandatory, as per clause 4.3 of Tender Regulations 1991.

- 2.3. The opening of technical bids in such tenders shall be at two places, one at the office of Chief Engineer/Mechanical Thermal Station, Chennai-2 and the other at the office of the Chief Engineer/Thermal Stations concerned as per the prescribed procedures.
- 2.4. There shall be two tender opening committees for opening of Technical bids consisting of Executive Engineer and Assistant Accounts Officer/ Accounts Officer of the respective offices one in each place mentioned under item No.2.3 above.
- 2.5. The opening of technical bids shall be at the same date and time at both the places.
- 2.6. The bidder or his authorized representative can choose to be present for opening of bids at the place where he has submitted the bid.
- 2.7. The tender opening committee shall open the technical bids and read out the minutes of the tender opening as recorded.
- 2.8. The technical bids, minutes of the tender opening as read out, the unopened sealed price bid and other details as received from the bidder in the office of the Chief Engineer/Mechanical Thermal Stations at Chennai shall be sent to the Chief Engineer's/Thermal Station concerned i.e., Tender Inviting Authority for further processing of tenders.
- 2.9. The EMD received at the respective places shall be deposited at the respective Board's Bank account. The refund of the EMD for the unsuccessful bidders can be made at the same office where the bids have been submitted.

3.0. Similarly, complaints have also been received that the tenders are not received but returned back stating that tenders have been received after the time prescribed, even though in some cases such tenders were reportedly submitted within the time prescribed.

3.1. Therefore it is reiterated that Executive Assistant to the Superintending Engineer or Chief Engineer as the case may be, shall receive the tender and affix his initial on the cover and record the date and time of receipt of the tenders and such tenders shall be kept in a sealed box or locker provided for the purpose, after registering it in the order in which it is received, as provided in clause 18.5 of the Tender Regulations, 1991. When there is no Executive Assistant, the Personal Assistant shall receive the tenders. No other official shall receive the tenders in the office and the tenderer shall be directed to the authorities specified above for submission of tenders. The tender specification shall indicate the officer to whom tenders are to be handed over if delivered in person.

4.0. The receipt of circular memo may be acknowledged to Deputy Financial Controller/Tender.

C.P.SINGH
CHAIRMAN
31.03.2009