



PMC Cell – MM

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Corporate Materials Management

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Circular No. 16/2023 -cum- Integrated MM Manual Amendment No. 86

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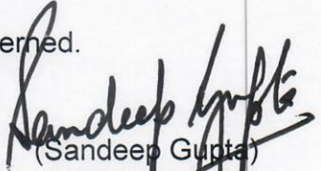
Dated: 27.02.2023

Sub: Amendment in provisions related to seeking clarifications from bidders and cancellation / re-invitation of tenders in Integrated MM Manual.

Reference is invited to Para Nos. 13.4.7, 13.4.8 and 14.3.2 of Integrated MM Manual, wherein provisions regarding clarification from bidders after tender opening and cancellation / re-invitation of tenders have been defined.

In this context, Empowered Committee (constituted as per decision taken by EPC in its meeting 01/2023) in its meeting held on 18.01.2023, deliberated on above provisions and subsequent to the approval of Director - I/c MM, provisions of Integrated MM Manual has been modified which are attached at **Annexure-1**.

Above guidelines should be meticulously followed by all concerned.


(Sandeep Gupta)
ED-Chief MM Services
27/2/23

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Statement showing existing vis-a-vis modified provisions of Integrated MM Manual

Clause no.	Existing provision	Modified provision	Remarks
13.4.7	<p>Clarifications should be sought from bidders, by specifying a reasonable cut-off time for submission of clarifications/ confirmations/ deficient documents. Sufficient time should be given to the bidders to submit their responses depending upon the nature of clarifications/confirmations/ deficient documents which are required to be submitted. However, in the event of an unscheduled holiday falling in the specified day of the 'cut off time', the next working day shall be treated as the 'cut off time'. In all other situations, if an extension for the 'cut off time' is felt necessary based on request received from the bidder(s), approval should be obtained from CPA. For cases falling under the powers of Director/EPC, approval of <u>concerned Director</u> shall be obtained. Such approval for the same should be obtained before the expiry of the specified 'cut off time' and the decision should be communicated to all the bidders from whom the clarifications/ conformations/deficient documents have been sought.</p>	<p>Clarifications should be sought from bidders, by specifying a reasonable cut-off time for submission of clarifications/ confirmations/ deficient documents. Sufficient time should be given to the bidders to submit their responses depending upon the nature of clarifications/confirmations/deficient documents which are required to be submitted. However, in the event of an unscheduled holiday falling in the specified day of the 'cut off time', the next working day shall be treated as the 'cut off time'. In all other situations, if an extension for the 'cut off time' is felt necessary based on request received from the bidder(s), approval should be obtained from CPA. For cases falling under the powers of Director/EPC, approval of <u>concerned Level-1 executive</u> shall be obtained. <u>Any proposal seeking extension in cut-off date shall be initiated by the dealing officer giving full justifications for the same.</u> Such approval for the same should be obtained before the expiry of the specified 'cut off time' and the decision should be communicated to all the bidders from whom the clarifications/ conformations/ deficient documents have been sought.</p>	Underlined portion of existing provision modified.
13.4.8	<p>Clarifications / confirmations / deficient documents received after the stipulated cut-off date <u>against the first round of post-bid clarifications, can be considered through second round of clarifications, in case the same is resorted to. The clarifications / confirmations / deficient documents which are received after the specified cut-off date against the second round and first round (in case second round is not resorted to) should be considered only in exceptional</u></p>	<p>Clarifications / confirmations / deficient documents received after the stipulated cut-off date <u>can be considered only in exceptional situations depending upon merit of the case, with the approval of CPA after recording detailed justification for considering such clarifications / confirmations / deficient documents. Concerned L-1 executive shall have full powers in this regard.</u></p>	Underlined portion of existing provision modified.

	<p><u>situations depending upon merit of the case, with the approval of the authority next higher to the CPA, after recording detailed justification for considering such offers. For cases falling under the powers of Director / EPC, approval of concerned Director shall be obtained.</u></p>	<p><u>The proposal for considering the clarifications / confirmations / deficient documents received after specified cut-off date against the first round or second round shall be put-up for approval before evaluation of such clarifications/ confirmations / deficient documents, along with detailed justification.</u></p>	<p>Underlined portion added in Modified Provision.</p>
<p>14.3.2 (a)</p>	<p><u>In the event of re-invitation of bids whether on a limited or open tender basis, the approval will be obtained (through the CPA) from the Authority one level higher than the CPA. In respect of proposals falling under the purview of Director(s) and EPC, the concerned Director will have final authority. The closed/cancelled tender should in no case be revived.</u></p>	<p><u>In the event of re-invitation of bids, the approval will be obtained (through the CPA) from the authority one level higher than the CPA. For cases where CPA is L-1 Executive, concerned L-1 executive shall be competent to approve the re-invitation of bids. In respect of proposals falling under the purview of Directors and EPC, the concerned Director will have final authority. The closed / cancelled tender should in no case be revived.</u></p>	<p>Underlined portion added in Modified Provision.</p>