



उ० प्र० राज्य विद्युत उत्पादन निगम लि०
14 - अशोक मार्ग, शक्ति भवन, लखनऊ - 226001
U.P. RAJYA VIDYUT UTPADAN NIGAM LTD
14- ASHOK MARG, SHAKTI BHAWAN, LUCKNOW-226001

No-155 UNL/Reforms/Works /2011-12

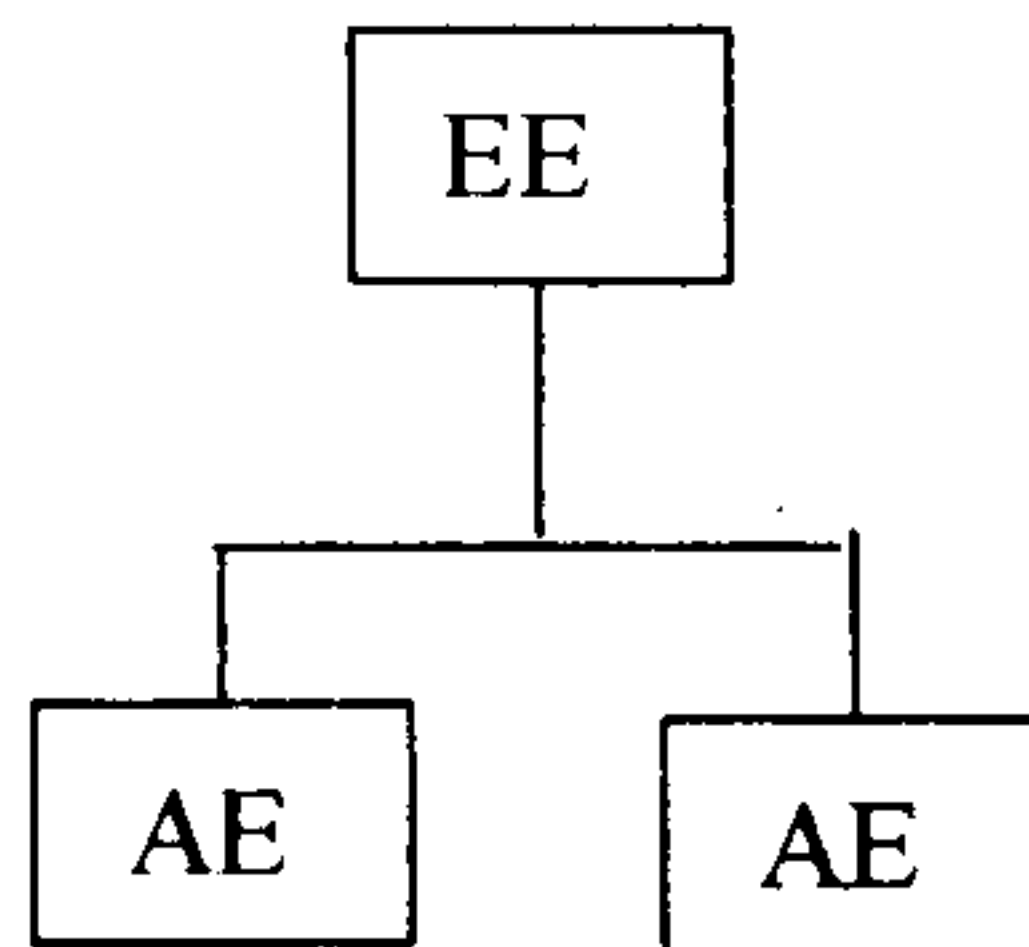
Dated September 23, 2011

OFFICE MEMORENDUM

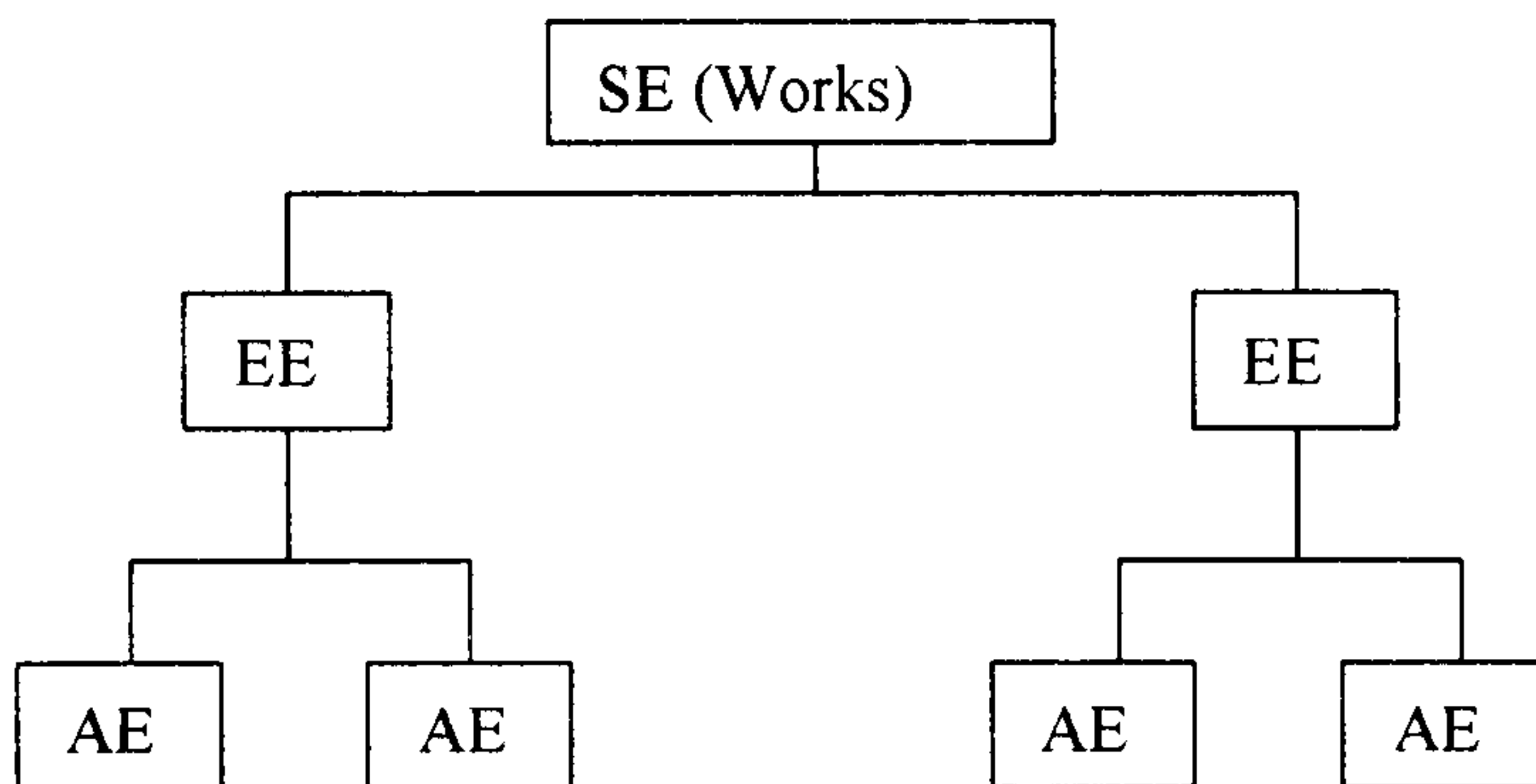
With the objective of bringing about similarity and proficiency in procurement of services, it is hereby ordered, that superseding all previous order in this respect, following procedure for entering into work/service contract and their execution at the plant level, shall come into force with effect from 1 December, 2011.

The new work policy in this regards shall be as follows:

1. All work services contracts shall be carried out through newly created Central Work Contracts Unit/Circles only, at each TPS. These units shall function directly under the control of the Plant Head.
2. (a) The manpower proposed for these newly created Central Work Contracts Unit/Circles at TPS like Panki shall be as under:-



(b) For Harduaganj the same shall be as follows:-



(c) There shall be 2 such units, as above at (b), for TPS like Obra, Anapara and Parichha. These units shall be created at the plant level from within the existing posts, after reallocation of work at the plants.

3. All the user units/divisions shall submit their, annual or otherwise, work services requirement, well in advance, indicating the schedule along with currency of period pattern for last 3 years to the above work services unit/circles after getting that requirement approved from their respective circles and concerning O&M Head. These

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requirements shall also detail their schedule, complete technical specifications, drawings (where ever necessary) along with the skill level of service and requirement of tools and tackles.

4. The TPS Work Service units shall look into the work justification provided by the user unit and then compile the above requirements and depending on the requirement/period schedule, and the procurement lead time, club similar type of services under single tender document, where ever feasible, to cut down the processing time and avail the benefit of scale.

5. Service wise **Specification Committees** shall be constituted by the concerning Plant Heads for Standardization of specifications and other related issues for all kinds of services to be ordered at the TPS. The constitution of the above committees, to be constituted by the Plant Head for the above purpose separately for different nature of items, shall be as follows:

Concerning O&M Head	President
Representative SE/EE of the user unit	Technical Member
Representative SE/EE of the work Service unit	Member Convener
Representative Dy.CAO/SAO/AO	Finance Member

6. Some of the issues these committees shall look into are detailed as follows:

a) Packages to be prepared for similar works/services - though with different specifications, taking into account the period of currency and lead procurement time.

b) In case where the requirement schedule is very tight, the above committee shall recommend the tenders to be covered under short term tender process.

c) The committee shall look into the technical/commercial specifications of the items of work services to be ordered under different tenders and shall standardize them. This committee shall also recommend short listing of items of work services on single offer/limited quotations basis, categorized in the following broad categories:

- ┆ Work Services from OEM or their authorized Service Centers.
- ┆ Services from reputed firms for their standard services of proven performance.
- ┆ Work Services on the basis of recommendations from the OEM.
- ┆ Any other category as specified by the committee.

d) The committee should decide which work service tender shall be carried out through e-tendering and which through normal tendering process, recording the reasons for the decision, keeping in view the Nigam orders as issued from time to time, and the specifications shall be prepared accordingly.

e) After the above has been finalized, Administrative approval shall be accorded by the appropriate authority.

f) This committee shall finalize the specifications within 3 weeks time of its initiation by the work service unit/circle and within 4 weeks of the user request.

g) In cases pertaining to non-maintenance units, the concerning Functional Head shall be the President and the equivalent of SE and EE of the users unit shall be the Technical Member.

h) It shall be the joint responsibility of the Technical Member and the work contract unit to ensure that the technical specifications are complete in all respect and all the relevant details of the item have been incorporated.

i) The Financial Member along with the procurement unit shall be jointly responsible for all the legal and commercial terms of work service in terms of the existing orders of Nigam. If any legal opinion is required, the same can be obtained from legal professional.

j) The Pre Qualifying conditions will be the joint responsibility of all the members of the committee.

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- k) All other matters like constitution of tender packages, recommendations for single quote purchases as covered under para (c) above; tendering process adopted etc. shall be the joint responsibility of all the committee members .
7. (a) The specifications shall now be ready for publication/e-tendering process.
The tender notice along with complete specification shall have to be essentially displayed on the Nigam's Website. Other processes shall be carried out as per existing norms.
- (b) The tender shall not be sold physically in any case.
- (c) Only the downloaded versions of the Nigam tender notice and specification shall be treated as official and shall have to be essentially displayed at the time of tender evaluation and decision thereafter.
- (d) The downloaded version shall be accompanied with the requisite cost of the tender document, inclusive of statutory taxes & duties, if any.
8. **Tender Committees and their powers:** The constitution of the Works/ Service committees and their powers at the TPS shall remain the same as per Nigam orders, i.e. TPS Head level, Chief Engineer L-2 level (where Chief Engineer L-1 is the TPS Head) and Superintending Engineer level committees shall be constituted.

These committee shall see that the entire tender with technical specification has been uploaded as a **single non editable acrobat pdf file**. The technical member of the committee shall be primarily responsible for correctness of the technical evaluation and the financial member of the committee shall be responsible for correctness of the financial evaluation. The overall recommendation shall, however, be a collective responsibility of the committee.

9. **Emergency Provisions:** In the event of an absolute necessity and only in case of emergencies, work can be carried out on limited quotation basis after obtaining approval for the said work service, recording the reasons for adopting this route, as follows:

Project Head:	Upto Rs. 10 Lacs
Director (Technical):	Above Rs.10 Lacs and upto Rs. 25 Lacs
Managing Director:	Above Rs. 25 Lacs

Information of the above approved cases shall be provided on a monthly basis to the next higher authority and a quarterly report to the Managing Director, along with a utilization statement in this respect, before closure of the work/service agreement.

10. **Quality Assurance:** The concerned Work Circle Heads will formulate an effective quality assurance procedure and ensure its implementation in consultation with the user division.
11. **Engineer of the Contract:** Ordering Executive Engineer of the works/service unit will be the Engineer of the Contract. He shall allot the services to the indenting user unit for execution of work, as and when required/indented. This user unit shall be responsible for execution, timeframe, quality and bill verification, thereafter, and shall be the Engineer of Contract for this phase.
12. **Display of orders on Nigam website:** With the objective of making the information transparent & available to all Executives of the Nigam, for bringing about uniformity in the rates across the plant, it has been made mandatory to display each Work/Service Contract Order on Nigam's website by the Work Service Contracts unit. Arrangement for this facility on the Nigam Website has already been enabled. Downloaded copy of the orders and a copy of the allotment by the works unit shall be mandatory to be

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accompanied with the bill for payment purposes. The compliance of this shall be the responsibility of the concerned F&A unit.

13. **Review:** The Plant Head will review monthly the following aspects:

- I. Standardization
- II. Specification progress
- III. Time line progress monitoring
- IV. Review of Quantity Requirements
- V. Budget Provision & Utilization
- VI. Emergency work done during the quarter
- VII. Contract wise Utilization (works unit shall keep work wise utilization report and designated work division will send utilization statement against each allotment to work circle monthly).

14. **Time Lines:**

(a) The time lines for 2013-14 and onwards shall be as follows:

S.No.	Activity	Date
1.	Accept of work contract requirement from all the division dully vetted by circle and O&M head with the provision in the budget for the concerning financing year to DGM (Work) indicating the priority.	30 th June
2.	Processing & Clubbing of similar types of works.	14 th August
3.	Vetting of specification by specification committee	30 th September
4.	Administrative approval	31 st October
5.	Floating of Tender	30 November
6.	Finalization of tender after opening	28 February
7.	Order after approval of tender	31 March

These are last dates for the above activities,

(b) The time lines for 2012-13 and onwards shall be as follows:

S.No.	Activity	Date
1.	Accept of work contract requirement from all the division dully vetted by circle and O&M head with the provision in the budget for the concerning financing year to DGM (Work) indicating the priority.	31 th October, 2011
2.	Processing & Clubbing of similar types of works.	31 th October, 2011
3.	Vetting of specification by specification committee	
4.	Administrative approval	30 th November, 2011
5.	Floating of Tender	31 th December, 2011
6.	Finalization of tender after opening	15 th March 2012
7.	Order after approval of tender	31 th March 2012

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(c) The timelines for 1st October'11 to 31' March 2012 are as follows:

S.No.	Activity	Date
1.	Accept of work contract requirement from all the division dully vetted by circle and O&M head with the provision in the budget for the concerning financing year to DGM (Work) indicating the priority.	30 th Sep,2011
2.	Processing & Clubbing of similar types of works.	
3.	Vetting of specification by specification committee	15 th Oct,2011
4.	Administrative approval	25 st Oct,2011
5.	Floating of Tender	05 th Nov,2011
6.	Finalization of tender after opening and Order after approval of tender	15th Jan,2012

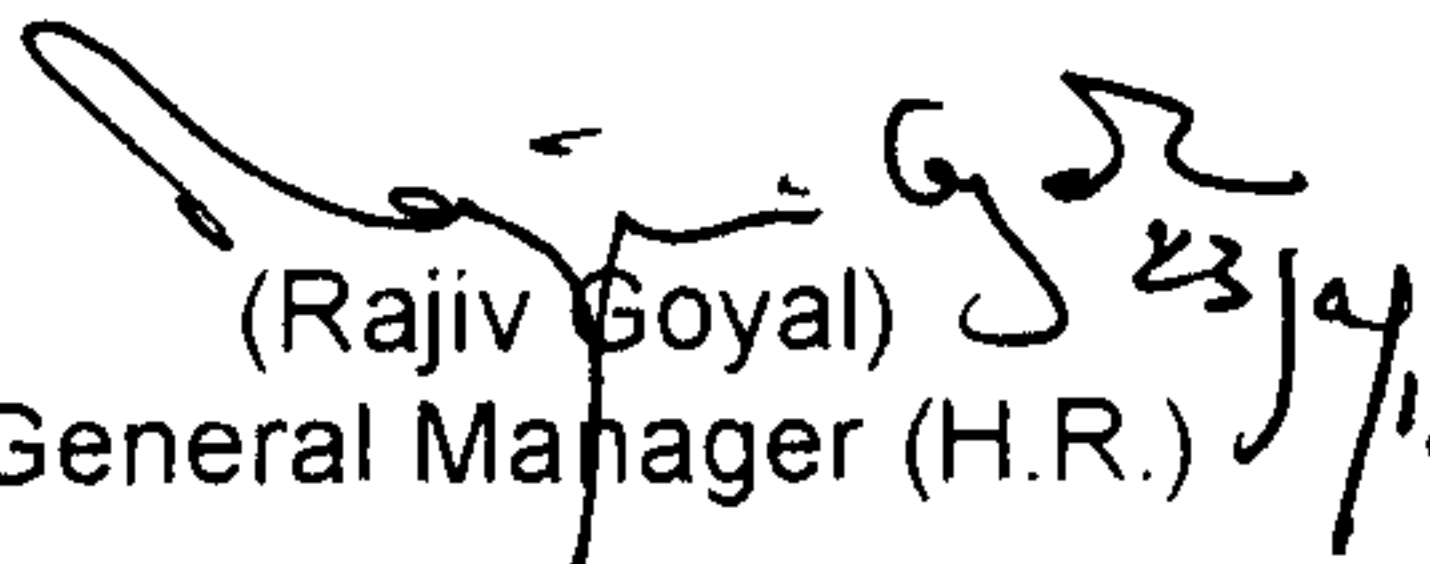
**By the order of
The Board of Directors**

No-155UNL/Reforms/Works /2011-12

Dated September 23, 2011

Copy forwarded to the following for information & necessary action:-

1. PS to Chairman and Managing Director, UPRVUNL, Lucknow.
2. Director (Technical/Finance/Personal), UPRVUNL, Lucknow.
3. Chief General Manager(Finance), UPRVUNL, Lucknow
4. Chief Engineer(Anapara/Obra/Parichha/Harduaganj/Panki), UPRVUNL
5. Company Secretary, UPRVUNL, 9th floor, Shakti Bhawan Ext., Lucknow
6. Chief Engineer(PPMM/Civil/Operation Monitoring/Commercial/Fuel), UPRVUNL
7. Chief Manager (Cash Management), UPRVUNL, Lucknow.
8. Chief Project Manager "PRAGATI", UPRVUNL, Lucknow
9. DGM(HR-05), UPRVUNL, Lucknow


(Rajiv Goyal) 23/9/11
General Manager (H.R.)