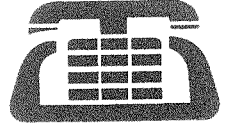


महानगर टेलीफोन निगम लि.

(भारत सरकार का उद्यम)

Mahanagar Telephone Nigam Ltd.

(A Government of India Enterprise)



e-File No: MTNLCO-20/23/2/2021-O/o GM TP MTNL CO

Dated: 25.11.2021

Executive Director,
Mahanagar Telephone Nigam Limited
Delhi / Mumbai

Subject: Amendment in MTNL procurement manual in respect of systemic improvements in procurement process suggested by CVC / Vigilance Unit. .

As per approval of Board of Directors of MTNL in its 348th Meeting held on 12th November' 2021, following amendments in MTNL procurement manual in respect of systemic improvements in MTNL procurement process suggested by CVC/ Vigilance Unit are hereby conveyed :-

1. **Eligibility, Turnover & Other requirements of the tenders having Package wise bidding & Evaluation / Ordering- Regarding**

Following new clause is inserted as Clause No 8(I) in Section-II of the MTNL procurement manual, under the new heading "Other Tendering Guidelines":-

Clause 8: Other Tendering Guidelines:-

Clause 8(I) : In case of tenders which are having Package-wise procurement i.e. there are different packages wherein bidder is free to bid for any or all the package(s) and bid evaluation & Ordering is also done package-wise. all concerned units handling such type of procurement should frame eligibility criterion considering estimated cost of individual package instead of total estimated cost of all packages in the tender under a single Notice Inviting Tender and also the condition for turnover requirement should be in line with CVC guidelines

2. **Online submission of bids - Regarding**

Following new clause is inserted as Clause No 8(II) in Section-II of the MTNL procurement manual, under the new heading "Other Tendering Guidelines":-

Clause 8: Other Tendering Guidelines:-

Clause 8(II): For the tenders, which are issued online through e-procurement portal or GeM portal, only the online bids shall be invited and considered for evaluation. All tendering units to explicitly incorporate conditions that only online bids shall be considered for evaluation. Any bid(s) received offline shall not be considered and returned back to the bidder without opening.

3. **Synchronization of procurement of Inter-dependent components in a big project so as to issue Purchase Orders timely as per MTNL manual schedules-**

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आप हमारे साथ हिन्दी में भी पत्राचार कर सकते हैं।

Following new clause is inserted as Clause No 8(III) in Section-II of the MTNL procurement manual, under the new heading "Other Tendering Guidelines":-

Clause 8: Other Tendering Guidelines:-

Clause 8(III): All units shall ensure that procurement processes for inter-dependent component / items in a big project should be synchronized, so that Purchase Orders are placed timely as per the timelines specified in MTNL Procurement manual.

4. Quality Assurance Testing - Regarding

Following new clause is inserted as Clause No 8(IV) in Section-II of the MTNL procurement manual, under the new heading "Other Tendering Guidelines":-

Clause 8: Other Tendering Guidelines:-

Clause 8 (IV) : The concerned planning unit handling the procurement should carefully prepare the list of 'Quality Assurance tests' after extensive evaluation of the need for Quality Assurance tests requirement in respect of various tendered items as per schedule of requirement of the tender. Further, the items which are to be exempted/non-exempted from Quality Assurance testing should be explicitly mentioned in the tender / Purchase Order document. Further, the concerned planning units shall also clearly decide proper sampling plan while mentioning description of each item to be offered for Quality Assurance meant for dispatch by the vendor.

5. Purchaser's right to vary quantities - Regarding

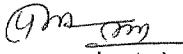
Clause No. 25, Section-II of MTNL procurement manual is amended as below:-

Clause 25, Section-II: PURCHASER'S RIGHT TO VARY QUANTITIES:

- a. MTNL reserves the right to increase or decrease **up to 25% of the quantity of goods and services specified in the schedule of requirements** without any change in the unit price or other terms and conditions at the time of award of contract.
- b. MTNL also reserves the right for placement of additional order or **up to 50% of the additional quantities of goods and services** contained in the running tender/ contract within a period of twelve months from the date of acceptance of first APO in the tender at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc and supplies to be obtained within delivery period scheduled afresh.
- c. In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order **up to 100% of the quantities of goods and services** contained in the running tender /contract within a period of twelve months from the date of acceptance of first APO in the tender at the same rate or a rate

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negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. Exceptional situation and emergent nature should be spelt out clearly detailing the justification as well as benefits accrued out of it and loss incurred in case this provision is not invoked and approved by the authority competent to accord administrative and financial approval for the procurement calculated on the basis of total procurement i.e. initial and proposed add-on quantity.


(Punam Lata)
DGM (MM)

Copy for information to:-

1. P.S. to CMD, MTNL-for kind information pl.
2. Dir(Tech)/Dir(Fin.) / Dir(HR),MTNL CO
3. CVO, MTNL, CO
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5. GM(Vig) CO / Company Secretary as ATR
6. DGM(Internet) / SDE Website for posting in MTNL website.
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