

Manual 1- The particulars of its organization, functions and duties

S.No	Existing	Updated
1.	2. CORPORATE CONTRACT & PROCUREMENT GROUP A) Contracts and Procurement (C&P) Responsible for (i) Packagewise finalization of Tender documents with a) Instructions to Tenderers b) General and Special Conditions of Contract (including all commercial and legal provisions) (ii) Coordinating with Engineering-Technical & Design for Technical specifications, drawings and Data sheets portion of Tender document. (iii) Calling for Tenders, Tender document selling, coordinating for Tender opening and Tender evaluation Committees (separate), Bid receipt & opening, Bid evaluation reporting. (iv) Post – bid discussions (in coordination with Engineering – Technical & Design, Costing & Finance). (v) LOA issue and Contract signing, Performance Guarantees and Initial advances. (vi) Forwarding complete packagewise contract documents to Operations/ QA&I/Finance/Project Implementation Units. (vii) Administrative approval for change orders, quantity variations, time extension & LD issues. (viii) Coordination for Project and Contract closures.	2. CORPORATE CONTRACT & PROCUREMENT GROUP A) Contracts and Procurement (C&P) Responsible for (i) Preparation of Tender documents with a) Instructions to Tenderers b) General and Special Conditions of Contract (including all commercial and legal provisions) for floating tenders of various works related to Project, O&M etc. (ii) Coordinating with Engineering wing & concerned wing like Project, O&M, SCADA, DPR Costing, Finance & C&R etc. for inputs like BOQ, Technical Specification, Approved Cost Estimate, Completion Period, Investment Approval, Fund Linkage, any other documents deemed fit for preparation of bidding documents. (iii) Uploading Tenders, coordinating for Tender opening committee, Bid receipt & opening, Bid evaluation reporting. (iv) Putting up proposals for opening of Part-II (Price bid) of tenders, awarding of tenders before competent authorities for approval. (v) Post–bid discussions (in coordination with Engineering– Costing & Finance and other concerned wing). (vi) LOA issue, Performance Guarantees submission & initial verification & acceptance and Contract signing. (vii) Forwarding copy of contract agreements to concerned wings like Operations/QA/QC/Finance/Project Implementation Units/Engineering wing etc. (viii) Administrative approval for change orders/amendments pertaining to quantity variations, time extension & new items. (ix) Coordination for Contract closures.

2.	B) C & P- Materials Management Responsible for i) All non-project procurements including purchase of sundry items, emergency spares for projects & maintenance and capital items such as furniture, fixtures, office equipments for offices, Tools & Tackles for Testing and Commissioning etc. ii) Stores and inventory management for in-house procurements and usage.	Proposed for deletion as pertains to Material Management wing of PTCUL.
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