



Scrap Disposal Policy & Standard Operating Procedure (SoP)

**Power Transmission Corporation of
Uttarakhand Limited**

(A Government of Uttarakhand enterprise)

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Scrap Disposal Policy & SoP of PTCUL

1. Introduction

In an ever-evolving landscape of technology and infrastructure, Power Transmission Corporation of Uttarakhand Ltd (PTCUL) recognizes the need for a robust and comprehensive Scrap Disposal Policy. This policy sets out the guidelines and procedures for the identification, declaration, and efficient disposal of scrap materials and equipment within the organization.

As PTCUL continues to embrace advancements in technology and upgrade its infrastructure, the need to manage obsolete materials and equipment becomes paramount. The Scrap Disposal Policy aims to establish a structured framework that not only facilitates the removal of outdated assets but also ensures responsible and beneficial practices for both the organization and the environment.

The purpose of this policy is twofold. Firstly, it addresses the imperative to free up valuable space by disposing of materials that have served their intended purpose or have become technologically obsolete. This creates room for the integration of state-of-the-art equipment and resources that align with PTCUL's evolving needs.

Secondly, the policy outlines procedures to realize reasonable salvage value from scrap materials. Through proper channels, such as the Metal Scrap Trade Corporation (MSTC) portal, PTCUL can generate revenue from the sale of materials that are no longer in use. This revenue can contribute to the organization's operational efficiency and investment in newer, more advanced resources.

The Scrap Disposal Policy encompasses the complete lifecycle of scrap management, starting with the identification of materials meeting specific criteria for disposal. It addresses the declaration process, the involvement of various departments, the review and approval stages, and the choice of appropriate disposal methods. The policy also outlines penalties for non-compliance to ensure adherence to established procedures.

As we move forward with this policy, we reinforce our commitment to efficient resource utilization, responsible waste management, and the adoption of cutting-edge technology. By streamlining the process of scrap disposal, we not only create a more organized working environment but also contribute positively to our ecological footprint.

In essence, the Scrap Disposal Policy & SoP of PTCUL is a testament to our dedication to innovation, efficiency, and sustainability. It is a tool that aligns with our mission of enhancing power transmission while being conscientious stewards of resources.

This policy shall henceforth be referred to as the "**SCRAP DISPOSAL POLICY AND STANDARD OPERATING PROCEDURE (SoP) of Power Transmission Corporation of Uttarakhand Limited,**" serving as a guiding beacon for efficient, ethical, and forward-looking scrap management within our organization.

2. Objectives

The Scrap Disposal Policy & SoP of the Power Transmission Corporation of Uttarakhand Ltd (PTCUL) is guided by a set of clear and strategic objectives. This policy has been established to achieve the following goals.

i. Efficient Space Utilization:

One of the primary objectives of the scrap disposal policy & SoP of PTCUL is to optimize the utilization of available space within PTCUL's premises. By systematically identifying and removing materials and equipment that have become obsolete or are no longer in use, the organization aims to create additional space for the integration of new and advanced technologies. This enhanced space utilization contributes to improved operational workflows and facilitates seamless expansion as the organization evolves.

ii. Adoption of New Technology:

The Scrap Disposal Policy & SoP of PTCUL serves as a catalyst for the adoption of new and innovative technologies within PTCUL. By systematically phasing out outdated equipment and materials, the organization can pave the way for the integration of state-of-the-art technologies that align with industry advancements. This objective ensures that PTCUL remains at the forefront of technological progress, enhancing operational efficiency, reliability, and safety.

iii. Revenue Generation through Scrap Sales:

Another key objective of the Scrap Disposal Policy & SoP of PTCUL is to generate revenue through the responsible disposal of materials and equipment. As PTCUL identifies items that have reached the end of their useful life or are no longer aligned with operational needs, these items can be offered for sale through platforms like the Metal Scrap Trade Corporation (MSTC) portal. The revenue generated from these sales can be reinvested in the organization, contributing to operational enhancements, technological upgrades, and overall financial stability.

iv. Streamlined Operations and Safety:

Effective scrap management leads to streamlined operations and improved safety within PTCUL's facilities. Obsolete or unused materials can pose safety risks, and their removal reduces such hazards. Additionally, a well-organized and clutter-free workspace promotes operational efficiency and contributes to a safer working environment for employees.

v. Regulatory Compliance:

The Scrap Disposal Policy & SoP of PTCUL aims to ensure compliance with relevant regulations and standards governing waste management and disposal. By adhering to these guidelines, PTCUL demonstrates its commitment to responsible corporate citizenship and avoids potential legal and operational challenges.

In conclusion, the Scrap Disposal Policy & SoP of PTCUL is driven by a comprehensive set of objectives designed to enhance space utilization, foster technological innovation, generate revenue, uphold environmental responsibility, streamline operations, and ensure compliance.

3. Definitions

To ensure clarity and consistency in the implementation of the Scrap Disposal Policy & SoP of PTCUL within the Power Transmission Corporation of Uttarakhand Ltd (PTCUL), the following definitions are established:

- i. **Scrap Material:** Refers to any equipment, material, T&P or asset that has become obsolete, damaged, unserviceable, redundant or is no longer suitable for its intended use due to reasons such as wear and tear, technological advancements, or regulatory changes
- ii. **Useful Life:** The period during which an asset can be effectively and efficiently utilized for its intended purpose. When an asset's useful life is surpassed, it becomes a candidate for classification as scrap material.
- iii. **Obsolete Technology:** Technology, equipment, or materials that have been superseded by newer and more advanced alternatives, rendering them ineffective or inefficient for current operational requirements.
- iv. **Declaration of Scrap:** The formal process of identifying and documenting scrap materials within PTCUL's inventory, indicating their eligibility for disposal according to predefined criteria.
- v. **Metal Scrap Trade Corporation Limited (MSTC) Portal:** An authorized online platform where PTCUL can list and auction its scrap materials for sale to approved buyers, facilitating revenue generation through responsible disposal.
- vi. **Disposal Method:** The chosen approach for removing scrap materials from PTCUL's premises, which may include auctioning through the MSTC portal.
- vii. **Penalty:** A predetermined financial charge imposed on the person or a company that do not lift the materials or dispose of the scrap within the stipulated time frames as outlined in the policy.
- viii. **Revenue Realization:** The process of generating income through the sale of scrap materials, providing an opportunity to reinvest funds into PTCUL's accounts.
- ix. **Obsolete Asset:** Any equipment, machinery, or material that is no longer in use due to technological advancements, operational changes, or irreparable damage.
- x. **Lot:** A Lot is described as a list of material in which the quantity of scrap items, unit of measurement (UoM) and its location is mentioned for auction purposes. Lots are formed as per the convenience of seller as per the quantity, UoM, geographic location, nature of scrap, ease of transportation & Lifting period etc.
- xi. **Lifting Period:** Time period allotted to the buyer for lifting of scrap material from the premises of the seller as per the sale release order.

These definitions provide a common understanding of key terms used throughout the Scrap Disposal Policy and contribute to the consistent interpretation and implementation of its provisions within PTCUL.

4. Identification/declaration of scrap

The process of identifying scrap material within the Power Transmission Corporation of Uttarakhand Ltd (PTCUL) involves a systematic assessment to determine which assets, equipment, or materials have reached the end of their useful life or are no longer aligned with the organization's operational requirements. This step is crucial in ensuring efficient space utilization, operational effectiveness, and responsible resource management.

4.1. Identification Process:

- 4.1.1. In respect of the disposal of Scrap materials or scrap T&P, a survey committee or scrap identification committee for Kumaon/ Garhwal Zone comprising the following will assess the condition of material and will recommended the material for disposal.
- | | |
|---|-----------------------|
| i. Superintending Engineer(MM) of Concerned Zone | Member |
| ii. Superintending Engineer(O&M)/T&C of Concerned Circle | Member |
| iii. Executive Engineer(O&M)/T&C of Concerned Division | Member |
| iv. Executive Engineer(MM) Concerned | Member & Co-ordinator |
| v. AAO or AO or SAO (Finance) of respective Division/Zone | Finance Member |
- 4.1.2. Senior most Superintending Engineer among Superintending Engineer (MM) and Superintending Engineer (O&M) will be the Chairman of the above committee.
- 4.1.3. The concerned Executive Engineer of the O&M units will identify, prepare and provide a list of such scrap materials along with their **book value** to the Survey Committee of the respective zone.
- 4.1.4. The above Survey Committee will assess the condition of material based on the information/documents/certificates provided by **EE/AE of the concerned division/unit** and will recommend/declare the material for disposal. Subsequently, it will recommend or declare the material for disposal. The Survey Committee will then submit its report to the Reserve Price Fixation Committee to determine the reserve price. The frequency of identification of scrap materials by all the concerned Executive Engineers of respective divisions/units and the subsequent survey committee assessment may occur biannually, specifically in September-October & April-May.
- 4.1.5. The scrap shall be identified as and when required at an interval that may be decided by the committee. However, the identification process shall be carried out once in the first half and once in the second half of the calendar year.

4.2. Benefits of Identification:

- 4.2.1. **Efficient Space Utilization:** Removing obsolete materials creates space for new equipment and technologies, optimizing the utilization of available resources.
- 4.2.2. **Operational Efficiency:** Eliminating nonfunctional or outdated assets streamlines workflows, reducing downtime and inefficiencies.
- 4.2.3. **Safety Enhancement:** Removal of damaged or hazardous materials minimizes safety risks and contributes to a safer working environment.
- 4.2.4. **Revenue Generation:** Materials suitable for sale generate revenue when auctioned or sold through authorized channels i.e. MSTC Portal.

The systematic identification of scrap materials is a pivotal phase within the Scrap Disposal Policy, aligning PTCUL with its goals of efficiency, innovation, and responsible resource management.

5. Fixation of Reserve Price:

The process of fixing a reserve price holds significant importance in various economic transactions, particularly auctions. It is a strategic step taken by sellers and auctioneers to establish a minimum price below which they are unwilling to sell a particular item or service. The primary objective of setting a reserve price is to safeguard the seller's interests, ensuring that they do not incur losses below a certain threshold. At the same time, it aims to strike a balance that encourages competitive bidding and maximizes the final sale price.

5.1. Methodology for Reserve Price fixation :

5.1.1. A Reserve Price Fixation Committee (RPFC) consisting of the following members will examine the report prepared by Survey Committee time to time and will fix Reserve Prices for scrap material considering the historical cost of material, its present condition, book value, current market price of scrap based on rough estimate etc.

(i) Chief Engineer (MM)	Chairman
(ii) Superintending Engineer (Costing)	Member
(iii) Superintending Engineer (O&M)	Member
(iv) Superintending Engineer (MM)	Member/ Convener
(v) DGM (Finance), Projects	Finance Member

5.1.2. Deriving Reserve Price of scrap material:

- (i) The rates of scrap material may be fixed according to the latest auction conducted by M/s MSTC Ltd. (by taking the weighted average of the successful bids) for similar type of materials in power sector (if available) in last one year.
- (ii) Minimum 02 numbers of latest successful bids received (as provided by MSTC Ltd.) in last one or more months should be taken in consideration for calculating the weighted average. If more than two bids have been received in last one month then all of them should be taken for calculating the weighted average. In case only one successful bid is received in last one year, then the reserve price of the scrap material shall be deduced on that basis.
- (iii) The reserve price will be fixed as 65% of the book value OR 6.5% of the original purchase value (provided by the concerned unit) for any item of desired specification whose auction rate could not be made available by M/s MSTC or any other item by the Reserve Price Fixation Committee. Similarly the Reserve price of the lot will be deduced on the basis of the sum total of the book value of individual items in the lot.
- (iv) For all types of scrap material for which the rates cannot be derived by the above methods, the services of a Government approved surveyor/valuer may be hired, as provided in the scrap disposal policy.

- (v) In case of 03 or more unsuccessful auctions , the average H-1 price of the last two highest bids received within one year shall be made the reserve price in the subsequent auction. The revision of reserve price shall be done by Reserve Price Fixation Committee (**RPFC**) PTCUL, Dehradun.
- (vi) The reserve price of a scrap items which has undergone more than two or more unsuccessful auction on MSTC portal may be revised by RPFC as per the above methodology.
- (vii)The reserve price of a scrap item fixed by **RPFC/Valuer** shall remain valid for a period of 01 year.

5.1.3. On the basis of report of the Survey Committee and Reserve Price Fixation Committee/ valuer, SE (MM) shall prepare the proposal for sale of scrap material and submit for the consideration and approval of the MD, PTCUL, through proper channel.

5.1.4. If the circumstances so warrant, the reserve price fixation committee chairman can resort to reverse auction after obtaining prior approval of the Managing Director through MSTC.

5.2. Conclusion:

The fixation of a reserve price is a strategic endeavor that seeks to achieve a mutually beneficial outcome for both sellers and buyers. It's a delicate exercise to strike a balance between safeguarding the seller's interests and fostering competitive bidding dynamics. A well-considered reserve price enhances the efficiency of auctions, ensures fairness, quick disposal and contributes to the optimal realization of value in economic transactions.

6. SALE OF SCRAP THROUGH M/s MSTC Ltd.

Sale of scrap/auctionable material shall be made through M/s Metal Scrap Trade Corporation (MSTC) Ltd. a Central Government Enterprise through tenders/auction/e-auction on e-portal. Sale of Scrap/auctionable material shall be initiated after the approval of MD PTCUL. PTCUL entered in to an MoU with M/S MSTC Ltd. for sale of scrap M/s MSTC Ltd. shall charge brokerage for their services.

The Metal Scrap Trade Corporation (MSTC) portal provides a comprehensive platform for organizations to efficiently sell their scrap materials through online auctions. Leveraging this portal can optimize the process of scrap disposal, increase revenue generation, and ensure responsible waste management. Company shall follow the guidelines of MSTC for uploading their information for scrap material to be auctioned and all matters related thereto.

5.1. Finalizing Sales/Auctions

6.1.1. Acceptance of auctions:

i) For scrap material lot of reserve price upto Rs. 05 Lacs :

The process of auto acceptance of auctions on the portal of MSTC on the basis of 10% negative price ceiling and the reserve price fed into MSTC portal may be adopted to reduce the processing time of auctions.

ii) For scrap material lot of reserve price from Rs. 05 Lacs to Rs. 25 Lacs :

A committee may be constituted for acceptance of auctions for reserve price from Rs. 05 Lacs to Rs. 25 Lacs comprising of following members:

1. Chief Engineer (MM), PTCUL Dehradun, Chairman.
2. General Manager (Finance), PTCUL Dehradun, Member.
3. Seniormost Superintending Engineer(O&M), PTCUL, concerned zone, Member
4. Superintending Engineer (MM), PTCUL, concerned zone, Member & Coordinator.

Executive Engineer (MM) will submit his recommendation to Superintending Engineer (MM). Superintending Engineer (MM) will Submit his recommendation to Chief Engineer level committee for consideration.

iii) Auctions of scrap material lot for reserve price above Rs. 25 Lacs :

Auctions of scrap material for reserve price above Rs. 25 Lacs will be placed before Corporate Purchase Committee (CPC) for acceptance. The Corporate Purchase Committee comprises of the following members:

1. Managing Director, PTCUL, Dehradun, Chairman.
2. Director (Operations), PTCUL, Member &/Or Director (Projects) PTCUL, Member.
3. Director (Finance), PTCUL, Dehradun, Member.

Chief Engineer (MM), PTCUL Dehradun will be the Co-ordinator of this committee.

Superintending Engineer (MM) will submit his recommendation to Chief Engineer (MM). Chief Engineer (MM) will Submit his recommendation to Corporate Purchase Committee for consideration.

For Lots of Reserve price above 05 Lacs, a negative price ceiling upto 20% can be considered by the concerned competent committee either Chief Engineer level committee or CPC on the basis of recommendation of Material Management wing.

6.1.2. Rejection/ Forfeiture of EMD or Pre-bid amount of auctions/ inviting revised bids/ Bid validity extension:

(i) For scrap material lot of reserve price upto Rs. 05 Lacs : The process of auto rejection of auctions on the portal of MSTC on the basis of 10% negative price ceiling and the reserve price fed into MSTC portal may be adopted to reduce the processing time of auctions.

(ii) For scrap material lot of reserve price above Rs. 05 Lacs: For rejection and re-auction of bids, Forfeiture of EMD or Pre-bid amount of auctions , for inviting revised bids & bid validity extension, authorization is to be given to Chief Engineer(MM) to carry out the rejection, re- auction process, forfeit EMD/pre-bid amount & to get best price offer from H-1 bidder in auctions.

6.1.3. All details of scrap /auctionable items proposed for disposal shall be provided by Superintending Engineer (MM)/ Executive Engineer(MM) to MSTC Ltd. M/S MSTC Ltd. will conduct e-auction for the sale of the scrap/auctionable material. On the basis of bids received by M/S MSTC Ltd., it will submit details to Superintending Engineer (MM), PTCUL.

6.1.4. All communication with the MSTC shall be made by Superintending Engineer (MM) or his authorized representative on behalf of PTCUL. For scrap material of reserve price more than Rs. 05 Lacs, SE(MM) shall communicate with M/s MSTC Ltd. for sale of Scrap as per the decision of competent committee. The scrap (approved list of material with approved sale price) will be sold by M/s MSTC Ltd.

6.2. Benefits of Using the MSTC Portal:

- Wide Reach: The portal connects sellers with a large pool of potential buyers, maximizing visibility.
- Efficiency: The online auction process streamlines sales and eliminates geographical barriers.
- Competitive Pricing: Bidders competing in real-time can drive up prices, potentially increasing revenue.
- Transparent Process: The entire auction process is transparent and easily trackable.
- Documentation: The portal maintains records of all transactions and communications, aiding in audits and reporting.

7. Standard Operating Procedure (SoP) for disposal of Scrap in PTCUL

7.1 All Scrap materials approved for disposal by a competent authority shall be disposed off by auction irrespective of their value as determined by the appropriate committee.

7.2 (a) In respect of the disposal of scrap materials/ scrap T&P, a scrap identification committee or survey committee for Kumaon/ Garhwal Zone comprising the following will assess the condition of material and will recommended the material for disposal.

(i) Superintending Engineer (MM)	Member
(ii) Superintending Engineer (O&M) of concerned circle	Member
(iii) Executive Engineer (O&M) of concerned division	Member
(iv) Executive Engineer (MM) concerned	Member & Co-ordinator
(v) AAO or AO or SAO (Finance) of respective O&M Zone	Finance Member

(b) Senior most Superintending Engineer among Superintending Engineer (MM) and Superintending Engineer (O&M) will be the Chairman of the above committee.

(c) The concerned Executive Engineer of the concerned division/unit will identified, prepare and provide a list of such Scrap material along with their book value to the survey committee of the respective Zone.

(d) The above Survey Committee will assess the condition of material based on the information/documents/certificates provided by **EE/AE of the concerned division/unit** and will recommend/declare the material for disposal. Subsequently, it will recommend or declare the material for disposal. The Survey Committee will then submit its report to the Reserve Price Fixation Committee to determine the reserve price. The frequency of identification of scrap materials by the **EE of the concerned division/unit** and the subsequent survey committee assessment may occur biannually, specifically in September-October and April-May.

7.3 (a) Reserve Price Fixation Committee consisting of the following will examine the report prepared by Survey Committee time to time and will fix Reserve Prices for scrap material considering to their condition, historical cost of material, its present condition, current market price, if possible (Based on rough estimate), its future use etc.

(i) Chief Engineer (MM)	Chairman
(ii) Superintending Engineer (Costing)	Member
(iii) Superintending Engineer (O&M) of concerned circle	Member
(iv) Superintending Engineer (MM)	Member/ Convener
(v) DGM (Finance), Projects	Finance Member

- (b) In case Reserve Price Fixation Committee is unable to fix the reserve price of scrap material, with the approval of MD, it may authorize Material Management wing to hire the services of a third party/ consultancy/ Government approved valuer to decide the value of scrap material/ scrap through tender.
- (c) On the basis of report of the Survey Committee and Reserve Price Fixation Committee/valuer, SE (MM)/EE(MM) shall prepare the proposal for sale of scrap material and submit for the consideration and approval of the MD, PTCUL, through proper channel.
- 7.4.** After fixing reserve price of the auctionable material by Reserve Price Fixation Committee and after the approval of MD PTCUL on list of materials with reserve price, sale of Scrap/ auctionable items shall be initiated. The approved list of scrap/ auctionable items shall be provided by Superintending Engineer (MM)/EE(MM) to the representative of M/s MSTC for initiating e-auction.
- 7.5.** Since e-auction is web based system, all publicity of the sale will be made by MSTC through MSTC's website and other internet and no press advertisement will be required. Individual sale notice will be sent by MSTC by email to all registered customers on all India bases.
- 7.6.** PTCUL has entered into an MOU with M/s MSTC Ltd. for sale of scrap through e-auction. MSTC is entitled to a service charge of the 3% (Three Percentage) (Excluding GST/ other taxes & duties as applicable) on the value of materials disposed, arrived on the basis value of delivery order (D.O) issued through e-auction over the internet.
- 7.7.** The e-auction catalogue/ list of auctionable items will be hosted on the site, which may be seen by PTCUL, prospective customers and MSTC. A default mail will also be automatically sent to check the details of catalogs for amendment if any, same may immediately be brought to the notice of MSTC for correction.
- 7.8.** The catalogue will specify the date on which the prospective bidders may be allowed to inspect the material accordingly; on verification of MSTC ID/ authorization by bidder along with Xerox I copy, to the representative.
- 7.9.** The goods will be sold on "as is where is basis" on the assumption that bidders have inspected the lots and know what they are buying, whether they have first inspected them or not. The quantities mentioned in the catalogues will be only tentative and no claim will be entertained in the respect. The whole of the whole of the lot or lots shall be taken from the site accumulation with all faults and errors in descriptions or otherwise. Inspection will be permitted during the working hours on all working days, prior to due date of e-auction, only to the holder of MSTC's identity card or to the person duly authorized by the original card holder and carrying copy of the identity card.
- 7.10.** At least one working day before the scheduled e-auction date Reserve Price will be entered by the designated/ authorized officers of MM Wing PTCUL through the user ID and Password created at the time of registration.

- 7.11.** The STA (Subject To Approval) Column may also be submitted online along with the Reserve Price. The STA percentage (%) is the percentage, which can be put, so that any lot which is lesser than the Reserve Price up to the stipulated percentage does not get out rightly rejected. A 10% negative price ceiling of Reserve price is to be kept for the auction of scrap items where auto acceptance/rejection is applicable. For rest of the auctions (Reserve price of Lot above 05 Lacs), a negative price ceiling of upto 20% can be considered by the concerned committee either Chief Engineer level committee or CPC on the basis of recommendation of Material Management wing. The decision on STA approval/rejection is to be taken preferably within 10 working days of the e-auction closure by PTCUL. This column is important, to avoid rejection of lots/ material with narrow margins w.r.t the reserve price fixed and fed in the system by the department. The reserve price access is available only to the PTCUL with valid ID & password.
- 7.12.** The e-auction will be held at the scheduled date and time, and can be seen live after logging on to the e-auction site www.mstcecommerce.com. The e-auction will be visible to the customer, the PTCUL and MSTC. While the customer can enter their rates, PTCUL and MSTC can only view the same. During the auction, only the highest rate received at that point of time can be seen by all. The customer is required to give a higher rate than the one last highest bid appearing on the auction floor. During the entire auction process the identity of the bidder (customer) or the place of bidding is not known to anybody, be it the customer, the PTCUL or MSTC. The auction will automatically close when bidding for all the lots is over.
- (a) After close of the e-auction, MSTC shall submit the Bid sheet to PTCUL along with its recommendation for approval for which highest bid have been received which is equal or more then reserve price. the status of all the lots for which bid have been received shall be STA (Subject to approval) of PTCUL.
 - (b) In the event, the bid received are for value less than the Reserve Price or Reserve Price less the approved discount rate as the case may be, in such matter MSTC shall forward the same to PTCUL as STA (Subject to approval) for which PTCUL shall take its own decision for approval or otherwise since, MSTC will not have access to the Reserve Price entered, hence the approval/ rejection of the lots would be done by PTCUL.
 - (c) MSTC shall provide market intelligence through its e-bulletin as and when published and may also make available the rates received for similar item in e-auctions conducted for other seller.
 - (d) As per the decision of Competent Committee, SE(MM) shall communicate with M/s MSTC for sale of scrap, however acceptance of the bid will be at the entire discretion of the Competent Committee whose decision shall be final.

(e) Rejection/ Forfeiture of EMD or Pre-bid amount of auctions/ inviting revised bids/ bid validity extension:

For rejection and re-auction of bids, Forfeiture of EMD or Pre-bid amount of auctions, for inviting revised bids & bid validity extension, will be done with the approval of Chief Engineer(MM) and he shall be competent authority to carry out the rejection, re-auction process, forfeit EMD/pre-bid amount & to get best price offer from H-1 bidder in auctions.

- 7.13.** On closure of the e-auction, mails are automatically sent to all the highest bidders, for lots on STA basis, on their email ids already registered on MSTC portal. The mail states that EMD is to be submitted within seven days of closure of the e-auction.
- 7.14.** MSTC shall issue the sale acceptance letters to the successful bidders/ buyers/ customers on behalf of the PTCUL through the system for the approved lots.
- 7.15.** MSTC shall collect sale price/ bid money from the buyer for onward submission to the PTCUL. PTCUL will have the option to access data related to their payments submitted at MSTC by buyers at the website of MSTC.
- 7.16.** The bidders/buyers are required to deposit pre-bid EMD amount for participating in the auctions which shall be based on the reserve price of lot auctioned as per the range for reserve price of lots given below:

S. No.	Reserve price of Lot ranging within	Pre-bid EMD amount
1.	Upto Rs. 5 Lacs	Rs. 15,000
2.	Rs. 05-25 Lacs	Rs. 50,000
3.	Rs. 25-50 Lacs	Rs. 1.5 Lacs
4.	Rs. 50 Lacs - 1 Crore	Rs. 3 Lacs
5.	Rs.1 crore above	3% of Reserve price rounded off upto nearest Lacs

After closure of the e-auction Sale Intimation Letter for STA lots will be sent by MSTC by e-mail. After the approval of STA, if pre-bid EMD amount < EMD amount the bidders shall submit balance Earnest Money deposit (EMD) or post bid EMD by way of e- payment only in favour of MSTC Ltd within 7 days (excluding the date of STA approval) of confirmation of bid for onward submission to PTCUL. In case Pre-bid EMD amount \geq EMD amount, it shall automatically be converted into security deposit.

The EMD must be @ 10% of the net sale value quoted (excluding taxes and duties). For the sold lots, on receipt of the Earnest Money Deposit, Sale Order/ Acceptance letter will be issued by MSTC. Upon issuance of the sale order/ acceptance letter the EMD shall automatically be converted into Security Deposit. The Security Deposit as specified in the sale order shall be adjusted only at the time of final payment. PTCUL will have the option to access the data related to their payment submitted at MSTC by buyers on their sellers login provided on MSTC portal.

- 7.17.** On receipt of balance payment MSTC shall issue delivery orders and payment is forwarded to the PTCUL with a copy of the delivery order. The PTCUL shall ensure credit of the said material value in its accounts before effecting delivery of materials to buyer. Delivery is to be given on confirmation of full payment including taxes and after proper verification on the bidders MSTC e-auction I-card in the presence of members of lifting committee which comprises of concerned Executive Engineer Unit/Division, Concerned Executive Engineer (MM), Assistant Engineer/ SDO of concerned unit/sub-division, concerned Assistant Engineer (MM) and the AO/AAO/ Accountant /Assistant accountant of concerned division/unit .
- 7.18** The successful bidders shall lift the specific material by employing their own labour and transport and their own cost within **60** days from date of issuance of sale release/ lifting order issued by PTCUL beyond which ground rent will be imposed upon the buyer @ 1/2% per week for four weeks upto 02% maximum. The ground rent will be imposed only on the material value of scrap remaining for lifting. For any dispute arising in the understanding of any terms & conditions of auction for eg. Imposition of penalty on account of late payment submission or imposition of ground rent etc., the clarification/advice given by MSTC will be adhered to. The lifting period can be reviewed for extension after one year from the date of enforcement of this policy.
- 7.19.** Force Majeure Clause: If at any time during the auction process, performance in whole or in part is delayed or compromised by reason of any war, hostility, act of public enemy, civil commotion, , sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockdowns etc. which is entirely beyond the control of the parties or acts of god, PTCUL shall waive off any penalty/ground rent etc. imposed on the buyer upon the satisfaction of Chief Engineer (MM) and acceptance by Director (Operations) provided a written request is received from the buyer.

Executive Engineer of concerned unit /division is authorized to dispose off scrap material of low book value or write off scrap of negligible book value (perishable items like cement bags, clothes, bottles, keyrings, damaged locks, umbrella etc.) upto the extent of Rs. 10,000/- in a year to any local buyer/vendor on limited quotation basis.

8. Conclusion: Fostering Efficiency and Responsibility through Scrap Disposal Policy

The Power Transmission Corporation of Uttarakhand Ltd (PTCUL) is committed to efficient resource utilization, responsible waste management, and the integration of cutting-edge technology in its operations. The Scrap Disposal Policy, a comprehensive framework designed to guide the identification, declaration, and disposal of scrap materials, encapsulates these principles and objectives. As we conclude our journey through this policy, let's recap its key points and underscore the significance of adhering to its provisions.

8.1. Key Points of the Policy:

- **Efficient Space Utilization:** The policy aims to optimize space within PTCUL's premises by removing obsolete materials, thereby creating room for the integration of advanced technologies.
- **Revenue Generation:** Responsible disposal of scrap materials generates revenue through avenues like the MSTC portal, facilitating financial stability and operational enhancement.
- **Operational Streamlining:** Efficient scrap management leads to streamlined operations, improved safety, and a clutter-free workspace, enhancing overall efficiency.

8.2. Importance of Adherence:

Adhering to the Scrap Disposal Policy is pivotal for several reasons:

- **Operational Efficiency:** The policy's systematic approach eliminates operational redundancies, reduces downtime, and enhances workflows, ensuring seamless operations.
- **Revenue Generation:** By following the policy, we capitalize on revenue opportunities through the sale of scrap materials, bolstering our financial stability.

In conclusion, the Scrap Disposal Policy and SOP of PTCUL embodies our dedication to innovation, efficiency, and sustainability. We optimize our operational landscapes and create space for advancements. As we move forward, let's remember that every action taken in accordance with this policy contributes to the success of PTCUL and our collective journey toward a more resourceful and resilient future.

Note:- The above procedures for e-auction will be read along with Special Terms & Condition of e-auction for bidders and Agreement already executed with M/s MSTC duly vetted by legal wing and finance wing of PTCUL.

THE END