

## Amendments to Purchase Manual

<b>Sl.No.</b>	<b>T.O.O No.</b>	<b>Page Nos.</b>
1.	T.O.O.CEE (Construction)/Ms No: 80/Dt. 09-07-2004	
2.	T.O.O.CEE (Transmission)/Ms No: 151/Dt. 20-10-2005	
3.	T.O.O. (ED-Const)/Ms No: 134/Dt. 12-07-2006	
4.	T.O.O. CE (Transmission)/ Ms No.191 Dated :20.09.2006	
5.	T.O.O. CE (Transmission)/ Ms No.192 Dated :20.09.2006	
6.	T.O.O.CEE/Construction/Ms No: 217/Dt: 20-10-2006	
7.	T.O.O.CEE/Construction/Ms No: 263/Dt: 06-12-2006	
8.	T.O.O. (CE-400 KV) MS. No. 80. Dt.19.07.2008	
9.	T O O (CE-Construction) Ms No. 236 Dated: 12-01-2010.	
10.	T.O.O. CE(Const/400 kV) Ms. No. 1 Dated: 3-4-2010	
11.	T.O.O. CE (Lift Irrigation) Ms. No. 227 Dated: 16-9-2010	
12.	T.O.O.No.CE (Transmission) M.S.No.229, Dt.18-09-2010.	

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**ABSTRACT**

APTRANSCO – Manual for Purchase of Materials & for placing work contracts – Payment of Price variation amounts - Amendment – Issued.

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T.O.O. CEE (Construction) / Ms. No. 80 Dt.09.07.2004.

**Read the following:**

- 1) T.O.O.CEE (DFID&APL)/Ms. No. 49 Dt. 16-5-2003.

**ORDER:**

In the reference cited, the Purchase Manual for purchase of materials & for placing work contracts was approved.

After careful consideration the Transmission Corporation of Andhra Pradesh Ltd., approves the following amendment to the Purchase Manual.

**AMENDMENT**

Add the following clause after cl.14.11 to the draft specification of procurement of materials given in Purchase Manual.

“Clause 14.12: The price variation amounts can be claimed for each batch of supplies made from time to time out of total quantity and will be payable after due verification”

The amendment is applicable to all contracts under execution.

This amendment is operative with immediate effect.

(BY ORDER AND IN THE NAME OF THE APTRANSCO)

**RACHEL CHATTERJEE**  
**Chairperson & Managing Director**

To  
All Chief Engineers of APTRANSCO.

Copy to:  
CHAIRMAN AND MANAGING DIRECTORS OF DISCOMS  
COMMISSIONER OF INDUSTRIES, GOVERNMENT OF ANDHRA PRADESH  
ALL FA & CCAs OF APTRANSCO  
GENERAL MANAGER (INDUSTRIAL RELATIONS)/APTRANSCO  
ALL SUPERINTENDING ENGINEERS OF APTRANSCO  
DEPUTY SECRETARY (ESTT.)/APTRANSCO  
DEPUTY SECRETARY (SERVICES)/APTRANSCO  
PS TO CHAIRMAN & MANAGING DIRECTOR/APTRANSCO  
PS TO JOINT MANAGING DIRECTOR (HRD, PLANNING & RA)/APTRANSCO  
PS TO JOINT MANAGING DIRECTOR (VIGILANCE)/APTRANSCO  
PS TO DIRECTOR /FINANCE/APTRANSCO  
PS TO DIRECTOR/PROJECTS/APTRANSCO  
PS TO DIRECTOR /TRANSMISSION & GRID OPERATION/APTRANSCO  
PS TO DIRECTOR/COMMERCIAL & COORDINATION/APTRANSCO

*// FORWARDED BY ORDER //*

*SUPERINTENDING ENGINEER  
(TRANSMISSION LINES)*

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**ABSTRACT**

APTRANSCO – Manual for Purchase of Materials & for placing work contracts – Amendments – Issued.

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T.O.O. CEE (Transmission) / Ms. No. 151 Dt. 20.10.2005.

**Read the following:**

- 1) T.O.O.CEE (DFID&APL)/Ms. No. 49 Dt. 16-5-2003.

**ORDER:**

In the reference cited, the Purchase Manual for purchase of materials & for placing work contracts was approved.

After careful consideration the Transmission Corporation of Andhra Pradesh Ltd., approves the following amendment to the Purchase Manual.

**A M E N D M E N T S**

**WORKS CONTRACTS**

Sl. No.	Clause No.	Page No.	Existing Clause	Amended as
1.	5.24	51	<u>Cost of bid document</u> <u>Estimated value of proposed bid</u> Up to Rs.100 lakhs:      Rs. 500/- Above Rs.100 lakhs.      Rs. 1000/-	<u>Cost of bid document</u> <u>Estimated value of Proposed bid</u> Up to Rs.100 lakhs:      Rs 500/- Above Rs.100 lakhs.      Rs. 1000/- <i>Plus sales tax as applicable</i>
2.	6.5	86	<u>Bid Security:</u> The Bidder has to furnish 2% of estimated value of the bid as indicated in the Notice Inviting Bids as bid security either in the form of DD or B.G. No Permanent Bid Security may be considered for acceptance.	<u>Bid Security:</u> The Bidder has to furnish 2% of original estimated value of the bid as bid security either in the form of DD or B.G. <i>and shall cover a period of 30 days over and above the period of bid validity.</i> No Permanent Bid Security may be considered for acceptance.
3.			<u>Payment terms:</u> <i>Purchase manual is silent in respect of 'Works Contracts'</i>	<u>Add payment terms:</u> 90% of the payment will be released against the submission of bills for the portion of the works completed. Out of the balance 10% amounts, 5% payments will be released after completion of all the works & submission of 'Material Accounts'. The final 5% payments will be released after the completion of the 'Guarantee period' or on submission of BG for the equivalent value, valid for the 'Guarantee period', along with 5% 'Performance Security BG' to be furnished as per Cl: 6.10 of the manual.

Contd...2

Sl. No.	Clause No.	Page No.	Existing Clause	Amended as
4.	6.8	87	<u>Opening of Price Bids:</u> Bids with abnormally high prices compared to the estimates in excess of 10% may be treated as Non-responsive. This decision will be taken by the competent authority. The contract will be awarded to the lowest responsive bidder.	Bids with abnormally high prices compared to the estimates in excess of 10% <i>may ordinarily be</i> treated as Non-responsive. This decision will be taken by the competent authority. The contract will be awarded to the lowest responsive bidder.
<b>PROCUREMENT CONTRACTS</b>				
1	5.14	48	100% payment to the supplier may be arranged <b>within 90 days</b> reckoned from the date Form-13 i.e. receipt of material / equipment in good condition at the destination / stores.  The supplier will have to predefine the Bank details while entering into contract.	100% Payment to the Supplier may be arranged <b>within 90 days</b> of issue of Form-13 i.e. date of receipt of material / equipment in good condition at the destination / stores i.e. check measurement date in Form-13..... <i>Each case of the contract, where the vendor/contractor requests for the payment in advance before the "scheduled date of payment", would be examined by the negotiations committee to decide whether such facility could be extended or not and if found deserving the Company would accept to offer a rebate/ discount @ 0.3% per week or part thereof of advancement. Based on the decision, the Finance &amp; Accounts would be authorized to release priority payment to such firm/contractor.</i> The supplier will have to predefine the Bank Account details <i>after receipt of LOI and before entering into contract</i> for electronic transfer of payment.
2	5.32	55	-	<b>Add the following:</b> <i>The bids shall be in bound volumes (with the documents in the volume not detachable). All pages of the bid except in - amended printed literature shall be initialed by the person/persons signing the bid. The page number shall be referred in Index. All pages including literature, type test reports of the bid shall be numbered and the page number shall be continuous. Soft copy of the technical and commercial bids and designs with drawings shall be given in Floppy disc/CD also. Summary sheet in the given format on the top of the bid duly signed and sealed by the bidder.</i>
3.	5.38	58	Two part bids will be adopted <i>in case of procurement of transformers including instrument transformers only.</i>	Two part bids will be adopted <i>for procurement of all equipment / materials/contracts. However for procurements of value less than Rs.50 lakhs, single part bids will be adopted for all equipment/ materials/Contracts.</i>

Sl. No.	Clause No.	Page No.	Existing Clause	Amended as
4.	5.55	69	-	<b>Add:</b> The Bank Guarantees may be obtained from the State Bank of India or its associate Banks/ Nationalized Banks
5.	5.62	72	-	<b>Add:</b> The Bidder shall a) Initiate and pursue insurance claim till settlement, and b) Promptly arrange for repair and/or replacement of any damaged items in full irrespective of settlement of insurance claim by the under writers. c) All costs because of insurance liabilities covered under the contract will be to supplier's account. The supplier shall provide the Purchaser with a copy of all insurance policies and documents taken out by him in pursuance of the 'Contract'. Such copies of documents shall be submitted to the purchaser immediately after such insurance coverage. The supplier shall also inform the Purchaser in writing at least sixty (60) days in advance, regarding the expiry, cancellation and/or change in any of such documents and ensure revalidation/renewal etc., as may be necessary well in time. '  The risks that are to be covered under the insurance shall be comprehensive and shall include but not limited to, the loss or damage in transit, storage, due to theft, pilferage, riot, civil commotion, weather conditions, accident of all kinds, fire, flood, war risk (during ocean transportation) bad or rough handling etc. The scope of such insurance shall cover the entire contract value
6.	Form 9.1	115 para-3	If our bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to <b>5%</b> of the Contract Price for the due performance.....	If our bid is accepted..... sum equivalent to <b>10%</b> of the Contract Price for the due performance... In cases where the performance security is not yet paid, the bid security will be forfeited and the balance to make up the performance security deposit will be deducted from pending payments, if any, due to the Tenderer from APTRANSCO on other orders. In addition, the company will also become liable for being black listed by APTRANSCO.
7.	9.1	116	<b>Sample form - price schedule :</b> Packing & For warding and Freight & Insurance are shown together under FADS price.  <b>Entry Tax</b> 	<i>The breakup between Packing &amp; Forwarding and Freight &amp; Insurance shall be indicated separately.</i>  <i>The bidder shall clearly indicate whether entry tax as levied by Government of Andhra Pradesh is applicable and borne by him or not.</i>

Sl. No.	Clause No.	Page No.	Existing Clause	Amended as
8.	4.sec. VI	185	The bidder will furnish Type Test Results. The type tests must have been conducted ..... and the date of Type tests <b>will not be later than 3 years.</b> ..... as Non-Responsive.	<b>“... Not be later than 5 years, subject to no alteration in the design ...”</b>
9.	10.4	132	Chief Engineer/ Transmission/ APTRANSCO will invite bids and process them.	The present Chief Engineer/ Transmission/ APTRANSCO will invite bids and process them as per the procedures stipulated in the ‘Purchase Manual.
10.	60	177	In case where new vendors fail to meet the requirements ---- no penalty --- will be excluded from the next bid ---	<b>Deleted.</b>
11.	31	161	-	<b>Add:</b> Cost of Recommendatory spares if any indicated in the relevant price schedule will not be considered for bid evaluation
12.	5.53	67	The purchaser will have the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders <i>or any obligation to inform the affected bidder/bidders of its reasons.</i>	The purchaser will have the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. <i>The purchaser will inform the affected bidder/bidders of its reasons</i>

The amendments are applicable to all contracts of works & purchases under execution.

These amendments are operative with immediate effect.

(BY ORDER AND IN THE NAME OF THE APTRANSCO)

Sd/-

**RACHEL CHATTERJEE**  
Chairperson & Managing Director

To

All Chief Engineers of APTRANSCO.

Copy to:

CHAIRMAN AND MANAGING DIRECTORS OF DISCOMS  
COMMISSIONER OF INDUSTRIES, GOVERNMENT OF ANDHRA PRADESH  
ALL FA & CCAs OF APTRANSCO  
GENERAL MANAGER (INDUSTRIAL RELATIONS)/APTRANSCO  
ALL SUPERINTENDING ENGINEERS OF APTRANSCO  
DEPUTY SECRETARY (ESTT.)/APTRANSCO  
DEPUTY SECRETARY (SERVICES)/APTRANSCO  
PS TO CHAIRMAN & MANAGING DIRECTOR/APTRANSCO  
PS TO JOINT MANAGING DIRECTOR (HRD, PLANNING & RA)/APTRANSCO  
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PS TO DIRECTOR /TRANSMISSION & GRID OPERATION/APTRANSCO  
PS TO DIRECTOR/COMMERCIAL & COORDINATION/APTRANSCO

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**A B S T R A C T**

APTRANSCO- Manual for Purchase of Materials & placing orders for execution of works Contracts-Modification of Certain Clauses-Amendments-Issued

T.O.O. (ED - Const.) Ms..No. 134

**Dated. 12-07-2006.**

Read the following:-

1. T.O.O CEE(DFID&APL) Ms. No. 49 Dated 16-05-2003
2. T.O.O CEE (Construction) Ms.No. 80, Dt.9.07.2004.
3. T.O.O CEE(Transmission) Ms. No.151 Dated 20-10-2005.

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**PROCEEDINGS:**

In the reference f<sup>t</sup> read above, Purchase Manual covering purchase procedures for Purchase of Materials & Awarding of Works Contracts for implementing in APTRANSCO was approved.

It was observed that, existing purchase procedures laid out in the Purchase Mnual in clause No.6.8 speak about Bids with abnormally high prices only and they are treated normally as non responsive in case of bids in excess of 10% over the estimate. The above clause does not specifically mention about the limitation on individual sub items of the Schedules. In the absence of specific provision it was observed that certain bidders were quoting either very high or very low rates for individual sub items keeping however total quoted rate around the estimated rate, leading to problems in executing the works.

APTRANSCO after careful consideration have approved for revision of procedures of tendering system of works contracts by indicating the item wise rates in the schedules and evaluating tender only on the tender percentage offered by the bidder. As per the new procedure the tenderer has to quote his percentage less than/at par / excess over the total estimated cost furnished in the schedules and the same will be uniformly applied on the estimated rates of APTRANSCO to arrive at the cost of individual items of the contract.

The following amendments are therefore issued in this regard to relevant clauses of purchase manual.

**AMENDMENTS**

S.NO.	Clause No.	Existing	To be read as
1	Clause No.: 6.3,Para No.2,line No.6 “Bid Invitation & Bid Specification”	The Part-II contains the PRICE BID. The Part-II PRICE BIDS of only those bidders whose Part-I Technical bids were deemed to have qualified will be opened for consideration and evaluation.	The PART-II contains the PRICE BID. The PRICE BID will consist of Schedule-A & B. Schedule –A will consist of total estimated value & item wise estimated rates with applicable taxes and duties. Schedule-B will consist of summary of prices where, the bidder has to quote percentage less than / at par / excess over the total value given in schedule-A & the total amount offered as his offer. The Part-II PRICE BIDS of only those bidders whose Part-I Technical bids were deemed to have qualified will be opened for consideration and evaluation.
2	Clause No.: 6.8Para2 &5 “opening of Price bids”	<p><u>Para 2:</u> The Price bids will contain unit prices and totals for each item and Prices Will be firm.</p> <p><u>Para 5:</u> Bids with abnormally high prices compared to the estimates in excess of 10% may be treated as Non-Responsive. This Decision will be taken by the competent authority The contract will be awarded to the lowest responsive Bidder.</p>	<p><b><u>Para 2:</u></b> The schedule of prices i.e. schedule –A of the bid document, will contain estimated rates and amounts including all applicable taxes and duties prevailing at the time of calling tenders, for each item in the schedule and the total value of work. The bidder has to quote his offer only in the summary of prices i.e. schedule –B of the bid document as a percentage rate less than / at par / excess over the total estimated value. The percentage rate so quoted will be loaded to the estimated rates given in schedule –A of prices for each item to arrive at the rates payable to the contractor against the individual item of the schedule. The offer of the bidder should be on firm price basis only.</p> <p><b><u>Para 5:</u></b> Bids with abnormally high prices in excess of 10% for the total estimated cost may normally be treated as non – responsive. Decision in this regard will be taken by the competent authority. The contract will be awarded to the lowest responsive bidder.</p>

			<p><b>Para:6 : Bid Analysis:</b></p> <p>a) The item wise rates of schedule A will be same as the item wise rates of approved estimate sanctioned by the competent authority duly pre-checked by accounts wing for arithmetical accuracy.</p> <p>b) After opening of bids, the price bids of the responsive bidders will be evaluated duly getting the financial analysis checked by accounts wing. Work will be awarded to lowest quoted responsive bidder.</p>
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The Summary of Prices (Schedule – B) is enclosed below. Amendments are applicable to all contracts of works. These amendments are issued with the approval of full board.

**These amendments are operative with immediate effect.**

Encl: Schedule – B (Summary Sheet)

**// BY ORDER AND IN THE NAME OF APTRANSCO//**

Sd/-

**RACHEL CHATTERJEE  
CHAIR PERSON & MANAGING DIRECTOR**

To

The Executive Director (Construction)/V.S/Hyderabad.

All Chief Engineers of APTRANSCO

**Copy to:**

Chairman & Managing Director's of DISCOMS

Commissioner of Industries, Government of Andhra Pradesh.

The P.A to Chief Secretary/Energy, AP Secretariate, Govt. of AP, Hyderabad.

The P.A to Principle Secretary/Finance, AP Secretariate, Govt. of AP, Hyderabad.

The P.S to C.M.D/ APTRANSCO/ V.S/ Hyderabad.

The P.S to JMD (HRD, Comml, IPC & Reforms)/ APTRANSCO/ V.S/ Hyderabad.

The P.S to JMD (Vigilance & Security)/ APTRANSCO/ V.S/ Hyderabad.

The P.S to Director (Finance&Revenue)/ APTRANSCO/ V.S/Hyderabad.

The D.E( T) to Director ( Projects Construction) /APTRANSCO / VS / Hyderabad.

The P.S to Director ( Transmission & grid Operation) /APTRANSCO / VS / Hyderabad.

The D.E( T) to Director ( RA & Co-Ordination) /APTRANSCO / VS / Hyderabad.

The Chief General Manager/ CCC/ V.S/ Hyderabad.

All FA&CCAs of APTRANSCO?V.S/Hyderabad.

All Superintending Engineers/TL&SS / APTRANSCO .

All Superintending Engineer / TLC / APTRANSCO.

EME-8/O/o ED/Construction/VS/Hyderabad.

**// FORWARDED BY ORDER//**

**ASST. DIVISIONAL ENGINEER (ELECTRICAL)**

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED****SCHEDULE - B***SUMMARY OF PRICES***SPECIFICATION NO:****NAME OF THE WORK:**

Sl.No.	Item	Total Price
1.	Total value of scheduled items (Quantities and Prices are as per the Schedule – A appended to the specification.)	Rs. _____ _____ (Total Estimated Value)
2.	Percentage Rate quoted below / at par/ above the total value vide item 1. above.	
	i) In figures	%
	ii) In words.	
3.	Total value of schedule after loading the Percentage rate quoted against S. No. 2 above.	
	i) In figures.	Rs. _____ _____
	ii) In words.	(Rupees _____ )

- NOTE:** 1) Percentage is to be rounded off up to two decimals.  
2) Amounts are to be rounded off to nearest rupee.  
3) The total estimated value under item 1 and total value offered by the bidder Under item 3 are inclusive of Excise Duty, Sales Tax, WCT, VAT etc., as per Technical specification etc., General and Financial conditions of specification.

SIGNATURE OF THE BIDDER  
WITH DATE & SEAL

**EXECUTIVE DIRECTOR  
CONSTRUCTION**

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**ABSTRACT**

APTRANSCO – Reconstitution of Stores Purchase Committees – Modified orders Issued – Regarding.

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T.O.O. CE (Transmission)/ Ms No. 191                      Dated :20.09.2006

**Read the following:**

- i) T.O.O CEE(DFID & APL ) Ms No. 184 Dated 31-10-2003
- ii) T.O.O. CE (Transmission)/ Ms No.251 Dated 4<sup>th</sup> February, 2006.
- iii) T.O.O. (Per-Addl.Secy) Ms.No.182 Dated.08-09-2006.

**PROCEEDINGS :**

In the reference 2<sup>nd</sup> cited, orders were issued reconstituting the Stores Purchase Committee to consider the tender proposals for purchase/awarding contracts.

Consequent on the assumption of the charge by the Directors of APTRANSCO, the subjects were reallocated among Joint Managing Directors and Directors of APTRANSCO vide T.O.O. (Per-Addl.Secy) Ms.No.182 Dated.08-09-2006 under reference 3<sup>rd</sup> cited.

APTRANSCO in modification of the orders issued in the reference 2<sup>nd</sup> cited above, reconstituted the Stores Purchase Committee as indicated below to consider the tender proposals for Purchase/Awarding contracts.

**i) Stores Purchase Committee -1**

(For purchase of materials/awarding of contracts above Rs.100 lakhs and up to Rs.500 lakhs)

Joint Managing Director (HRD, Comml., IPC, Reforms, RA&IT)	Chairman
Director (Finance & Revenue)	Member
Director (Projects, Co-Ordination and Grid Operation)	Member
Director (Transmission)	Member
Commissioner of Industries/ His Nominee	Member

**ii) Stores Purchase Committee -2**

(For purchase of materials/awarding of contracts above Rs.500 lakhs)

Chairman & Managing Director	Chairman
Joint Managing Director (HRD, Comml., IPC, Reforms, RA & IT)	Member
Joint Managing Director (Vigilance & Security)	Member
Director (Finance & Revenue)	Member
Director (Projects, Co-Ordination and Grid Operation )	Member
Director (Transmission )	Member
Commissioner of Industries/ His Nominee	Member

Contd...2..

**iii) Sub-Committee of Stores Purchase Committee-2**

Joint Managing Director (HRD, Comml., IPC, Reforms, RA & IT)	Chairman
Director (Finance & Revenue)	Member
Director (Projects, Co-Ordination and Grid Operation)	Member
Director (Transmission)	Member
Commissioner of Industries/ His Nominee	Member

The above Sub-Committee will vet the tender proposals before submission to Stores Purchase Committee-2.

Accordingly the relevant paras of the clause 10.1 (purchase Committee) under clause 10 (Delegation of Powers) page No.130 of approved purchase manual for procurement of various materials carrying contracts approved by APTransco vide T.O.O.CEE (DFID & APL) Ms.No.49; Dt.16-5-2003 gets amended

**(BY ORDER AND IN THE NAME OF APTRANSCO)**

**RACHEL CHATTERJEE  
CHAIRPERSON & MANAGING DIRECTOR**

To

All Chief Engineers of AP Transco/Construction/VS/Hyd  
All Superintending Engineers of AP Transco

Copy to :

Principal Secretary Finance (R&E) and Director (Non Whole time) of APTransco.  
Special Chief Secretary (Energy) and Director (Non Whole time) of APTransco.  
PS to Chairman & Managing Director/AP Transco/Vidyut Soudha/Hyderabad.  
PS to JMD (HRD, Comml., IPC, Reforms, RA & IT)/AP Transco/Vidyut Soudha/Hyd.  
PS to JMD (Vigilance & Security)/ AP Transco/Vidyut Soudha/Hyd.  
PS to Director (Finance & Revenue)/ AP Transco/Vidyut Soudha/Hyd.  
PS to Director (Projects, Co-Ordination and Grid Operation)/ AP Transco/VS/Hyd.  
PS to Director (Transmission)/ AP Transco/Vidyut Soudha/Hyd.  
The Commissioner of Industries, Govt. of Andhra Pradesh/Hyderabad.  
All the FA & CCAs/ AP Transco/Vidyut Soudha/Hyd.  
CGM (HRD & Trg.)/ AP Transco/Vidyut Soudha/Hyd.  
Joint Secretary / AP Transco/Vidyut Soudha/Hyd.  
Additional Secretary/ AP Transco/Vidyut Soudha/Hyd.  
CGM (Corporate Communications)/ AP Transco/Vidyut Soudha/Hyd.

**//Forwarded by order //**

**Chief Engineer/Transmission**

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**ABSTRACT**

APTRANSCO – Reconstitution of Negotiating Committee – Modified orders Issued – Regarding.

T.O.O. CE (Transmission)/ Ms No. 192

Dated :20.09.2006

**Read the following:**

- i) T.O.O. CE (Transmission)/ Ms No.252 Dated 4<sup>th</sup> February, 2006
- ii) T.O.O. CE (Transmission)/ Ms No.191 Dated 20.09.2006.

**PROCEEDINGS :**

In the T.O.O. under reference 1<sup>st</sup> cited, orders were issued constituting the Negotiating Committee for negotiating with the tenderers.

In the T.O.O. under reference 2<sup>nd</sup> cited, orders were issued reconstituting the Stores Purchase Committee to consider the tender proposals for purchase/awarding of contracts.

In this connection, a Negotiating Committee for negotiating with the tenderers is reconstituted as indicated below.

Joint Managing Director (HRD, Comml., IPC, Reforms, RA & IT)	Chairman
Director (Finance & Revenue)	Member
Director (Projects, Co-Ordination and Grid Operation)	Member
Director (Transmission)	Member

**(BY ORDER AND IN THE NAME OF APTRANSCO)**

RACHEL CHATTERJEE  
 CHAIRPERSON & MANAGING DIRECTOR

To

JMD (HRD, Comml.,IPC ,Reforms, RA & IT)/AP Transco/Vidyut Soudha/Hyd.

Director (Finance & Revenue)/ AP Transco/Vidyut Soudha/Hyd.

Director (Projects, Co-Ordination and Grid operation)/ AP Transco/Vidyut Soudha/Hyd.

Director (Transmission )/ AP Transco/Vidyut Soudha/Hyd.

Contd...2

Copy to

All Chief Engineers of AP Transco

All Superintending Engineers of AP Transco

PS to Chairman & Managing Director/AP Transco/Vidyut Soudha/Hyderabad.

PS to JMD (HRD, Comml.,IPC , Reforms,RA & IT)/AP Transco/Vidyut Soudha/Hyd.

PS to JMD (Vigilance & Security)/ AP Transco/Vidyut Soudha/Hyd.

PS to Director (Finance & Revenue)/ AP Transco/Vidyut Soudha/Hyd.

PS to Director (Projects, Co-Ordination and Grid Operation)/ AP Transco/VS/Hyd.

PS to Director (Transmission)/ AP Transco/Vidyut Soudha/Hyd.

All the FA & CCAs/ AP Transco/Vidyut Soudha/Hyd.

CGM (HRD & Trg.)/ AP Transco/Vidyut Soudha/Hyd.

Joint Secretary / AP Transco/Vidyut Soudha/Hyd.

Additional Secretary/ AP Transco/Vidyut Soudha/Hyd.

CGM (Corporate Communications)/ AP Transco/Vidyut Soudha/Hyd.

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**Sub:** Delegation of powers to Chief Engineers/TL&SS to take up works for Bay extensions, Augmentation of Power Transformers, Second circuit stringings upto 10KM, 132kV tapping lines upto 5KM length – Accorded.

**T.O.O (CE-Construction) Ms. No.217**

**Dated: 20.10.2006**

The Chief Engineers are having powers to award works up to Rs.7.00 lakhs & purchase of materials under open competitive bidding up to Rs.5.00 lakhs till now as per Delegation of Powers vide Para 10.3 of Purchase Manual.

For the last three years, the escalation in the prices of various building materials like cement, steel, sand, metal and other materials resulted in increase in the cost of bay extensions, augmentations of power transformer capacities, 2<sup>nd</sup> circuit stringings etc. Hence, Bay extensions, augmentation of power transformer capacities, Second circuit stringings etc which were earlier awarded within the powers of Chief Engineers have now crossed their powers and they have to be awarded from head quarters under LPC.

In view of the above, the Chief Engineer/Construction has proposed for enhancement of powers to Chief Engineers/TL&SS to take up Bay extensions, augmentation of power transformer capacities, 2nd circuit stringings etc within their powers.

After careful consideration, APTRANSCO has accorded approval permitting the Chief Engineers/TL&SS to call for tenders, evaluate and award the following works against sanctioned, schemes duly following the procedures in vogue i.e availability of Budget, Technical sanction etc:

1. Bay extension works upto 220kV.
2. All power transformer augmentation works
3. Second circuit stringing of 132kV lines upto a length of 10KM
4. 132kV tapping lines (LILO) upto a length of 5KM.

In respect of tenders of value more than Rs.7.00 Lakhs , the tenders shall be put up to LPC after evaluation at Zonal level. Contracts shall be awarded by Chief Engineer/ TL&SSs based on the decisions of LPC. Tenders for all above works will be called on e-procurement platform and present LOA payment system will be continued.

Contd...2

In view of the above, the following amendment is issued to the Sl.No.5 "CHIEF ENGINEERS" of clause 10.3 "POWERS FOR AWARD OF WORKS CONTRACT" of Purchase manual as below:

**Existing entries:**

Sl.No.	Authority	Open Competitive Bidding	Nomination basis
1.	Chief Engineer	Rs.7.0 Lakhs	Nil

**Amendment:**

Sl.No.	Authority	Open Competitive Bidding	Nomination basis
1.	Chief Engineer	a)Rs.7.0 Lakhs for items other than mentioned in (b) b) Calling of tenders, Evaluation and awarding duly processing through LPC for the following works: i) Bay extension works up to 220kV. ii)All power transformer augmentation works iii)Second circuit stringing of 132kV lines up to a length of 10KM iv)132kV tapping lines (LILO) up to a length of 5KM.	Nil

A monthly report on details of works taken up and costs involved shall be furnished by Chief Engineers/TL&SS to Board regularly.

**BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**SD/-  
DIRECTOR/ TRANSMISSION**

To,  
The Chief Engineer/Construction/Vidyut Soudha/Hyderabad.

Copy to:

The Chief Engineer/TL&SS/Hyderabad,Kadapa,Warangal,Vijayawada,Vizag

The Chief Engineer/Power Systems

The Chief Engineer/RE & Operation

The Chief Engineer/Planning

The Chief Engineer/Civil

The Chief Engineer/Telecom

The Chief Engineer/HRD,Training &IT

FA & CCA (R&A)/Vidyut Soudha/Hyderabad

FA & CCA (A&EA)/Vidyut Soudha/Hyderabad

The Superintending Engineer/TLC/ Hyderabad,Kadapa,Warangal, Vijayawada, Vizag,  
Karimnagar

The Superintending Engineer/TL&SS/ Hyderabad,Kadapa,Warangal, Vijayawada, Vizag,  
Karimnagar, Kurnool, Mamidipalli, Metro Zone, Nalgonda

The Superintending Engineers /Construction/Substations O/o CE/ Construction

The Superintending Engineers /Construction/Lines O/o CE/ Construction

The Superintending Engineers /Civil-I,II,III/ O/o. CE/Civil,V.S.,Hyderabad

Personal Secretary to the Chairman & Managing Director

Personal Secretary to the Joint Managing Director/HRD, Commercial, IPC, Reforms, RA &  
IT

Personal Secretary to the Joint Managing Director/Vigilance & Security

Personal Secretary to the Director/Finance & Revenue

DE (T) to Director/Projects, Co-ordination & Grid Operation

DE (T) to Director/Transmission

Chairman & Managing Directors/APCPDCL,APSPDCL,APNPDCL,APEPDCL

E1/E2/E3/E4/E5/E8 O/o CE/Construction

T.O.O Section.

**// FORWARDED BY ORDER //**

**ASSISTANT DIVISIONAL ENGINEER**

E:\T.O.O ;2006-07\Rentachintala -TOO.doc

The Superintending Engineer/TL&SS/ Hyderabad

The Superintending Engineer/TL&SS/ Kadapa

The Superintending Engineer/TL&SS/ Warangal,

The Superintending Engineer/TL&SS/ Vijayawada,

The Superintending Engineer/TL&SS/ Vishakapatnam

The Superintending Engineer/TL&SS/ Karimnagar

The Superintending Engineer/TL&SS/ Kurnool

The Superintending Engineer/O&M/TL&SS/ Mamidipalli

The Superintending Engineer/TL&SS/ Metro Zone

The Superintending Engineer/TL&SS/ Nalgonda

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**ABSTRACT**

APTRANSCO – Manual for Purchase of Materials & for placing work contracts – Amendments as per the request of Chief Engineer/RAC, Reforms & IT – Issued

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**T O O CEE/Construction / Ms No: 263 Dt: 6.12.2006**

*Read the following :*

- 1) T.O.O.CEE (DFID&APL)/Ms No: 49/Dt. 16-5-2003
- 2) T.O.O.CEE (Construction)/Ms No: 80/Dt. 09-07-2004
- 3) T.O.O.CEE (Transmission)/Ms No: 151/Dt. 20-10-2005
- 4) T.O.O. (ED-Const)/Ms No: 134/Dt. 12-07-2006

**ORDER:**

In the reference 1<sup>st</sup> cited, the Purchase Manual for purchase of materials & for placing work contracts was approved and amendments were issued subsequently through the TOOs, cited in the references 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> above.

Transmission Corporation of Andhra Pradesh Ltd., approves the following amendments to the Purchase Manual in view of the implementation of e-procurement software in APTRANSCO.

**A M E N D M E N T S**

Sl. No	Clause No.	Page No.	Existing Clause	Amended as
i	6.8	87	<u>Opening of Price Bids :</u> Bids with abnormally high prices compared to the estimates in excess of <b>10%</b> may ordinarily be treated as non-responsive. This decision will be taken by the competent authority. The contract will be awarded to the lowest responsive bidder.	<u>Opening of Price Bids:</u> Bids with abnormally high prices compared to the estimates in excess of <b>5%</b> may ordinarily be treated as non-responsive. The competent authority will take this decision. The contract will be awarded to the lowest responsive bidder.
ii	6.8	87	<b><u>Opening of Price Bids :</u></b>	<b><u>Add the following to the Existing clause :</u></b> <i>For tendered percentage below 10%, additional security deposit has to be collected for the less percentage below 10%. Ex: if the bidder quotes 20% below ECV, then he has to pay ASD (Additional Security Deposit) of 10% of Estimated Contract Value on receipt of detailed order, along with performance security with in prescribed time, failing which the order will be cancelled and Bid Security forfeited.</i>

*Continued.... //2//*

Sl. No.	Clause No.	Page No.	Existing Clause	Amended as
iii	5.24	51	<p><b><u>Cost of Bid Document:</u></b></p> <p><u>Estimated Value of Proposed Bid</u>      <u>Cost of Bid Document</u>  Up to Rs 100 Lac      Rs 500/-  Above Rs 100 Lac      Rs 1000/-  <i>Plus Sales Tax, as applicable</i></p>	<p><b><u>Cost of Bid Document:</u></b>  <b><u>Add the following to the Existing clause:</u></b></p> <p>NIL: For e-procurement</p>
	5.24	51		<p><b><u>Also, Add the following to the Existing clause :</u></b></p> <ul style="list-style-type: none"> <li>➤ Bidders have to pay a transaction fee @ 0.04% of ECV (Estimated Contract Value) with a cap of Rs 10000/- for all works with ECV up to Rs 50 Cr and Rs 25000/- for works with ECV above Rs 50 Cr, at the time of bid submission electronically.</li> <li>➤ Transaction Fee &amp; other charges to C-1 India &amp; APTS shall be paid by either Credit Card or Debit Card.</li> <li>➤ Bidders have to pay 'service tax' as levied by Government Of India on transaction fee, electronic payment gateway charges.</li> <li>➤ Successful bidders shall pay another 0.04% of ECV to APTS towards e-procurement fund.</li> <li>➤ Bidders shall obtain digital certificates from APTS at a one time cost of Rs 1200/-</li> </ul>
iv	6.3	84-85	<p><b><u>Bid Specification &amp; Bid Invitation:</u></b></p>	<p><b><u>Add the following to the Existing clause :</u></b></p> <ul style="list-style-type: none"> <li>➤ Estimated Cost Value is to be displayed to the bidders.</li> <li>➤ For 'Works Contracts' quotation as % excess or less on ECV of work is to be allowed.</li> </ul>
v	5.14	48	<p>100% Payment to the Supplier may be arranged within <b>90 days</b> of issue of Form-13 i.e. date of receipt of material/equipment in good condition at the destination/stores i.e. check-measurement date in Form-13...</p>	<p>100% Payment to the Supplier may be arranged within <b>45 days</b> of issue of Form-13 i.e. check-measurement date in Form-13...</p>

Sl. No	Clause No.	Page No.	Existing Clause	Amended as										
vi	5.15	48	<b>Payment Procedures</b>	<p><b><u>Add the following:</u></b></p> <p>(a) In respect of equipment procured for use in Vidyut Soudha Divisional Engineer/IT of Information Systems wing will do the check measurement. The transaction has to be regularized through TLC Stores/Erragadda by sending requisitions, Delivery Challans etc.,</p> <p>(b) In respect of equipment procured for use in field offices, the concerned Chief Engineer has to nominate one Divisional Engineer as consignee to receive, check measure and safe custody of the equipment. The check measured Delivery Challan along with Installation report have to be submitted to the Purchasing Officer so as to enable him to regularize the transaction.</p>										
vii	9.9.1	116	<p><b>Sample Form-Price Schedule:</b> Packing &amp; Forwarding and Freight &amp; Insurance are shown together under FADS Price SI No: 8 of Price Schedule (Pg 116 &amp; 189 of manual): <b><u>(Existing)</u></b></p> <table border="1" data-bbox="451 1161 857 1266"> <tr> <td><i>Packing &amp; Forwarding, Freight and Insurance</i></td> </tr> <tr> <td style="text-align: center;"><b>8</b></td> </tr> </table>	<i>Packing &amp; Forwarding, Freight and Insurance</i>	<b>8</b>	<p>Packing &amp; Forwarding, Freight and Insurance shall be indicated separately as below: <u>SI No: 8 of Price Schedule</u> (Pg-116 &amp; 189 of manual): <b><u>(Amended as)</u></b></p> <table border="1" data-bbox="886 1058 1451 1314"> <tr> <td style="text-align: center;"><i>Packing</i></td> <td style="text-align: center;"><i>Forwarding</i></td> <td style="text-align: center;"><i>Freight</i></td> <td style="text-align: center;"><i>Insurance</i></td> </tr> <tr> <td style="text-align: center;"><b>8-A</b></td> <td style="text-align: center;"><b>8-B</b></td> <td style="text-align: center;"><b>8-C</b></td> <td style="text-align: center;"><b>8-D</b></td> </tr> </table>	<i>Packing</i>	<i>Forwarding</i>	<i>Freight</i>	<i>Insurance</i>	<b>8-A</b>	<b>8-B</b>	<b>8-C</b>	<b>8-D</b>
<i>Packing &amp; Forwarding, Freight and Insurance</i>														
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<b>8-A</b>	<b>8-B</b>	<b>8-C</b>	<b>8-D</b>											
viii	5.6	43	<b><u>Rate Contract :</u></b>	<p><b><u>Add the following to the Existing clause :</u></b> The PCs, Printers, Consumables, Servers, Scanners, Software and other electronic equipment that are available under DGS &amp; D rate contract may be procured through DGS &amp; D rate contract, as per the terms &amp; conditions of DGS &amp; D.</p>										

Continued....//4//

//4//

Sl. No	Clause No.	Page No.	Existing Clause	Amended as
(ix)	10.6	135-136	Sl Nos: 11 to 13, Chart showing the 'Delegation of powers'	<p><b>Sl No: 11 to 13:</b> Item/Activity: <i>Inspection</i> <i>Issue of Dispatch Instructions</i> <i>Dispatch of Materials by the supplier</i></p> <p><u>Time Frame:</u> <i>All the above three activities within 15 days of receipt of intimation regarding readiness of materials. Dispatch Instructions to be given to Supplier latest on day of inspection, subject to passing inspection report.</i></p>
(x)	5.13	46	Where variable' prices are permitted' a definite price variation formula should be indicated in the Bid, subject to a maximum <b>ceiling of 10%</b> .	Where variable' prices are permitted' a definite price variation formula should be indicated in the Bid, subject to a maximum <b>ceiling of 30%, on positive side &amp; no ceiling on lower side.</b>
(xi)	5.48	65	<b><u>Trial Order:</u></b>	<p><b><u>Add the following to Existing Clause:</u></b></p> <ul style="list-style-type: none"> <li>➤ Trial Orders can be placed on Bidders whose bids are <i>technically qualified</i> only.</li> <li>➤ However, for placing the trial orders their <i>Quoted FOR Destination Price</i> shall be lower by at least 5% of the L1 price (which is <i>technically &amp; commercially qualified</i>). Apart from this, the Bidder, seeking the Trial Order, shall pass on any advantages on account of the duties &amp; taxes to APTRANSCO.</li> </ul>

These amendments are operative with immediate effect.

**(BY ORDER AND IN THE NAME OF THE APTRANSCO)**

**Sd/-**  
**RACHEL CHATTERJEE**  
**Chairperson & Managing Director**

**To**

All Chief Engineers of APTRANSCO.

**Copy to:**

CHAIRMAN AND MANAGING DIRECTORS OF DISCOMS

COMMISSIONER OF INDUSTRIES, GOVERNMENT OF ANDHRA PRADESH

ALL FA & CCAs OF APTRANSCO

GENERAL MANAGER (INDUSTRIAL RELATIONS)/APTRANSCO

ALL SUPERINTENDING ENGINEERS OF APTRANSCO

DEPUTY SECRETARY (ESTT.)/APTRANSCO

DEPUTY SECRETARY (SERVICES)/APTRANSCO

**//F.B.O//**

**Assistant Executive Engineer**  
**O/o C. E. /Construction**  
**APTRANSCO**

PS TO CHAIRMAN & MANAGING DIRECTOR/APTRANSCO  
PS TO JOINT MANAGING DIRECTOR (HRD, PLANNING & RA)/APTRANSCO  
PS TO JOINT MANAGING DIRECTOR (VIGILANCE)/APTRANSCO  
PS TO DIRECTOR /FINANCE/APTRANSCO  
PS TO DIRECTOR/PROJECTS/APTRANSCO  
PS TO DIRECTOR /TRANSMISSION & GRID OPERATION/APTRANSCO  
PS TO DIRECTOR/COMMERCIAL

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**ABSTRACT**

APTRANSCO – Purchase Manual – Disposal of non-moving material – Amendment to payment & Bid Validity clauses – Issued – Regarding.

**T.O.O. (CE 400 KV) MS. No. 80.**

**Dt.19.07.2008**

*Read the following:*

1. T.O.O.CEE (DFID & APL) MS.No.49, dt.16.05.2003
2. T.O.O.(Per.Addl.Secy) MS.No.138, dt.10.10.2007.

**PROCEEDINGS:**

1. In the reference cited (1) above Purchase Manual and its amendments covering purchase procedures of purchase of materials, awarding work contracts and disposal of non-moving materials was approved.
2. As per the reference (2) cited, the works are reorganised and the subject of disposal of scrap its allocated to Chief Engineer/Construction/400 KV/Vidyut Soudha/Hyderabad.
3. After careful consideration, APTRANSCO accords approval for the amendment of payment and validity of bids clauses for disposal of non-moving materials as follows.

**AMENDMENTS**

**DISPOSAL OF NON-MOVING MATERIAL**

Sl. No.	Clause No.	Page No.	Existing	Amended as
1.	8.9.4	100	“Offers for purchase of scrap must be kept valid for acceptance of a period of 30 days”.	“Offers for purchase of centralised scrap i.e. (Ferrous, Aluminium & Copper scrap) must be kept valid for acceptance for a period of 90 days from date of opening of sealed price bids or sealed price bid cum e-auction. And, the offers for the purchase of other scrap items by the field officers must be kept valid for acceptance of a period of 30 days”.

Contd....2

Sl. No.	Clause No.	Page No.	Existing	Amended as																					
2.	8.9.5	100	<p>The cost of each lot of material along with taxes and duties must be paid by the buyer in equal installments as per the table given below.</p> <table border="1"> <thead> <tr> <th>Net sale value Excluding taxes/ duties Rs. in lakhs (For each lot)</th> <th>No. of install-ments</th> <th>Payment period counted from the date of issue of sale order.</th> </tr> </thead> <tbody> <tr> <td>Up to including Rs.5 lakhs</td> <td>1</td> <td>15 days</td> </tr> <tr> <td>Over Rs.5 lakhs upto Rs. 15 lakhs</td> <td>2</td> <td>30 days</td> </tr> <tr> <td>Over Rs.15 lakhs upto Rs.30 lakhs</td> <td>4</td> <td>50 days</td> </tr> <tr> <td>Over Rs.30 lakhs and above</td> <td>6</td> <td>60 days</td> </tr> </tbody> </table> <p>The buyer is required to pay the total sale value in equal installments as per above .</p> <p>First installment should be paid within 15 days from the date of issue of the sale order and subsequent installment if any should be paid as above or specified in the sale order.</p> <p>The seller may fix a reasonable time limit to lift the scrap from the stores depending upon the quantity of scrap offered for sale”.</p>	Net sale value Excluding taxes/ duties Rs. in lakhs (For each lot)	No. of install-ments	Payment period counted from the date of issue of sale order.	Up to including Rs.5 lakhs	1	15 days	Over Rs.5 lakhs upto Rs. 15 lakhs	2	30 days	Over Rs.15 lakhs upto Rs.30 lakhs	4	50 days	Over Rs.30 lakhs and above	6	60 days	<p>“The cost of each lot of material along with taxes and duties must be paid by the buyer. The purchaser is required to pay the total sale value storewise as shown in the table below.</p> <table border="1"> <thead> <tr> <th>Net sale value Excluding taxes/ duties Rs. in lakhs (For each lot)</th> <th>Payment period counted from the date of issue of sale order.</th> </tr> </thead> <tbody> <tr> <td>upto Rs.30 lakhs</td> <td>50 days</td> </tr> <tr> <td>Over and above 30 lakhs</td> <td>90 days</td> </tr> </tbody> </table> <p>The buyer can pay the above sale value in installments during above period and lift the material proportionately. The seller may fix a reasonable minimum installment amount, no. of installments and reasonable time limit to lift the scrap from stores depending upon the quantity of scrap offered for sale and number of stores during the process of sale.”</p>	Net sale value Excluding taxes/ duties Rs. in lakhs (For each lot)	Payment period counted from the date of issue of sale order.	upto Rs.30 lakhs	50 days	Over and above 30 lakhs	90 days
Net sale value Excluding taxes/ duties Rs. in lakhs (For each lot)	No. of install-ments	Payment period counted from the date of issue of sale order.																							
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upto Rs.30 lakhs	50 days																								
Over and above 30 lakhs	90 days																								

4. The amendments are operative with immediate effect.

Contd....3

5. The amendment are issued with approval of full Board.

**(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)**

**Sd/-.**  
**AJEYA KALLAM**  
**CHAIRMAN AND MANAGING DIRECTOR**

*To*  
Chief Engineer/Construction/400 KV/APTRANSCO

*Copy to*  
Chairman and Managing Director's of All DISCOMS  
Managing Director/APGENCO/ Vidyut Soudha /Hyderabad  
Commissioner of Industries Government of A.P  
All Chief Engineer's of APTRANSCO  
Chief General Manager/HRD & Training/Vidyut Soudha/Hyderabad  
Chief General Manager/Corporate Communication Cell  
FA&CCA (R&A)/APTRANSCO/ Vidyut Soudha/Hyderabad  
FA&CCA (A&E)/APTRANSCO/ Vidyut Soudha/Hyderabad  
Additional Secretary/APTRANSCO/Vidyut Soudha/Hyderabad  
All Superintending Engineer's of APTRANSCO  
P.S.to the Chairman & Managing Director/APTRANSCO/Vidyut Soudha/Hyderabad  
P.S.to the Joint Managing Director (HRD, Commercial, IPC, Reforms, RA&IT)/VS/Hyderabad  
P.A. to the Joint Managing Director (Vigilance & Security)/APTRANSCO/VS/Hyderabad  
P.A. to the Director (Finance & Revenue)/APTRANSCO/VS/Hyderabad

Divisional Engineer(Technical) to the Director (Projects, Co-ordination & Grid Operation)/  
APTRANSCO/VS/Hyderabad

Divisional Engineer (Technical) to the Director(Transmission)/ APTRANSCO/VS /Hyderabad

Divisional Engineer/P&MM /Vidyut Soudha/Hyderabad

All Executive Engineer's/TLC/APTRANSCO

Divisional Engineer-4/P&MM/VS/Hyderabad

Central Record Section /Stock File

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

Sub: APTRANSCO – Manual for Purchase of Materials and for placing work contracts – certain amendments – Issued

**T O O (CE-Construction) Ms No. 236**

**Dated: 12-01-2010.**

Read the following :

- 5) T.O.O.CEE (DFID&APL)/Ms No: 49/Dt. 16-5-2003
- 6) T.O.O.CEE (Construction)/Ms No: 80/Dt. 09-07-2004
- 7) T.O.O.CEE (Transmission)/Ms No: 151/Dt. 20-10-2005
- 8) T.O.O. ED(Construction)/Ms No: 134/Dt. 12-07-2006
- 9) T.O.O. CE(Construction)/Ms No: 217/Dt. 20-10-2006
- 10) T.O.O. CE (Civil)/ Rt No: 330/Dt. 11-02-2008.

\* \* \*

**ORDER:**

In the reference f<sup>t</sup> cited, the Purchase Manual for purchase of materials & for placing work contracts was approved and amendments were issued subsequently through the TOOs, cited in the references (2) to (6) above.

2. In view of certain difficulties observed while executing Turnkey works, Transmission Corporation of Andhra Pradesh Limited, here by approved the following amendments, after due consultation with all Discoms CMDs and their approval for adoption in their Discoms also.

Prices quoting incase of bought out items:

Sl. No.	Clause Description No.	Existing Clause	Amendment proposed
1)	<b><u>BID PRICES:</u></b> <u>GCC of Draft specification Cl.13.2 Page N0.150 of Purchase Manual</u>	13.2) Even though composite price is given the breakup for all the duties, taxes, freight, insurance, packing and forwarding etc., will be furnished.	<u>Add the following under Clause 13.2:</u> <b>Incise of local supplies, sales tax, local taxes and other levies and duties solely in respect of the transaction between the APTRANSCO and the Contractor under the contract, if any shall not be included in the bid price, but those shall be indicated separately, wherever applicable. These amounts will be payable (along with subsequent variation if any), by the APTRANSCO on the supplies made by the Contractor but limited to the tax liability on the transaction between the APTRANSCO and the contractor.</b>  <b>VAT and CST Columns shall be separately given in the price schedule. A note below the price schedule may be given indicating that supplier within AP State shall quote only VAT.</b>  <b>i.e. In case of bought out materials/equipment the bidders shall quote all inclusive price in basic/ex-works price and can mention 'Not –applicable being bought out item' under Excise Duty &amp; CST columns. APTRANSCO shall pay only for the taxes involving direct transaction between the bidder and APTRANSCO and not for the transaction between bidder and his sub-vendors.</b> <b>The bidder shall indicate in the price schedule – A against each item, whether the material is manufactured by them or bought out from other vendors.</b>

Sl. No.	Clause Description No.	Existing Clause	Amendment proposed
2)	<b><u>STATUTOR VARIATION:</u></b>  <u>GCC of Draft specification Cl.16 Page No.152 of Purchase Manual</u>	Any variation up or down in statutory levy or new levies introduced after signing of the contract under this specification will be to the account of APTRANSCO. In cases where delivery schedule is not adhered to by the supplier and there are upward variation / revision after the agreed delivered date the supplier will bear the impact of such levies and if there is downward variation/revision the APTRANSCO will be given credit to that extent. For the variations beyond the scheduled completion period the payment of taxes shall be limited to the tax rates applicable with in the scheduled completion period.	<u>Add the following under Clause 16:</u> a) <b>In cases where the bidder assumes less tax rates and become lowest, upward variation of taxes will not be considered.</b> b) <u>In case of the bought out items for which the prices are quoted all inclusive of taxes, statutory variation shall not be applicable.</u>

**Procedure for issuance of Form-13 in case of Turnkey contracts**

Sl. No.	Clause Description No.	Existing Clause	Amendment proposed
3)	<b><u>PAYMENT TERMS:</u></b>  <u>GCC of Draft specification Cl.54.1 Page No.175 of Purchase Manual</u> Read with T.O.O. No. CEE/ Construction/ MS No.263 dt.6.12.2006	54.1) 100 % payment to the supplier may be arranged within 45 days of issue of Form-13 i.e. Check measurement date in Form-13.	<b><u>Add the following under Cl.54.1</u></b> The procedure for issuance of Form-13 for the materials received at stores in Turnkey contracts is as below.  a) For the materials received at Site in Turkey contracts the procedure of paper transaction through stores is dispensed here with and the transactions are to be done through ERP site of the concerned Executive Engineer. b) The consignee shall be Executive Engineer/ TLC who is in-charge/ check measuring authority of that contract. c) The consignee shall inspect check-measure and process the necessary Gate Entry and shall issue Form-13 from their ERP site.

Sl. No.	Clause Description No.	Existing Clause	Amendment proposed
4)	<p><b><u>Qualification Requirements</u></b>  <b><u>Financial Turnover requirements</u></b>  Purchase Manual  Page 85 Cl. 6.4 read with T.O.O.No. CEE/Civil/ Rt.No.330, dt.11.2.08 Under Annexure-II. Cl. B) Financial Turnover</p>	<p>i) The Bidder should produce certified evidence of a minimum net financial turnover in any one financial year during the last five financial years preceding the date of tender opening equivalent to 50% of estimated value of the work notified.</p> <p>ii) Net turnover will be the Gross turnover less the value of balance works if any as on the date of bid submission. Gross turnover will be the maximum of the annual turnovers during last five financial years.</p> <p>iii) The statement showing the value of existing commitments and on going works as well as the stipulated period of completion.....</p>	<p>The Bidder should have the bid capacity not less than the estimated contract value or value of work put to tender. The bid capacity will be calculated as per formula <math>(2 AN-B) &gt; ECV</math>  <b>Where</b></p> <p><b>A</b> = Max. value of Engineering works executed in any one financial year during the preceding 5 financial years (updated to the current price level with a simple weightage of 10% per each financial year) taking into account the completed as well as work in progress. With regard to execution of the works during the last 5 years, the bidder shall produce the copies of experience certificates issue by the <b><u>order placing authority</u></b> indicating a) Description of work, b) Date of agreement, c) Agreement value/revised agreement value, d) Date of commencement, e) Agreed date of completion, f) Actual date of completion, g) total value of work done, h) Reasons for delay, if any, and i) the physical quantities executed during each financial year etc. (or) Chartered Accountant's certificate with audited and approved profit and loss statement shall be produced.</p> <p><b>N</b> = Number of years prescribed for completion of the works for which tenders are invited.</p> <p><b>B</b> = Value of existing commitments and ongoing works to be completed during the period of completion of work for which tenders are invited.</p> <p>The bidder shall produce the statement showing the <b><u>value of existing commitment</u></b> and ongoing works as well as the stipulated period of completion remaining for each of the works listed should be issued by the State/ Central Government Department /Under takings not below the rank of Executive Engineer or the officer of equivalent rank and counter signed by the Superintending Engineer or the officer of equivalent rank (or) The bidder shall produce a declaration as mentioned below on a non-judicial stamp paper of Rs.100/- duly notarised.</p>

Sl. No.	Clause Description No.	Existing Clause	Amendment proposed
			<p><b>“I, Sri/Smt/ M/s..... do here by solemnly affirm and declare that I/we have the balance works on hand as per the details furnished in tender schedule are true and also declare that in case it is found at a later date to be false fake/incorrect, I/We..... will abide by any action such as disqualification or determination of contract under clause 60 (a) PS to APSS or black listing or any action may deem fit.”</b></p> <p style="text-align: center;"><b>Signature of the Bidder</b></p> <p>The copies of the certificates produced by the tenderer shall invariably be attested by a Gazetted Officer/Notary. Otherwise, they will be summarily rejected and will not be taken into consideration.</p> <p><b>ECV = Estimated Contract Value (or) The Value of work put to tender.</b></p>

3. This amendment is issued in consultation with DISCOMs.
4. These amendments are operative with immediate effect.

**BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRDESH LIMITED**

Sd/-  
(CH. CHENNA REDDY)  
DIRECTOR /TRANSMISSION

To,

Chief Engineer/Construction/Vidyut Soudha/Hyderabad.

**Copy to:**

Chief Engineer/Construction (400 kV) /Vidyut Soudha/Hyderabad.

Chief Engineer/Transmission/ Vidyut Soudha/Hyderabad.

Chief Engineer/Power Systems/ Vidyut Soudha/Hyderabad.

Chief Engineer/RAC & IT/ Vidyut Soudha/Hyderabad.

Chief Engineer/Civil /Vidyut Soudha/Hyderabad.

Chief Engineer/Telecom/Vidyut Soudha/Hyderabad.

Chief Engineer/TL&SS/Visakhapatnam, Vijayawada, Kadapa, Warangal, Hyderabad

The FA & CCA (R&A)/Vidyut Soudha/Hyderabad

FA & CCA (A&E)/Vidyut Soudha/Hyderabad

Personal Secretary to the Chairman & Managing Director

Personal Secretary to the Joint Managing Director (HRD, Comml, IPC & IT).

Personal Secretary to the Joint Managing Director/Vigilance & Security

Personal Secretary to the Director/Finance & Revenue

DE (T) to Director/Transmission

DE (T) to Director/Grid Operation

DE (T) to Director/Projects, Co-Ordination

T.O.O. Section.

// FORWARDED BY ORDER //

**ASSISTANT DIVISIONAL ENGINEER**

**TRANSMISSION CORPORATION OF ANDHRA PRADESH**  
**LIMITED**  
**ABSTRACT**

**APTRANSCO – Manual for Purchase of Materials – Amendments to certain clauses – Issued.**

T.O.O. CE(Const/400 kV) Ms. No. 1

Dated: 3-4-2010

Read the following:

T.O.O.CEE(DFID&APL)/Ms.No.49, dt: 16-5-2003.

**ORDER:**

In the reference cited, the Purchase Manual for purchase of materials was approved.

As per the observations of standing committee constituted by APPCC and after careful consideration, the Transmission Corporation of Andhra Pradesh Limited approves the following amendments to the relevant clauses of the Purchase Manual.

*AMENDMENTS*

**PROCUREMENT CONTRACTS**

Sl. No.	Clause No.	Existing para/Clause	Amended as
1	Clause No.5.26: Bid Security (Page-52)	“The facility of permanent bid security may be accorded to the bidders by the purchaser by collecting Rs.2,50,000/- by way of DD / Bank Guarantee etc.	To delete " The facility of ..... .....Bank Guarantee etc" and to add " Existing Permanent bid securities deemed to be withdrawn"
		" SSI certificate holders within the State will be exempted from payment of Bid Security. Request for exemption of bid security will not be entertained in any other case.	To delete " SSI Certificate ..... In any other case" and to add " Existing Bid Security exemption deemed to be withdrawn"
2	Clause No.5.55: Performance Security (Page-68)	The purchaser at his discretion may accord the facility of permanent performance security for local SSI units of proven earlier performance by collecting Rs.2.0 Lakhs by way of Bank Guarantee valid for three years.	To be Deleted "The Purchaser .....valid for three years"

Contd...2

Sl. No.	Clause No.	Existing para/Clause	Amended as
3	Clause No.5.62: Insurance (Page-72)	<p>The material / equipment will be fully insured against loss or damage incidental to manufacturer or acquisition, transport, storage and delivery in the manner specified in the contract and also storage for 30 days at the destination site or stores</p> <hr/> <p>Insurance will be in an amount equal to 100% value of material / equipment on an all risks basis. The policy will have a provision for extension to cover further storage, if necessary, at the destination site or stores at the purchaser's cost.</p> <hr/> <p>Supplier will take insurance cover in the name of purchaser.</p>	<p>To replace "30 days" by "45 days" To add "before taking into stock" after "site stores".</p> <hr/> <p>To add "The insurance beneficiary shall be APTRANSCO/DISCOMS" after "at the purchaser's cost."</p> <hr/> <p>Deleted.</p>
4	Sec VI: Qualification Requirements (Page-185)	<p>The bidder should be a manufacturer who must have designed, manufactured, tested and supplied at least 40% of the quoted quantity of the goods / equipment of same or higher voltage class indicated in the "Schedule of Requirement" in one continuous period of 12 months and its financial turnover during any one year of the last five years should have been equal or more than 100% value of the material now quoted.</p> <hr/> <p>At least 20% of similar material offered against this Specification should be in successful operation since 2 years as on the date of opening of the Bid.</p> <hr/> <p>The bidder will furnish Type Test Results. The type tests must have been conducted on the material offered as per the relevant IS in recognized laboratory as per the latest revision of the Technical Specification and the date of Type tests will not be later than 5 years subject to no alteration in the design. The Bids received without type test reports will be treated as Non-Responsive.</p>	<p>To add "to power utilities" after "supplied"</p> <hr/> <p>To add "Successful operation of atleast 1 year in case of Tower parts, pipes" after "opening of the Bids" To add "Fresh bidders can be given order upto 15% of total quantity as a Trial order, if equipment Justified".</p> <hr/> <p>the date of type tests will not be later than 10 years and to add at end "If any change in design was made latest type tests shall be furnished along with approved drawing."</p>

Sl. No.	Clause No.	Existing para/Clause	Amended as
5	Clause No 5.7: Extension order (Page-43)	All supply contracts will contain a provision for increasing or decreasing the quantity to be supplied by an agreed percentage during the schedule delivery period. In the case of any emergency, increasing the quantity to the extent provided in the contract may be necessary. In the case of piling up of stock or if prices have generally reduced, decreasing the quantity may be considered with the approval of the concerned Director and Director (Finance).	To add "up to 50 %" after "agreed percentage"
6	Clause No 5.19: Statutory Variations (Page-49)	Any variation up or down in taxes and duties or new levies introduced after signing of the contract and during the delivery period will be to the account of purchaser. Any variation up or down in taxes and duties, or new levies introduced subsequent to bid opening and before award will be considered for comparison purposes. Any increase in statutory levies during the delivery period will be granted with the approval of concerned Chief Engineer and FA&CCA on production of documentary evidence of such increase by the supplier.	To add "In case of subvendor items Taxes & Duties are inclusive in tender price. No Statutory variation is applicable. Further price variations in respect of Sub-vendor items will be considered on tender prices". To add the following at the end "This is allowed only once during delivery period i.e., at the time of delivery of goods at factory".
7	Clause No 5.52: Purchaser's right to vary quantities at time of award (Page-67)	There will be a provision enabling the purchaser, at the time of contract award, to increase or decrease by a certain percentage, the quantity of materials / equipment and services originally specified in the schedule of requirements without any change in unit price or other terms and conditions. Provision must be made in the contract document to increase / decrease the ordered quantity by a certain percentage (say + 25%) during the execution of the contract.	To add "up to 50%" after "by a certain percentage"

Sl. No.	Clause No.	Existing para/Clause	Amended as
8	Clause No 5.51: Award Criteria (Page-66)	Normally negotiations will only be held with L1 to explore the possibility of a further reduction in price where the rates are considered to be too high with reference to estimated price or updated prices of the past orders. Then the full quantity could be ordered on L1.	To add " responsive" after "only be held with"
9	Clause No 5.13: Bid Price (Page-46)	The purchaser will normally insist upon firm prices. Allowing variable prices may be limited to the following cases. 1. When the delivery period is 12 months and longer 2. When the purchaser is of the opinion that the cost of the materials proposed to be procured is likely to come down.	to delete " Allowing variable prices may be limited to the following cases. 1. When the delivery period is 12 months and longer 2. When the purchaser is of the opinion that the cost of the materials proposed to be procured is likely to come down." and to add " Price variation provision may be made for the equipment / Material such as steel, cement, transformers, cables, conductor etc. where the variation is expected significant."
		Where variable prices are permitted, a definite price variation formula should be indicated in the Bid, subject to a maximum ceiling of 10%.	to replace " ceiling of 10% " with " 50% Ceiling on positive side and no ceiling on negative side".

The above amendments are applicable to all Purchase of Materials called after this order.

The above amendments are operative with immediate effect.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)

Sd/-

AJAY JAIN

CHAIRMAN & MANAGING DIRECTOR

To.

All the Chief Engineers of APTRANSCO.

Contd...5

:: 5 ::

## Copy to:

The Chairman & Managing Directors/APCPDCL, APNPDCL, APSPDCL & APEPDCL.  
The Commissioner of Industries, Government of Andhra Pradesh, Andhra Pradesh.  
The Chief General Manager/HRD & Trg./APTRANSCO/Vidyut Soudha/Hyderabad.  
The Executive Director/General/APTRANSCO/Vidyut Soudha/Hyderabad.  
All the FA & CCAs of APTRANSCO

## Copy to:

The Additional Secretary/APTRANSCO/Vidyut Soudha/Hyderabad.  
The General Manager/Industrial Relations  
All the Superintending Engineers of APTRANSCO  
The Deputy Secretary (Estt)/APTRANSCO/Vidyut Soudha/Hyderabad.  
The Deputy Secretary (Services)/APTRANSCO/Vidyut Soudha/Hyderabad.  
PS to the Chairman & Managing Director/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the JMD/HRD, Comml, IPC & IT/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the JMD/Vigilance & Security/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the Addl. JMD/Distribution/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the Director/Finance & Revenue/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the Director/Grid Operation/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the Director/Projects/APTRANSCO/Vidyut Soudha/Hyderabad  
PS to the Director/Transmission /APTRANSCO/Vidyut Soudha/Hyderabad

// FORWARDED BY ORDER //

Superintending Engineer  
P & MM /APTRANSCO

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**ABSTRACT**

*APTRANSCO – Manual for Purchase of Materials – Amendments to certain clauses – Issued.*

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T.O.O. CE(Lift Irrigation) Ms. No. 227

Dated: 16-9-2010

Read the following:

T.O.O.CEE (DFID&APL)/Ms.No.49, dt: 16-5-2003.

T.O.O. CE (Const/400 kV) Ms. No. 1 Dated: 3-4-2010

**ORDER:**

In the references cited, the Purchase Manual for procurement was approved.

Further as per the minutes of the meeting of all CMDs / Discoms meeting held on 31-8-2010, vide Note No. CMD/213/2010 Dt.6-9-2010

Transmission Corporation of Andhra Pradesh Limited approves the following amendments to the relevant clauses of the Purchase Manual inspect of commercial taxes as follows

*AMENDMENTS*

Sl. No.	Clause No.	Existing para/Clause	Amended as
1	5.41 <u>Evaluation of Bids</u> Page 61	(i) In addition the Purchaser's evaluation of a bid will take into account the net landed cost of the material at the final destination. For the purpose of evaluation net landed cost is arrived at by adding all elements of the basic price, allowable discount, excise duty, <b>sales tax</b> & any other levies, packing & forwarding, freight charges, insurance (transit & storage) as quoted by the bidder, interest on advance if any, unloading at final destination, erection, servicing and other charges as called for.	To replace "sales tax" with "exclusive of CST/VAT"

Sl. No.	Clause No.	Existing para/Clause	Amended as
2	<u>5.41 Evaluation of Bids</u> Page 62	(j) The following criteria may be adopted for taxes and duties for evaluation  b) Where there is an exemption of ED / ST, the documentary evidence to that effect will be enclosed by the supplier.	To add the following  “c)The bidders for supply and works shall in variably possess the TIN No and PAN No.” for the bids above Rs. 5.00 lakhs and this must be verified before entering in to contract.
3	<u>5.44 Comparison of Prices</u> <u>Page 63</u>	The officers opening the bid or an officer nominated as the competent authority will prepare a comparative statement of the various bids opened. The offers of the various bidders are to be brought to a comparable level of <b>free at destination</b> stores and duly loaded for the various technical and commercial deviations to arrive at the evaluated price. All the bids shall be shown in the comparative statement, ranking the various bidders in ascending order according to their evaluated prices so as to enable the competent authority to easily identify the lowest acceptable offer. The cost of spares (if called for) required for a reasonable period may also be included in evaluating bids. The lead-time required for procuring the spares will also be taken into account while fixing the requirement for spares.	To replace “ <b>free at destination</b> ” with “ <b>free at destination exclusive of CST/ VAT</b> ”.

The above amendments are applicable to all the procurements as per the Purchase Manual after this order.

The above amendments are operative with immediate effect.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)

AJAY JAIN  
CHAIRMAN & MANAGING DIRECTOR

All the Chief Engineers of APTRANSCO.

Copy to:

The Chairman & Managing Directors/APCPDCL, APNPDCL, APSPDCL & APEPDCL.

The Commissioner of Industries, Government of Andhra Pradesh, Andhra Pradesh.

The Chief General Manager/HRD & Trg./APTRANSCO/Vidyut Soudha/Hyderabad.

The Executive Director/General/APTRANSCO/Vidyut Soudha/Hyderabad.

All the FA & CCAs of APTRANSCO

The Chief Engineer (EA, O, RE & IT) /APTRANSCO/Vidyut Soudha/Hyderabad \*

\* With a request to place the T.O.O in APTRANSCO Website.

The Additional Secretary/APTRANSCO/Vidyut Soudha/Hyderabad.

The General Manager/Industrial Relations

All the Superintending Engineers of APTRANSCO

The Deputy Secretary (Estt)/APTRANSCO/Vidyut Soudha/Hyderabad.

The Deputy Secretary (Services)/APTRANSCO/Vidyut Soudha/Hyderabad.

PS to the Chairman & Managing Director/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the JMD/HRD, Comml, IPC & IT/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the JMD/Vigilance & Security/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the Addl. JMD/Distribution/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the Director/Finance & Revenue/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the Director/Grid Operation/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the Director/Projects/APTRANSCO/Vidyut Soudha/Hyderabad

PS to the Director/Transmission /APTRANSCO/Vidyut Soudha/Hyderabad

// FORWARDED BY ORDER //

Superintending Engineer  
P & MM /APTRANSCO

**TRANSMISSION CORPORATION OF A.P. LIMITED**  
**ABSTRACT**

APTRANSCO – Delegation of powers – Enhancement of Delegation of powers – Orders – Issued – Regarding.

**T.O.O.No.CE (Transmission) M.S.No.229,**

**Dt.18-09-2010.**

Read the following.

Ref: Lr.No.CE/Tr./SE(O&M).SS/E35/D.No.160/10, dated.29.04.2010

\* \* \* \* \*

1. A committee was constituted with the following officers as members to consider the requests from field officials for revising the existing delegation of powers accorded in the year 1984 as per the directions by the Addl. Joint Managing Director/(HRD & Distribution) vide reference cited above.

1. Chief Engineer/Transmission/VS/Hyderabad.
2. Chief Engineer/Civil/VS/Hyd.
3. Chief Engineer/Mechanical/VS/Hyd.
4. Chief Engineer/400KV/Construction/VS/Hyd
5. Chief Engineer/Construction/VS/Hyd.
6. Divisional Engineer/Technical to Director (Transmission)/Vs/Hyd.

2. The Committee has reviewed the existing delegation of powers accorded in the year 1984 and studied the proposals received from the Zonal Chief Engineers thoroughly for revising delegation of powers to suit the present working conditions and submitted their report.

3. APTRANSCO Board after careful consideration have approved the revised delegation of powers to the field officers for efficient functioning and reliable Transmission system in respect of the following items. Status-quo will continue for all items that are not covered in these Orders.

**1. PURCHASE POWERS:**

Sl. No	Clause No.10.2 of Purchase Manual and description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
1.	Open competitive bidding.	5,00,000	7,00,000	2,00,000	5,00,000	10,000	25,000
2.	Limited competitive bidding.	50,000	1,00,000	20,000	50,000	Nil	10,000
3.	Short notice bidding.	50,000	50,000	20,000	25,000	Nil	Nil
4.	Rate contract	Full Powers	Full Powers	1,00,000	2,00,000	Nil	Nil
5.	Emergency purchase in open market for non-centralized items	Nil	Nil	5,000	20,000	3,500	10,000
6.	Purchase through Nomination basis	Nil	Nil	Nil	Nil	Nil	Nil

7.	Purchase of Proprietary spares though single bid	5,00,000	5,00,000	10,000	10,000	Nil	Nil
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**2. POWERS OF AWARD OF WORK CONTRACT: (Capital & O&M of Electrical & Civil Works)**

SL. No.	Item No.2: Clause No.10.2 of Purchase Manual	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
1.	Open competitive bidding.	7,00,000	20,00,000	5,00,000	8,00,000	1,00,000	1,00,000
2.	Nomination basis.	Nil	Nil	Nil	Nil	Nil	Nil

**3. DEPOSIT CONTRIBUTION WORS:**

Item No.4 of delegation of powers.	CE		SE		DE	
	Existing	Revised	Existing	Revised	Existing	Revised
Shifting of line structures, shifting of services etc.,.	Full Powers	Full Powers	2,50,000	5,00,000	50,000	50,000

**4. TECHNICAL SANCTIONS (Capital expenditure):-**

**a) Capital Expenditure (Electrical & Civil works):**

Item No.16 of delegation of powers	description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	Technical Sanctions under capital expenditure.	Full powers	Full powers.	5,00,000	15,00,000	1,00,000	5,00,000

**b) O&M/R&M expenditure :- (Electrical & Civil works):**

Item No.20 of delegation of powers	description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	Technical Sanctions under O&M expenditure.	Full powers	Full powers.	2,00,000	5,00,000	25,000	50,000

**5. Electrical works: Non-Residential Buildings :**

Item No.18(i) of delegation of powers	description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	i) Non-Residential Buildings.	Full powers	Full powers.	1,00,000	2,00,000	25,000	50,000

**6. REPAIRS TO THE VEHICALS:**

Item No.16 of APED Manual Vol-2. (T.O.O.Adll Secy.) Ms.No.297, dt.20.1.07.	Item No.20(ii) of delegation of powers	CE		SE		DE		ADE	
		Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
	Lorry	20,000	30,000	15,000	20,000	5,000	8,000	1,000	2,000
	Jeep	15,000	20,000	10,000	15,000	4,000	6,000	500	1,000

**7. Tools and Plants (T&P):**

Item No.21(c) of delegation of powers	description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	Tools and Plants(T&P): Chargeable to capital	Nil	2,00,000	10,000	25,000	5,000	10,000

**8. Office Furniture (Per Annam) Item.No.46 of Delegation of Powers:**

Item No.7 of APED Manual Vol-2.	Item No.46 of delegation of powers	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	Office furniture. (per annam)	25,000	1,00,000	Nil	Nil	Nil	Nil

**9.COMPUTER SPARES, REPAIRS (T.O.O.No.146,dated.22.10.2007)**

Item No.12 of Vol-2 of APED Manual	description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	Computer spares, Repairs.(per annam)	50,000	1,00,000	Nil	50,000	Nil	Nil

**10. PRINTING (T.O.O.No.146,DATED.22.10.2007):**

Item No.11 of APED Volume-2	description	CE		SE		DE	
		Existing	Revised	Existing	Revised	Existing	Revised
	PRINTING (T.O.O.No.146,DATED.22.10.2007): Perannam.	2,00,000	5,00,000	Nil	Nil	Nil	Nil

4. In view of the above proposed enhancement of the delegation of powers, the limits of monitory powers of LPC is amended as follows.

**“The existing powers of LPC of Rs.7.0 Lakhs to Rs.100 Lakhs is changed to Rs.20 Lakhs to Rs.100 Lakhs”.**

5. These enhancement of delegation of powers issued with the concurrence of Chairman & Managing Director / APTRANSCO vide Reg.No.2241, dated.28.08.2010 and with the concurrence of Director (Finance & Revenue) vide Regd. No.3070, dated.28.08.2010.

**(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P. LIMITED)**

**K. RANGANATHAM  
Addl. JOINT MANAGING DIRECTOR  
(HRD & DISTRIBUTION)**

To:

The Chief Engineer/Zones/Rural Hyderabad, Metro Hyderabad, Visakhapatnam, Vijayawada, Kadapa, Warangal.

All Functional Heads at Head Quarters/.....

The FA&CCAs & DY. CCAs of APTRANSCO/VS/Hyderabad.

The Superintending Engineer/TLC/.....

The Superintending Engineer/TL&SS/.....

The Superintending Engineer/400kV/.....

The Superintending Engineer/Civil/.....

The Superintending Engineer/Telecom/.....

Copy to:

The P.S. to C.M.D/APTRANSCO/Vidyut Soudha/Hyderabad.

The P.S. to JMD (HRD, Comml. IPC, Reforms, RA & IT/APTRANSCO/VS/Hyd.

The P.S. to JMD (Vigilance & Security)/APTRANSCO/VS/Hyderabad.

The P.S. to Addl.JMD (HRD & Distribution)/VS/Hyderabad.

The P.S. to Director (Finance & Revenue)APTRANSCO/VS/Hyderabad.

The DE(T) to Director (Transmission)APTRANSCO/VS/Hyderabad.

The DE(T) to Director (Projects)/VS/Hyderabad.

The DE(T) to Director (Grid Operation)/VS/Hyderabad.

The Deputy Secretary (Estt.)/APTRANSCO/Vidyut Soudha/Hyderabad.

The stock file.

**//FORWARD BY ORDER//**

**Asst. Divisional Engineer/Transmission**

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**ABSTRACT**

APTRANSCO – Delegation of powers – Enhancement of Delegation of powers to Chief Engineer/IT to attend the emergency procurement of Computer related Equipment – Orders issued – Regarding.

-----

T.O.O. (CE/EA,Opn,RE & IT) Ms.No.28

Dt. 18.04.2011

Read the following: -

Ref: - 1. Note from CE/EA,Opn, RE & IT Dt.07.04.2011

\* \* \*

1. Chief Engineer/EA, Opn,RE & Information Technology has submitted a proposal to APTransco board for enhancement of Delegation of Powers to **Chief Engineer who is looking after the Information Technology, referred as Chief Engineer/IT** from here onwards, to attend the emergency procurements and works.
2. The office of the Chief Engineer/IT has to meet the urgent requirement of the higher authorities and present Delegation of powers applicable to Chief Engineer/IT is not adequate to meet the emergency procurements and works.
3. It is essential to procure computer related equipment immediately as and when required for smooth functioning of the offices in Vidyutsoudha.
4. After careful consideration of the above, APTRANSCO accords approval for the revised delegation of powers to the Chief Engineer/Information Technology in respect of the following items against Clause no.10.2 of Purchase Manual :-

Cont.....

SI No	Name of the Office	Clause No.10.2 of Purchase Manual and description	Existing Rs.	Revised Rs.
1	Chief Engineer/ Information Technology	Open Competitive Bidding	5.00 Lakhs	7.00 Lakhs
2		Limited Competitive bidding	50,000/-	1.50 Lakhs
3		Short Notice bidding	50,000/-	1.50 Lakhs
4		Rate Contract	Full Powers	Full Powers
5		Purchase through single-bid	15,000/-	50,000/-
6		Purchase through Nomination basis	Nil	50,000/-

All other terms remains unaltered.

5. The above enhanced delegation of powers is applicable only to Chief Engineer/Information Technology to attend emergency works and procurements. However the regular procurements would be processed by the P&MM wing as per the T.O.O.(Per-Addl.Secy) Ms.No.138 Dt.10-10-2007.
6. These orders for enhancing the purchase powers of the Chief Engineer/IT are issued with the concurrence of the Director (Finance and Revenue) vide Regd no.1336 Dt.11.04.11.

By order and in the name of Transmission Corporation of Andhra Pradesh Limited

sd/-

**UMESH SHARRAF**

JOINT MANAGING DIRECTOR  
(Comml,IPC & IT)

To

The Chief Engineer/EA,Opn,RE & IT/APTRANSCO/Vidyutsoudha/Hyderabad.

Copy communicated to:

The PS to Chairman and Manager/APTRANSCO

The PS to Addl Joint Managing Director/Distribution & HRD/APTRANSCO

The PS to Joint Managing Director/Vigilance & Security/APTransco

The Additional Secretary/APTRANSCO/VS

The Chief General Manager/HRD/APTRANSCO/VS

The Financial Advisor & Chief Controller of Accounts/R&A/APTRANSCO/VS

The Financial Advisor and Chief Controller of Accounts/A&E/APTRANSCO/VS

The Financial Advisor and Chief Controller of Accounts/CF/APTRANSCO/VS

The Stock File

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA::HYDERBAD-82**

\* \* \* \* \*

Sub:- APTRANSCO – Manual for purchase of materials and placing works contracts – Amendment –Issued.

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T.O.O (CE/TRANS)Ms.No.99 , Dated.9.06.2011

**Read the following:**

- 1) T.O.O.CEE(DFID & APL)/Ms.No.49, Dt.16-5-2003.

**ORDER**

- 1) In the reference cited, the Purchase Manual for purchase of materials & placing works contracts was approved.
- 2) At present, the Chief Engineers/Zone are floating tenders on e-procurement platform for execution of works and procurement of materials if the estimated value is more than Rs.1.0 lakh.
- 3) As per clause No.5.1 of purchase manual there has to be a minimum of three bids to finalize the purchase. In case of insufficient response, the bids are to be cancelled and fresh bids are to be invited duly giving wider publicity. If the response is still poor, an order may be placed but only with approval of competent authority after duly verifying the rates against earlier orders, updated as appropriate.

Further, as per clause 5.34 of the Purchase Manual extension of due date of the tender may be given twice in case of poor response despite the presence of adequate number of vendors.

- 4) The Chief Engineers/Zones are seeking approval of Head Quarter in cases where the minimum number of three bids are not received on e-procurement platform even after extension of due dates of tenders twice. Considerable time is lost in communication from field to Head Quarters, obtaining full Board approval and again communication of approval to field.

Contd....2.

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The Chief Engineers/Zones also informed that, the majority of works are of petty in nature due to which, the contractors are not showing interest in participating in the tenders and resulting in receipt of single / two bids only.

5) In the Quality Assurance review meeting held on 5.5.2011, The CEs/Zones have expressed that the delay in carrying out certain important O&M works is due to inadequate (less than 3) response to tenders floated on e-procurement platform. Hence, it is decided that the Chief Engineers/Zone are to be authorized to proceed in such cases ie., to open the bids and finalize the tender in case the value of such bids are less than or equal to estimated cost.

6) After careful consideration, the Transmission Corporation of A.P. Ltd., accords approval for the following amendments to the purchase manual to avoid delay in finalization of tenders floated by Chief Engineers/Zones and Superintending Engineers/ TLC & TL&SS on e-platform and execution of works.

**AMENDMENT :**

Sl. No.	Clause No.	Page No.	Existing clause	Amended as
1	5.1	41	There will be a minimum of 3 bids to finalise the purchase. In case of insufficient response, the Bids will be cancelled and new bids invited giving wide publicity. If still the response is poor, an order may be placed but only with approval of the competent authority after duly verifying the rates against earlier orders, updated as appropriate.	There will be a minimum number of 3 bids to finalise the purchase. In case of insufficient response, the tender calling authority i.e. Chief Engineer/Zone or Superintending Engineer shall extend the bids twice by one week each time. If still the response is poor, the tender calling authority shall open the received bids and award contracts as per the purchase powers delegated vide TOO No. CE (Transmission) MS. No. 229 dated 18/09/2010 if the quoted rates are less than or equal to estimated rate. If the quoted rates are on higher side than estimated rate, The zonal CE/SEs will negotiate with the bidder for arriving a logical conclusion in awarding the work.
2			Append new Paragraph under clause 5.1 of Purchase Manual	Wherever feasible, petty works of similar nature may be clubbed in one tender to attract more number of bidders to participate in the tender on e-Platform

Contd....3

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- 7) The above amendment is applicable exclusively for the tender floated by Chief Engineers/Zones & Superintending Engineers/TLC & TL&SS on e-procurement platform.
- 8) The amendment is operative with immediate effect.

**(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION AND ANDHRA PRADESH LIMITED).**

**Ajay Jain**  
**Chairman & Managing Director/APTRANSCO**

To:

The Chief Engineer/Zones/Rural Hyderabad, Metro Hyderabad, Visakhapatnam, Vijayawada, Kadapa & Warangal.

Copy to

The FA&CCA (CF)/APTRANSCO/Vidyut Soudha/Hyderabad.

The FA&CCA (Tr.)/APTRANSCO/Vidyut Soudha/Hyderabad.

The FA&CCA (A&E)/APTRANSCO/Vidyut Soudha/Hyderabad.

The Chief Engineer/Construction-I & II, 400kV (Construction)/ V.S/Hyderabad

The Superintending Engineer/TLC/Metro Zone/Hyderabad, Rural Zone/Hyderabad, Warangal, Vijayawada, Visakhapatnam, Kadapa.

The Superintending Engineer/TL&SS/Sangareddy, Nalgonda, Metro Hyderabad, Warangal, Karimnagar, Mahaboobnagar, Nizamabad, Vijayawada, Nellore, Visakhapatnam, Rajahmundry, Kurnool, Kadapa.

The Superintending Engineer/O&M, 400kV/L&SS/Mamidipalli, Vemagiri, Kalpaka.

The Superintending Engineer/Civil/Metro/Hyderabad, Rural/Hyderabad, Warangal, Vijayawada, Visakhapatnam, Kadapa.

The SAO/Metro Zone/Hyderabad, Rural Zone/Hyderabad, Warangal Zone, Vijayawada Zone, Kadapa Zone, Visakhapatnam Zone.

The P.S. to C.M.D/APTRANSCO/Vidyut Soudha/Hyderabad.

The P.S. to JMD (Comml. IPC, Reforms, RA & IT)/APTRANSCO/VS/Hyd.

The P.S. to JMD (Vigilance & Security)/APTRANSCO/VS/Hyderabad.

The P.S. to JMD (HRD & Distribution)/VS/Hyderabad.

The P.S. to Director (Finance & Revenue)APTRANSCO/VS/Hyderabad.

The P.A to Director (Grid Operation)/VS/Hyderabad.

The DE(T) to Director (Transmission)APTRANSCO/VS/Hyderabad.

The DE(T) to Director (Projects)/VS/Hyderabad.

The Deputy Secretary (Estt.)/APTRANSCO/Vidyut Soudha/Hyderabad.

The stock file.

**//Forwarded By Order//**

**Divisional Engineer**