



**CEMENT CORPORATION OF INDIA LIMITED
NEW DELHI**

Ref : CCI/MM/POLICY/20-21

Dated : 09.03.2021

CIRCULAR

Sub: Revised Delegation of Power – for procurement of materials / services.

The Delegation Power of the General Manager of the three operating Units i.e. Tandur, Rajban & Bokajan have been reviewed and shall be as under. This will come into force for all the tenders for procurement / services (to be called tender henceforth), to be processed hence forth. The cases already under process and first approval has been accorded will continue as per the old delegation. The following conditions shall be applicable:-

1. The sub-delegated power is to be exercised with the concurrence of Finance Deptt.
2. The power shall be exercised only under the normal circumstances i.e. at least minimum 3 competitive offers should be received. In the event of less than 3 offers, for tenders value more than 15 Lacs, the approval of C.O. shall be required for placement of order.
3. The sub-delegated power are only for Revenue Budget.
4. The Sub-Delegation of Power is to be exercised in terms of Purchase Policy in vogue and subsequent addition / modification / deletion there to. In case of contradiction between Sub-Delegation of Power and Purchase Policy, the Purchase Policy shall prevail thereon.
5. The GM of the units has been delegated power upto Rs. 2.5 lakh for single item. The unit GM shall record the Essentiality Certificate (EC-AN-1) for value from 0.5 lakh and above.
6. Integrity Pact shall be implemented for all single tenders with value more than Rs. 1.00 Lakh. However, for other tenders (Limited and open tenders) this limit shall henceforth be Rs 5.0 lacs.
7. Tenders above Rs. 2.0 Lakh shall be invited through e-tender including Open/Limited Tender.
8. The annual value of items / services, is to be considered for exercising the power.
9. The MM I/C shall be responsible for processing the proposals as per DoP.
10. Contracts involving the supply of labours shall be routed through concerned HR I/C for adherence to statutory compliance verification.
11. The supply of Labour contract for value more than 1.0 lac shall require Administrative approval from Corporate Office.
12. The proposals forwarded for approval by concerned deptt. shall bear the DoP Circular No., Date & S. No.
13. The delegated power cannot be further sub-delegated.
14. This sub-delegation supersedes the earlier sub-delegation.

ACI/21

Sl No.	Nature of Power	GM (TDO)	GM (RJO)	GM (BKO)	GM (Tech & Opns)-CO
1.	Approval of quantity to be indented.	Full power up to the power for acceptance as at Sl. No. 3 below.	Full power up to the power for acceptance as at Sl. No. 3 below.	Full power up to the power for acceptance as at Sl. No. 3 below.	Not Applicable
2.	Calling of tender i) Open Tender ii) Limited Tender	Full power against approved indent. Full power for acceptance of tender.	Full power against approved indent. Full power for acceptance of tender.	Full power against approved indent. Full power for acceptance of tender.	Not Applicable
3.	Acceptance of Tender i) Open Tender ii) Limited Tender iii) Single Tender iv) GeM Tenders (All categories)	Upto Rs. 1 Crore Upto Rs. 50 Lakhs As per Clause 6.3.3 of Purchase Policy – 2018 Upto Rs. 1 Crore	Upto Rs. 50 Lakhs Upto Rs. 25 Lakhs As per Clause 6.3.3 of Purchase Policy – 2018 Upto Rs. 1 Crore	Upto Rs. 50 Lakhs Upto Rs. 25 Lakhs As per Clause 6.3.3 of Purchase Policy – 2018 Upto Rs. 1 Crore	50 Lakhs to 1 Crore: For BKO & RJO Units 25 Lakhs to 50 Lakhs: For BKO & RJO Units
4.	Purchase through personal enquiry by calling normally not less than 3 quotation.	Upto Rs. 1.5 Lakh	Upto Rs. 1.5 Lakh	Upto Rs. 1.5 Lakh	Not Applicable

Ally

Sl No.	Nature of Power	GM (TDO)	GM (RJO)	GM (BKO)	GM (Tech & Opns)-CO
5.	Placement of repeat orders.	The cases for repeat orders are to be approved by next higher authority	The cases for repeat orders are to be approved by next higher authority i.e. GM (Tech & Opns)- CO	The cases for repeat orders are to be approved by next higher authority i.e. GM (Tech & Opns)- CO	Approval of Repeat Orders of Units
6.	Amendment of Purchase Order. a) Without affecting the financial implication b) Affecting the total financial implication in regards to extension of time, waiving / reduction of L.D. and change in technical specification.	As per Sl. No. 3 above NIL	As per Sl. No. 3 above NIL	As per Sl. No. 3 above NIL	Not Applicable
7.	Approval for inclusion of a Clause in tender document for escalation of price. a) Statutory / variation in GST etc. imposed by Government. b) Other non-statutory items.	Full power in respect of tender for which GM is accepting authority. The cases are required to be forwarded to Corporate Office.	Full power in respect of tender for which GM is accepting authority. The cases are required to be forwarded to Corporate Office.	Full power in respect of tender for which GM is accepting authority. The cases are required to be forwarded to Corporate Office.	Not Applicable

Handwritten signature/initials

The delegated power of GM (Tech/Opns) shall be exercised after concurrence of unit finance.

All tenders shall be processed by purchase committee constituted below:-

Value	Committee
More than Rs 5 Lakhs	HOD (MM), HOD (FIN), HOD (User Deptt.)
Rs 5 lakh or less	Exe. (MM), Exe. (FIN), Exe. (User Deptt.)

Note In case user deptt. is MM or Fin, the 3rd member will be from M&CS Deptt. GM can add extra member from personal & M&CS Deptt., wherever the cases involve their requirement i.e. the issue are related to these deptts.


AGM (COMM)

Standard distribution