



NOTE FROM D (C) OFFICE

Ref.: D(C) /NOTE / 128

October 22, 2018

Subject : Provisions of Contracts & Purchase Procedure in Enquiries/ Bidding Document

For every Project, a Contracts & Purchase Procedure is required to be in place for the contracting & Purchasing involved in that Project. This C&P Procedure defines the activities and guidelines to be followed while discharging the contracting & purchasing functions in the Project. This document is for Internal consumption only, however it has to be ensured that bidding document is issued and the bidding process is carried out in compliance to the C&P Procedure incorporating the relevant provisions of the Procedure in the bidding document.

Accordingly, it shall be ensured that provisions of C&P Procedure shall be incorporated in the bidding document completely and correctly.

Issued for compliance.

R K Sabharwal

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ED (SCM) I & II, [REDACTED] I & II
To : All Group Heads - SCM

CC:

- C&MD – for information please
- D(HR)/ D(T) – for information please
- ED(SCM- I & II)