

M. P. POWER GENERATING COMPANY LTD.

(MPSEB)

Block No.6, Shakti Bhawan, Rampur, Jabalpur, MP 482 008

No. AS/MPPGCL/Estt./3676

Jabalpur / Dtd. 11.10.2010

CIRCULAR

Vide this office letter No. AS/MPPGCL/3265 dtd. 31.08.2010 Standing instructions "Regarding procurement of goods, works and services by the Utilities under the Energy Department, GoMP" have been issued in compliance to Energy Deptt., GoMP Letter No. 6352 /13/2010 dated 10.08.2010.

In continuation to above, Energy Deptt., vide letter No. 7050/13/2010 dated 23.09.2010 has further instructed as follows:-

- (1) Utilities should prepare detailed procurement manuals for themselves and ensure establishment of procurement Cells at appropriate levels as suggested in earlier guide-lines. Procurement Cells should necessarily be manned by full time employees of the Companies and the contract employees or Advisors should not be involved in day-to-day working of the procurement.
- (2) Henceforth it would be mandatory that all procurement notices and bid documents are posted in the web-site of the respective Companies. The bid documents should be in a down-loadable format. In cases, where any fee has been prescribed for purchase of bid documents, the same will not be mandatory for down loading the documents from the web-site. However this fees can be compulsorily asked to be deposited while the bid is being submitted by the bidders.
- (3) Purity and transparency of procurement process is of paramount importance and the utilities should take all precautions in this regard.

The compliance of above guide-lines should strictly adhere to for procurement of goods, works and services under your control.


**ADDITIONAL SECRETARY,
MPPGCL :: JABALPUR**

No. AS/MPPGCL/Estt./3677

Jabalpur. Dt. 11.10.2010

Copy forwarded to :-

1. The Executive Director (PRG)/ (O&M:Gen.), MPPGCL, Jabalpur.
2. The Chief Engineer (S&P:Gen.) / (O&M:Hydel)/P&R/ Design / CP / Civil:P&D:Proj./ MPPGCL, Jabalpur.
3. The Chief Engineer (Gen.) ATPS/ SGTPS/STPS/ Shri Singaji Thermal Power Project MPPGCL, Chachai/ Birsinghpur/ Sarni/ Khandwa..
4. The Additional Director (Finance), MPPGCL, Jabalpur.
5. The Additional Chief Engineer (Gen. Stores.) MPPGCL, Jabalpur.
6. The Additional Chief Engineer Tons Hydel Power station, Sirmour.
7. The Superintending Engineer(O&M)/(Civil)/(Gen.)/(Constn.), RABS HPS/ Gandhisagar HPS/ Pench HPS/Rajghat HPS/Bansagar-II/ Bansagar-III /IV HPS/ Madhikheda HPS, MPPGCL, Bargi/Gandhisagar / Totladoh/ Chanderi/ Silpara/ Deolond/ Jhinna/ Shivpuri.
8. The Superintending Engineer (S&I), Bhopal/ Jabalpur.
9. The Staff Officer O/o CMD, MPPGCL, Jabalpur.
10. The Sr. Accounts Officer (COG&HS)/ STPS, / SGTPS/ ATPS,/SSTPP/THC, MPPGCL, Jabalpur/ Sarni / Birsinghpur/ Chachai./ Khandwa/ Sirmour.
11. The Order File/ Purchase.


**JOINT SECRETARY
MPPGCL: JABALPUR.**

