

IFCI Limited

Delegation of Power – Centralized Procurement Department

| SL. NO. | PARTICULARS | DELEGATION |
|---|--|---|
| I. AWARD OF CONTRACT (In Normal Course of Business) | | |
| 1. | Approval for Award of Contract Excluding Appointment of Consultants (Exclusive of applicable taxes). Per Annum Value of per Contract | <ul style="list-style-type: none"> ➤ Up to Rs.10 Lakh - DGM ➤ Above Rs.10 Lakh and Up to Rs.40 Lakh – GM ➤ Above Rs.40 Lakh – CGM/ Vertical Head |
| 2 | Approval for empanelment of Vendors excluding Consultants (Exclusive of applicable taxes). Per Annum Value of per Contract | GM(In-charge) of User Department with report to CGM/ Vertical Head |
| 3. | Procurement Approval At Regional Offices | (i) No change. (ii) Approval for the payments of selected Vendors for any procurement shall be undertaken as per the DOP of the respective RO/ Department. |
| 4. | Approval for Award of Contract of Appointment of Consultants @ (Exclusive of applicable taxes). Per Annum Value of per Contract | <ul style="list-style-type: none"> ➤ Up to Rs.5 Lakh – GM ➤ Above Rs.5 Lakh and Up to Rs.25 Lakh – CGM/ Vertical Head ➤ Above Rs.25 Lakh and Up to Rs.1 Cr – Credit & Operations Committee (COC) ➤ Above Rs.1 Cr – MD&CEO |
| 5. | Approval for empanelment of Consultants (Exclusive of applicable taxes). Per Annum Value of per Contract | GM(In-charge) of User Department with report to CGM/ Vertical Head |
| II.ISSUANCE OF REQUEST FOR PROPOSAL (RFP)/ EXPRESSION OF INTREST (EOI) ETC. | | |
| 6. | Approval/Finalization/Modification/Cancellation of RFP/ EOI etc. Document in line with Procurement Policy, including formation of Tender Evaluation Committee at different stages of tender and finalisation of the mode of launching the RFP/EOI etc. (Exclusive of applicable taxes) Per Annum Value of per Contract | <ul style="list-style-type: none"> ➤ Up to Rs.40 Lakh – DGM with report to next higher authority ➤ Above Rs.40 Lakh - GM with report next higher authority |
| 7. | Approval of Recommendations made by Tender Evaluation Committee (TEC) for Technical Evaluation and subsequent opening of Commercial Bids. (Exclusive of applicable taxes) Per Annum Value of Contract | <ul style="list-style-type: none"> ➤ Up to Rs.40 Lakh – GM with report to next higher authority ➤ Above Rs.40 Lakh – CGM/ Vertical Head |
| III. REFUND OF EARNEST MONEY DEPOSIT (EMD) AND RETURN OF PERFORMANCE BANK GUARANTEE (BG) | | |
| 8. | Approval for Refund of EMD in the regular course of Procurement | DGM with report to next higher authority |

| SL. NO. | PARTICULARS | DELEGATION |
|---|---|---|
| 9. | Approval for return of Performance BG in the regular course of Procurement | On the recommendations of User Department, DGM with report to next higher authority |
| IV. CHANGE OF BANK GUARANTEE (BG) AMOUNT | | |
| 10. | Approval for Increase/ Decrease of Performance BG | GM with report to next higher authority |
| V. IMPLEMENTATION OF GOVERNMENT ORDERS WITH REFERENCE TO PROCUREMENT | | |
| 11. | Implementation of OM /Circular/ Guidelines/ Policy/ Act/ any other directive from Government issued from Time to Time | AGM/DGM with report to next higher authority |
| VI. APPROVAL FOR PAYMENT OF PROCUREMENT OF CPD BILLS | | |
| 12. | Payment of bills (related to procurement of Centralized Procurement Department, if any) | DGM with report to next higher authority |
| VII. Special Assignment | | |
| 13. | Procurement on Nomination basis from Government Company | Credit & Operations Committee (COC) |
| 14. | Procurement of Works or Assignment including Hiring of Consultant for formulation of Revival Strategy of IFCI | Credit & Operations Committee (COC) |
| VIII. Formation of Committee(s) | | |
| 15. | Tender evaluation Committee | <u>Procurement value</u> A. <u>Up to Rs.10 Lakh</u> Committee of 3 officers (2 in case of RO's having less than 3 officers) B. <u>Above Rs.10 Lakh</u> Committee of 4 officers |
| 16. | Local Purchase Committee (In case of Limited Tender Enquiry - up to Rs.25 Lakh from Empanelled vendors, In case of Direct Procurement - between Rs.25,000 & Rs.2.50 Lakh) | <u>At Head Office</u> Committee of 4 officers, Headed by DGM / GM including one from IT Department <u>At Regional Offices</u> Committee of 3 officers (2 in case of RO's having less than 3 officers), Headed by RO Head |
| 17. | Negotiating Committee (To negotiate with the supplier/vendor to arrive at an acceptable price) | Formation of Committee - DMD (Committee to be constituted on need basis) |
| IX. MISCELLANEOUS | | |
| 18. | Any Other matter not specifically covered above | CGM/ Vertical Head with report to next higher authority |

NOTE: This DOP will supersede all DOP related clauses mentioned in the Procurement Policy, if any

