

**Delegation of Powers – for Procurement of Goods, Works, and Consultancy & Other services**

Sl.No.	Particulars	Delegation of Powers
<b>I.</b>	<b>AWARD OF CONTRACT</b>	
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"> <li>➤ Up to Rs.10 Lakh - DGM</li> <li>➤ Above Rs.10 Lakh and Up to Rs.40 Lakh – GM</li> <li>➤ Above Rs.40 Lakh – CGM/ Vertical Head</li> </ul>
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) RO Head is authorised to exercise DOP equivalent to GM at Head Office. For award of contract beyond the limit, approvals of Head Office may be obtained. (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"> <li>➤ Up to Rs.7.5 Lakh – GM</li> <li>➤ Above Rs.7.5 Lakh and Up to Rs.50 Lakh – CGM/ Vertical Head</li> <li>➤ Above Rs.50 Lakh and Up to Rs.2 Cr – Credit &amp; Operations Committee (COC)</li> <li>➤ Above Rs.2 Cr – MD&amp;CEO</li> </ul>
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
<b>II.</b>	<b>ISSUANCE OF REQUEST FOR PROPOSAL (RFP)/ EXPRESSION OF INTREST (EOI) ETC.</b>	
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"> <li>➤ Up to Rs.40 Lakh – DGM with report to next higher authority</li> <li>➤ Above Rs.40 Lakh - GM with report next higher authority</li> </ul>
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"> <li>➤ Up to Rs.40 Lakh – GM with report to next higher authority</li> <li>➤ Above Rs.40 Lakh – CGM/ Vertical Head</li> </ul>
<b>III.</b>	<b>REFUND OF EARNEST MONEY DEPOSIT (EMD) AND RETURN OF PERFORMANCE BANK GUARANTEE (BG)</b>	
8.	Approval for Refund of EMD in the regular course of Procurement	DGM with report to next higher authority
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
<b>IV.</b>	<b>CHANGE OF BANK GUARANTEE (BG) AMOUNT</b>	

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10.	Approval for Increase/ Decrease of Performance BG	GM with report to next higher authority
<b>V.</b>	<b>IMPLEMENTATION OF GOVERNMENT ORDERS WITH REFERENCE TO PROCUREMENT</b>	
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
<b>VI.</b>	<b>APPROVAL FOR PAYMENT OF PROCUREMENT OF BILLS</b>	
12.	Payment of bills	DGM with report to next higher authority
<b>VII.</b>	<b>Special Assignment</b>	
13.	Procurement on Nomination basis from Government Company	Credit & Operations Committee (COC)
14.	For approval of engagement / appointment of Consultant / Advisor / Retainer / Service Provider in connection with formulation of Revival Strategy of IFCI	Committee of CGMs and GM (Corporate Planning)
<b>VIII.</b>	<b>Formation of Committee(s)</b>	
15.	Tender/Consultancy evaluation Committee	Procurement value A. Up to Rs.10 Lakh Committee of 3 officers (2 in case of RO's having less than 3 officers) B. Above Rs.10 Lakh 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 – CGM/Vertical Head (Committee to be constituted on need basis)
<b>IX.</b>	<b>MISCELLANEOUS</b>	
18.	Any Other matter not specifically covered above including situation arising due to closure of CPD , <i>inter -alia</i> , Co-ordination of IEM meetings, Operation of GEM portal, Custodian of policy & DoP, BG management, MIS, development of IT portal.	CGM (IT) with report to COC
19.	Debarment of firms from bidding (Bidder convicted of an offence- 1. under the Prevention of Corruption Act 1988; or 2. the Indian Penal Code or any law)	COC

**Note:** As separate Centralised Procurement Department has been discontinued with, the above delegation shall be exercised by respective Departments.

Q. Jeyaraj