

# MATERIALS MANAGEMENT - FIRST PART

## F O R M S

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**STORES BUDGET [PARA 4(b)]**

**STATEMENT No. 1**

**FORM No. 1**

**STATEMENT SHOWING THE MATERIALS COST COMPONENT  
AND FUNDS AVAILABLE FOR PROCUREMENT OF MATERIALS**

| Particulars | Provision in<br>the Annual<br>financial<br>statement<br>for the<br>year. | Percentage<br>of the<br>material<br>cost<br>component<br>assumed | Amount<br>available<br>for procu-<br>rement of<br>materials<br>(col. 2x3) |
|-------------|--|--|---|
| 1           | 2  | 3  | 4   |
|             | (Rs. in lakhs)   |  | (Rs. in lakhs)  |

**A. MAJOR CAPITAL WORKS :**

1. Transmission lines 33 KV and above.
2. Step down stations 33 KV and above.
3. Load despatch & Communications.
4. Schemes outside the State sector (furnish details)

**A - TOTAL**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**B. MINOR CAPITAL WORKS :**

1. Extensions
2. System improvement and reduction of losses in lines.
3. R.E.C. Programmes (furnish details).

**FORM No. 1 (Contd..)**

| 1   | 2     | 3     | 4     |
|---|-------|-------|-------|
| 4. K.E.B. Programmes<br>(furnish details).            |       |       |       |
| 5. Service Connections.                               |       |       |       |
| 6. Other works.                                       |       |       |       |
| (a) Buildings   |       |       |       |
| (b) Generating Stations.                              |       |       |       |
| (c) Tools & Plant.                                    |       |       |       |
| (d) Miscellaneous.                                    |       |       |       |
| 7. Survey and Investigation<br>(No material content). |       |       |       |
| <b>B - TOTAL</b>                                      | _____ | _____ | _____ |
| <b>Capital Expenditure TOTAL</b>                      | _____ | _____ | _____ |
| <b>C. REVENUE EXPENDITURE :</b>                       |       |       |       |
| 1. Printing & Stationery.                             |       |       |       |
| 2. Materials required for<br>general maintenance.     |       |       |       |
| <b>TOTAL</b>  | _____ | _____ | _____ |

**STORES BUDGET [PARA 4 c(i)]**

**STATEMENT No.2**

**FORM No. 2**

**STATEMENT SHOWING THE REQUIREMENT OF MATERIALS FOR MAJOR CAPITAL WORKS FOR THE YEAR**

| Sl. No. | Name of the material               | UNIT | COST |      | Requirement |      | Stock as on |      | BALANCE |      | Materials in pipe line |      | Net Requirement |      | Re-marks |
|---------|------------------------------------|------|------|------|-------------|------|-------------|------|---------|------|------------------------|------|-----------------|------|----------|
|         |                                    |      | Qty. | Cost | Qty.        | Cost | Qty.        | Cost | Qty.    | Cost | Qty.                   | Cost | Qty.            | Cost |          |
| 1       | 2                                  | 3    | 4    | 5    | 6           | 7    | 8           | 9    | 10      | 11   | 12                     | 13   | 14              | 15   |          |
|         |                                    |      | Rs.  |      | Rs.         |      | Rs.         |      | Rs.     |      | Rs.                    |      | Rs.             |      |          |
| 1.      | Transmission line Towers           |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 2.      | Conductors                         |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 3.      | Ground Wire                        |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 4.      | Conductor accessories and hardware |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 5.      | Transformers.                      |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 6.      | Current transformers.              |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 7.      | Voltage transformers.              |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 8.      | Circuit breakers.                  |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 9.      | Group operating switches           |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 10.     | Control panels.                    |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 11.     | Control Cables.                    |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 12.     | Lightning Arrestors.               |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 13.     |                                    |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 14.     |                                    |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
|         | <b>TOTAL</b>                       |      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |

STORES BUDGET [PARA 4 c(ii)]

STATEMENT No. 3

FORM No. 3

STATEMENT SHOWING THE REQUIREMENT OF MATERIALS FOR MINOR CAPITAL WORKS AND OPERATION & MAINTENANCE WORKS FOR THE YEAR

| Sl. No. | Name of the material           | UNIT | COST | Requirement |      | Stock as on |      | BALANCE |      | Materials in pipe line |      | Net Requirement |      | Re-marks |
|---------|--------------------------------|------|------|-------------|------|-------------|------|---------|------|------------------------|------|-----------------|------|----------|
|         |                                |      |      | Qty.        | Cost | Qty.        | Cost | Qty.    | Cost | Qty.                   | Cost | Qty.            | Cost |          |
| 1       | 2                              | 3    | 4    | 5           | 6    | 7           | 8    | 9       | 10   | 11                     | 12   | 13              | 14   | 15       |
|         |                                |      | Rs.  |             | Rs.  |             | Rs.  |         | Rs.  |                        | Rs.  |                 | Rs.  |          |
| 1.      | Poles                          |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 2.      | Conductor                      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 3.      | Insulators                     |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 4.      | Transformers                   |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 5.      | Transformer distribution boxes |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 6.      | Guy wire                       |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 7.      | G.I. Wire                      |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 8.      | Lightning Arrestors.           |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 9.      | Energy Meters                  |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 10.     | H.T. metering cubicles         |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 11.     |                                |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 12.     |                                |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 13.     |                                |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| 14.     |                                |      |      |             |      |             |      |         |      |                        |      |                 |      |          |
| TOTAL   |                                |      |      |             |      |             |      |         |      |                        |      |                 |      |          |



STORES BUDGET [PARA 4 (d)]

STATEMENT No. 5

FORM No. 5

STATEMENT SHOWING THE AMOUNT REQUIRED FOR PROCUREMENT OF MATERIALS FOR THE YEAR

---

| FUNDS AVAILABLE          | Rs.   | Rs. |
|--------------------------|-------|-----|
| (vide - Statement No. 1) |       |     |
| Major capital works      | ..... |     |
| Minor capital works      | ..... |     |
| Revenue expenditure      | ..... |     |

TOTAL :

LESS .....

Cost of materials  
in pipe line

---

Balance available



**FORM No. 5 (Contd..)**

|  |       |       |
|--|-------|-------|
| Cost of materials required for<br>Major Capital Works              | ..... |       |
| Less - Cost of materials in pipe<br>line (vide - statement No. 2)  | ..... | _____ |
| <b>NET COST</b>  |       | _____ |
| Cost of materials required for<br>Minor Capital works              | ..... |       |
| Less - Cost of materials in pipe<br>line (vide - statement No. 3)  | ..... | _____ |
| <b>NET COST</b>  |       | _____ |
| Cost of materials required<br>for Workshop                         | ..... |       |
| Less - Cost of materials in pipe<br>line (vide - statement No. 4)  | ..... | _____ |
| Buffer Stock .. ..<br>(Three months requirement<br>to be assessed) |       |       |
| Purchase grants to Chief Engrs.<br>Secretary & FA & CAO            |       | _____ |
| <b>TOTAL</b>   |       |       |
| LESS drawn down from Inventory                                     |       |       |
| <b>NET COST of materials to be procured</b>                        |       | _____ |

**STORES BUDGET [PARA 4 (e)]****STATEMENT No. 6****FORM No. 6****STATEMENT SHOWING THE REQUIREMENT OF  
STEEL AND CEMENT AND THEIR APPROXIMATE COST**

| Sl. No.             | Name of the material | Size           | Requirement in M.T.s. | Cost (Rs. in lakhs) | Remarks |
|---------------------|----------------------|----------------|-----------------------|---------------------|---------|
| 1.                  | M.S. Angles          | 65 x 65 x 6 mm |                       |                     |         |
| 2.                  | M.S. Angles          | 50 x 50 x 6 mm |                       |                     |         |
| 3.                  | M.S. Angles          | 45 x 45 x 6 mm |                       |                     |         |
| 4.                  | M.S. Flat            | 100 x 6 mm     |                       |                     |         |
| 5.                  | M.S. Flat            | 50 x 8 mm      |                       |                     |         |
| 6.                  | M.S. Flat            | 50 x 6 mm      |                       |                     |         |
| 7.                  | M.S. Rounds          | 32 mm          |                       |                     |         |
| 8.                  | M.S. Rounds          | 16 mm          |                       |                     |         |
| 9.                  | M.S. Rounds          | 100 x 50 mm    |                       |                     |         |
| 10.                 | Tor Steel Rods       | 10 mm          |                       |                     |         |
| TOTAL COST OF STEEL |                      |                |                       |                     |         |
| 11. Cement          |                      |                |                       |                     |         |
| TOTAL               |                      |                |                       |                     |         |

**STORES BUDGET [PARA 18]**

**STATEMENT No. 7**

**FORM No. 7**

**REQUISITION FOR MATERIALS FOR THE YEAR**

**NAME OF THE DIVISION :**

| Sl. No. | Name of the material | Quantity required |      | DEDUCT         |                                   |       | Bal-<br>ance | ADD<br>Buffer<br>Stock | Net<br>require-<br>ment | Approx-<br>imate<br>value<br><br>Rs. | Re-<br>marks |
|---------|----------------------|-------------------|------|----------------|-----------------------------------|-------|--------------|------------------------|-------------------------|--------------------------------------|--------------|
|         |                      | Unit              | Qty. | Stock<br>as on | Mater-<br>ials in<br>pipe<br>line | Total |              |                        |                         |                                      |              |
| 1       | 2                    | 3                 | 4    | 5              | 6                                 | 7     | 8            | 9                      | 10                      | 11                                   | 12           |
|         |                      |                   |      |                |                                   |       |              |                        |                         |                                      |              |

**NOTE :** The quantum of buffer stock shall be equivalent to three months' requirement.

**ABSTRACT TENDER NOTIFICATION**

**NO :**

**DATED :**

SEALED TENDERS ARE INVITED FOR THE SUPPLY OF  
THE FOLLOWING MATERIAL / MATERIALS.

| Item No. | Description of the material | Quantity required | Cost of Tender Forms | Last date and time for receiving tenders | Amount of EMD payable | Date and time of opening tenders |
|----------|-----------------------------|-------------------|----------------------|--|-----------------------|----------------------------------|
| 1        | 2                           | 3                 | 4                    | 5  | 6                     | 7                                |

Tender Forms can be obtained on payment by csh or money order only on working days from..... To..... Upto..... P.M.

Rupees..... only will have to be paid extra, if tender forms are required to be sent by Registered Post.

(To be sent to PRO for getting it published.)

Name and designation of the officer inviting tenders.

**TENDER FORM (IN DUPLICATE/TRIPPLICATE/QUADRUPLICATE)**

TENDER ENQUIRY No. CEE(MM&P) \_\_\_\_\_

Dated \_\_\_\_\_ FOR SUPPLY OF \_\_\_\_\_

Cost of tender forms Rs. \_\_\_\_\_

Earnest money deposit payable along with the tender Rs. \_\_\_\_\_

Last Date and time for receiving tenders \_\_\_\_\_ P.M.

Date and time of opening tenders \_\_\_\_\_ at \_\_\_\_\_ P.M.

Place \_\_\_\_\_

-----  
Sold to Messrs : \_\_\_\_\_

Vide our receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

E.M.D. of Rs. \_\_\_\_\_

Paid by cash/DD vide your receipt no. \_\_\_\_\_  
Dated \_\_\_\_\_

OR

We have deposited Rs. \_\_\_\_\_ towards permanent EMD.

Vide your receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Hence no EMD is payable in respect of this tender.

or

We are exempted from payment of EMD.

DATE

Signature of the Tenderer  
with firm's seal

**FORM No. 9**  
**GENERAL INSTRUCTIONS TO THE TENDERER**

Tenderer is advised to read the following general instructions and the general terms and conditions of tender and supply before tendering.

1. The tender must be complete in all respects as incomplete tender is liable to be rejected.
2. The tender shall be submitted in triplicate/quadruplicate (wherever specifically required) and all copies shall be separately tagged and clearly marked as original, duplicate, triplicate, quadruplicate, as the case may be.
3. The tender should be enclosed in double covers, both addressed to the Chief Engineer, Electricity (Materials Management and Purchase) Karnataka Electricity Board, Cauvery Bhavan, Bangalore - 560 009. Both (Inner and outer) covers shall be sealed and superscribed with tender enquiry number, date, on which the tender is due, items of materials covered and receipt number and date covering EMD.

In the case of TWO-PART tender, the tenderer shall quote in two parts, one pertaining to technical bid and the other pertaining to price bid and send them separately in sealed covers, in the aforesaid manner.

4. Tender should be free from corrections and over-writings.
5. Tender, received after the due date and time will be rejected.
6. Tender not accompanied by the required amount of Earnest Money Deposit will be rejected.

**FORM No. 9**

**KARNATAKA ELECTRICITY BOARD**

Telephone No :

Office of the Chief Engineer,  
Electricity (Materials Management  
& Purchases), Cauvery Bhavan,

Telegrams : KELCHIEF

Post Box No. 9990,

TELEX : 845-435-KEB IN.

Bangalore - 560 009.

No.

Dated :

To :

Messers.

Dear Sirs,

Please quote your lowest F.O.R. destination rates for the supply of materials/equipment specified in the schedule below, and return the form duly filled in and signed with in the due date and time.

For detailed technical specifications, see para \_\_\_\_\_

Chief Engineer, Electy.  
M.M.& P.

**TENDER No.....**

**SCHEDULE**

**FORM No. 9**

---

| Item | Name of the material/equipment & its specification | Qty. reqd. | Unit | Rate F.O.R. destination inclusive of all charges<br><hr/> in figures      in words | Excise duty Sales Tax & other levies | Delivery period |
|------|--|------------|------|--|--------------------------------------|-----------------|
|------|--|------------|------|--|--------------------------------------|-----------------|

---

Signature of the tenderer  
with Firm's seal.

**OPENED BY ME**

Designation of the officer  
opening the tender.



## FORM NO. 9

### TERMS AND CONDITIONS OF TENDER

#### 1. PRICES :

- (a) The unit rates should be quoted F.O.R. destination both in figures and words. Overwritings and corrections should be avoided. In the case of divergence of rates in figures and words, it will be construed to read the rate most favourable to the Board.
- (b) The prices, should be inclusive of freight charges, transit risk insurance, packing, handling charges, cartage etc., but exclusive of all taxes and duties leviable on finished goods, which are to be shown separately as prevalent as on the date of opening the tenders.
- (c) Firm prices are preferable. However, where variable prices are quoted, the standard price variation formula (noted elsewhere) is applicable.
- (d) The tenderer is prohibited from making any additions or alterations in the description of the materials/equipment mentioned in the schedule and should either quote rates for the materials/equipments mentioned in the schedule or write the words 'NO RATE' against each item.

#### 2. VALIDITY :

The offer should be kept valid for a minimum period of 120 days/150 days (as specified elsewhere) from the date of opening the tenders, and any withdrawal or modification of the offer will not be permitted, once the tender is received and opened.

#### 3. SAMPLES :

The tenderer, whenever required, shall send samples of the materials of sufficient size and quantity, free of cost. All samples must be properly labelled and sealed by the tenderer. The labels should contain the

following particulars :-

- (a) Tender enquiry number.
- (b) Name and address of the tenderer.
- (c) Brief description of the sample.

#### **4. EARNEST MONEY DEPOSIT :**

- (a) The tenderer shall furnish E.M.D. at one percent of the value of the tender, rounded off to the nearest multiple of Rs. 10/- (Rupees Ten) subject to a maximum of Rs. 50,000/- (Rupees Fifty thousand only).
- (b) In the case of registered small scale industrial units in Karnataka, the maximum E M D is limited to Rs. 12,500.
- (c) Alternatively a tenderer can deposit permanently either by cash or by demand draft Rs. 12,500/- in the case of Registered small scale Industrial units of Karnataka, Rs. 50,000/- in the case of all other units manufacturers / dealers / suppliers, towards Earnest Money Deposit and quote for any number of tenders.

**Note :** (i) The concessional E M D is applicable only to those SSI Units who quote for the materials which are covered under their range of manufacture and for which they have registered as a S.S.I. Unit.

(ii) In case a SSI Unit participates in the tender for the material for which they are not registered as SSI Unit, such a SSI Unit has to pay the EMD as applicable to others (i.e. as applicable to others other than S.S.I. Units)

(iii) The S.S.I. Unit participating in the tender should enclose a copy of the Registration certificate with the tender.

- (d) No tender will be considered unless the EMD has been paid before the due date for opening tenders. Demand drafts should be crossed, and should be drawn in favour of 'Chief Engineer, Electy. (MM&P), K.E.B., Bangalore. Postal Orders/Cheques will not be accepted.

- (e) No interest will be allowed on E.M.D.
- (f) E.M.D. is refundable, on application, after intimation of rejection of tender.
- (g) E.M.D. will be forfeited :-
  - (1) If the tenderer were to withdraw the offer, either before or after opening the tenders or at any time within the validity period, and
  - (2) If a successful tenderer fails to deposit the required amount towards security deposit, or fails to commence supply of the material/equipment ordered, as per delivery schedule.
- (h) E.M.D. may be adjusted towards security deposit if so desired by a successful tenderer.

#### **5. OPENING OF TENDERS :**

All tenders received will be opened by an authorised officer of the Board on the notified date and time. In case such a date happens to be an unscheduled holiday, the tenders will be opened on the very next working day, at the same time.

#### **6. ACCEPTANCE OF TENDERS :**

The Board does not bind itself to accept the lowest or any tender, neither will any reason be assigned for the rejection of any tender or part of tender. The tenderer, on his part, binds himself to supply any item or items selected from his offers in part or whole at the option of the Board.

#### **7. DISREGARD OF TENDER CONDITIONS :**

The Board reserves itself the right to reject any tender which does not conform to any of the above conditions.

### **CONDITIONS OF SUPPLY**

#### **1. STANDARDS :**

The materials/equipments to be supplied shall comply in all respects with the requirements of the latest edition of the relevant Indian or British or

International standards, except in so far as they are modified in those specifications. In case where standard specifications are not available they should conform to the specifications noted in the enquiry.

**2. QUALITY OF MATERIALS AND WORKMANSHIP :**

The materials/equipment to be supplied should be of best or approved qualities for their respective uses and the workmanship shall be of the highest quality so as to ensure good functional values.

**3. DELIVERY :**

In the event of the tender being accepted for the whole or any portion of the articles in the tender, the successful tenderer herein after referred to as supplier / contractor shall execute all orders as per the "Accepted Delivery" stipulated in the Board's purchase order.

**4. FAILURE TO SUPPLY :**

In the event of failure to supply the materials/equipment, as ordered, fully or a part thereof, within the contracted delivery period, the Board or the Chief Engineer, (Electy.) MM&P. is at liberty to cancel or short close the purchase order without notice to the supplier, besides imposing any or all the following penal measures.

- (1) to forfeit the EMD/Security Deposit.
- (2) to black list the firm/not to consider the firm's offer in respect of future enquiries.
- (3) to purchase elsewhere, after giving due notice to the supplier on account and at the risk of the supplier such material/equipment not so delivered or other materials of similar description.
- (4) The Board or the Chief Engineer Electricity (MM&P) will also have a right to cancel any other purchase order placed on the firm for the supply of any other material.

**5. PENALTY FOR BELATED SUPPLIES :**

In case the materials are not delivered within the stipulated delivery schedule, penalty at  $\frac{1}{2}$  (half) percent per week or part thereof, subject to a maximum of 10(ten) percent of the contracted value, will be levied. Due

consideration, in the matter of condonation of delay and levy of penalty will however be shown in cases of delay for certain reasons absolutely beyond the control of the supplier for which the supplier has to furnish documentary evidence.

**6. EMBOSSING :**

It is considered desirable to have the letter 'KEB' etched or embossed as the case may be, at a prominent place on each unit of the material/equipment supplied.

**7. WARRANTY :**

The material/equipment to be supplied shall be guaranteed for satisfactory performance and against failures due to bad workmanship and inherent defects in design or material, for a period of 18 months from the date of despatch or 12 months from the date of commissioning whichever is earlier. Any part which proves defective either in design, material and/or manufacture within the above guaranteed period shall have to be replaced free of cost.

**8. INFRINGEMENT OF PATENT :**

The Board will not be responsible for any infringement to any patent rights on any material or equipment covered by the purchase order and should there be any dispute on this account the supplier shall have to indemnify the Board against all claims in that behalf.

**9. SECURITY DEPOSIT :**

- (1) A successful tenderer immediately after accepting the purchase order is required to furnish security deposit equal to 5 (five) percent of the value of the purchase order, subject to a maximum of Rs. 50,000/- for the due fulfilment of the contract.
- (2) The mode of payment of security deposit is as follows :
  - (a) If the amount of security deposit is less than Rs. 5,000/- it shall be payable by cash or demand draft.
  - (b) If the amount of security deposit is Rs. 5,000/- or more, it shall be payable either by cash or demand draft or by furnishing a Bank guarantee in lieu of cash.

(c) Alternatively any successful tenderer may furnish a Bank guarantee of Rupees one lakh towards security deposit irrespective of the value and the number of purchase orders, placed on the firm.

(3) Security deposit is refundable/Bank Guarantee can be released :

(a) after satisfactory completion of the supply and after payment of final bill :

and/or

(b) after the expiry of the period of warranty/guarantee.  
(Strike out whichever is not applicable).

#### **10. SUB LETTING OF CONTRACT :**

The supplier / contractor shall not, without the consent in writing of the purchaser, assign or sublet his contract, or any substantial part thereof, other than for raw materials for minor details, or for any part of the work of which the makers are named in the contract, provided that any such consent shall not relieve the supplier/contractor from any obligation, duty or responsibility under the contract.

#### **11. DEATH, BANKRUPTCY ETC. :**

If the supplier/contractor dies or commits any act of bankruptcy or being company / corporation goes into liquidation, except for reconstruction purposes or his/its business carried on by a receiver, the executors, successors, or other representatives in law of the estate of the supplier/contractor or any such receiver, liquidator or any person in whom the contract may become vested, shall forthwith give notice thereof in writing to the purchaser and shall for one month during which he shall take all reasonable steps to prevent stoppage of work, have the option of carrying out the contract subject to his or their providing such guarantees as may be required by the purchaser, but not exceeding the value of the work for the time being remaining unexecuted. In the event of stoppage of works, the period of option under this clause shall be fourteen days only, provided that, should the above option not be exercised the contract may be determined by the purchaser by a notice in writing to the supplier/

contractor. The power and provisions reserved to the purchaser in the last proceeding clause on the taking of the work out of the supplier's/ contractor's hands, shall apply as for may be when the contract is to be determined.

## **12. INSURANCE :**

The materials/equipments to be supplied shall be insured by the supplier/ contractor from the place of despatch to the place of destination against all risks, whatever may be the mode of despatch.

In case where the rates are on F.O.R. destination basis, the transit insurance shall be borne by the supplier. If it is Ex-works, it will be to the account of purchaser.

## **13. INSPECTION AND TESTING :**

The supplier / contractor shall afford all the necessary facilities to the Board's engineer to inspect his works and examining the materials and workmanship during the process of manufacture of the material/ equipment ordered. All routine tests shall be conducted by the supplier/ contractor in the presence of Board's engineer, after giving an intimation, fifteen days in advance.

All tests, viz., type tests and routine tests as per relevant Indian or British or any other International standards shall be conducted and test certificates forwarded well in advance, before the despatch of materials/ equipments for approval. In case it is desired by the purchaser, the type tests shall also be conducted by the supplier / contractor in the presence of the Board's engineer after giving an intimation fifteen days in advance. The test certificate shall be signed by a responsible officer of the firm.

Materials / equipments ordered, shall be despatched only after the receipt of approval of the test reports.

## **14. CENTRAL SALES TAX AND KARNATAKA SALES TAX :**

Karnataka Electricity Board is registered under Central Sale Tax Act, 1956 and Karnataka Sales Tax Act, 1957 and is eligible for payment of Sales Tax at concessional rates.

If the tendering firm is a registered dealer under both the Acts, Sales Tax registration numbers, shall be furnished.

**15. ACCEPTANCE OF SUPPLIES :**

The material/equipment on receipt will be subject to inspection and approval by the consignee. Any material/equipment found to be not in conformity with the specification, broken or damaged during transit will be rejected by the consignee.

**16. TERMS OF PAYMENT :**

Generally all payments in respect of supplies will be made only on receipt of goods and after inspection and verification of the materials/equipments at the destination.

The Board may consider arranging payment at 90% value through Bank against presentation of despatch and other documents, through ..... Bank in which case the Bank charges shall be borne by the supplier. Alternatively, the despatch documents may be presented directly to the Accounts Officer (Bills) and payment obtained by means of cheque. Balance 10% payment will be made only after the receipt and verification of the materials/equipment at destination.

17. Detailed technical specification enclosed. See Annexure.....
18. Other conditions. See Annexure.....



To :

The Chief Engineer, (Electricity),  
Materials Management and Purchase,  
Karnataka Electricity Board,  
P.B. No. 9990,  
Cuavery Bhavan,  
BANGALORE - 560 009.

Dear Sir,

We have carefully gone through the conditions of tender and conditions of supply. We hereby agree to supply the materials/equipments under those conditions at the rates herein tendered by us.

We hereby agree to keep this offer open for ..... days from the date of opening the tenders. We hold registration under Central Sales Tax Act, 1956 and Karnataka Sales Tax Act, 1957 and the Sales Tax Registration Numbers are.....

Yours faithfully,

Signature of the tenderer.  
(Seal of the firm)

Place :

Dated :

Name of the Office  
Division

**REGISTER OF TENDER DOCUMENTS SOLD**

Tender Enquiry No. \_\_\_\_\_

| Sl. No. | Date of calling for Tenders/ quotations | Name of the Materials required | Cost of Tender documents | Name of the Firm to whom the tender documents sold | Our Receipt No. and Date | Date and Time of opening tenders | Remarks |
|---------|---|--------------------------------|--------------------------|--|--------------------------|----------------------------------|---------|
| 1       | 2                                       | 3                              | 4                        | 5  | 6                        | 7                                | 8       |
|         |   |                                |                          |  |                          |                                  |         |

**REGISTER OF TENDERS RECEIVED**

Tender Enquiry No. \_\_\_\_\_ Dated \_\_\_\_\_

For the purchase of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DUE ON \_\_\_\_\_

OPENED ON \_\_\_\_\_

| Sl. No. | Name of the Tenderer | No. of covers | Date of Receipt | No. of corrections | Signature of the Tenderer/representative | Remarks |
|---------|----------------------|---------------|-----------------|--------------------|--|---------|
|---------|----------------------|---------------|-----------------|--------------------|--|---------|

(This Register shall be in the custody of the Assistant Engineer or Assistant Executive Engineer dealing with the Tender).

**REGISTER OF E.M.D. RECEIVED FROM TENDERERS / CONTRACTORS**

| Sl. No. | Tender Enquiry No. and Date | Amount of EMD Payable | Name of the Tendering Firm | Amount of EMD Received | Receipt No. and Date | Remarks | Initials of the Officer | Refunds | Adjustment towards S.D. | Forfeiture | Remarks | Initials of the Officer |
|---------|-----------------------------|-----------------------|----------------------------|------------------------|----------------------|---------|-------------------------|---------|-------------------------|------------|---------|-------------------------|
| 1       | 2                           | 3                     | 4                          | 5                      | 6                    | 7       | 8                       | 9       | 10                      | 11         | 12      | 13                      |
|         |                             |                       |                            |                        |                      |         |                         |         |                         |            |         |                         |

[ PARA 52 (2)/(3) & PARA 4 PARA 90 ]

FORM No. 12

Telephone :

Office of the

TELEGRAMS : KELCHIEF

Chief Engineer, (Electricity),

TELEX : KEB IN

Materials Management & Purchases,  
Cauvery Bhavan, District Office Road,

Encls :

Post Box No. 9990,

Schedule 'A' (Two copies)

Bangalore - 560 009.

Dated :

BY REGISTERED POST ACK. DUE

To :

MESSRS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_ DATED \_\_\_\_\_

FOR THE SUPPLY OF \_\_\_\_\_

REF :- (1) Our Enquiry No. \_\_\_\_\_

(2) Your TENDER No. \_\_\_\_\_

QUOTATION

Dear Sirs,

Your tender/quotation for the supply of the materials/equipments specified in the scheduled 'A' attached herewith, has been accepted.

We request you to enter our order for the supply of those materials/equipment specified in the schedule 'A'. The terms and conditions of supply are setout hereunder.

Please return the enclosed "acknowledgement and acceptance" of this purchase order, duly signed, within SEVEN DAYS. from the date of receipt of this purchase order. failing which this purchase order is liable to be cancelled.

**TERMS AND CONDITIONS OF SUPPLY :**

1. Irrespective of anything stated or implied in your tender, only the conditions specifically set out in this purchase order, will be binding on the Board.

**2. CONTRACT :**

This purchase order and your acceptance constitute the contract.

**3. SUIT OR PROCEEDINGS :**

Any suit or proceedings arising out of this contract shall be instituted in law courts at Bangalore.

**4. SECURITY DEPOSIT FOR PROPER PERFORMANCE OF THE CONTRACT :**

(a) Security Deposit of Rs.....  
(Rupees..... only)  
has to be paid by you in cash/demand draft, within.....

OR

(b) You should furnish Bank Guarantee of a Scheduled Bank, for Rs..... (Rupees ..... ) towards security deposit within.....

The format in which the Bank Guarantee to be furnished may be obtained from us.

(c) In case, you have already furnished a Bank Guarantee for Rs. ONE LAKH towards permanent security deposit, please furnish details.

(d) \*YOU ARE EXEMPTED FROM PAYMENT OF SECURITY DEPOSIT IN RESPECT OF THIS PURCHASE ORDER.

(\*Strike out if not applicable)

- (e) The Bank Guarantee towards security deposit shall be kept valid upto a period of SIX months from the date of despatch of the last consignment.
- (f) You shall extend the Bank Guarantee for any further period, if so required by the Board.
- (g) In case you fail to furnish the required security deposit within the prescribed date, the Earnest Money Deposit will be forfeited and this purchase order will also be cancelled.
- (h) Security deposit is refundable/Bank Guarantee can be released :
  - (i) after satisfactory completion of the supply and after the payment of Final Bill  
and/or
  - (ii) after the expiry of the period of Warranty/Guarantee.(Strike out whichever is not applicable)

#### **4. MODE OF DESPATCH :**

The material may be despatched by Rail or Road depending upon the direction given in this order elsewhere. In case of despatch by Rail, Railway receipts shall be drawn in favour of consignee only. The Railway receipt shall be routed/despatched, as specified in the terms of payment.

In case of despatch by road, the goods shall be despatched by Bank approved transporters only, duly insured. The lorry receipts shall be drawn in favour of the consignee only.

Any demurrage/wharfage or other charges, resulting from non-compliance of terms and conditions of this order, shall be debited to the supplier's account.

#### **5. PRICES :**

The accepted rates are indicated in the schedule.

**6. PRICE VARIATION :**

As detailed in the schedule.

**7. RAILWAY CRANE :**

Whenever materials of heavy nature requiring the service of a crane for unloading at destination, are despatched, the supplier shall request the Railway Authorities at the despatching station and also destination station to make available a crane at the destination station under advice to consignee.

**8. INSURANCE :**

In case where the rates are on F.O.R. destination basis, the transit insurance is to your account. The consignment should be insured, whatever may be the mode of despatch.

In case where the rates are on Ex-works, the goods shall be despatched only after they are insured with our Insurance Co., the details of which is noted elsewhere in this order.

**9. KARNATAKA SALES TAX AND CENTRAL SALES TAX :**

Karnataka Electricity Board is registered under K.S.T. and C.S.T. Acts and is eligible for concessional rates of the Sales Tax. 'D' Forms/'C' Forms will be issued.

**10. PENALTY FOR LATE DELIVERY :**

In case the materials are not delivered within the stipulated delivery schedule penalty at  $\frac{1}{2}$ % per week or part thereof, subject to a maximum of 10% of the contract value, will be levied.

**11. OWNERSHIP AND RESPONSIBILITY :**

The ownership and responsibility for the materials rest with you till the goods are delivered safely at destination.



**12. REPLACEMENT :**

In the event of any material or part thereof being broken or damaged during transit or during the test and trials at sites before commissioning into service, you shall replace the material/part/parts free of all costs at site (or at the same prices as originally tendered as the case may be). If on receipt, any material is found to be defective or not in conformity with the prescribed specification, such material shall also be replaced free of cost.

**13. MATERIALS TO CONFORM TO SPECIFICATIONS :**

The materials supplied shall conform to the technical specifications furnished in the annexure to schedule.

**14. INSPECTIONS AND TESTING DURING MANUFACTURE :**

The Board's engineer shall be entitled, at all reasonable times during manufacture, to inspect, examine and test at your premises or works, the materials and workmanship of all the materials / equipment to be supplied under this contract. If part of the material / equipment is manufactured at any other premises, you shall arrange facility for the Board's engineer to inspect, examine and test at that premises as if the material/equipment were being manufactured at your own premises/works. Such inspection, examination and testing shall not release you (the supplier) from your obligations under this contract.

**15. INSPECTION AND TESTING BEFORE DESPATCH :**

After completion of manufacture, the materials/equipment will be inspected by an engineer of the Board, before despatch. All tests shall be conducted in his presence. The approval for the tests or test certificates, shall be obtained and also the despatch instructions shall be obtained before despatch of the goods.

**16. INSPECTION AFTER RECEIPT OF MATERIALS/EQUIPMENT :**

The materials/equipment will be inspected on receipt by the consignee, irrespective of the fact that they have been inspected and approved before despatch. Any material/equipment found to be not in conformity with the specification and the ISS/Sample as detailed in the schedule will be

rejected. In such cases, the supplier has to take back the rejected materials/equipment at his own cost. The Board may accept replacements conforming to the specification/samples.

**17. DELIVERY OF MATERIALS AND DESPATCH INSTRUCTIONS :**

No material/equipment shall be despatched until test certificates, wherever applicable, are approved and despatch instructions have been given.

**18. EMBOSSING THE LETTERS :**

The letters "K.E.B." shall be etched or embossed as the case may be at a prominent place on each unit. Details will be furnished on request.

**19. GUARANTEE :**

The material / equipment supplied shall be guaranteed for satisfactory performance and against failure due to bad workmanship and inherent defects in design or material for a period of 18 months from the date of despatch or 12 months from the date of commissioning whichever is earlier.

The supplier shall make good or replace at his own cost any part/parts or the whole equipment that fail during the said period.

**20. INFRINGEMENT OF PATENT :**

The Board will not be responsible for any infringement to any patent rights on any material or equipment covered by this purchase order and should there be any dispute on this account, the supplier shall indemnify the Board against all claims in this behalf.

**21. TERMINATION OF CONTRACT :**

In case the supplier fails to supply the materials/equipment within the contracted period of delivery or in case the materials/equipment supplied are found not in accordance with prescribed specifications and/or approved sample or in case the supplier has supplied only part consignment and failed to supply the balance within the contracted delivery period, the Board shall exercise its discretionary powers in any or all the following :-

- (a) to recover from the supplier, as agreed, liquidated damages or by way of penalty, the amount as per penalty clause above; and
- (b) to purchase elsewhere, after giving due notice to the supplier on account and at the risk of the supplier such materials not so delivered or others of a similar description without cancelling the contract in respect of the consignment not yet due for delivery but the supplier shall not be entitled to any saving on such purchase made against default.
- (c) to cancel the purchase order.
- (d) to forfeit the security deposit if it has been furnished and in case of permanent security deposit to forfeit the amount equivalent to the security deposit in the particular purchase order from out of the permanent security deposit.
- (e) to black list or not to consider your future offers for a specified period.

The decision of the Board shall be final as regards the acceptability or otherwise of materials/equipment supplied.

**21. PAYMENT**

As detailed in the schedule.

(To be returned within 7 days after receipt of order)

**ACKNOWLEDGEMENT AND ACCEPTANCE OF PURCHASE ORDER**

No..... dated.....

For supply of .....

from M/s.....

.....

To

THE CHIEF ENGINEER, ELECTRICITY, (M.M. & PURCHASE)  
Karnataka Electricity Board, P.B. No. 9990,  
Cauvery Bhavan, Bangalore - 560 009.

Dear Sir,

Ref : 1) Your purchase order No. ....  
dated ..... for the supply  
of .....

We write to acknowledge herewith receipt of your purchase order noted above, for the supply of ..... as per terms and conditions detailed in your order which we have carefully read and thoroughly understood and agree for the same, and in token of our acceptance of the said terms and conditions, we are returning herewith the duplicate copy of the purchase order, duly signed on every page.

We hereby agree that this acceptance together with your purchase order, communicated as above, constitutes a contract legally binding on both the parties.

Yours faithfully,

Place :

Signature of Tenderer,  
with Firm's Seal.

Date :

[ PARA 52 (3) ]

FORM No. 13

KARNATAKA ELECTRICITY BOARD

Despatch No.

To :

Dated :

Messers

Purchase Order No.

Dated :

Dear Sirs,

Ref : (1) OUR ENQUIRY No. :

(2) YOUR TENDER No. :

QUOTATION

We request you to enter our order, for the supply of the following materials.

| Item No. | Description of the materials | Code No. | Unit | Rate<br>Rs. | Quantity | Total cost<br>Rs. | Remarks |
|----------|------------------------------|----------|------|-------------|----------|-------------------|---------|
| 1        | 2                            | 3        | 4    | 5           | 6        | 7                 | 8       |

**TERMS AND CONDITIONS OF SUPPLY :**

1. Terms of Delivery : F.O.R.....
2. Schedule of Delivery : To be supplied .....
3. Name of Consignee : .....
4. Security Deposit : Pay Rs. .... by Cash / DD or furnish Bank Guarantee in lieu thereof within..... failing which this purchase order is liable to be cancelled, besides forfeiting the Earnest Money Deposit.
5. Packing : The materials should be securely packed so as to avoid damage to the contents during transit.
6. Insurance : The materials should be insured against loss, breakage, damage upto destination.
7. Guarantee : The materials should be guaranteed for ..... months from the date of delivery.
8. Penalty : In case the materials are not supplied within the contracted delivery date this purchase order will be cancelled and the materials purchased elsewhere on your account at your risk, besides forfeiting the security deposit. In the case of belated supplies, penalty at  $\frac{1}{2}\%$  per week or part thereof subject to a maximum of 10% of contracted value will be levied at the discretion of the Board.

9. Terms of Payment : 100% payment will be made only after the receipt, verification and acceptance of materials. Please send your bill in duplicate prepared in ink or type written duly stamped and pre-receipted to ..... for arranging payment.

10. Other conditions if any :

Please acknowledge the receipt of this order.

Materials required for  
Head of Account.

Copy to : 1) The Consignee 2) The Internal Audit  
3) The Bills Passing Section 4) Office copy

**REGISTER OF SECURITY DEPOSITS (CASH PAYMENTS)  
RECEIVED FROM FIRMS/CONTRACTORS**

| Sl. No. | Name of the Firm | Purchase order No. and Date | Amount of S.D. Payable | Amount of EMD Adjusted towards S.D. | Amount paid by the Firm towards S.D. | Receipt No. and Date | Remarks | Initials of the Officer | Refunds | Forfeiture | Remarks | Initials of the Officer |
|---------|------------------|-----------------------------|------------------------|-------------------------------------|--------------------------------------|----------------------|---------|-------------------------|---------|------------|---------|-------------------------|
| 1       | 2                | 3                           | 4                      | 5                                   | 6                                    | 7                    | 8       | 9                       | 10      | 11         | 12      | 13                      |
|         |                  |                             |                        |                                     |                                      |                      |         |                         |         |            |         |                         |



**REGISTER OF BANK GUARANTEES RECEIVED  
FROM FIRMS / CONTRACTORS TOWARDS SECURITY DEPOSITS**

| Sl. No. | Name of the Firm | Purchase order No. and Date | Name of the Bank which issued B.G. | B.G. No. and Date | Amount of B.G. | Validity period | Remarks | Initials of the Officer | Date of release and return | Reference No. & date | Remarks | Initials of the Officer |
|---------|------------------|-----------------------------|------------------------------------|-------------------|----------------|-----------------|---------|-------------------------|----------------------------|----------------------|---------|-------------------------|
| 1       | 2                | 3                           | 4                                  | 5                 | 6              | 7               | 8       | 9                       | 10                         | 11                   | 12      | 13                      |
|         |                  |                             |                                    |                   |                |                 |         |                         |                            |                      |         |                         |

[ PARA 71 ]

FORM No. 14

**KARNATAKA ELECTRICITY BOARD**

Application for Registration of Manufacturers / Suppliers  
for the year .....

SERIAL No. ....

PRICE Rs. 10/-

SOLD TO.....

|   |  |
|---|--|
| 1. Name of the firm   |  |
| 2. Postal address of the Firm   |  |
| 3. Whether Manufacturer or Supplier   |  |
| 4. Name of the person representing the Firm   |  |
| 5. Name of the person holding the Power of Attorney.  |  |
| 6. Whether the Firm is -<br>(a) an individual<br>(Sole Proprietorship)<br>(b) Partnership Firm<br>(c) Company<br>(Registered under Companies Act)<br>(d) Other category |  |
| 7. Principal place of Business  |  |
| 8. Names of the Bankers with their addresses  |  |
| 9. Name of the material/materials for which Registration is sought  |  |

|   |  |
|---|--|
| <p>10. Amount of Registration fee / Renewal fee paid.</p>   | <p>Rs.....<br/> vide your Receipt<br/> No.....<br/> Dated..... OR<br/> D.D. No. ....<br/> Dated .....<br/> (Enclosed herewith)</p> |
| <p>11. If the applicant firm is a manufacturer / printer furnish.</p> <p>(a) Location of the factory .....</p> <p>(b) Built in area of the factory .....</p> <p>(c) MACHINERIES INSTALLED<br/> Printing machineries installed.</p> <p>(d) Manufacturing capacity<br/> Printing capacity</p> <p>(e) Laboratory / Testing facilities</p> <p>(f) Turn over</p> <p>(g) Details of previous supply<br/> TO K.E.B.<br/> TO other organisations</p> <p>(h) Stock on hand</p> <p>(i) Place of Storage</p> |  |

|  |   |
|--|---|
| <p>(j) Whether the Firm has any sister concern or subsidiary firm. If 'YES' furnish details.</p> <p>(k) Whether registered with SSI or DGTD.</p>   |   |
| <p>12. If the applicant Firm is a stockist / dealer / supplier furnish</p> <p>(a) Names of the articles / materials the firm is dealing in with their brands.</p> <p>(b) Stock held as at date</p> <p>(c) Location of warehouse</p> <p>(d) Turn over</p> <p>(e) Details of previous supply<br/>TO K.E.B.<br/>TO Other organisations.</p> <p>(f) Whether the firm has any sister concern or subsidiary firm - If 'YES' furnish details.</p> |   |
| <p>13. Whether any person in K.E.B. service has any interest in the Applicant's Firm.</p>  |   |
| <p>14. Whether the applicant firm has read the rules for registration and would abide by those rules.</p>  |   |
| <p>15. Mention the documents enclosed</p>  | <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> |
| <p>16. Any other particulars</p>   |   |

We promise that we will not get ourselves registered in K.E.B. under any other name.

Place :

Signature of the Applicant

Dated :

(Name in Block letters)

FIRM's SEAL.

OFFICE NOTE :

Inspecting engineer's report :

VENDOR'S RATING.

ORDERS OF  
C.E. (E) MM&P.

Registration number assigned.....

Entered in the register on .....

Vide serial number. ....

Initials of the officer

Designation.

**LIST OF MATERIALS**

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. Circuit breakers<br/>Oil &amp; Air Blast</li><li>2. H.T. &amp; L.T. Switchgears</li><li>3. H.T. &amp; L.T. Control Panels.</li><li>4. Group operating switches and<br/>D.O. L.O. cutouts 11 KV and<br/>above.</li><li>5. Power &amp; Distribution<br/>transformers.</li><li>6. Current and Potential<br/>transformers - 11 KV and above.</li><li>7. Capacitors - 11 KV and above.</li><li>8. Relays</li><li>9. Lightning Arrestors station<br/>distribution type</li><li>10. ACSR conductors and<br/>accessories.</li><li>11. Meters Single Phase, Poly<br/>Phase, Maximum demand etc.</li><li>12. H.T. Metering cubicles 11 KV<br/>and above</li><li>13. Insulators</li></ol> | <ol style="list-style-type: none"><li>14. Transmission line hardware<br/>materials, such as, suspension<br/>clamps, strain clamps, P.G.<br/>clamps, Bus bar clamps,<br/>compression joints</li><li>15. Structural steel, such as M.S.<br/>Rounds, Flats, Steel Channels<br/>Joints etc.</li><li>16. Power cables -<br/>11 KV and above.</li><li>17. Fabrication and galvanising of<br/>materials, such as<br/><br/>Tower parts, Line materials</li><li>18. Lamps - Tubes -<br/>Incandescent , Fluorescent,<br/>Mercury vapour,<br/>Sodium vapour</li><li>19. Diesel Generators</li><li>20. Guy wire, G.I. Wire,<br/>Ground Wire, Steel Ropes</li><li>21. Refrigerators and Air<br/>conditioners.</li><li>22. Transformer oil Lubricating oil<br/>HSD oil, Petrol.</li><li>23. Oil filters and Oil testing<br/>equipment</li></ol> |
|---|---|

- |  |  |
|--|--|
| <p>24. Calculators, Computers, Typewriters.</p> <p>25. Tyres and Tubes</p> <p>26. Retreading of Tyres</p> <p>27. Batteries :<br/>For stations and vehicles</p> <p>28. Cable jointing materials.</p> <p>29. Transport vehicles and special vehicles.</p> <p>30. Street light fittings Mercury vapour, Fluorescent tubes complete.</p> <p>31. Laboratory equipments such as,<br/>Ammeters, Voltmeter, Power Factor meter, Watt meter, etc.</p> <p>32. Articles of Tools and Plant.</p> <p>33. Bolts and Nuts.</p> <p>34. Feeder Pillar boxes<br/>Distribution boxes<br/>Pole mounting boxes</p> <p>35. Porcelain fuse cutouts</p> <p>36. L.T. Cables, including control cables</p> | <p>37. Insulated wire</p> <p>38. PVC conduit pipes</p> <p>39. G.I. Pipes, Pipe bends<br/>Elbows, Brass wheel valves.</p> <p>40. P.L.C.C. equipments.</p> <p>41. Electrical appliances and other electrical accessories.</p> <p>42. Telephones,<br/>Inter-com-Telephone.</p> <p>43. Furniture -<br/>Chairs, Tables, Racks,<br/>Almirahs etc.</p> <p>44. Hardware</p> <p>45. Automobile accessories.</p> <p>46. Paints</p> <p>47. Building materials</p> <p>48. Cutleries and Linen</p> <p>49. Medicines and Hospital equipments</p> <p>50. Stationery</p> <p>51. Printing</p> |
|--|--|

**NOTE :** Chief Engineer Electricity (MM&P), can introduce additional items or delete any of the existing items as and when deemed necessary.

**REGISTER OF RAILWAY RECEIPT / LORRY RECEIPT**

| Sl. No. | Name of the Supplier | Purchase Order No. and Date | Railway Receipt No. | Lorry Receipt No. | Date of Receipt | Date of despatch | Name of Consignee | Initials of the A.O. | Remarks |
|---------|----------------------|-----------------------------|---------------------|-------------------|-----------------|------------------|-------------------|----------------------|---------|
| 1       | 2                    | 3                           | 4                   | 5                 | 6               | 7                | 8                 | 9                    | 10      |
|         |                      |                             |                     |                   |                 |                  |                   |                      |         |



## SECTION - D

### PHYSICAL VERIFICATION OF STORES

#### INTRODUCTORY

- (1) Stores represent cash. The purpose of physical verification of stores annually and at periodical intervals is :-
  - (a) to ascertain the quantity and quality of materials held in stock,
  - (b) to check the correctness of store accounts,
  - (c) to detect losses arising from "Fraud, Theft, Negligence or for any other causes" and
  - (d) to eliminate all obsolete and unserviceable materials.
- (2) In Board, materials and equipments worth several crores of rupees are held in stock. Taking annual inventory is a regular feature apart from physical verification of stores, at regular intervals, by the internal audit staff and controlling officers to achieve the aforementioned purpose.

#### ANNUAL INVENTORY OF STORES, TOOLS & PLANT AND FURNITURE

117. An Annual Inventory of materials and equipments held in stock at Central Stores, Zonal Stores, Regional Stores, Divisional and Sub-Divisional stores, articles of tools and plant, items of furniture and library shall be taken in the month of January of every year.
118. The Annual Inventory work shall commence on the first working day of the month of January and completed in all respects including recounting, if any, by 31st of January. The difference statements, and other related statements, should be prepared and submitted by the divisional officers to their Superintending Engineers before the end of February. The Superintending Engineers should pass orders on those statements before 15th of March, so that the entire transactions can be incorporated in the accounts for the month of March.

(B16/4252/84-85 dt. 1-1-85).

#### 119. PROCEDURE FOR TAKING ANNUAL INVENTORY :

##### (1) Updating Store Accounts :

The officers incharge of stores, should ensure that the posting in the

stock accounts are updated, before the commencement of annual stock taking. Stores transactions under 'Suspense' should be regularised and any difference between numerical stock ledger and pricing ledger should be reconciled well in time.

**(2) Drafting Engineers for Inventory Work :**

- (i) The job of taking annual inventory shall be assigned to Assistant Executive Engineers. (WLIC.16/74-75 dt. 8-10-75.)
- (ii) The Divisional Officers, should draft Asst. Executive Engineers for taking annual inventory of divisional and sub-divisional stores, and regional stores, if under their control, and also for the annual counting of articles of tools and plant including items of furniture.
- (iii) In respect of Central Stores and Workshop, the Superintending Engineer, El., MM Cell / Purchase shall draft the Assistant Executive Engineers for inventory work. In respect of the Zonal Stores at Hubli, the Zonal Chief Engineer shall draft the Assistant Executive Engineers for inventory work.
- (iv) Wherever it is possible, verification of stores, should be entrusted to an officer independent of and unconnected with the staff responsible for the custody of stores.
- (v) An office order shall be caused to be issued during the last week of December together with clear instructions to the counting officers. Sufficient number of Inventory sheets (Form No. 16) shall be given to them along with the copy of the office order.

**(3) Suspension of Stores Transactions :**

During the period of Annual Stock taking, the stores transactions shall remain suspended.

**EXCEPTION:** In extreme and urgent cases, materials required for immediate use, may be issued, only on the written authority of the Divisional Officer, controlling the stores. Such materials issued, if already not counted, shall be taken as materials at stock by the counting officers.

**(4) Presence of Store Officer / Store Keeper / Assistant Store Keeper :**

During the period of Annual Stock taking, the store officer / store keeper / assistant store keeper, shall be present and shall extend full co-operation and render assistance to the officer taking the inventory.

**(5) Method of taking annual inventory :**

(a) All the items of materials kept in store yards and store houses shall be physically counted, weighed or measured and recorded in the inventory sheet (Form No. 16), which should be in duplicate. Columns 1,2,3,4 and 5 of the inventory sheet should be filled up by the counting officer, leaving the other columns to be filled up later. Taking inventory should be continuous and completed in one spell. Great care should be taken while taking the inventory of steel and cement.

(b) Board has its own HSD oil and Petrol Bunks, with a capacity of 10,000 litres each, located within the precincts of Central Stores.

(c) The quantity of HSD oil and petrol in the storage tanks, should be measured in order to assess the quantum of shortage.

**NOTE :** As regards petrol, evaporation loss upto ONE per cent is permissible, and treated as 'LOSS ON STORES'

(d) The officer taking the inventory, shall record the counted/ground balance in the respective ledger folios in the numerical stock ledger besides noting the item number of the inventory sheet in RED INK and attest them with his dated signature. At the same time, he shall record the stock ledger balance in column number 6 of the inventory sheet. (B16/3877/84-85 dt. 18-1-85).

(e) Inventory sheets should be serially numbered and every sheet should be signed by both the counting officer and the store keeper/assistant store keeper with dates in evidence of the correctness of counting.

- (f) The counting officer, shall review the numerical stock ledger, in order to ensure that all the items borne in the store ledger have been counted.
- (g) In case, recounting of material becomes necessary, recounting/ reweighing / remeasuring may be done, either by the counting officer or by a re-verifying officer in the presence of the store officer / store keeper. In such a case, the recounted quantity shall be recorded in column-9 of the inventory sheet and attested with dated initials, besides noting the ledger balance below the recounted quantity.
- (h) The officer taking annual inventory should also identify the materials found unoperated for more than one year, unserviceable and obsolete/scrap and record their quantities in column number 13 of the inventory sheet.
- (i) The duplicate of the inventory sheet shall be handed over to the store keeper / assistant store keeper every day. The original sheets should be neatly arranged and stitched / pinned and handed over to the divisional officer on 1st February or earlier by the counting officer, duly recording the following certificates on the last inventory sheet.

Certified that :

- (1) I have counted ..... items of materials as per the inventory sheets (1 to ..... ) and noted the counted quantity in the respective ledger folios in the numerical stock ledger and
- (2) I have also reviewed the numerical stock ledger to ensure that no item which is borne in the stock ledger has been left out in the counting.

To be added when it become necessary :

Materials, lying in the stores / store yards, which are not accounted in the numerical stock ledger are noted at serial numbers ..... of the inventory sheet number .....

**(6) Preparation of statements of excesses and shortages :**

- (a) The store - keeper shall prepare provisional difference statements with reference to the duplicate copy of the inventory sheet and bring them to the notice of the Divisional Officer through the stores officer. The Divisional Officer should personally take up the investigation of the differences and test check a few items at random to ensure the correctness of the inventory taken.
- (b) The original inventory sheets shall be sent to the pricing ledger section. The Assistant Accounts officer / Senior Assistant incharge of pricing ledger section will record the counted quantity and recounted quantity, if any, in the respective ledger folios in the pricing ledger and at the same time verify the ledger balances as noted against each item in the inventory sheets.
- (c) In case, there were to be any difference in the ledger balances, between the numerical stock ledger and the pricing ledger, the ledger balance as per the pricing ledger shall be the basis for working out the excess / shortage.
- (d) The quantity of materials found excess or short shall be worked out and noted in columns 7,8, 10 and 11 of the inventory sheet. Thereafter, the Assistant Accounts officer / Senior Assistant, In-charge of the pricing ledger section, shall prepare the statements of excesses and shortages in form number 17 and 18, in consultation with the concerned store keeper, and submit them to the Divisional Officer by 15th February.
- (e) The counted quantity shall be adopted as the 'opening balance' for February for further stores transaction; an office order shall be caused to be issued to that effect.
- (f) The value of the counted quantity of materials, shall be noted in column 12 of the inventory sheet (duplicate copy), and the total value of the inventory should be struck. That

figure, which represents the value of the inventory as at 31st January may be adopted as the "Opening Balance of Stock" for February.

- (g) The difference, if any, between the total value of inventory and the closing stock balance as per stock accounts for the month of December, should be reconciled.

**(7) Preparation of other statements :**

The following statements shall be prepared by the store officer / store keeper / assistant store keeper and submitted to the Divisional Officer by 15th February.

- (a) Statement of SET-OFF proposed in form  
between articles of similar nature. no. 19
- (b) Statement of Materials found in form  
unserviceable or obsolete no. 20
- (c) Statement of Materials found in form  
un-operated for more than one year no. 21

- 120.** The Divisional Officer or any other Assistant Executive Engineer, authorised by him shall scrutinise the aforementioned statements, and record the following certificate on the statements of excesses and shortages, in his own handwriting.

"I have investigated each item of excess / shortage included in the above statement and have actually counted/weighed/measured the quantity in stock and compared the counted figures with the ledger balance. I have also checked the receipts, issues and ledger balance under each item and certify that they are correct".

- 121.** The following certificate shall be recorded in the annual inventory book by the Divisional Officer.

"Certified that all the items borne in the numerical stock - ledgers have been duly counted and counted figures

entered in the said ledgers and vice-versa are correct. All the differences have been brought on the difference statements".

- 122.** In the case of sub-divisional stores such scrutiny shall be done by the Sub-Divisional Officers and a similar certificate recorded.
- 123.** The Divisional Officers shall send the following FIVE statements to their Superintending Engineers (E.I.) with the inventory sheets (counting book) and the certificate prescribed in para 121 before the end of February.
1. Statement of Excesses
  2. Statement of Shortages
  3. Statement of SET-OFF proposed between articles of similar nature
  4. Statement of materials found unserviceable or obsolete, and
  5. Statement of materials found unoperated for more than one year excluding spares.

The Divisional Officers shall send proposals for fixation of responsibility for the shortages. As regards materials found in excess, they should try to ascertain their sources of receipt and get them regularised.

- 124.** On receipt of the difference statements in the office of the Superintending Engineers, the Deputy Controllers of Accounts / Accounts Officers attached to their offices, should scrutinise them and to see if there are any more differences, and submit them to the Superintending Engineers with their remarks/recommendations, by 10th March.
- 125.** The Superintending Engineers shall pass their orders on those statements before 15th March.
- 126.** After the receipt of the orders on the difference statements, the Divisional Officer/Accounts Officer, shall implement the orders, so that the money aspect involved in the shortages and excesses of stock materials gets incorporated in the accounts of the Divisions for the month of March.
- 127.** When timely submission of the inventory sheets by the counting officers or the difference and other statements could not be secured, the Divisional Officers should obtain permission for an extension of time.

**128.** Such permission may be accorded by the Superintending Engineers, only once, subject to the condition that the extension of time does not exceed 15 days.

**129.** In all such cases, the Superintending Engineers shall obtain the difference statements, well in time and pass orders before 25th March.

**130.** (1) With a view to prevent delay in the annual verification of stores, and tools and plant, it is directed that the counting officers should not draw their salary for January, if they do not hand over the inventory sheets to the Divisional/Sub-Divisional Officers on or before 31st January and the Divisional Officers should not draw their salary for February, if they do not send the difference and other statements to their Superintending Engineers, before the end of February.

(2) Likewise, the Superintending Engineers shall not draw their salary for March, if they do not pass orders on the difference statements on or before 15th March or 25th March in cases where extension of time has been granted.

(3) The following certificates should be attached to their salary bills for the months noted against each.

By the Counting Officers :- (January)

"I certify that I have handed over the annual inventory sheets on ....." "

By the Divisional Officers : (February)

"I certify that I have submitted the inventory sheets, and the difference and other statements to the Superintending Engineer, Elec..... on ....." "

By the Superintending Engineers : - (March)

"I certify that I have passed the orders on the difference statements vide O.M. No. .... dated ....." "

**131.** Immediately after the submission of the difference statements, the Accounts Officer shall pass the following accounting entries for incorporation in the accounts for February.



Value of Materials found excess (Gross Excesses):

Debit 22.510 - Materials stock adjustment account.  
Credit 22.810 - Stock excess pending investigation.

- 132.** On receipt of orders from the Superintending Engineers, the value of materials found in excess, for which sources of receipt are not ascertainable, shall be debited to :-

22.810 - Stock excess pending investigation.

by credit to 62.905 - Excess found on physical verification of stock.

The amount recoverable from the employee towards stock shortages shall be debited to -

'28.401 - Amount recoverable from employees'.

by credit to '22.820 - Stock shortages pending investigation'.

- 133. a)** In cases, where personal responsibility is fixed for the recovery of the value of materials found short, it is legally incorrect to order for the recovery of the amount from salaries/wages, without conducting a departmental enquiry. (B15/3821/78-79, dt.24-4-1979)

(b) Procedure:

- (1) A notice of proposal to take action under relevant Regulation of Board Employees' (Classification, Disciplinary, Control & Appeal) Regulations 1987, giving a reasonable time, not exceeding 15 days, to explain and reconcile the stores differences through adjustments, set off etc., shall be served on the concerned store keepers / assistant store keepers.
- (2) However, in the light of facts, if the Disciplinary Authority is of the opinion that an enquiry in the manner laid down under Regulation 11 of Board Employees' (Classification, Disciplinary, Control and Appeal) Regulations 1987 is necessitated in respect of any particular case, the disciplinary authority may order such a detailed enquiry against such store keepers / Assistant store keepers.

- (3) After objective consideration of all the circumstances, in the context of full opportunities given to the officials responsible for shortages/losses/damages, orders as deemed fit, either for the recovery of the value of shortages/losses/damages, or otherwise, shall be passed.

(B16/3821/78-79, dt. 27-2-85)

- 134.** All such cases, should be decided and finally disposed off by the competent authorities (viz., Disciplinary and Appellate Authorities) within SIX months, from the date of issue of orders of the Superintending Engineers.
- 135.** The Superintending Engineers should send a copy of each of the statements of unserviceable and obsolete materials, materials found unoperated for more than one year, excluding spares and consolidated statement on the results of the annual inventory of stores, to the Chief Engineer, Electricity, (MM&P) by the end of April.
- 136.** The Chief Engineer, Electricity, (MM&P) shall take such action, as may be considered necessary for the disposal of materials found unserviceable, obsolete and unoperated. He will also sent a report to the Board on the results of the annual inventory by the end of May.

**Annual Verification of articles of Tools and Plant, items of Furniture and Library.**

- 137.** (1) In the month of January of every year, all the articles of tools and plant and items of furniture shall be physically counted and recorded in the counting sheet in form number 16-A in columns 1,2 and 4 by the counting officer. The Counting Officer should also identify such of those articles, which are unserviceable or to be scrapped and record their quantities in column 8 and 9.
- (2) Counting sheets should be serially numbered and every sheet should be signed by both the counting officer and the T&P account holder. On completion of counting, the counting officer should send the counting sheets to the, head of the office, duly recording the following certificate:

“Certified that I have counted.....items of T & P including furniture as per the enclosed counting sheets”.

- (3) On receipt of the counting sheets, the Accounts Officer/Assistant Accounts officer should record the counted figures in the personal T & P Registers and the T & P Register balances in column-5 of the counting sheets. The differences are to be noted in columns 6 and 7.
- (4) The difference statements in form numbers 17-A and 18-A. shall be prepared and sent to the Superintending Engineers, together with the counting sheets, by the Divisional Officers, by the end of February for orders. In respect of offices, other than the Divisions, they should be submitted to the heads of the offices, for orders.
- (5) The following certificates shall be furnished:

On the Counting Book.

“ Certified that all the items borne in the personal T & P Registers have been duly counted and the counted figures are entered in the T & P Registers and that all the differences have been brought on the difference statement”.

Accounts Officer

Divisional Officer

On the Statements of excesses and shortages :

“ I have investigated each item of excess/ shortage included in the above statement and certify that they are correct”

Divisional Officer/Head of  
the Office.

- 138. LIBRARY:** In all the offices, all books appearing in the register of books or catalogue of the library on the 1st of January, should be checked and examined. Loss of books shall be reported to the Head of the office for taking action either for the recovery of the cost of the books lost or damaged or for their write off.

- 139. BOARD'S GUEST HOUSES AND INSPECTION BUNGALOWS :** All items of furniture, fixtures, and fittings, bed linen, vessels, cutlery, crockery etc. should be examined and counted. All losses and damages shall be reported, together with a special report on the up-keep of the Guest Houses and Inspection Bungalows.
- 140. (1)** Divisional Officers are responsible for the full value of the articles of tools and plant and items of furnitures held by their subordinates. They are also responsible for the values of all shortages of stock. Tools and plant and furniture, not properly accounted for or explained to the satisfaction of their Superintending Engineers, Divisional Officers, while submitting the difference statements, together with their recommendations, should fix personal responsibilities for every item of shortage, which cannot otherwise be accounted for, or properly explained; in the absence of such an action, they may be held personally responsible for the value of shortages.
- (2)** The value of the shortages for which the Divisional Officers or other officers (on whom the responsibility is fixed) are liable, will as a rule, be retrenched from the salaries of the officers concerned paid next, after an order is passed to that effect, by the competent authority.

Inspection of stores, by Chief Engineer, Electy., MM&P, Zonal Chief Engineers, Circle Superintending Engineers and Divisional Engineers, Chief Controller of Accounts (Internal Audit)

See Chapter - IX INSPECTIONS

## SECTION - E

### DISPOSAL OF STORES

#### **141. Sale of Stores:**

Sale of materials to contractors for Boards' works and to the employees of the Board may be authorised by the Chief Engineer, Electricity MM&P and by the Divisional Officers with prior approval of the Chief Engineer, Electricity MM&P at ledger rate plus 15% towards handling charges or at last auction rate whichever is higher, when such materials can be spared without inconvenience to Board's works.

Direct sales to private parties can be made only after obtaining approval of the Board.

(B17/1024/71-72, dt. 9-12-80)

#### **142. Surplus Stores:**

- (a) All surplus stores shall be classified, into two groups - (1) serviceable and (2) unserviceable.
- (b) All serviceable surplus materials at site of works, which have been completed, abandoned or stopped indefinitely, should be returned to stores, within a reasonable time.

**143.** When stores, including articles of tools and plant and items of furniture become unserviceable, the Divisional Officer or his subordinate holding the custody of Stores/T&P account holders, shall submit a report in form number 22 at once, on discovery of the fact, as it is desirable to avoid keeping such materials on the stock to arrest further deterioration in value and to avoid unnecessary cost of storage.

- 144. (a)** Chief Engineer, Electricity, MM&P would receive the statements of materials found unoperated for more than one year, from the Superintending Engineers by the end of April. (Refer para 135).
- (b) The material management cell will link up those statements with the lists of annual requirements of materials received from all the Divisions

and propose allotment of such of those serviceable surplus materials to those Divisions, which need them. If use cannot be found for any of the materials shown in the statements, then such materials may be declared as surplus and action taken for their disposal.

145. (1) Whenever stores, including articles of tools and plant become obsolete, surplus or unserviceable for whatever reason, they should be declared as such and disposed of by sale or otherwise under the orders of competent authority. After such disposal, they may be eliminated from the accounts without an order for WRITE-OFF which is required only when the stores are lost and their cost become irrecoverable.
- (2) Each order declaring stores as obsolete, surplus or unserviceable, should indicate the causes leading thereto and how the condemned stores are to be disposed of i.e. whether by sale in public auction or otherwise or by destruction in the case of useless and irreparable materials.
- (3) When the competent authority holds that the stores have become unserviceable, obsolete or surplus owing to negligence, fraud or for any other reason, on the part of individual Board employee, it will be necessary to fix responsibility for the loss and to device measures to prevent recurrence of such cases.
146. All the unserviceable, scrap, obsolete or surplus materials should be disposed of by Tender-Cum-Public Auction only and direct sales to private parties shall be made only with the prior approval of the Board.

(B17/1024/71-72, dated 16-9-80)

**EXCEPTION:** The Circle Superintending Engineers and Divisional Officers are empowered to dispose of the following scrap materials at their levels duly observing the rules relating to the disposal of surplus and obsolete materials.

- 1) Empty tins and containers of all sizes upto 20 litres capacity.
- 2) Released Automobile parts.
- 3) Tyres, Tubes and Flaps.

- 4) Asbestos sheets.
- 5) P.C.C.Poles.
- 6) Wooden Poles, Empty Wooden Reels, Wooden Chairs, Tables, Benches and any other wooden articles.
- 7) T & P, articles such as Spanners, Hammers, Pick-axes, Bill Hooks, Iron Pots, G.I.Buckets, Mumties, Crowbars, Mortar Pans, Augers, Screw Drivers, Cutting Pliers, Manilla Rope, Rubber Gloves, Tarpaulins, Rain Coats and any other T & P materials.

( B17/2717/83-84,dated 8-11-83).

**147.** Action for disposal of surplus, obsolete and scrap materials shall be initiated by notifying in the following Newspapers limiting to one insertion:

- (1) Kannada Prabha
- (2) Deccan Herald
- (3) Economic times
- (4) Financial Express
- (5) The Hindu and
- (6) Indian Express

**NOTE :** 1) Executive Engineer, Central Stores may send the matter for publication in the aforementioned Newspapers directly instead of sending it through the Public Relations officer.

(B17/5107/80-81,dated 12-8-81)

- 2) Advertisement in Newspapers for disposal of materials shall be inserted only when the amount expected to be realised by sale in public auction of condemned stores, is more than Rs.2,500/-. In other cases local quotations may be called for from three or more known firms and also notified in the office notice board.

- 148.** The following rules, in regard to disposal of surplus, obsolete, scrap and unserviceable materials, comprising of Part-A ( for internal use) and Part-B (to be made available to bidders) shall be observed by the disposal authority.

**RULES IN REGARD TO DISPOSAL OF SURPLUS, OBSOLETE AND SCRAP MATERIALS OF THE BOARD**

**PART- 'A' (for Internal Use):**

- 1.1 : The materials and equipments declared as scrap, obsolete or surplus by the competent authority as prescribed from time to time by the Board, shall be disposed of at the earliest at the Central Stores, Regional Stores or Divisional Stores, as the case may be, through Tender-Cum-Public Auction or Auction only in the manner specified hereafter.
- 1.2 : Power transformers, Distribution transformers, Energy meters, Scrap Aluminium and Copper underground cables, Scrap iron and such of the materials specified from time to time by the Board shall be disposed of at the Central Stores as and when such materials accumulate in the Regional Stores or other Stores, these shall be sent to Central Stores.
- 1.3.1: Tender-Cum-Public-Auction system shall be followed in the Central Stores for the disposal of the following items:-
- (a) Scrap Aluminium
  - (b) Scrap Copper
  - (c) Scrap Iron and Steel
  - (d) Automotive Vehicles
  - (e) Under Ground Cables
  - (f) Transformers, Transformer Coils, Laminations and Transformer Containers.
  - (g) Materials in good condition, but declared as obsolete with an estimated market value of Rs.5000/- and above.
  - (h) Released Transformer oil.
- 1.3.2: Items other than listed above, may be disposed of by direct auction.



- 1.3.3: In all other stores, materials shall be disposed of only by direct auction.
- 1.4: As far as possible, similar materials shall be kept in each lot and the size of each lot shall be so fixed as to fetch maximum price as a lot whose size is too big may not attract good price.
- 1.5.1: Auction or Tender-Cum-Public Auction at the Central Stores shall be conducted by a committee consisting of the Superintending Engineer, Material Management or any other Superintending Engineer, designated by the Chief Engineer, Electy,(MM&P) in the absence of Superintending Engineer incharge of the Central Store and the Accounts Officer dealing with the stores transactions.
- 1.5.2: Auction of materials to be disposed of at the Regional Stores or Divisional Stores shall be conducted by a committee consisting of the Superintending Engineer, O&M of the Circle, Executive Engineer in-charge of the Stores and the Accounts Officer of the Division.
- 1.5.3: The Superintending Engineer shall be the presiding officer.
- 1.5.4: The presiding officer can nominate another officer in case other members do not become available for any unforeseen reason and in the event of the presiding officer himself being not in a position to be present on the day of auction or tender-cum-public-auction, he will nominate another Executive Engineer on his behalf who will function as the presiding officer for that day only in the place of other than Central Stores, Bangalore. In Central Stores, Bangalore, if the presiding officer is unable to attend the tender-cum-public-auction, the Chief Engineer, Electricity, MM&P, will nominate any other Superintending Engineer in Bangalore to preside.
- 1.5.5: No auction or tender-cum- public auction can be conducted without all the members of the committee or the nominees as stipulated in sub-clause 1.5.4 being present.
- 1.5.6: In case there is a difference of opinion among the Members of the Committee, the decision of the Chief Engineer, Electy. (MM&P) will prevail.

- 1.5.7: If the value of material auctioned in Central Stores in a particular day exceeds Rs.5.00 lakhs approval of the Chief Engineer, Electy.(MM&P) shall be obtained on the same day before accepting the bid. In case the Chief Engineer, Electy.(MM&P) is not in, headquarters, the same day or the next day, approval of the Chief Engineer Electricity, (General) or the Zonal Chief Engineer shall be obtained before accepting the bid.
- 1.7: Details of the disposals made on the auction day along with amounts realised shall be forwarded the same day to the Zonal Chief Engineer with a copy to the Chief Engineer, Electricity, (MM&P) in respect of auctions conducted at the Stores other than Central Stores, details in respect of auctions conducted at the Central Stores shall be forwarded to the Chief Engineer, Electricity, (MM&P), the same day.
- 1.8.1: No material in good condition not withstanding anything mentioned in the Accounts Manual shall be sold to any private party or any employee of the Board without prior approval of the Board.
- 1.8.2: However, materials can be issued on sale to the contractors who have taken up Board's works and the rates shall be as stipulated in the relevant provisions of the Accounts Manual, provided such issue does not affect Board's own works carried out departmentally.
- 1.8.3: Materials other than those listed below and which are approved to be disposed of, may however, be sold to the employees of the Board in limited quantities at the latest auction rates for his/her genuine bonafide use without inconvenience to Board's works with the approval of the Zonal Chief Engineer or Chief Engineer, Electricity, (MM&P), as the case may be.
- (a) Scrap Copper
  - (b) Scrap Aluminium
  - (c) Scrap Iron other than angles, rods, flats, rails, I-beams and channels.
  - (d) Transformers
  - (e) U.G.Cables
  - (f) Energy Meters
  - (g) Automobiles
  - (h) Tyres and Tubes

- 1.9: No employee of the Board or any member of his family is entitled to participate in the auction or tender-cum-public auction, directly or indirectly.
- 1.10.1: In respect of materials to be disposed of through tender-cum-public auction, wide publicity may be given through leading newspapers, in the Notice Boards of Board Offices and of the Government Offices wherever possible.
- 1.10.2: In respect of materials to be disposed of through auction, adequate publicity shall be given in local newspapers, through Notice Boards of Board Offices and wherever possible through Notice Boards of Government Offices.
- 1.11: While issuing notification for tender-cum-public auction amount to be collected as E.M.D. for each item will be indicated. This amount has to accompany the sealed tenders in the form of cash/D.D. before the specified closing time on the working day preceding the date of auction. For each items listed under clause 1.3.1 (a) to (h) the E.M.D. shall be Rs.10,000/- lumpsum for each item included under tender-cum-public auction.
- 1.12.1: In case of materials to be disposed of by auction or tender-cum-public auction, the auction committee shall determine the floor price for each lot or item based on the previous auction rate or the prevailing market value.
- 1.12.2: The floor price shall not be revealed to the bidders and be kept confidential. In case the highest bid is less than the floor price, the auction committee can at its discretion reveal the floor price or reject the bid without assigning any reason.
- 1.12.3: In case the highest bids received in the auction / tender, which were to be less than the floor price the Chief Engineer, Electricity(MM&P) or the auction committee can reduce the floor price in the auction / tender itself considering the trend of bidders, market value etc.

1.12.3 (1): In case where there is marginal difference in the floor price, the Chief Engineer, Electy.(MM&P) and the auction committee have the discretionary powers to accept the offer of the bidders/tenders upto minus 20% and minus 5% respectively.

(B17/5107/80-81, dt. 25-1-82)

1.13.1: Once the floor price is announced, if any bidder accepts this price, the material can sold to him. In case, however, there are more bidders, the materials can be put for re-auction the same day and sold to the highest bidder.

1.13.2: After announcement of the floor price, disposal of the material shall not be with-held, in case there is a bid equal to or more than the floor price.

1.14.1: A register to record the name and signatures of the highest bidders shall be maintained.

1.14.2: List of defaulting bidders in each store shall be circulated among the auction committee.

**PART -'B' (Which should be made available to bidders):**

2.1.1: In response to the advertisement of the Board for disposal of any item through tender-cum-public auction, tenders shall be submitted in sealed covers clearly superscribed by the intending bidders, at the latest on the previous working day to the auction date, during office hours at the office of the Executive Engineer, Electy., Central Stores.

2.1.2: No tender will be considered unless it is accompanied by the requisite amount of the Earnest Money Deposit specified by the Board which shall be paid in cash or crossed D.D. in favour of the Executive Engineer, Electy., Central Stores Division.

2.1.3: On the day of auction, the tenders will be opened before commencement of the auction, only to verify if the requisite E.M.D. has been deposited with the tender. Details of tenders will however be read out after the auction is conducted.

2.1.4: Those who have submitted sealed tenders can also participate in the auction by paying an entry fee of Rs.5,000/- for each item under tender-cum-public auction.

For articles not covered under clause 1.3.1 (item a to h), an amount of Rs.1,000/- for each day of auction be collected as entry fee from each bidder before the commencement of auction.

- 2.1.5: The highest offer received either through tender or in the auction will be accepted or rejected if the offer is considered too low by the auction committee.
- 2.1.6: The amounts deposited as entry fee on the auction day and the Earnest Money Deposited along with the tender will be returned the same day to the unsuccessful bidders.
- 2.1.7: In case of those who deposit money on the day of auction, only temporary receipts will be given and the amount so deposited will be returned to the unsuccessful bidder on return of the temporary receipt.
- 2.3: No person other than those who are eligible for participation in the auction after having deposited requisite amounts according to the rules shall be allowed in the premises where auction or tender-cum-public-auction is conducted.
- 2.4: Rise in bid amounts during auction shall be regulated in the manner indicated below:-
- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| (a) Upto Rs. 100/-                   | In multiples of whole of a Rupee.   |
| (b) From Rs. 100/- to Rs 1,000/-     | In multiples of ten Rupees          |
| (c) From Rs.1,000/- to Rs. 10,000/-  | In multiples of fifty Rupees        |
| (d) From Rs.10,000/- to Rs. 50,000/- | In multiples of hundred Rupees      |
| (e) Above Rs.50,000/-                | In multiples of five hundred Rupees |
- 2.5.1: Materials listed for disposal shall be open for inspection at the Central Stores, Regional Stores or Divisional Stores, as the case may be, during working hours of the stores.
- 2.5.2: Eventhough a particular material has been notified to be disposed of, the auction committee may decide not to put the same for tender-cum-public auction without assigning any reason. Tenders received in respect of such items will not be opened and the auction committee will either refund the E.M.D. or indicate a subsequent date on which the said material will be disposed of.

- 18/6
- 2.6: No guarantee will be given for the quality and condition of the material mentioned. Any incorrect description of the material in the auction notification shall not be a ground for complaint or refusal of the material, once the offer of the bidder has been accepted.
- 2.7: Various items of lots will be put to auction generally in the order notified, but the auction committee has the discretion to change that order.
- 2.8.1: Signature of the highest bidder in the auction will be taken in token of his acceptance to take material in a register separately maintained for this purpose.
- 2.8.2: In case of bids for any lot or lots of similar material having a value of more than Rs.5.00 lakhs, the acceptance of the bid will be confirmed within two working days after obtaining competent approval.
- 2.9: The difference between 25% of the auction value and the E.M.D. having already been paid by the successful bidder shall be paid in cash immediately after the tender-cum-public auction on the same day during the working hours, failing which deposit made by the bidder will be forfeited and the lot or item will be kept for disposal on the next auction day. Defaulters in such cases shall be debarred from participation in future auctions.
- 2.10: Successful bidder shall pay in addition to the auction amount, sales tax and other taxes and duties in force from time to time.
- 2.11.1: The successful bidder shall pay the balance 75% of the auction value of the material with such taxes and duties as are in force from time to time within a period of ten working days from the date of confirmation of the bid. The amount shall be paid at the office of the Executive Engineer, Central Stores Division or at the office of the Executive Engineer, incharge of the Regional Stores or Divisional Stores in cash or by crossed D.D. in his favour, as the case may be.
- 2.11.2: No material will be allowed to be lifted until full amount including taxes and duties and rental, if any, is paid.
- 2.12: The material shall be delivered to the successful bidder and no authorisation letter will be allowed except at the discretion of the presiding officer or the Executive Engineer incharge of the stores.

2.13: Successful bidder shall lift the materials on full payment within 10 working days of the Board after confirmation of the bid. Thereafter a ground rent of 1% per day of the auction value of the material will be charged.

It shall however be noted that the rental charges become payable from the 11th working day of the Board from the date of confirmation of the bid and not from the date on which the full amount has been paid.

2.14: The maximum time allowed for lifting the materials shall be 30 working days of the Board from the date of confirmation of the bid. In case the materials are not lifted within this period, amounts paid by the bidder will be forfeited and the bidder will lose all claims on the materials. Further, he will not be allowed to participate in future auctions.

(B17/1024/71-72, dt.16-9-80)

**Note:** Consequent to sole entrustment of material management inventory control and disposal of scrap/obsolete/unserviceable materials to Supterintending Engineer (El) MM&P, he shall exercise the powers of Chief Engineer Electricity MM&P for disposal of scrap materials.

(B.O.No. KEB/B8/2891/94-95/dated 12.7.1996.)

#### **149. LOSS OF STORES:**

(1) In all cases of loss of stores, due to theft, fraud, negligence, fire, damages due to accident, weather conditions or other unusual causes, including theft of wire from distribution lines, the Divisional Officers should immediately submit a report to the Zonal Chief Engineers, endorsing a copy thereof to the Superintending Engineers and Internal Audit.

**Note:** Executive Engineer (El), central Stores Division will report losses to Chief Engineer Electricity MM&P.

(2) All losses in respect of stores should be duly recorded in the stock accounts. Losses due to depreciation should be analysed and recorded under the following heads as they are due to:-

- (a) Fair wear and tear
- (b) Lack of foresight in regulating purchases
- (c) Neglect after purchase.

Dead losses not due to depreciation should be grouped and recorded under the following heads:-

- (a) Losses due to theft.
  - (b) Losses due to fraud, negligence.
  - (c) Losses due to fire, damage, weather effects or other unusual causes.
- (3) Whenever stores are lost and their value becomes irrecoverable, sanction of competent authority should be obtained for their write off, before the missing articles are eliminated from the stock accounts, viz., numerical and pricing ledgers. If the cost of the missing stores is recovered fully, they may be eliminated from the stock accounts, without an order for write off.
- (4) An immediate report of the loss of materials must be made to the police, wherever considered necessary.
- (5) Loss of materials due to theft shall be reported, with a statement in form number 23 and loss of materials due to other causes shall be reported with a statement in form number 24.
- (6) Chief Engineer, Electricity(MM&P) and Zonal Chief Engineers shall send one consolidated statement relating to theft of materials in form number 23 and another in form number 24 in respect of loss of materials due to other cause, to the Board by 15th of every month.
- (7) Whenever 'B' reports are issued by the police authorities, Divisional Officers should obtain sanction from the competent authority to write off the value of those undetectable stolen materials.

### **WRITE OFF OF LOSS OF STORES**

- 150.** (1) Proposals for 'Write Off' of loss of stores, including articles of tools and plant, should be sent by the Divisional Officers to their Superintending Engineers.



- (2) Chief Engineers and Superintending Engineers are empowered to order for the 'Write off' of loss of stores, upto the monetary limits specified in the Manual of Delegation of Powers, subject to verification by the Accounts Officers/Deputy Controllers of Accounts and after proper enquiry.
- (3) A list of all cases of 'Write Off' shall be sent to Board, with a copy to Chief Controller of Accounts.

**LOAN OF ARTICLES AND RECOVERY OF  
HIRE CHARGES THEREON**

**151.** The following rules govern the hire of tools and plant, machinery or any other article to Government Departments, Local bodies, Contractor, Power Consumers etc.

- (1) No article shall generally be lent to private parties.
- (2) Consumable articles, such as Lamps, Manilla Ropes, Files, and the like should not be loaned on any account.

**EXCEPTION:** Festoon lamps and flood lights, whenever available, may be hired out to private parties at 12 1/2 % and 4% respectively of the cost of the materials per month, subject to recovery of 50% of the cost of the broken materials.

- (3) Special materials, such as Transformers, Motors, Trolleys, etc. may be loaned to power consumers after obtaining sufficient security. A formal agreement should be entered into by the officer in-charge of the stores for all the materials hired out.

The hire charges in such cases will be THREE per cent of their original cost per mensem.

- (4) In special and urgent cases, heavy machinery or any other special electrical appliances and tools may be loaned to Government Departments and Local bodies for a period not exceeding THREE MONTHS.

The hire charges in such cases will be TWO percent of their original cost per mensem.

- (5) The hire charges payable under these rules should be recovered in advance.

- (6) In all cases, the period of hire shall count from the date, the materials leave the stores to the date they are returned.
- (7) Cost of materials lost or rendered unfit due to mis-handling by the hirer, shall be made good by the hirer.
- (8) Cost of repairing any damage to any article or machinery due to rough use or careless handling, not falling under fair wear and tear shall also be recovered.
- (9) To facilitate the watching of the timely return of the materials lent and to recover the cost, in case of non-return, the materials lent should be shown in the stock ledger as 'Issued on Loan' their quantity and value being reduced in the balance.

The value will be accounted under "22.730 - Materials issued on Loan" until they are either returned to stores or their value recovered.

- (10) Chief Engineers, Superintending Engineers and Executive Engineers are empowered to hire out Board's materials to Government Departments, Local bodies, Contractors and Power Consumers.

## SECTION - G

### ACCOUNTING OF INCIDENTAL CHARGES/EXPENSES AND LEVY OF HANDLING CHARGES

#### INTRODUCTORY NOTE:

Paras 106 to 110 of Accounts Manual Volume - II (Reprint Edition - 1978) dealing with 'Stock Incidentals' have been deleted, with effect from 1-4-1985.

- 152.** The various charges/expenses that were accounted under "S.A.I - Stock Incidentals" shall be accounted under different account heads, as detailed hereunder, effective from 1-4-85. (B7/1969/81-82/1-4-85 - Annexure-7)

| Sl. No. | Nature of charge/expenses   | Account code | Account Head  |
|---------|---|--------------|---|
| 1.      | Railway/Lorry freight   |              |   |
|         | (a) In respect of imported equipments and materials   | 76.210       | Freight on capital equipments   |
|         | (b) In respect of others  | 76.220       | Other freight   |
| 2.      | Transit Insurance   | 76.230       | Transit Insurance   |
| 3.      | Local levies such as Octroi/Entry Tax   | 76.250       | } Octroi charges<br>Entry Taxes                                       |
| 4.      | Advertisement expenses except for purchase of foreign equipments/materials  | 76.260       | } Advertisements of Tenders, Notices and other related advertisements |
| 5.      | Loading and unloading charges expenses incurred towards protection of Board's stores from monsoon and other climatic effects like providing monsoon thatties, temporary sheds, drainages etc. wharfage/ | 76.270       | Incidental store expenses   |