



KERALA STATE ELECTRICITY BOARD Ltd
 (Incorporated under the Companies Act, 1956)
 Registered Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004
 CIN: U40100KL2011SGC027424
 Web: www.kseb.in
 Phone : 0471 2514339
 Email : cescm@kseb.in

ABSTRACT

Process of re-engineering of Procurement in KSEBL - Procurement of urgent material for emergency and breakdown maintenance works - Guidelines for purchasing essential material required during May to August 2024 for Generation SBU - Sanctioned - Orders issued.

Office Order (CMD) No.839/2024/SCM/XM/AE-2 M/PP-24
 Thiruvananthapuram.

Dated:28-05-2024

-
- Read :
1. B.O.(DB)No.70/2024(KSEB/SCM/XM/AE(A)/23-24 dated 13.02.2024
 2. Office Order (CMD) No.734/SCM/XM/AE(A)/PP-24- 25/2024-25 dated 10.05.2024
 3. Office Order (CMD) No.DD/AE6/2024/PP/Material Requirement for essential works/22663 dated 06.05.2024
 4. Office Order(CMD) No.DD/AE6/2024/PP/ Material/22663 dated 10.05.2024
 5. Note No. DGE/G3/Purchase/24-25/155 Dated 22.05.2024 of Director (Generaion-Ele, REES, SOURA, Sports & Welfare) to CMD
 6. Note No. SCM/XM/AE2 M/Generation/24-25/I/43791/2024 dtd.24.05.2024 of CE(P&SCM)

ORDER

Frame work for procurement of materials under Distribution, Transmission and Generation SBUs was issued as per B.O read as 1st above. Further, sanction was issued as per office order read as 2nd above for the first batch of procurement for 2024-25 for 462 distribution items, 310 transmission items and 634 generation items.

Consequent to request of Director (Distribution), sanction was accorded vide Office order read as 3rd above for emergency procurement of 203 distribution materials. Additional guidelines to be complied while procuring emergency materials was issued vide Office order read as 4th above. It was also stated in the order that separate order will be issued for Transmission and Generation SBUs for list of items, if any items are stock out or in short supply and anticipated quantity required for the month of May to August 2024 based on submission of detailed list by corresponding Directors.

Subsequently, Director (Generation-Ele, REES, SOURA, Sports & Welfare)has forwarded the list of materials, attached as Annexure , for meeting emergency and breakdown works during May2024 to August 2024 vide note read as 5th above. The materials required urgently for Generation Circles and safety equipment & tool required for generation wing are furnished in the list. Further, it was informed that,

though, material requirement for Financial year 2024-25 was provided earlier, items provided in Annexure will be needed urgently for emergency purchase locally.

Having examined the proposal and discussed with Director (Generation-Ele, REES, SOURA, Sports & Welfare), it is resolved that list of materials appended as Annexure may be procured by Generation SBU through local purchase subject to the following conditions:

1. Director of Generation SBU shall be responsible to ensure that materials are available for emergency and break down maintenance.
2. Director (Generation) shall review the stock position on daily basis and report.
3. Director (Generation) has reported material required for the emergency works up to August 2024
4. The material required for emergency works during May to August 2024 are dealt in this order for local purchases
5. The material required for urgent maintenance work during rest of the year is to be anticipated and forecasted quantity to be made a part of the procurement plan 2024-25 in such a way that during pre monsoon in April, May 2025 there should not be any shortage. This way every year procurement cycle will cover next years Pre Monsoon and Monsoon materials properly. Only in exceptional cases, local purchase will be resorted as per the guidelines issued from time to time for that respective period.
6. Some of the officers in the field have already given purchase orders in January, February, March, April 2024. Director (Generation) is instructed to collect the information and ensure the supplies in pipe line is added in stock in hand so as to arrive at quantity required to be purchased as emergency purchases for the period May to August 2024.
7. It is brought to notice of all officers that even though there is a list of 338 items, it does not mean that all 338 items are required at all places for the duration. The officers are instructed to do assessment judiciously and work out the requirement and purchases.
8. Director (Generation) shall collect L1 rate of the items of the last purchases and make the tables of items and rate available to all the officers. Chief Engineer (P & SCM) to collect the information from Director (Generation) and submit the report.
9. All items so purchased as emergency item shall be updated in materials register on the same day and usage updation is also done on the same day. Director (Generation) shall ensure the same by doing follow up with Chief Engineers and Deputy Chief Engineers
10. All officers - Assistant Executive Engineer, Executive Engineer, Deputy Chief Engineer and Chief Engineer - shall exercise the local purchase as per the delegation of power in force.
11. The fabrication items shall not be locally purchased. After exploring all possibilities of getting the item from any other KSEBL stores, only in exceptional

circumstances, with the approval of Director the fabrication items shall be locally purchased after following all the guidelines as stipulated in the order stated in the read above

12. The concerned purchasing authority shall first explore to get the item on rate contract, as O/o CE (P & SCM) is already having a rate contract for some items, Eg 1.1kV XLPE Aluminium cables (unarmoured) of different sizes
13. There are similar nature items with the same functionality and available in the stores. All such items shall be used first before resorting to go for local purchase of items.
14. In exigency, if item is to be purchased locally, such items shall be as per the specifications indicated by the Functional committee/Technical Committee.
15. Director (Generation) shall confirm the details such as stock in hand, anticipated usage, quantity required etc of the 338 items before purchase.
16. Director (Generation) shall monitor local purchase and supply chain management and report as per the guidelines issued
17. All Procurement Authorities, especially the Chief Engineers, Deputy Chief Engineers and Executive Engineers to take a note of the same. Right at this point of time they may have item wise plan for supply chain management so that during exigency without any time lag the information can be passed on to the store where the items are available.
18. All Chief Engineers, Deputy Chief Engineers and Executive Engineers shall ensure store updation daily to enable supply chain management
19. TA to Director (Generation) shall daily monitor the store position
20. All Procurement Authorities shall do emergency purchase judiciously
21. Whenever there is any instance necessitating items which are not available in Power Houses/ Circle or State stores but needed for emergency works during May to August 2024, the following actions are to be taken
 - a. If there is shortage of item, it will be either reported from Power House or Circle level. Upon such situation, primary efforts shall be to do supply chain management. If the items are available in any of the stores within the Circle, the material may be transferred to the needy place by doing entry in material registers
 - b. Depending on the stored inventory as on today, the Generation Chief Engineers may explore a short tender by giving 7 days notice period of the main items out of the list of 338 items (Annexure) and explore the prices of the items. This will enable the Generation Chief Engineers to bring down the cost of items and also ensure the quality and standard of the items. The disclosed price may be shared to all other regions as well.
 - c. If the supply chain management of material from one store to other store is not possible and work is an emergency, in such cases only emergency purchases shall be resorted.
 - d. The emergency purchase shall be done with the approval of Deputy Chief

Engineer

- e. The Officers exercising emergency local purchase shall judiciously decide regarding requirement of items and quantity
 - f. Any single purchase of an item with value more than Rs 1 lakh shall be approved by Executive Engineer of the Division, if the value is more than 1 lakh and less than 3 lakh by Deputy Chief Engineer of the Circle and if the value is more than 3 lakh and less than 5 lakh by Chief Engineer
 - g. APTS unit (Energy infrastructure, Stores and Energy Theft Management Unit) shall conduct monthly random inspections regarding emergency purchases and stores
 - h. Internal Audit Unit for Procurement and Supply Chain Management shall do audit of emergency purchases and monthly report shall be submitted
 - i. Director (P & SCM) shall develop a MIS to report daily SBU wise emergency purchase items, unit rates and other relevant details
 - j. While doing emergency purchase, the standardization of item shall be ensured. Chief Engineer and Deputy Chief Engineer shall do tests wherever possible. Any substandard item shall be rejected
 - k. The Chief Engineer (IT, CR & CAPs) is instructed to enable purchase provisions and all other provisions in the SAMAGRA software for Generation SBU as well so that Generation offices can perform material requisition, purchase, accounting and usage in the emergency works. The IT unit may also prepare MIS so that it will be visible to all on real time basis
22. If the quantity required is going above the number indicated in Annexure, Director (Generation) shall approve the additional quantity by stating the exigency
 23. There are some materials common for Generation, Transmission and Distribution SBU. Therefore, availability of the material may be ascertained in SAMAGRA and appropriate decision for local purchase shall be taken
 24. The officers purchasing material locally shall refer to the remarks given in the Annexure so as to take appropriate decision regarding quantity planned to purchase locally.
 25. The concerned Procurement authorities shall procure the material as per the already stipulated quantity wherever the procurement process is already initiated
 26. The concerned Procurement authorities shall procure the material as per the stipulated quantity in Annexure for the year 2024-25, if the procurement process is not yet initiated
 27. All Procurement authorities are instructed to follow up the procurement and supply schedule promptly.
 28. All Procurement authorities shall weekly get the information regarding usage of the material so as to plan the additional procurement, if need be, well in time.

Orders are issued accordingly.

By Order of the Chairman & Managing Director

Sd/-

ASHAJYOTHY.M
Deputy Secretary
In charge of Secretary (Administration)

To:

The Chief Engineer (P & SCM)

Copy to:

1. All procurement authorities (Generation)
2. Financial Adviser/Company Secretary/LA & DEO/CIA/CVO
3. TA to Chairman & Managing Director/Director(Distribution, Safety, P & SCM) / Director (Generation-Civil)/ Director (Generation-Elec., REES, Soura, Sports & Welfare) / Director (Transmission, SO & Planning)
4. PA to Director (Finance)
5. Senior CA to Secretary (Administration)
6. RCAO/RAO
7. Library/Stock file.

Forwarded / By Order



Assistant Engineer