



KERALA STATE ELECTRICITY BOARD Ltd

(Incorporated under the Companies Act, 1956)

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ABSTRACT

Procurement of urgent materials for Transformer Maintenance Works and Safety Items –for purchasing essential materials for TMR Units and Section offices during May 2024 to August 2024 - Sanctioned - Orders issued.

Office Order (CMD) No. 830/2024/DD/AE6/22663/
Thiruvananthapuram.

Dated: 27-05-2024

Read: 1. BO.(DB) No. 70/2024(KSEB/SCM/XM/AE(A)/2023–2024) Dated: 13.02.24

2. Office Order (CMD) No. 734/2024/SCM/XM/AE(A)/PP-24-25/2024-25
Thiruvananthapuram Dated 10.05.2024

3. Note dated 29.04.2024 to CMD, KSEBL

4. Office Order (CMD) No. DD/AE6/2024/PP/Material Requirement for essential works/22663 dated 06.05.2024

5. Office Order (CMD) No. DD/AE6/2024/PP/Material/22663 dated 10.05.2024

6. Note No. DD/AE6/22663/PP/2024/Material Requirement dated 17.05.2024 of
Director (Distribution) to CMD, KSEBL

ORDER

As per the BOs read as 1st and 2nd above, Procurement plan for the Financial year 2024-25 and First batch of procurement of materials respectively were approved.

Subsequently, the Director (Distribution), vide note read as 3rd above, requested to allow emergency purchase of items needed during premonsoon and monsoon related calamity works and office orders read as 4 and 5 above were issued to approve the requested emergency purchase.

Now again, Director (Distribution), as per the note read as 6 above has brought to notice that a few items appended as Annexure 1 and 2 as follows were left out.

1. Annexure 1 – List of TMR materials (168 Nos)
2. Annexure 2 – Safety Items including Personal Protection Equipments (7 Nos)

Having examined the proposal submitted by Director (Distribution, Safety, P&SCM), it is resolved that list of TMR materials and Safety materials appended as Annexure 1 and 2 respectively shall be procured by Distribution SBU through local purchase subject to the following conditions:

1. Director of Distribution SBU shall be responsible to ensure that materials are available for break down maintenance especially during monsoon period.
2. Director shall ensure the updation of stock in SAMAGRA and the total number of Transformers needing repairs as on date of the order shall be reported. Thereafter, Director (Distribution) shall review the stock position on daily basis and report.
3. Director (Distribution) 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. The quantity mentioned is only indicative and only required quantity, if there is stock out, to be purchased.
5. The material required for break down maintenance and calamity works 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 year's pre monsoon and monsoon material requirement 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 (Distribution) 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 175 (168 + 7) items, it does not mean that all 175 items are required at all places for the duration. The officers are instructed to do assessment judiciously and work out their requirement and purchases.
8. Director (Distribution) 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 (Distribution) and submit the report
9. All items so purchased as emergency item shall be uploaded in SAMAGRA software on the same day and usage updation shall also be updated on the same day. Director (Distribution) 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
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. Eg Lightning Arresters
14. In exigency, if item is to be purchased locally, such items shall be as per the specifications indicated by the Functional Committee
15. Director (Distribution) shall submit details of the 175 items with all the details such as stock in hand, anticipated usage, quantity required, etc
16. Director (Distribution) shall monitor local purchase and supply chain management and report as per the guidelines issued
17. All Procurement Authorities, especially the Chief Engineers and Deputy Chief 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 and Deputy Chief Engineers shall ensure store updation daily to enable supply chain management
19. TA to Director (Distribution) 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 Section, 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 Section 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 SAMAGRA software
 - b. Depending on the stored inventory as on today, the Distribution Chief Engineers may explore a short tender by giving 7 days notice period of the main items out of the list of 175 items and explore the prices of the items. This will enable the Distribution 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, so that Electrical Section offices faces no hindrance for the 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 1 and 2, Director (Distribution) shall approve the additional quantity by stating the exigency
 23. There are some materials common for 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 concerned Procurement authorities shall procure the material as per the already

- stipulated quantity wherever the procurement process is already initiated
25. The concerned Procurement authorities shall procure the material as per the stipulated quantity in Annexure 1 and 2 for the year 2024-25, if the procurement process is not yet initiated
 26. All Procurement authorities are instructed to follow up the procurement and supply schedule promptly
 27. 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 Director (Distribution, P&SCM and Safety)

Copy to:

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

Forwarded By Order


Assistant Engineer