


INTER PLANT STANDARD – STEEL INDUSTRY		
 IPSS	<b>FORMAT FOR TENDER ENQUIRY PROPOSAL</b>	<b>IPSS:3-01-008-18</b>  <b>(First Revision)</b>
	Corresponding IS does not exist	Formerly  IPSS:3-01-008-09

## 0. FOREWORD

- 0.1 This Inter Plant Standard was prepared by the Standards Committee on Materials Management, IPSS 3:1 with the active participation of representatives of Indian Steel Industry (SAIL, RINL, TATA Steel, JSPL) and also organizations (MECON, DASTUR & Co.) associated with steel industry. It was adopted in January, 2018 and aims at ensuring all the necessary inputs / information for approval of the Tender Enquiry Proposal by the Competent Authority for achieving the goals of greater transparency and efficiency
- 0.2 This standard was first published in July 2009. The present revision incorporates the latest terminology, post introduction of Goods & Service Tax (GST) in India since 1st July' 2017 and other extant policies of Govt. of India.
- 0.3 In the event of any legal dispute related to the interpretation of any particular clauses, the provisions stated in the relevant statute or Act or Government Order, in vogue, shall be considered as authentic. This document has the status of only a reference document and not a legal document.

## 2. SCOPE

- 2.1 This inter plant standard provides a standard format for issue of Tender Enquiry and covers all goods and services proposed to be procured by issuance of tender enquiry.

2.2 The Standard is mandatory for SAIL. Organizations other than SAIL may adopt to suit their requirement.

**3 . PROCEDURAL STEPS**

3.1 The dealing officer shall scrutinize the indent and if found OK, shall put up for approval for issue of enquiry as per format given in Annexure-1.

3.2 Online system should be adopted, to the extent feasible, for furnishing the requisite data and putting up tender enquiry proposal for the approval of Competent Authority as per Delegation of Powers (DOP).

**FORMAT FOR ISSUE OF TENDER ENQUIRY PROPOSAL**

- i) Indent Number \_\_\_\_\_
- ii) Purchase File Number \_\_\_\_\_
- iii) Brief description of items \_\_\_\_\_
- iv) Estimated value of the indent (Landed cost / LCNITC)\_\_\_\_\_
- v) Type of requirement: Regular / Capital Repair / Emergency
- vi) Indentor \_\_\_\_\_
- vii) No. of items \_\_\_\_\_
- viii) Whether matching part (Yes / No)
- ix) ISO item (Yes / No)
- x) Proprietary (Yes / No)
- xi) Any other information \_\_\_\_\_
- xii) Mode of Enquiry PROPRIETARY/STE / LTE / OPEN / GLOBAL
- xiii) Names of parties recommended for issue of STE / LTE
  - a)
  - b)
  - c)
  - d)
  - e)
- xiv) Divisible nature of item / job: Yes / No
- xv) No. of sources on whom order to be placed:
- xv) Statutory provisions like MSME/ Make In India/Start Up/GEM etc

- xvi) Sample required (Yes / No)
- xvii) Offers to be received in Single Part/ Two Part / Three Part
- xviii) Whether last supplier(s) included (Yes / No)  
If 'No', reasons \_\_\_\_\_
- xix) Special condition if any to be incorporated in the Tender Enquiry e.g. EMD, Eligibility criteria, delivery, performance guarantee, RA provisions etc to be recorded
- xx) Remarks
- xxi) Approving Authority

(Signature of Dealing Officer)