

SECTION - I DELEGATION OF POWERS FOR WORKS AND PROCUREMENT (All amount in ₹)

<i>Sl. No.</i>	<i>Subject matter of Delegation</i>	<i>Dir.</i>	<i>E.D.</i>	<i>G. M.</i>	<i>C. E.</i>	<i>S.M.</i>	<i>Manager</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Accord of technical sanction to detailed (pre-tender) cost estimate for works, i.e. other than supply contracts which are dealt with at Sl. Nos. 4 to 7.	Full Powers	Full Powers	15 Crore	7.5 Crore	75 Lac	35 Lac	<p>1 (a) The Delegation at S. No. 1 is for components of a project, or for sub-packages constituting a component, as provided for in FR/ DPR/O&M BUDGET/ Annual plan and as approved by the Board/ Govt. of India.</p> <p>(b)(i) Corporate Planning Division will finalize the packages /Turn key mode of contract for the works to be awarded at corporate office and will obtain approval of CMD, NHPC. The Planning Division shall forward the approval to ED of the Region for raising the Requisitions for initiation of the tendering process.</p> <p>(c) (i) Technical Specification (TS) and Bill of Quantities (BOQ) shall be drawn by the concerned Corporate Design Division for works to be awarded at Corporate Office and send the same to CED. The required data/inputs for preparation of estimates shall be supplied by the projects, CEP, Civil Design, HM Design and E&M design for Civil, HM and E&M works to CED</p> <p>(ii) Technical Specification (TS) and Bill of Quantities (BOQ) shall be drawn by the executing division for works to be awarded at projects before the same is sent to the concerned division at project responsible for planning & cost engineering.</p> <p>(d) Detailed (Pre tender) cost estimates shall be prepared by the CED for works to be awarded at corporate office and by the concerned division of project responsible for planning & cost engineering for works to be awarded at projects, vetted by Associate Finance and approved at the appropriate level of concerned project /unit /co as per delegation at S.No.1.</p>

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								<p>(e) Excess over FR/DPR/O&M Budget / Annual plan in cost estimate shall be analyzed in a format as per Annex-I, which shall be attached to the cost estimate referred to at (d) above</p> <p>(f) The variance between FR/DPR/O&M Budget/ Annual plan and the cost estimates of over 10% or 15 Crores which ever is less in each package /sub-package for which the cost estimate has been prepared shall be intimated by the project through the regional offices to CED quarterly. CED after compilation shall submit the quarterly report to functional Directors for their information with a view of apprising them of the impact of such variances on the project cost/ O&M expenditure.</p>
								<p>(g) While exercising these powers in the case of O&M Projects, administrative approval of concerned Director is to be taken in respect of cases where the Capital items have an impact on tariff but not included in the budget.</p> <p>(h) Before according technical sanction by executives of the rank of CE and below, Administrative approval for the execution of the works shall be obtained from the Competent Authority/HOP not below the rank of Chief even if such works are incorporated in the FR/DPR. For works not covered in the DPR/FR etc. prior approval from the CMD shall be obtained.</p> <p>(i) Project schedule of rates (PSR) will be fixed and reviewed annually before the first month of the financial year (i.e. April) by the concerned division at project responsible for planning & cost engineering. after vetting by project finance and approval by the HOP not below the rank of CE on the basis of</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								<p>respective State Schedule of rates. In case of certain items not being present in the State Schedule of rates then for those items rates would be fixed on the basis of CPWD rates/ market rates and got approved by the HOP not below the rank of CE.</p> <p>Copy of the PSR shall be forwarded to ED of the Region. & CED, CO.</p> <p>j. In respect of corporate office the action on remark (i) above will be taken by concerned executing division.</p>
2.	Approval for calling of tenders, and/or issuing award for works i.e., other than mere supply items, after approval of cost estimates, vide (1) above.							<p>2.</p> <p>(i) Tenders are to be invited by the Contracts and Procurement Group at Corporate Office and by P&C division at Projects as are functionally responsible thereof, only after approved Requisition is received and pre-tender cost estimate/ Technical sanctioned estimate is approved by competent authority vide (1) above. Irrespective of the powers delegated, tenders for supplies/services at the Projects shall be invited after clearance by HOP or head of division responsible for maintenance of Corporate office building/residential colony/other facilities will invite tenders in respect of the functions entrusted to them.</p> <p>However for Sl. No. 1(c) (i) Tender check estimate (Technical Sanction Estimate) shall be prepared by CED well before submission of price bids.</p> <p>(ii) Tender documents shall be approved by the authority who has the power for approval for calling of tenders and/or issuing award for works.</p> <p>(iii) Fees for tender documents and amount of EMD for tenders shall be regulated as per guidelines contained in circular no_ <u>CS/D/2010/4</u> dated 03.05.2010 and CS/D/185 dated 10.05.2002 respectively or as amended from time to time.</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								<p>(iv) Other than mere supply items shall mean the works involving installation and/or other services, the estimated cost of which is not less than 15% of total estimated cost of the work package.</p> <p>(v) Where pre-qualification of bidders are resorted to, the criteria for pre-qualification as well as the pre-qualification of applicants meeting the criteria shall be finalised through a committee as per Annexure – II comprising members from Design, Finance, Contracts (Civil) /E&M Division and Project. The said committee shall be constituted by the authority competent to approve the tender or such other authority that is authorised to approve the constitution of the committee. The authority competent to approve the tender shall approve such criteria for pre-qualification as well.</p> <p>(vi) Tender Evaluation Committee (as per Annexure – II) shall be constituted with the approval of the authority competent to approve the tender or such other authority that is authorised to approve the constitution of the committee. Nomination of members for the Prequalification/Tender Evaluation Committee for the cases beyond the powers of Executive Director shall be approved by the concerned Director.</p> <p>(vii) Wherever two-stage/ two-envelope system of bidding are resorted to, the techno-commercial evaluation report and opening of price bids shall be approved by the authority competent to approve the tender.</p> <p>(viii) The cases for which the approval for calling of tenders and/or award of works are beyond the powers of ED, the approvals required under ii), v), vi), and vii)</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								<p>above shall be accorded by Dir./CMD as applicable. However, Tender Documents containing Terms & Conditions (viz. General Conditions, Special Conditions, Instructions to Bidders and Annexure thereto) already approved earlier by Dir./CMD may be approved by ED/HOD of Contracts Division of Corporate Office. The other parts of Bid Document shall be approved by the respective HODs of Corporate Office who are responsible for preparation thereof. Amendment to Bid Document containing terms and conditions/data received from concerned HODs of C.O. shall be approved by ED (Contracts). However, terms of commercial conditions (GCC, SCC, ITB) if not already approved by Director/ CMD shall be approved by Director/ CMD.</p> <p>(ix) All cases where finally accepted tender is more than 25% of 'Technical Sanction Estimate' shall be approved by next authority to that mentioned in the Delegation of Power.</p> <p>(x) Delegation alongside (not Technical Sanction Estimate) shall be the basis for determining level of competency for award of works</p>
2.1	Open tender	25 Crore	15 Crore	10 Crore	5 Crore	75 Lac	35 Lac	<p>2.1. a. Open tenders are those enquiries issued-</p> <ul style="list-style-type: none"> • Through press advertisement in international journals / newspapers for the invitation of international contracts bids wherever required as per policy guidelines • Through press advertisement in local and national level newspapers for tenders valued at not less than 3 crores. • Through press advertisement in local newspapers for tenders valued at not less than 25 lacs. • Through Notice Inviting Tender in

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								<p>English/Hindi and the written language of the district and pasted on notice boards of various circles of Projects/Units for works valued below 25 Lacs. A copy should also be sent to Central PWD Divisions, Zonal Office, the Circle Office, Local Municipalities and DM's/Collector's Office/State PWD Divisions operating at the station of the work and Head quarters of the Project Office.</p> <ul style="list-style-type: none"> • All open tenders shall be posted on web site of NHPC. • Inviting tenders from bidders pre-qualified for a particular work. <p>2.1. b. In case not less than 3 valid offers are received, the same will be approved by the competent officer as per financial limit mentioned here. However when the number of valid offers are less than 3, then the fact be brought to the notice of competent authority i.e next higher authority before opening of bids. The approval of the next higher authority is required before placing order except in case of award proposals falling within the powers of ED and above.</p>
2.2	Limited tender	5 Crore	3 Crore	1 Crore	50 lac	15 lac	7 lac	<p>2.2.a. Limited tender enquiries are those issued for requirements which do not fall under Open Tender category or which are required due to urgency or for specialized jobs and issued preferably to not less than five vendors whose names have been registered or maintained in a list or based on past experience or current offers or from the vendor lists maintained in the State Govt./ Central Govt./ PSUs.</p> <p>2.2.b. (i) The number and names of parties selected for issue of limited tender enquiry vide (2.2.a) above shall be approved by an authority, next higher to the authority competent to award, except in case of award proposals falling within the powers of ED and above.</p>

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<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>
								2.2.b (ii) Delegated powers at Sr. No. 2.2 are to be used only if minimum 3 valid quotations are received. If valid offers are less than three then the fact be brought to the notice of competent authority i.e next higher Authority before opening of bids. The approval of the next higher authority is required before placing order except in case of award proposals falling within the powers of ED and above.
2.3	Single tender without call of tenders in case of urgency or specialized jobs.	2.5 Crore	1.5 Crore	50 Lac	25 Lac	-	-	<p>2.3.a. Single tender enquiry is to be resorted to only in case of urgency /single source availability and includes negotiated tender without call of tenders where resorting to tenders is neither practical nor economical.</p> <p>2.3.b. The rates at which the negotiated tenders are awarded shall be within the applicable project schedule rates/prevaling market rates.</p> <p>In case rates are based on prevailing market rates the reasonableness of the price shall be determined, which shall be recorded accordingly.</p>
2.4	Spot Work Orders	30 Lac	15 Lac	7 Lac	3 Lac	1.5 Lac	75,000	<p>2.4 The spot work orders are to be resorted to under extreme circumstances based on field requirement and at the PSR.</p> <p>Deviations in spot work orders shall normally be avoided. However, in case of quantity deviations in a work order, the authority competent to award the work order inclusive of the above deviations (i.e. original value plus deviations) shall approve these deviations.</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2.5	a) Execution of deposit works through Government Agencies, Autonomous Bodies controlled by Government, Public Sector Undertakings.	10 Crore	5 Crore	1.5 Crore	1 Crore	-	-	2.5. Powers are to be exercised by the head of the project not below the rank of Chief Engineer after considering all factors like urgency, specialized jobs, availability of budget, reasonableness of rates and after ascertaining that the same rates are being charged from other Government departments.. This power shall also applicable to Deposit work relating to Catchment Area Treatment work, Bulk power supply line works, State PWD roads/bridges, etc.
	b) Approval for conducting Model Studies and specialized tests/tests from external institutions for investigations/EIA & EMP Study/ Model Study construction/ O&M/ Geo-Tech/ R&D schemes from Government Agencies, Autonomous Bodies controlled by Government, Public Sector Undertakings.	1 Crore	50Lac	20 Lac (HOP in the case of Projects and HOD in case of CO)	10 Lac (In case of HOP)			Powers in coloum 2.5 (b) shall be exercised by respective head of Deptt. In case of C.O.
3.	Approval of Purchase Requisition for supply items with cost estimates thereof.	Full Powers	Full Powers	3 Crore	1.5 Crore	75 Lac	30 Lac	3. (i) Supply items for the purpose of this delegation include all supply/work packages involving supply component of more than 85% of total estimated cost. (ii) The remarks against S.No.1 apply to this item as well. (iii) Administrative Approval of HOP not below Chief is required.
4	Approval for calling of tenders for purchase/ supply of items and							4. Tenders are to be invited by the Procurement & Contract Services group and other divisions as are functionally responsible therefore, only against

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Award thereof against approved indents.							approved purchase requisition and cost estimate vide (3.ii) above. All remarks given against delegation at Sr. no. 2 except 2.2.b (ii) and 2.3.b. apply to this delegation as well. Procurement of Construction and allied machinery/tools should be as per Circular no. CS/A/83 dated 26.08.08 or as amended from time to time.
4.1	Procurement of Steel in case of MOU with SAIL/RINL	25 Crore	15 Crore	10 Crore	2 Crore	--		Delegation is subject to signing of MOU with the approval of Competent authority.
4.2	Open tender Cement /Steel	10 Crore 20 Crore	7.5 Crore 10 Crore	3 Crore 5 Crore	1.5 Crore 2.5 Crore	35 Lac 35 Lac	20 Lac 20 Lac	4.2 Subject to terms and conditions approved by Competent Authority

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4.3	Limited tender	3 Crore	1.5 Crore	50 Lac	35 Lac	15 Lac	7 Lac	For single tender and limited tender enquiries, reasons are to be recorded in writing before approval of the competent authority is obtained. Parties to be identified for the purpose is to be approved by next higher authority except in case of award proposals falling within the powers of ED and above In case of less than 3 bids are received then the matter be brought to the notice of the authority competent to award i.e next higher authority before the opening of the bids except in case of award proposals falling within the powers of ED and above In case valid offers are less than three, against limited tender enquiry, the approval of next higher authority required before placing orders except in case of award proposals falling within the powers of ED and above.
4.4	Single tender							
	I. Against Proprietary Article Certificate and source standardization.	5 Crore	1 Crore	25 Lac	15 Lac	2 Lac	75,000	Proprietary Article Certificate (PAC) shall be approved by HOP not below the rank of CE.
	ii. On ground of urgency	2 Crore	50 lacs	15 lacs	7 lac,	75,000	40,000	Reasons of urgency are to be recorded in writing
	iii. On grounds other than urgency but for justified reason.	1 Crore	25 lac	7 lac	3 lac	-	-	
5.	Purchases from the Manufactures/producers of Govt. Deptt. / Undertakings.	5 Crore	3 Crore	75 Lac	35 Lac	2 Lac	75,000	Powers are to be exercised after considering all factors like urgency, specialized jobs, availability of budget, reasonableness of rates and after ascertaining that the same rates are being charged from other Government Departments.
6.	Purchases from manufacturer/ authorised dealer having valid	2 Crore	50 lac	25 lac	7 lac	75,000	40,000	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

	DGS&D rate contracts for items under procurement.							
7	Local/spot purchases of materials on grounds of urgency	30 Lac	20 lac	7 Lac	3Lac subject to an annual ceiling of 15 Lac (no annual ceiling in case of -HOP)	40,000 subject to an annual ceiling of 3 Lac	15,000 subject to an annual ceiling of 2 Lac	<p>7. (a) Spot purchase should not form a part of a regular purchase and the materials so purchased should be used in a limited period.</p> <p>(b)The list of items to be bought, with estimated price shall be approved by the competent authority, as per delegation alongside, who shall also sanction the requisite temporary advance to facilitate the purchase.</p> <p>(c) Purchase will be made by Materials Procurement group and in the event of their inability, by the Indenting Deptt. after approval of the purchase.</p> <p>(d) Purchase will be made after a market survey and after determining the reasonableness of the price, which shall be recorded accordingly.</p> <p>(e) Purchases beyond ₹1 Lac shall be made by a committee comprising one member each from the Indenting Department, Procurement Division & Finance Division who shall be of the rank not less than E-2A.</p> <p>(f) The authority for exercising these powers shall be decided on the basis of total purchase requirement for particular occasion. Such requirements shall not be broken and procured in installments to bring the value within the powers of the lower authority.</p> <p>(g) After purchase of items, a statement of particulars of purchase shall be submitted to the authority who authorised the purchase and his signature taken thereon. A copy of this report shall be sent to Finance Cell for clearing the advance, and it should</p>

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								<p>also be submitted to HOP, whenever the purchases have been made on the sanction of officers below the rank of HOP.</p> <p>(h) The items purchased shall be routed through Stores, and drawn for consumption only against issue vouchers. In exceptional cases, due to urgency, when the items are taken directly to points of consumption the same shall be regularized by GR Sheets and issue voucher for the quantity received and consumed respectively. The items so consumed directly, shall be intimated by way of special report to the HOP and the balance items, if any sent to the Stores/Sub-stores.</p> <p>(i) Administrative Approval of HOP not below Chief is required.</p> <p>Where dedicated stores do not exist, proper stock register for receipts and issues against such purchases shall be maintained.</p>
8.	Transportation and/or clearance work (including loading and unloading)							8. These powers shall be exercised, subject to General/specific policy guidelines in force at any given time.
8.1	Approval of Indent and cost estimate	Full Powers	Full Powers	Full Powers	Full Powers	70 Lac	15 Lac	<p>Remarks against Sl. No. 1 and 2 to the extent as applicable shall apply to this delegation also.</p> <p>a. Cases not considered by a tender committee shall be subject to prior financial concurrence except for cases valued at 1 lac or below.</p> <p>b. Executives of the level of manager and above will</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8.2	Call of tenders and award of work, against indent at 8.1 above for clearance, handling and transportation.							have the full powers in respect of transportation by rail and sea. However transportation by air, which shall be resorted to in case of emergency or any other valid recorded reason, will require the approval of head of the project not below the level of Chief Engineer.
8.2.1	Open tender	3 crore	1.5 Crore	70 Lac	40 Lac	15 lac	3 lac	c. Open tender shall mean and be invited by advertisement in local newspapers for value between 10 lacs to 50 lacs and beyond this in local and National Newspapers d. Transportation by road shall normally be limited to between places not connected by rail, unless justified on grounds of urgency/ criticality or any other recorded valid reason.
8.2.2	Limited Tender	60 Lac	30 Lacs	20 Lac	15 Lac	1.5 Lac	75,000	e. Evaluation and recommendations by a tender committee duly constituted as per Annex-II in case of all tenders other than limited/single valued at 10 Lacs and above and all limited/ single tenders valued at 5 Lacs and above.
8.2.3	Single Tender	15 Lac	7 Lac	4 Lac	2 Lac	40,000		
9.	Repeat Order	Upto 50% of original quantity approved by himself or lower authority	Upto 50% of original quantity approved by himself or lower authority	Upto 50% of original quantity approved by himself or lower authority.	Upto 50% of original quantity approved by himself or lower authority	Upto 50% of original quantity approved by himself or lower authority	Upto 50% of original quantity approved by himself.	9. These powers are to be exercised only for procurement of goods. Repeat order may be placed on vendors who were earlier awarded contracts for required items against, open or limited tender enquiries, or single tender involving Proprietary Articles Certificate subject to the following : a. the date of repeat order shall not be more than six months after the completion of the original order.

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								<p>b. if the original order is for single unit, the repeat order can be for one single unit.</p> <p>c. a reasonable assessment and certification be made by the Contract & Procurement /Project Material Management, that there has been no downward trend in prices.</p> <p>d. The prices against original contract were not given to compensate for urgent/earlier deliveries.</p> <p>e. Repeat order shall not be placed more than once.</p> <p>f. In case repeat order envisages different locations for delivery/works suitable adjustment in price shall be considered to cover this aspect. Suitable adjustment in price variation ceiling over the base price of the original order may also be considered in case, delivery of repeat order is later than delivery in the original order.</p>
10	Variation during post award execution of works/supply in respect of Contracts awarded on approval of Director /CMD / Committee of Directors /Board due to scope / quantity variations/ new or extra items etc.							<p>10 (a) quarterly statement on the projected completion cost of the package shall be prepared by the project (categorizing the reason for increase whether due to design , site or unforeseen reasons) and shall submit to cost Engineering Division. CED shall compile package wise detail put up to management on quarterly basis.</p> <p>(b) The design division will issue the drawing as per the site requirement and project shall go ahead with its implementation at site .</p> <p>(c) proposal seeking Technical. Approval due to</p>

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								<p>design/ site /unforeseen condition should be processed by the project immediately upon occurrence of event /after analyzing the inputs in the item as the case may be/ the issuance of drawings giving rise to deviation with detailed justification. The value /financial implication involved for the particular item shall be worked out by the standing committee as per annexure-III. The committee shall deliberate on the categorisation of the items as of new /extra/substituted/analogous items and recommend for technical approval along with admissibility and unit rate. The recommendations of committee shall be put up to Regional ED through HOP for Technical approval along with final approval of Rates.</p> <p>(D) pending technical approval of ED , HOP is authorised to release the provisional payment up to 75% for the deviation in executed quantities of BOQ items not requiring rate revision and for items i.e. new/ extra /substituted /BOQ item requiring rate revision. Up to 75% payment shall be released provisionally based upon rates assessed by the project. Project shall ensure that the proposal seeking technical approval along with recommendation of standing committee be put up to CA at the earliest but not latter than four months from date of release of provisional payment subject of overall variation in any case should not exceed the power delegated to CMD(refer annexure A Sr., No. 5 (c) to DOP.</p> <p>(E) Financial implication shall mean additional value involved. However, where overall deviation is in negative, it is to be approved by HOP not below the rank of chief. However the same variation in the quantity should be brought to the notice of next higher authority not below the rank of chief. .In case of negative variation i.e. quantities not attaining the BOQ</p>
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								quantities, there shall be no revision of rates except provided otherwise in the contract. (f) Design Division shall take approval from Director (Technical) for issuance of drawings which in its opinion are of major change in works like conceptual change in layout /support system, slope stabilization etc.
10.1	Technical approval for above	Full Powers	Full Powers					Regional ED will exercise the powers as per procedure given at Serial No.10 above.
10.2	Approval for issue of change order, based on technical approval at 10.1 above, in respect of LOA /Contracts							10.2 (a) Based upon technical approval and rate approved by ED against 10.1 above the project shall prepare the deviation statement as per the approved rates and submit the same duly recommended for approval of CA . For the cases requiring the approval of director & above the Regional ED will recommend the proposal to contract division, CO for obtaining approval of competent authority for approval of deviation and subsequent change order. (b) These powers will be exercised in consultation with associate finance. The powers against 10.2.1 will be exercised for all item rate / unit price contracts where as the powers against 10.2 .2. will be exercised for supply and installation contract and powers against 10.2.3. will be exercised in the case of turnkey contract where provision for ceiling on contingencies are already built in the contract. (c) In respect of civil works and supply cum erection packages awarded by corporate office and executed by site these powers will be exercised by the site authorities as per delegation along side
								(d) All variances due to variations in quantity / rate and due to extra & substituted item shall be reported in a quarterly management report by respective projects

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								<p>to Cost Engineering of corporate office . Cost Engineering shall watch and ensure submission of the report. If there are no variances to be reported , a Nil report shall be submitted .</p> <p>(e) A copy of the change order as per 10.2 issued by the project shall be sent to Cost Engineering Division with copy to contract /design and Corporate Finance</p> <p>(f) The Corporate Cost Engineering division shall submit to CMD through D(T)/ D (Proj)/D(F), a quarterly report of project wise cost variations with brief reasons for the same, with a copy to Planning Division for initiating action wherever required for seeking approval of the Competent Authority.</p> <p>(g) Variations under Turnkey Contracts, shall also be governed as above.</p> <p>(h) Overall variation in any case should not exceed the powers delegated to CMD (Refer Annex-A Sr. No. 5© to DOP)</p> <p>(i) Post award deviation cases received from projects requiring approval of BOD/COD/CMD/Director shall be processed by Contract Division. Comments from CPMG/Design/O&M etc, if required, may be taken.</p>
10.2 .1	For quantity variations requiring / not requiring rate revision as per the Contract / LOA including extra/ substituted items not appearing in the accepted schedule of quantities	Upto 10% of Contract value (including approval accorded by Lower Authority)	Upto 7% of Contract value (including approval accorded by Lower Authority)	Upto 4% of Contract value (including approval accorded by Lower Authority)	Upto 2% of Contract value			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10.2.2	For supply and installation contracts where quantity variations are not envisaged	Upto 7 % of Contract value (including approval accorded by Lower Authority)	Upto 5 % of Contract value (including approval accorded by Lower Authority)	Upto 3 % of Contract value (including approval accorded by Lower Authority)	Upto 2 % of Contract value (including approval accorded by Lower Authority)			
10.2.3	For Turnkey contracts where overall contingency limit is specified covering Quantity variation without rate revision and extra & substituted items.	Full powers up to overall contingency limit of the contract	Full powers up to overall contingency limit of the contract	Full powers up to 50% of contingency limit of the contract	Full powers up to 25% of contingency limit of the contract			
10.2.4	For RE Works Due to Design and/or Site requirement or any other valid reason in Supply & installation E&M contracts.	9% of the Contract sum including powers delegated to lower authority	5% of the Contract sum including powers delegated to lower authority	2% of the Contract sum including powers delegated to lower authority	1% of the Contract sum			
11.	Variation during post award execution of work/supply order due to scope/quantity variations/Extra, substituted items etc. in respect of Contracts							Financial implication shall mean additional value involved. However, where overall deviation is in negative it is to be approved by HOP not below the rank of Chief. Overall variation in any case should not exceed 75 Crore

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	awarded on approval of ED and below							
11.1	Technical approval for above for Quantity variation in BOQ/Contract items requiring/ not requiring rate revision and Extra and substituted items.	Full Powers	Full Powers	Upto an aggregate of 75 lacs including approvals at lower level.	Upto an aggregate of 20 lacs	-	-	
11.2	Approval for issue of change order based on technical approval at 11.1 above, in respect of contracts /LOA awarded with the approval of ED and below.							11.2 a) These powers shall be exercised in consultation with Project Finance. b) Variances beyond the Bill of Quantities in the Contracts/LOA shall be reported on monthly basis to HOP, Project Finance, P&C wing and concerned CE. c) In case of variances beyond prescribed limits and extra, substituted and analogous items, revised/analyzed rates (if required) will be derived by a committee constituted as per Annexure-IV as per contract provisions.
11.2 .1	For quantity variations not requiring rate revision as per the Contract/LOA.	Full powers	Full powers	Full powers	Full powers	Full powers in respect of Contracts awarded by him or any lower authority	Full powers in respect of Contracts awarded by him.	d) The variation shall be approved by the authority within whose powers the award value of the contract falls at the time of granting such approval irrespective of the authority who has awarded the contracts e) Full powers to ED and below under 11.1, 11.2 are subject to the condition that the overall deviation (including contract sum) do not exceed the powers delegated under sl. No.2 (award of works) above. Deviation (including contract sum) exceeding the powers delegated under sl. No.2 (award of works) shall require approval of Director/CMD

<i>Sl. No.</i>	<i>Subject matter of Delegation</i>	<i>Dir.</i>	<i>E.D.</i>	<i>G. M.</i>	<i>C. E.</i>	<i>S.M.</i>	<i>Manager</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
11.2.2	For variations (excluding extra and substituted items) requiring rate revision as per the Contract/LOA.	Full power	Full power	30 lacs in aggregate including approvals at lower levels.	20 lacs in aggregate.	-	-	
11.2.3	Extra items and substituted items i.e. item not appearing in the accepted schedule of the quantities.	Full power	Full power	40 lacs in aggregate including approvals at lower level	10 lacs in aggregate			
12. 12.1	<p>Extension in completion period and levying of liquidated damages</p> <p>Extension in completion period in respect of works/supplies.</p> <p>a) Without levy of LD as provided in the contract</p>	Full Powers in respect of contracts approved by him	Full Powers in respect of contracts approved by him	Full Powers in respect of contracts approved by him or any lower authority.	Full Powers in respect of contracts approved by him	Full Powers in respect of contracts approved by any	-	<p>12. a) The time extension shall be approved by the authority within whose powers the award value of the works/ supply contracts falls at the time of granting such time extension irrespective of the authority who has approved the works/supply contracts. These powers shall be exercised on the basis of factual records maintained at site.</p> <p>b) Extension of time exceeding 50% of originally stipulated completion time in contract will require the approval of next higher authority.</p> <p>c) In case of non-applicability of Force Majeure, extension may be granted subject to the following conditions :-</p> <p>i) that the work/supply is still required by the project within the extended time.</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	<p>b) With levy of LD as provided in the contract.</p> <p>c) Reduction/waiver of LD imposed under Clause 12.1 (b) in case of works/supply contract</p>	<p>or any lower authority</p> <p>Full Power</p> <p>Full Power for contracts approved by himself or lower authority</p>	<p>or any lower authority</p> <p>Full Power</p> <p>Full Power for contracts approved by himself or lower authority</p>	<p>Full Power for contracts approved by himself or lower authority.</p> <p>Full Power for contracts approved by himself or lower authority.</p>	<p>or any lower authority</p> <p>Full Power for contracts approved by himself or lower authority</p>	<p>lower authority</p> <p>Full Power for contracts approved by himself</p>		<p>ii) that the tender for the work/supply had not been accepted for higher value on account of earlier execution vis-à-vis other tenders.</p> <p>d) Cases requiring approval of BOD/COD/CMD/ Director, Time extension cases received from Projects shall be processed by Contract Division after having comments of CPMG/O&M as the case may be.</p>
12.2	Grant of escalation for the approved extended period of contract as per contract price adjustment formula	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
13.	(a) Rejection of Tenders/ termination of tendering process.	13 (a) Same as for approving of Tenders						
	(b) Modification in the Terms of Tenders including Specifications etc. after call and before the award of tender.	13 (b) Time extensions for bid submission etc. during the tendering process, shall be decided by the authority competent to award. For other modifications, before opening of Tender, the powers shall be exercised by the authority competent to award and after opening of tender but before award of contract, the same shall be exercised by next higher authority who has to accept the tender. In respect of tenders to be approved by the Board, subject to remarks at Sl. No. 2 (viii), CMD/Director, as applicable, shall be competent authority to approve the above said modifications.						
14.	Modification in terms of Contract.							14. Modification of terms shall be made only as a last resort to enable the work being carried out and in consultation with Associate Finance. These powers can be exercised in the Project/Corporate office, wherever the contract is being operated.
14.1	Having no financial implication	Full Powers	Full Powers	Full Powers	Full Powers in respect of orders placed by himself or lower authority	-	-	Head of the Project not below the rank of Chief Engineer can exercise the powers indicated at col. 05.
14.2	Addition to/ substitution of existing approved manufacturers/ sub-contractors/ vendors in the Contract.	Full powers	Full Powers	Full Powers in respect of contract approved by himself or lower authority.	-			14.2 E.D/HOP of the concerned project shall approve the proposed addition/substitution for contracts awarded at Regional/ Project level respectively. In the case of contracts awarded from C.O., the proposed addition/substitution shall be made by Contracts Division after technical vetting of the same by the respective Design Division. This clause is applicable only where there is no additional financial implication.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
15.	Acceptance of stores under deviation in specifications	Full powers	Full Powers	Full Powers	Full Powers		-	15. (a)These powers shall be exercised by the indenting Department. b) Cost compensation on account of such deviation in specifications, if any, shall be worked out and/or negotiated by a Committee constituted as per Annexure-III/Annexure-IV as the case may be. Change order based on such recommendations of the Committee shall be approved as per delegation under clause 10.2.2 or 11.2.3 and 10.2.4 in case of RE works.
16.	a)Sanction for disposal of surplus/unserviceable/ obsolete items, equipments and spares							As per the approved Disposal Policy.
	Disposal including administrative approval of:	Extent of Power						Officer Authorised to exercise powers subject to approved Disposal Policy of the Corporation.
	(i) Vehicles	Full Powers						Head of Project/Liaison Office/Services Division/POS in Corporate Office not below the rank of Chief Engineer/Chief.
	(ii) Scrap of equipment and vehicles, misc. scrap including old & used spares of equipment & vehicles	Full Powers						Head of Project/Liaison Office/Services Division/ POS in Corporate Office not below the rank of Chief Engineer/Chief.
	(iii)Equipment whose individual updated market price is ₹30 lacs or less and reserve price is ₹.3 lacs or less.	Full Powers						Head of Project/Liaison Office/Services Division/ POS in Corporate Office not below the rank of Chief Engineer/Chief.
	(iv)Equipment whose individual updated market price is above ₹30 lacs and upto ₹200 lacs or reserve	Full Powers						Executive Director(CEP)/Director

Sl. No.	Subject matter of Delegation	Dir.	E.D.	G. M.	C. E.	S.M.	Manager	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

	price is above ₹3 lacs and up to ₹40 lacs .							
	(v)New surplus spare parts(imported as well as indigenous) of various plants, equipments and vehicles	Full Powers						Head of the Project/Liaison Office /Services. Division/POS in C.O. not below the rank of Chief Engineer/Chief.
	(iv)Approval for calling of tenders for disposal / issue of letter of award including administrative approval for disposal of surplus, old unused steel.	5 Crore	3 crore	2 crore	1 crore	-	-	The power at column no. 5 & 6 shall be exercised by HOP not below the rank of Chief Engineer.
	b) Disposal of Scrap & Misc. Items not covered by Disposal Policy.	Full powers to Head of the Project not below the rank of Chief Engineer and Head of Division in case of C.O..			This should be as per duties and responsibilities for disposal of machinery instrument/equipment/ material etc. as per Part-I of Office Order no. PIE/CO/100/D&R/1545 dated 03.06.03 Reserve price will be fixed by the Committee comprising the officers as indicated at Sr. No-5 of Annexure –II.			
	c) Transfer of construction plant, equipment (as specified in Annexure – III of disposal policy – page 15) and vehicles within NHPC Projects	Full powers to Head of the CEP not below the rank of Chief Engineer Within the region ,full powers to ED of the Region under intimation to CEP Division			Subject to fulfilment of all formalities as per following procedures: 1.Procedure for transfer of Construction plant and equipment as per DOC. No. QSP/CEP/75/02 with effective date of 17.06.2002 and as amended from time to time. 2.General procedure for transfer of surplus equipment and spares within the units of NHPC for departmental use (page IV of Directory of Construction Plants & Equipment sixth edition, December,2003) or as amended from time to time.			
17.	Calling of tenders and award of work for replacement, repair & maintenance works.							17(i). Subject to approval of Cost estimates and adherence to tendering procedures. Cost estimates are to be approved at the level of approval of award as delegated herein for open tender.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

	A.PLANT/STRUCTURES & Equipment							(ii) Justifications are to be recorded in respect of limited/single tender / work order. (iii) Plant/Structures shall mean all Permanent equipment and appurtenant civil structures, fabrication of the Project. Infrastructure works shall mean all facilities required for construction and operation of the Project /Corporate Office including roads, buildings and bridges. (iv) Remarks against Sl. No. 1and 2 to the extent as applicable shall apply to this delegation also
	i) Open tender	15 Crore	7 Crore	2.5 Crore	1.5 Crore	40 Lac	15 Lac	
	ii) Limited tender	5 Crore	3 Crore	75 Lacs	50 Lacs	15 Lacs	7 Lacs	
	iii) Single tender including negotiated tender.	3 Crore	1 Crore	30 lac	7 lac			
	iv) Spot Work Order	30 Lac	15 Lacs	7 Lacs	3 Lacs	75,000	40,000	
	B. INFRASTRUCTURE WORKS							
	i) Open Tender	10 Crore	5 Crore	2 Crores	1.5 Crore	70 Lac	40 Lac	
	ii) Limited tender	2 Crore	1 Crore	40 Lac	15 Lac	7 Lac	3 Lac	
	iii) Single tender including negotiated tender.	1.5 Crore	75Lac	15 Lac	7 Lac	-	-	
	iv) Spot Work Order	30 Lac	15 lac	7 Lac	3 Lac	70,000	40,000	
18.	Approval for indenting of stock item by materials Deptt.	Full powers	Full Powers	Full Powers	Full Powers	30 Lac	15 Lac	18. These powers shall be exercised by Materials Management to maintain minimum stocks as per norms to prevent stock out.
19.	Approval of indent for issue of materials from stores.	Full powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	19 (i). For non-stipulated items or items in excess of estimates, approval of CE will be obtained.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								19 (ii). Issue of non – stipulated materials to the contractors is to be avoided and it may be allowed only in case of exigencies where the requisite material can not be arranged by the contractor in reasonable time and it might delay the work. In the event of issue of non – stipulated materials, the issue rate should be the highest of the following three rate formula- a. The element of cost of material in the rate quoted by the contractor for the finished item. b. The market rate prevailing c. The stock issue rate of the corporation.
20.	Authorizing payments against Bills for works/Supplies /Services (advance running/final Bills) within Contract.	Full powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	20. The powers of Manager may be exercised by Deputy Manager in the event of non-availability of Manager.
21.	Loan of Materials and plant and tools to and from other Public Sector Undertakings /Govt. departments.	50 lac p.a.	20 lacs p.a.	10 lac p.a.	5 lac p.a.	-	-	21. Subject to adequate security being obtained before loaning the material
22	Power to hire equipment /Machinery from contractors/ private agencies	50 lac p.a.	25 Lac p.a.	5 Lac p.a.	2 Lac p.a.	50,000 p.a.	25,000 p.a.	22(i) Rate of hire charges should be comparable with those fixed in the project for similar equipment when hired out to contractors/private agencies. ii) The period of hiring shall not be more than 15 days at a stretch unless compelling circumstances demand any extension of the period. (iii) A clearance from Incharge of the concerned division in the Project- regarding non-availability of the equipment before hiring from the contractors / private agencies should be obtained.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								(iv) Hiring of machines from the contractors/private agencies should be more economical than transporting a departmental machine even when the same is available.
23.(a)	Approval to the encashment of Bank Guarantee.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	SM/Mgr. will exercise powers on being designated as Engineer-in-Charge.
23(b)	Approval for acceptance of Bank Guarantees							The Bank Guarantees submitted by the Bidders/Contractors will be accepted by the Engineer-in-Charge if already nominated. Till Engineer-in-charge is nominated, the Bank Guarantees will be accepted by the Officer authorised to sign the Contract.
24.	Termination/foreclosure of contract.	Full Powers in respect of contacts awarded by him or lower authority	Full Powers in respect of contacts awarded by lower authority	Full Powers in respect of contacts awarded by lower authority.	Full Powers in respect of contacts awarded by lower authority			
25	Development of vendors for spare parts etc.							
	a) Approval to issue advertisement/enquiry to one or more parties.	Full Powers	Full Powers	Full Powers	Full Powers in case he is HOP			
	b) Identification and selection of vendors based on response to advertisement cited at 25 (a) or otherwise for	Full Powers	Full Powers	Full Powers	Full Powers in case he is HOP			The enquiry selection, negotiations and placement of trial order etc. shall be in accordance with the approved policy/guidelines that may be issued from time to time.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

	reasons recorded in writing.							
26	a) Hiring of private security services or other house keeping services etc.	2 Crore p.a. (per project)	1 Crore p.a. per project including approvals accorded at lower authority .	60Lac p.a.	40 Lacs p.a. in case he is HOP			<p>These delegated powers are subject to observance of normal tendering procedure within policy guidelines Subject to prior administrative approval of the next higher authority except for cases beyond the delegated powers of ED and above.</p> <p>In cases which are beyond the power of ED, tenders be invited at Project and ED of the Region shall approve Tender Document based on previously approved document and Tender Evaluation Committee and these cases be forwarded to C.O for approval of competent Authority before placement of order.</p>
	b) Hiring of Consultancy services including geological & Geotechnical works Soil/Rock/ Construction Material Testing: and Approval for conducting Model Studies and specialized tests/tests from external institutions for investigations/ construction/O&M/ Geo-Tech/ R&D schemes & other	50 lac	25 lac	10 lac	5 Lac in case he is HOP			<p>The work directly related to cleaning, running and maintenance of power house building, generating plant and machinery and dam site/Barrage/Weir site etc. (i.e. directly connected with power generating plant) should be taken under the clause 17 of Section1 of DOP and other house keeping works related to office building, guest houses, colony and lawn maintenance etc. should be taken under the clause 26(a) of Section-1 of DOP.</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	c) Hiring of Consultancy services for EIA/EMP studies	50 Lac	25 Lac	10 Lac	5 lac in case CE being HOP			
	d) Hiring of Consultancy services for R&D Works and others	50 Lac	250 Lac	5 Lac.	5 Lac in case of is HOP			
	e) Hiring of services of Surveyor/Valuer	20 Lac	10 Lac	5 Lac.	4 Lac in case CE being HOP			
27	Waival for witnessing pre dispatch inspection/testing of Plants/Equipments at Manufacturer's Works (on shore/off shore) as incorporated in the contract/detailed quality assurance plan.	Head of the Department of Quality Assurance & Inspection Division not below the rank of General Manager			Reasons should be recorded for waival in consultation with respective Design Division.			
28	Authorization for signing of Contract	Full powers to authorize an Officer not below the level of Chief Engineer / Sr. Mgr. for signing of Contract	Full powers to authorize an Officer not below the level of Chief Engineer / Sr. Mgr. for signing of Contract	Full powers to authorize an Officer not below the level of Manager for signing of Contract Agreement on behalf of Corporation for the	Full powers to authorize an Officer not below the level of Manager for signing of Contract Agreee			In case of contracts awarded at Corporate Office level, HOD of Contracts (Civil/E&M Division) shall have full powers to authorize an Officer not below the level of Chief Engineer for signing Contract Agreement on behalf of the Corporation

<i>Sl. No.</i>	<i>Subject matter of Delegation</i>	<i>Dir.</i>	<i>E.D.</i>	<i>G. M.</i>	<i>C. E.</i>	<i>S.M.</i>	<i>Manager</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

		Agreement on behalf of Corporation for the Contracts awarded by him or lower authority	Agreement on behalf of Corporation for the Contracts awarded by him or lower authority	Contracts awarded by him or lower authority.	nt on behalf of Corporation for the Contracts awarded by him or lower authority			
29.	Release of Advance Payment for purposes like advances to Government Department covered under Annexure- VI, Purchases of Vehicles, Purchases of Books, Advocates, Chartered Accountant etc.	20 lacs	15 lacs					<ol style="list-style-type: none"> 1) 2 lacs for HOP not below the rank of CE 2) Subject to CVC Guidelines, if any. 3) The advance is to be released after recording the proper reasons and time line for adjustment by the approving authority. 4) Efforts should be made to get the advance secured. 5) Proper utilization of advances be ensured (deliverables/ reports/ expenditure statement and work completion certificate by the concerned). 6) Approving authority shall review all such cases on quarterly basis.
30	Release of interest free advance / down payment up to 10 % of the value along with supply order without advance bank guarantee for purchase of proprietary item and / or spares from original equipments manufacturers (OEMS) subject to following limit.	1 Crore						

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