

**Sub: Guidelines Pertaining to Single Tender Enquiries**

Extracts from the *Procurement of Goods & Manual* on above subject are reproduced below. All the tendering entities are requested to follow these guidelines strictly, while making purchase proposals for *goods & services*.

1) Single Tender Enquiry [for Proprietary or OEM items] Enquiry:

Enquiries for Proprietary items [Original Equipment Manufacturer] should be issued with the approval of Competent Authority, as per the DOP. Such Proprietary items should be purchased from their manufacturers or their authorized dealers only, where the manufacturers do not supply the equipment directly. In case there are more than one authorized dealers to sell a particular proprietary item, discount may be possible through Limited Tender Enquiries. Therefore, LTE may be issued to the authorized dealers.

2) Single Tender Enquiry (Other than Proprietary Items):

Single Tender Enquiries for other than Proprietary Items should be issued as an exception only. Such enquiries should be processed, after recording reasons.

- 3) List of STE procurement cases valuing Rs. 2 Lakhs or more, should be hosted on HCL's website to enhance the vendor base and the same has to be sent to the Head of Corporate M&C Department, on a quarterly basis, giving items details viz. catalogue number, description, detailed specifications, annual requirement, unit price as well as area of use etc.
- 3) An instruction to be included on the website reading that, "Who so ever is interested to be a registered supplier of these items, should fill up the vendor registration form, uploaded on the website. The normal registration process shall, thereafter be followed by the Units for registering the eligible suppliers. This information is solely for the purpose of exploring the possibility of enhancing the vendor base so that purchase enquiry may be issued to such suppliers in future, if registered."
- 4) Systems Department has to evolve a system of uploading such details on the website of HCL, as per requirement of M&C.

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