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**Bharat Sanchar Nigam Limited**

(A Government of India Enterprise)

O/o PGM (MM), 2<sup>nd</sup> Floor, MMT Section

Bharat Sanchar Bhawan, Janpath, New Delhi-110001.

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To

All Chief General Managers  
Telecom Circles / Telecom Districts / Telecom Projects /  
Maintenance Regions / Task Force / Telecom Stores, Kolkata /  
NCES / Data Networks / Telecom Factories /  
QA Circle / T&D Circle.  
CVO, BSNL, C.O.  
PGM (B.W.)/ PGM (Elect.)/ PGM (Arch.) BSNL HQ  
All PGMs/ Sr. GMs/ GM of BSNL, C.O.

No. : CA/MMT/3-1/2011-14/

Dated: 20.03.2014

**Subject :- Guidelines on action to be taken on defaulting vendors.**

Sir,

The guidelines on action to be taken against vendors who default during tendering process/ execution of contracts etc. have been formulated, including the period of banning of business which has been approved by competent authority in BSNL Corporate Office.

In this regard, it is intimated that:

1. The guidelines on action to be taken against vendor is to be included in Procurement Manual as Chapter 19, which contain:
  - a) A brief on guidelines (10 pages);
  - b) Types of defaults along with action to be taken in each case, which is to be enclosed as Appendix-1 to Section 4 Part-A of Procurement Manual 2012(7 pages).A Copy of these documents is enclosed herewith.
2. In accordance, the Procurement Manual 2012 had been updated and the updated manual is available on BSNL Intranet portal in circular dated 20/03/2014 by MM Cell under ED (CA).
3. These guidelines had resulted in some changes in the standard tender document and the amended clause numbers viz. **12.7** of page 43, **32 & 33** of page 54, **35** of page 55 and **18/ 19** of page 76/ 77 as highlighted, of the Procurement Manual 2012 under chapter 3 for 'Standard tender enquiry document' are enclosed.

You are requested to kindly:

- 1) Implement these guidelines with effect from 15<sup>th</sup> April 2014 or as decided by CGM In-charge, whichever is earlier.


- 2) Review the existing cases, in which action for banning of business has already been taken against any vendor, for limiting the period of banning as per these guidelines.
- 3) Send us a report about the details of cases where business has been banned with the vendor:
  - a) existing cases in following format within a month of receipt of this letter as well as
  - b) cases that will arise in future which may kindly be intimated to us in following format within a month of issue of letter of banning of business

S. No	Name of SSA/ Circle who has issued business banning order	Complete details of Items/ Equipment which were to be supplied by the vendor to BSNL.	Name of the vendor with Complete postal Correspondence address, its head office & works.	Date from which business banning is effective and its period.	Letter no., Date & issued by

along with a copy of order for banning of business.


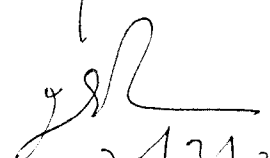
Suggestions, if any are welcome which may kindly be sent to undersigned by post/ Fax/ e-mail stated above.

- Encl:**
1. Guidelines (Chapter 19 consisting of 10 pages).
  2. Appendix-1 to Section 4 Part-A of Procurement Manual 2012 (7 pages).
  3. Amended pages of Procurement Manual (5 pages)

  
 (Abhaya Raj) 26/3/14  
 DGM (MMT)

Copy to for kind information please:

1. PPS to CMD, BSNL.
2. PPS to Dir(Ent.)/ Dir(CFA)/ Dir(CM)/ Dir(F)
3. ED(CA)/ ED(F)
4. O/c

  
  
 26/3/2014