

GM/FMD/095/ 2018

03<sup>rd</sup> Sep. 2018

**Sub: Amendment to Press Advertisement, Para No. 7.4.1 of HALWorks Manual 2011**

Reference is made to the minutes of 417<sup>th</sup> Board meeting held on 30<sup>th</sup> July 2018. Board has accorded approval for discontinuation of the procedure of News Paper Advertisement/s in case of procurement of Goods & Services, Outsourcing & Works.

2. In this regard, the following guidelines were issued by Corporate office vide letter No: HAL/CD/702(PM-AD)/2018/938 Date: 28.08.2018.

- i. Press Advertisement/s in case of tenders for Works to be discontinued with immediate effect.
- ii. If it is considered that for a specific Work press advertisement is necessary, the same can be issued with the approval of respective authority as per CO guidelines, as applicable.
- iii. In case NIL response to a tender in the first instance and press advertisement is necessary for tendering, the same can be issued with the approval of respective authority as per CO guidelines, as applicable.

3. Accordingly, Para No. 7.4.1 of Works Manual 2011 is amended with respect to the provisions of press advertisement as per Annexure-III of the Board approval. Copy of Annexure-III is enclosed.

4. Divisions / Offices may accordingly take necessary action while inviting tenders for works.

**Note:** As per Minutes of 417<sup>th</sup> Board approval, Corporate office has issued press/newspaper advertisement on 31.08.2018 informing the public about the changes in the policy (Copy of press advertisement enclosed). Hence, divisions / offices need not issue advertisement separately in this regard.

*G. V. Rao*  
03.09.18

(G. V. Rao)  
General Manager (FMD)

Encl: As stated

**To:**

**Divisional Heads, Heads of Plant Maintenance, Heads of Finance:**

Aircraft/ Engine/ Overhaul/ F&F/ Aerospace/ IMGT/ LCA-TD/ IJT-LSP/ ASC/ Helicopter/ Helicopter-MRO/ ACD/ RWRDC/ Barrackpore/ ARDC/ AERDC/ MCSRDC/ AMD-Nasik/ AOD-Nasik/ AURDC-Nasik/ ED-Kpt/ SED-Kpt/ AD-Lkw/ ASERDC-Lkw/ AD-Hyd/ SLRDC-Hyd/ AD-Korwa/ TAD-Kanpur/ FMD/ M&H/ HMA.

**Copy to:**

ED(F)-HC/ GM(F)-AC/ GM(F)-DC/ GM(F)- BC/ AGM(F)-MC  
CEO(MC)/ CEO(AC)/ CEO(BC)/ CEO(HC) , Director (Engg & R&D)

**Corporate Office:**

ED(P&P)/ ED(HR)/ ED(Marketing)/ GM (JV&OS)/GM(HR-ER)/ GM(HR)/GM(QA)/GM(F)-M / GM(F)-S / GM(MS&IT) /GM(P&P) / GM(IMM) / AGM( Works)/ AGM(SYA)/ DGM (Vigilance).

SO to D(HR), SO to D(Ops), SO to D(F), SO to CMD

Amendment to Para No.7.4.1, Press advertisement of Works Manual 2011

Sl. No.	Reference	For	Read
1.	HAL WORKS MANUAL, Para No.7.4.1 (a) : PRESS ADVERTISEMENT	All works estimated cost of ` 50.00 Lakhs and above will be advertised in the <b>press</b> for wide publicity. Usually a time limit of minimum four weeks should be allowed from the time the advertisement appears in the <b>papers</b> to the time the tender is required to be submitted to HAL and a minimum time limit of THREE weeks should be allowed from the date of posting of Tender Document to the date of opening of Tenders. However, in case of urgency, tenders may be called within the Two weeks of advertisement appearing in the newspaper, with the prior approval of Division Head.	<p><b>In case of open tendering of all works irrespective of the value</b> will be advertised in the <b>HAL website &amp; CPP portal i.e. www.eprocure.gov.in. Further, Tender notices shall be notified by internal notifications and to be placed on notice boards of HAL, other local Public Sector Undertakings, State &amp; Central Government Organizations, local offices of MES / State and Central PWD offices for display. Such notices shall also be issued to registered contractors including known contractors by e-mail</b> for wide publicity. Usually a time limit of minimum four weeks should be allowed from the time the <b>tender notice</b> appears in the <b>HAL website</b> to the time the tender is required to be submitted to HAL and a minimum time limit of THREE weeks should be allowed from the date of posting of Tender Document to the date of opening of Tenders. However, in case of urgency, tenders may be called within the Two weeks of advertisement appearing in the <b>HAL website / date of tender authorization on HAL e-portal</b>, with the prior approval of the Divisional Head.</p> <p>However, in case Nil response to a tender in the first instance and press advertisement is necessary for tendering, the same can be issued with the approval of respective authority as per CO Guidelines, as applicable. Even ab-initio, if it is considered press advertisement necessary for tendering, the same can be issued with the approval of respective authority as per CO Guidelines, as applicable.</p>

*Review*  
(G.V. Rao)  
GM (FMD)

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Sl. No.	Reference	For	Read
2.	HAL WORKS MANUAL, Para No.7.4.1 (b): PRESS ADVERTISEMENT	Advertisement will be released in three English newspapers, one Regional language and one Hindi newspaper for the works costing more than ` . 100 lakhs. Advertisement will be released in Two English newspaper along with one local newspaper in regional language for the works costing less than ` . 100.00 Lakhs. However, additional newspapers if required may be considered with the approval of divisional head	Deleted.
3.	HAL WORKS MANUAL, Para No.7.4.1 (c) : PRESS ADVERTISEMENT	For works estimated to cost less than ` . 50.00 Lakhs sufficient publicity should be given for tenders for all works / services by internal notifications and causing tender notices to be placed on notice boards of HAL and other local Public Sector Undertakings and State & Central Government Organizations. Such notices shall also be issued to registered contractors of appropriate category in the division and sent to local offices of MES / State and Central PWD offices for display. Usually a time limit of minimum three weeks should be allowed from the time of issue of tender notification to the time the tender is required to be submitted to HAL and a minimum time limit of TWO weeks should be allowed from the date of posting of Tender Document to the date of opening of Tenders.	Deleted.

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(G.V. Rao)  
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Sl. No.	Reference	For	Read
4.	HAL WORKS MANUAL, Para No.7.4.1 (d) : PRESS ADVERTISEMENT	In addition Tender Notices shall be sent to the Registered Contractors by Speed Post and proper records shall be maintained for dispatch of Tender notices.	Deleted.

**NOTE:** As per the above guidelines for works, ab-initio newspaper advertisement is not mandatory.

*Review*  
(G.V. Rao)  
GM(FMD)

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