NOTICE
DEPARTMENT – Marketing & Sales

Date: 06.05.2020

Ref. No.: ECL/KOL/M&S/92D

SUBJECT: PROCESS OF BOOKING OF COAL BY ROAD

In view of imposition of restrictions on movement, non-availability of conveyance and maintaining social distancing guidelines issued by the Govt. to check the spread of pandemic due to COVID-19 the following measures have been taken for booking of coal by road and issue of Money Receipt and Sale Order.

A. E-Auction customers:
1. All the new successful bidders, who are not registered with ECL, may submit the following scanned and self attested documents along with an undertaking in a given format in a bunch in one pdf file for allotment of a customer code subsequent to a one time registration with ECL:-
   a) ID Card (MSTC and/or MJ)
   b) PAN Card
   c) My Profile/Buyer Registration Form
   d) Sale Intimation Letter (issued by the Service Provider)
   e) Authorisation Letter in company’s/ bidders letterhead
   f) GST Registration
   g) Cancelled cheque of the bank for transaction with ECL
   h) An Application in the given format (Format appended below)
   i) Undertaking letter of indemnification (Format appended below)

2. Once a customer is registered/ for all the successful bidders who are already registered with ECL may submit the following scanned and self attested documents along with an undertaking in a given format in a bunch in one pdf file for further necessary process required for issuing MR & Sale Orders.
   i) For MR the following documents shall be required:
      a) Sale Intimation Letter (issued by the Service Provider)
      b) Debit Advice
      c) Application with booking details (Customer code should be clearly mentioned)
      d) Form 27c (if applicable)
      e) GST Registration
   ii) For booking of bid quantity
      a) Application with source-wise booking details mentioning whether the destination is inside/ outside state.
      b) Bidder ID Card (issued by the service provider)
      c) PAN Card
      d) ID Card of the authorized representative
      e) Undertaking for availing/not availing third party sampling.
      f) Undertaking letter of indemnification (Format appended below)
All the successful bidders are requested to scan the above documents in a bunch in pdf, self-attested by the authorized representative and mailed to eclmns2020@gmail.com two (02) days in advance of the closing date to avoid any internet connectivity delay/failure in transmission, clearly mentioning the name, customer code (if allotted) and purpose, e.g. Regn/ allotment of new customer code, preparation of MR or booking for issue of SO.

B. **FSA (Old/ Linkage Auction) consumers**: These consumers may send their required self attested and scanned documents for MR and booking of coal for issue of SO by email mentioning the purpose as detailed above.

The Sale Orders shall be sent to the respective areas of ECL through M&S Department ECL HQ.

HOD, ECL, Kolkata
To
The Chief Manager (M&S)
ECL Computer Centre
13, R.N.Mukherjee Road, Kolkata-700001

Application Format on the letter head of successful bidder for Registration/ New Customer Code

Bidding Agency Name (MSTC/ MJ)

Customer’s Name

Customer’s ID
MSTC
MJ

Address

State
PIN Code
Phone No.
Mobile No.
E-Mail Address
Authorised Contact Person

PAN Card No.

GST Registration No.

Bank Name
Bank Branch with address

Account No.
IFSC Code

I, Sri/Smt _____________________________________________________________________________
On behalf of the Company _______________________________________________________________
Hereby declare that the information given above are true and correct to the best of my knowledge and belief. I further state that I will be held responsible for any wrong declaration.

Dated:_______________________________________________________________________________

Name: ____________________________
Signature in full

Tel.No.

Enclosures required scanned (with self attestation):
1) ID Card (MSTC and/or MJ)
2) PAN Card
3) My Profile / Buyer Registration Form
4) Sale Intimation Letter (issued by the Service Provider)
5) Authorisation Letter in company’s/ bidders letterhead
6) GST Registration
7) Cancelled cheque of the bank for transaction with ECL
8) Undertaking letter of indemnification (Format appended below)
UNDERTAKING FOR INDEMNIFICATION

I,________________S/o________________, aged about ________________ years, r/o____________________, working as ____________________ at____________________ do hereby solemnly affirm and declare as under:

1. That, I am the proprietor/ I have been authorized by the successful bidder of ____________________ (name of the Company/ Firm) to sign and submit this undertaking to Eastern Coalfields Limited, Sanctoria/ Kolkata for and on behalf of the bidder.

2. That I/We have participated in the Spot e-Auction event held by MJ/MSTC on date____________ and is a successful bidder in the bid mentioned above.

3. That, the entity/company/ firm is expressly agreed to comply with all the terms and conditions of the e-Auction scheme that I/We has/have participated in already in force.

4. That, I shall be fully responsible for any act of omission and commission, submission of documents by email and acceptance of Sale Order(SO) and Money Receipt(MR) as per the notice No. ECL/KOL/M&S/91D dated 05.05.2020.

5. That, the entity/company/ firm shall pay all its past dues to ECL, if any, related to coal supplies as per the terms and conditions of Spot e-Auction.

6. That, if any statement or assertion made on behalf of ___________________(name of the Company/ Firm) is found to be false, incorrect or incomplete, Eastern Coalfields Limited will have the right to take action against the company/ firm, as per the terms and conditions of Spot e-Auction.

7. That,________________________(name of the company/ firm) fully indemnifies Eastern Coalfields Limited against any liability/ loss or consequences arising out of the process of booking & supply for the e-Auction event/s declared above.

Full Signature
Name: _______________________
Address: _____________________

VERIFICATION

I,___________________________ the deponent above named state that the contents of the para 1 to 7 of the above undertaking are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed there from.

Verified at ________________________ on this day of 20__ .
To
DGM/HOD (M&S), ECL HQ, Sanctoria/ GM(QC) ECL HQ, Sanctoria,
HOD, ECL,Kolkata Sales Office,Kolkata.

Dear Sir,

**Undertaking for availing third party sampling facilities**

I/We, ______________ the authorized representative of M/s ____________________(Consumer Code_________) with Regd.Address_______________ am/are aware that vide ECL’s Notice Ref.No. ECL/Kol/M&S/HOD/10D Dt. 09/01/2018, the third party sampling facility is extended on optional basis for the willing consumers/ bidders under Spot/Special Spot/Exclusive E-Auctions.

I/We, undertake to conclude the tripartite Agreement as per the terms and conditions notified by the Quality Control Department, ECL HQ, Sanctoria for commencing sampling of coal to be dispatched against our Bid Quantity won under Spot/Special Spot/Exclusive E-Auctions.

I/We hereby undertake to state that I/We am/are prepared to share the expenses (on equal sharing basis) with Eastern Coalfields Limited and complete the requisite formalities as notified by the Quality Control Department, ECL HQ, Sanctoria.

I/We undertake to state that there is no force upon me/us to opt for third party sampling and I/We give my/our consent to accept the coal on declared grade basis untill the tripartite agreement for third party sampling is concluded.

Name of the Authorised Representative with signature

Date:

(Note: 1) To be submitted in company/consumer/bidder’s letterhead.
2) Please strike out the words/sentences/parts not applicable.)

OR

To
DGM/HOD (M&S), ECL HQ, Sanctoria/ GM (QC) ECL HQ, Sanctoria,
HOD, ECL,Kolkata Sales Office,Kolkata.

Dear Sir,

**Undertaking for availing third party sampling facilities**

I/We, ______________ the authorized representative of M/s ____________________(Consumer Code_________) with Regd.Address_______________ am/are aware that vide ECL’s Notice Ref.No. ECL/Kol/M&S/HOD/10D Dt. 09/01/2018, the third party sampling facility is extended on optional basis for the willing consumers/bidders of Spot, Special Spot and Exclusive E-Auctions.

I/We hereby undertake to state that I/We am/are not willing to avail the option for third party sampling and I/We give my/our consent to accept the coal on declared grade basis till further advice.

Name of the Authorised Representative with signature

Date:

(Note: 1) To be submitted in company/consumer/bidder’s letterhead.
2) Please strike out the words/sentences/parts not applicable.)