

ईस्टर्न कोलफील्ड्स लिमिटेड
अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय
सांकतोड़िया, पत्रालय- डिसेरगढ़,
जिला- बर्द्धमान, पश्चिम बंगाल-713333
संबिदा प्रबंधन प्रकोष्ठ
सी.आइ.एन-U10101WB1975GOI030295
वेबसाइट – www.easterncoal.gov.in
एक ISO 9001, ISO 14001 & OHSAS
18001 प्रमाणित संगठन



EASTERN COALFIELDS LIMITED
Office of the CMD
Sanctoria, P.O.: Dishergarh,
Dist.: Burdwan, West Bengal-713333
Contract Management Cell
CIN-U10101WB1975GOI030295
Website – www.easterncoal.nic.in
Telefax: 0341-2520414/2520079
E-Mail: cgmcmc.ecl@coalindia.in An ISO
9001, ISO 14001 & OHSAS 18001 Certified Company

Ref. No: ECL / HQ / CMC / Transport / Regn. Notice / 2020 / 3936

Date: 21.09.2020

NOTICE FOR REGISTRATION OF CONTRACTORS

SUB: Registration of Contractors towards Transportation of Coal, Transportation of Sand, Loading of Coal by Pay Loader and Loading by Coal by Excavator in ECL for a period of 02 (Two) years.

1. Sealed application is invited from **eligible** contractors / transporter in prescribed format for registration in ECL towards undertaking the work of

- (i) Transportation of Coal.
- (ii) Transportation of Sand.
- (iii) Loading of Coal by Pay – Loader.
- (iv) Loading of Coal by Excavator.

through discount bidding system, on or below the Scheduled of Rates and Terms & Conditions of ECL.

2. The registration will be valid for Two Years from the date of competent approval.
3. The Application form along with this Notice is available in ECL's website www.easterncoal.nic.in and Government portal www.eprocure.gov.in from 21.09.2020 till 20.09.2022 and can be downloaded for submission of application to the undersigned. **No offline sale of document.**
4. A Demand Draft of **Rs. 560.00** (Rupees Five hundred & sixty only) (including applicable GST @ 12%) (Non - Refundable) application fee (per application) and **Rs. 11,800/-** (Eleven thousand eight hundred **including GST @ 18%**) registration fee (per application) drawn in favour of Eastern Coalfields Limited payable at Asansol, shall have to be submitted along with the Application form. Without application fee & / or Registration fee application form will be rejected outrightly.
5. The applicant must submit their application for fresh / renewal of registration well in advance as the minimum processing period of in order applications is about 90 (Ninety) days.
6. Applicants (not in order) may submit further asked shortfall documents within 15 days from the date of intimation towards fulfillment of required criteria for registration.
7. The registration of Contractors does not entitle them, necessarily for the award of work through discount bidding and this registration is without prejudice to the Company's right for publication of open general notice in newspapers inviting tenders from time to time for individual works and to the Company's general terms and conditions of contract.

8. The applicant shall furnish further documentary evidence, clarifications etc, if required by the Company, in support of his eligibility.
9. The ECL reserves the right to reject any application, without assigning any reason whatsoever and the Company's decision in the matter of registration shall be final.

This issues with the approval of competent authority.

General Manager (CMC)

Distributions:

- 1) CMD, ECL – for kind information
- 2) D (T) OP / D (T) P&P / D (F), ECL – for kind information
- 3) CVO, ECL – for kind information
- 4) Dy. GM (Admn), ECL – for wide publicity & Web Site publication
- 5) HOD (Sales), ECL, Kolkata
- 6) CGMs / GMs, All Areas of ECL – for their information and wide publicity.
- 7) Sr. Manager (Cash) / Chief Cashier / Cashier, ECL – For doing the needful towards acceptance of payment and issue of proper cash receipt.
- 8) Asansol – Durgapur Sub – Divisional Transporter's Association, C/o. Coal Mines Associated Traders Pvt. Ltd. Beside Allahabad Bank Building, M. G. Road, PO. Ukhra – 713363, Dist. Burdwan (WB).
- 9) The PRM, ECL, HQ – along with 2 copies for publication in the National / Local Newspapers as well as in website / s as per Company's Guideline / norms.
- 10) All Notice Board – ECL, HQ.

INSTRUCTIONS / INFORMATIONS FOR THE APPLICANTS

1. The applicant must read the Notice and other documents related with the application carefully, and make him acquainted with the provisions of the NIA, different terms and conditions before submitting the application form.
2. The duly filled in application for registration must be submitted in the Office of the General Manager (CMC), HQ, ECL, Sanctoria. The applicant shall be issued with an acknowledgement slip on submission of application. No application shall be received by post / courier.
3. Applicant must submit his application for renewal of registration well before the expiry of his current registration (i.e. about 3months) to maintain the continuity in the registration.
4. All the pages along with application form and enclosures are to be serially numbered by the applicant.
5. Each page of the application as well as terms and conditions, should be signed by the applicant as a token of acceptance. The documents attached also to be signed by the applicant for authentication.
6. Conditional offers will be rejected.
7. All the enclosures / photo copies should be fully legible and duly signed by the applicant.
8. Application should be properly filled in English / Hindi and submitted as per instruction contained herein and in the application form.
9. Incomplete application form will be rejected.
10. Erasing or over writing, if any, may disqualify the application. Correction, as necessary, shall be made by crossing out and re-writing with full signature and date.
11. This Notice Inviting Application for registration of contractors is without prejudice to the Company's right to the publication of open general notice inviting tender and award of work from time to time as found deemed fit by the Company.
12. Canvassing in any form is prohibited and application submitted by the applicant resort to canvassing shall be disqualified.
13. Original documents, as required by the Company shall have to be produced by the applicant whenever asked for verification. In the event of non-submission of original document, as advised, the application may be rejected or the decision taken by the Management, as considered appropriate, shall be final and binding on the applicant.
14. Company may ask for any other related documents towards further verification of authenticity of the documents submitted by the applicant, if required.
15. A person duly authorized by the firm / company for this purpose should sign the application as well as instruction / information. Power of attorney in this regard should be enclosed whenever required.
16. Management reserves the right to cancel registration of any contractor or contractors without assigning any reason whatsoever and the company's decision shall be final & binding on the contractor / contractors.
17. In case if it is found that an applicant has submitted false documents / information in support of his application then, as a penal measure, his application will be summarily rejected and further application from the same applicant shall not be considered for a period of one year from the date of submission of application.
18. Management reserves the right to debar a contractor from getting renewal of registration for a period of one year from the date of intimation regarding unsatisfactory performance by the Area Management in writing to the GM (CMC), HQ, ECL in the event of unsatisfactory execution of work awarded under SOR. In the event of repetitive unsatisfactory performance, the penal action will be as follows: (i) Contractor to be debarred from registration for a period of **two** years in the event of 2nd repetition. (ii) Contractor to be debarred from registration for

a period of **three** years in the event of 3rd repetition and so on from the date of intimation regarding unsatisfactory performance by the Area Management in writing to the GM (CMC), HQ, ECL. However, the Competent Authority may revoke the termination of registration at any time on being satisfied that such revocation shall be in the interest of the company by recording reason there for.

19. Hiding of facts while getting registration will result in cancellation / denial of registration.
20. Any bid, for a work under SOR, submitted by a bidder in between the period from the date of expiry for relevant registration and the date of new / re - registration in the respective category shall be considered **invalid**.
21. The Validity of Registration against each application shall be two years from the date of competent approval.

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Notice No: ECL / HQ / CMC / Transport / Regn. / 2020 / 3936

Date: 21.09.2020

APPLICATION FORM FOR REGISTRATION OF CONTRACTORS

Sealed application is invited from eligible contractors / transporter in prescribed format for registration in ECL towards undertaking the work of

- (i) Transportation of Coal.
- (ii) Transportation of Sand.
- (iii) Loading of Coal by Pay – Loader.
- (iv) Loading of Coal by Excavator.

through discount bidding system, on or below the Scheduled of Rates and Terms & Conditions of ECL.

The applicant may apply for registration in ECL for one or more work (as mentioned above Sl. No. (i) to (iv)) in a single application.

The application fee Rs. 560.00 each application (including GST) and registration fee Rs.11800.00 each registration (including GST) shall be chargeable which are non-refundable.

1. (a) Name of the applicant:
- (b) Name of the Firm:
- (c) Full address for
Correspondence:
- (d) Telephone / Mobile No:
- (e) Fax / E – Mail ID (if any):

2. Type of work for which :
Registration is applied for
(Tick the relevant subject(s) of application)
 - 1) Transportation of Coal.
 - 2) Transportation of Sand.
 - 3) Loading of Coal by Pay loader.
 - 4) Loading of Coal by Excavator.

3. Details of Enlistment in CIL or the Subsidiary Co. / Central Govt. / State Govt. Undertaking (if any).
 - (a) Name of the Organisation:
 - (b) Nature of Enlistment:
 - (c) Enlistment No. & date & its' Validity:

QUALIFICATION FOR REGISTRATION

(A) ELIGIBILITY CRITERIA:

1. Work Experience:

For Coal transportation / Sand Transportation / Loading of Coal by Pay Loader / Loading of Coal by Excavator.

The applicant shall have in its name, experience of having successfully executed (includes completed / ongoing) works of similar* nature for an amount of atleast Rs. 1.5 Lakh (Rupees One Lakh Fifty Thousand) for any one of the preceding 3 (three) years from the date of submission of application.

*Similar nature of work:

i. For Coal / Sand Transportation: Transportation of Sand / Coal / Ash / Overburden / Shale / Extraneous material etc.

ii. For Loading of Coal by: Mechanical Loading of Coal or Sand / Mechanical Removal of
(Pay Loader / Excavator) Coal / Overburden / Shale / Extraneous materials / Sand

Note: Work experience in respect of an applicant which he / they secured by virtue of their holding certain stake / share as a partner of another Partnership Firm shall also be considered valid / agreeable for registration.

2. Fleet Requirement:

i. For Coal transportation (10 wheeler tipper) / Sand Transportation (6 wheeler tipper):

The applicant must own Tipping Truck atleast **one** number.

Documents: Photocopy of **Registration Certificate, Tax Token, Fitness Certificate, Insurance & Pollution Clearance Certificate** must be valid as on date of submission of application.

ii. For Loading of Coal by Pay Loader / Loading of Coal by Excavator.

The applicant shall have own / hired Pay Loader / Excavator atleast **one** number.

Documents: Photocopy of **Registration Certificate, Tax Token, Fitness Certificate, Road Permit, Insurance & Pollution Clearance Certificate** must be valid as on date of submission of application.

Note: If the Pay Loader / Excavator is not owned by the applicant then **lease agreement** (non- judicial stamp paper) of fleet requirement along with all valid document must be submitted.

3. Nature of the Firm / Company: Proprietary / Partnership / Private Ltd. / Public Ltd /
(Tick any one, as applicable)

Supported by documents:

(Valid Trade License to prove proprietorship / individual status of the applicant.

or

Registered valid Partnership Deed

or

Memorandum & Article of Association with certificate of incorporation containing name of the applicant.)

4. Financial document:
Income Tax Return (ITR) for Last Year ((If not available), then for the year prior to the last assessment year) with respect of date of application.

Or

Audited Balance Sheet of Last year (If not available, then audited balance sheet of the year preceding to the last year)

5. Permanent Account Number (PAN):
[Self attested photo copy of Permanent Account Number (PAN) card to be submitted, Original to be produced on demand for verification]

6. **Goods and Services Tax**

The applicant should be either GST Registered Applicant under regular scheme

or

GST Registered Applicant under composite scheme

or

GST unregistered Applicant

The following documents depending upon the status w.r.t GST as declared by the applicant:

- a) Status: GST Registered Applicant under regular scheme
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- b) Status: GST Registered Applicant under composition scheme.
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- c) Status: GST unregistered Applicant
Document: A Certificate from a practicing Chartered Accountant having membership number with institute of Chartered Accountants of India certifying that the Applicant is GST unregistered Applicant in compliance with the relevant GST rules of India.
Note: CA certificate must have UDIN number.

QUALIFICATION FOR REGISTRATION: Project Affected People (PAP) for first / initial registration

The definition of PAP shall be considered as specified in R & R Policy of CIL. Further, in order to establish the genuinity of PAP status, a co – operative formed by the PAP, duly registered under relevant Act / Laws shall have to submit the following documents in respect of each members, viz (i) Documents relating to Right, Title, Interest, (ii) Voter Identity Card, (iii) Ration Card, (iv) Domicile Certificate issued by BDO / Circle officer of the State, (v) Demographic survey records prepared by the concerned project authority certifying the PAP status etc.

ELIGIBILITY CRITERIA:

1. Work Experience:

For Coal transportation / Sand Transport / Loading of Coal by Pay Loader / Loading of Coal by Excavator.

The applicant shall have in its name, experience of having successfully executed (includes completed / ongoing) works of similar* nature for an amount of atleast Rs. 75 thousand (Rupees Seventy Five Thousand) for any one of the preceding 3 (three) years from the date of submission of application.

*Similar nature of work:

i. For Coal / Sand Transportation: Transportation of Sand / Coal / Ash / Overburden / Shale / Extraneous material etc.

ii. For Loading of Coal by: Mechanical Loading of Coal or Sand / Mechanical Removal of Coal / Overburden / Shale / Extraneous materials / Sand
(Pay Loader / Excavator)

Note: Work experience in respect of an applicant which he / they secured by virtue of their holding certain stake / share as a partner of another Partnership Firm shall also be considered valid / agreeable for registration.

2. Fleet Requirement:

i. For Coal transportation (10 wheeler tipper) / Sand Transportation (6 wheeler tipper):

The applicant must own Tipping Truck atleast one number.

Documents: Photocopy of **Registration Certificate, Tax Token, Fitness Certificate, Insurance & Pollution Clearance Certificate** must be valid as on date of submission of application.

ii. For Loading of Coal by Pay Loader / Loading of Coal by Excavator.

The applicant shall have own / hired Pay Loader / Excavator atleast one number.

Documents: Photocopy of **Registration Certificate, Tax Token, Fitness Certificate, Road Permit, Insurance & Pollution Clearance Certificate** must be valid as on date of submission of application.

Note: If the Pay Loader / Excavator is not owned by the applicant then lease agreement (non-judicial stamp paper) of fleet requirement along with all valid document must be submitted.

3. Nature of the Firm / Company: Proprietary / Partnership / Private Ltd. / Public Ltd /
(Tick any one, as applicable)

Supported by documents:

(Valid Trade License to prove proprietorship / individual status of the applicant.

or

Registered valid Partnership Deed

or

Memorandum & Article of Association with certificate of incorporation containing name of the applicant.)

4. Financial document:

Income Tax Return (ITR) for Last Year ((If not available), then for the year prior to the last assessment year) with respect of date of application.

Or

Audited Balance Sheet of Last year (If not available, then audited balance sheet of the year preceding to the last year)

5. Permanent Account Number (PAN):

[Self attested photo copy of Permanent Account Number (PAN) card to be submitted, Original to be produced on demand for verification]

6. Goods and Services Tax

The applicant should be either GST Registered Applicant under regular scheme

or

GST Registered Applicant under composite scheme

or

GST unregistered Applicant

The following documents depending upon the status w.r.t GST as declared by the applicant:

- d) Status: GST Registered Applicant under regular scheme
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- e) Status: GST Registered Applicant under composition scheme.
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- f) Status: GST unregistered Applicant
Document: A Certificate from a practicing Chartered Accountant having membership number with institute of Chartered Accountants of India certifying that the Applicant is GST unregistered Applicant in compliance with the relevant GST rules of India.

The applicant (s) is (are) required to give declaration whether any of his (their) relatives (s) is (are) employee(s) of ECL / CIL / Subsidiary of CIL or not . As regards the firm in which family dependent (s) of an employee(s) of ECL / CIL / Subsidiary of CIL is (are) partner(s) will not qualify for this registration.

I / we also agree that the registration of my / our firm / company will be without prejudice to the right of ECL through its HQ. or CGMs / GMs of the Areas to award work **against open tender for** this type of work for which the application is made.

(Signature of the Applicant)

Official Seal

Name of the Signatory (in BLOCK letters).....

(Designation)

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY APPLICANT (ON THE APPLICANTS LETTER HEAD) FOR GENUINENESS OF THE INFORMATION FURNISHED AND AUTHENTICITY OF THE DOCUMENTS SUBMITTED IN SUPPORT OF HIS ELIGIBILITY:

FORMAT OF UNDERTAKING

I / We,....., Proprietor / Partner / Legal Attorney / Director / Accredited Representative of M/s....., solemnly declare that:

1. I / We am / are submitting application for registration in Coal transportation / Sand transportation / Loading by Pay Loader / Loading by Excavator (As applicable) against NIA No: ECL / HQ / CMC / Transport / Regn. / 2020 / 3936, dated 21.09.2020 towards undertaking the work of Coal Transportation / Sand Transportation / Loading by Pay Loader / Loading by Excavator in ECL on or below the prevailing SOR of ECL through Discount Bidding System.
2. All the information furnished by me / us in respect of fulfillment of eligibility criteria and qualification information of this Application is complete, correct and true.
3. All copy of documents, credentials and documents submitted along with this Application are genuine, authentic, true and valid.
4. Original documents, as required by the Company shall have to be produced by me / us whenever asked for verification. In the event of non-submission of original document, as advised, the may reject my application or the decision taken by the Management, as considered appropriate, shall be final and binding on me / us.
5. Hiding of facts while getting renewal of registration / fresh registration will result in cancellation / denial of my registration.
6. If any information and document submitted by me / us is found to be false / incorrect at any time, then the department will cancel my / our Application for registration in ECL as per prevailing NIA and further application for registration from me / us shall not be considered for a period of one year from the date of submission of application.

* Delete whichever is not applicable.

Signature of applicant with seal

Check List for the Documents to be submitted (**SELF ATTESTED**) along with the application

Sl. No.	Check List for the Documents to be submitted (SELF ATTESTED) along with the application	Enclosed (Yes / No)
1.	C. R. No. / Demand Draft, (in favour of Eastern Coalfields Limited, payable at Asansol) for (i) <u>Application Fee including GST @ 12% (for each application) Rs. 560.00/- (Non – Refundable)</u> (ii) <u>Registration Fee including GST @ 18% (for each type of Work) of Rs. 11,800/- (Non- Refundable)</u>	
2.	Applicants shall require to submit Photocopy of the documents in fulfillment of the eligibility criteria against the Work Experience in following category as applicable a. Coal Transportation b. Sand Transportation c. Loading by Pay Loader d. Loading by Excavator Applicants shall also submit Work Order against the submitted work experience certificate	
3.	Photocopy of equipment (i.e. Tipper / Truck / Pay – Loader / Excavator) Ownership documents (along with other requisite papers) in support of eligibility Criteria as specified.	
4.	Documents related to the Nature of the Firm – Tick any one, as applicable (a) Valid Trade License to prove proprietorship / individual status of the applicant or (b) Registered valid Partnership Deed (in case of Partnership Firm). or (c) Photocopy of the Memorandum of Articles & Association (in case of Private / Public Limited Company)	
5.	Power of Attorney in favour of Sri.....to sign and submit the application (if any) / Authorisation (duly signed by all the partners in case of a partnership firm) in favour of either of the partners for signing the application for registration on behalf of the firm / partners.	
6.	Photocopy of relevant ECL Registration details (if any).	
7.	Proof of Submission of Income Tax Return for Last Year (If not available, then for the year prior to the last assessment year) Or Audited Balance Sheet of Last year (If not available, then audited balance sheet of the year preceding to the last year)	
8.	Photocopy of Permanent Account Number (PAN).	

9.	<p>Goods and Services Tax The applicant should be either GST Registered Applicant under regular scheme</p> <p style="text-align: center;">or</p> <p style="text-align: center;">GST Registered Applicant under composite scheme</p> <p style="text-align: center;">or</p> <p style="text-align: center;">GST unregistered Applicant</p> <p>The following documents depending upon the status w.r.t GST as declared by the applicant:</p> <p>a) Status: GST Registered Applicant under regular scheme Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.</p> <p>b) Status: GST Registered Applicant under composition scheme. Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.</p> <p>c) Status: GST unregistered Applicant Document: A Certificate from a practicing Chartered Accountant having membership number with institute of Chartered Accountants of India certifying that the Applicant is GST unregistered Applicant in compliance with the relevant GST rules of India. Note: CA certificate must have UDIN number.</p>	
10.	Format of Undertaking	

(Signature of Applicant)
Official Seal