



Eastern Coalfields Limited  
(A Subsidiary of Coal India Limited)  
A Government of India Undertaking  
Office of the GM(MM) Sanctoria,  
PO Dishaiganj, Dist-Burdwan, West Bengal (Pin No. 713333)



Ref. No. ECL/COAL/0000000000/134

DT 03/08/17

General Manager (MM) Sanctoria,  
Eastern Coalfields Limited,  
PO Dishaiganj, Dist-Burdwan, West Bengal (Pin No. 713333)

Reference is made to the letter from CVO regarding indenting technical  
material and placing purchase order to avoid manipulation of  
tender and splitting of tenders

The letter bearing letter no. ECL/MCO/DOO 60296/2015/859 DT.  
12.3.17 addressed to GM(M), P&P, ECL, has suggested certain measures  
to be adopted/implemented for the above subject matter which is  
being forwarded for your perusal and further needful action in this  
regard.

Yours faithfully,

*hsl*  
3/8/17

General Manager (MM) HCO

CC: GM(M) Sanctoria

CC: GM(M), CO, ECL - For his kind information.

CC: GM(M), P&P - For his kind information

CC: GM(M), ECL - For his kind information

CC: CVO, ECL - For his kind information.

CC: GM(M), ECL HQ - For his kind information.

*Gm/Vij*  
*nls*  
*6/8/17*

*live*

Draft suggestion for indenting taking approval and placing purchase order to avoid manipulation of DOP ( Delegation of Power ) and Splitting of Tender

Any items / Spares which are regularly consumed throughout the year are to be procured by following manner:

- ✓ 1. Non-availability certificate is to be taken from area store before placing indent/requirement by the unit/project authority.
- ✓ 2. Requirement is to be made by the consumer /project/mines on annual basis.
3. Requirement of all project /mines for the same item should be clubbed together for each and every item required by the all project based on the annual consumption and future requirement.
- ✓ 4. it is suggested to prepare a material budget for all projects/ mines equipment wise and model wise.
5. supply order is to be made once in a year at the beginning of financial year for the requirement of all the project /mines taken in to consideration based on their consumption pattern.
- ✓ 6. Supply / delivery of material should be made as per requirements.