



**EASTERN COALFIELDS LIMITED**

**(A Subsidiary of Coal India Limited)**

Office of the Chairman-cum-Managing Director

Sanctoria, P.O.: Dishergarh,

Dist.-Paschim Bardhman, West Bengal-713333

Materials Management Department

CIN-U10101WB1975GOI030295

Website- [www.easterncoal.nic.in](http://www.easterncoal.nic.in)

Ref: ECL/GM (MM)-HOD/2020-21/ 239

Date- 06.11.2020

To

Area General Manager,

All Area, ECL.

Sub: -System Improvement in procurement.

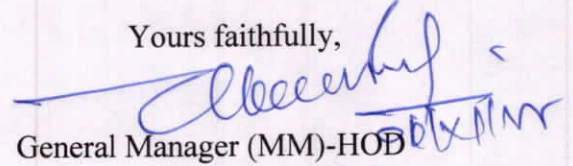
Dear Sir,

In this regard kindly refer to our earlier letter no 215 dated 05.12.2019 wherein under para-B instruction was given to publish tender's below Rs 2(Two) Lakhs in ECL website (copy enclosed). However, it is observed that this instruction regarding publication of tender in ECL website is not being followed properly, which is viewed seriously.

In view of above, you are once again requested to ensure strict compliance of letter no 215 dated 05.12.2019.

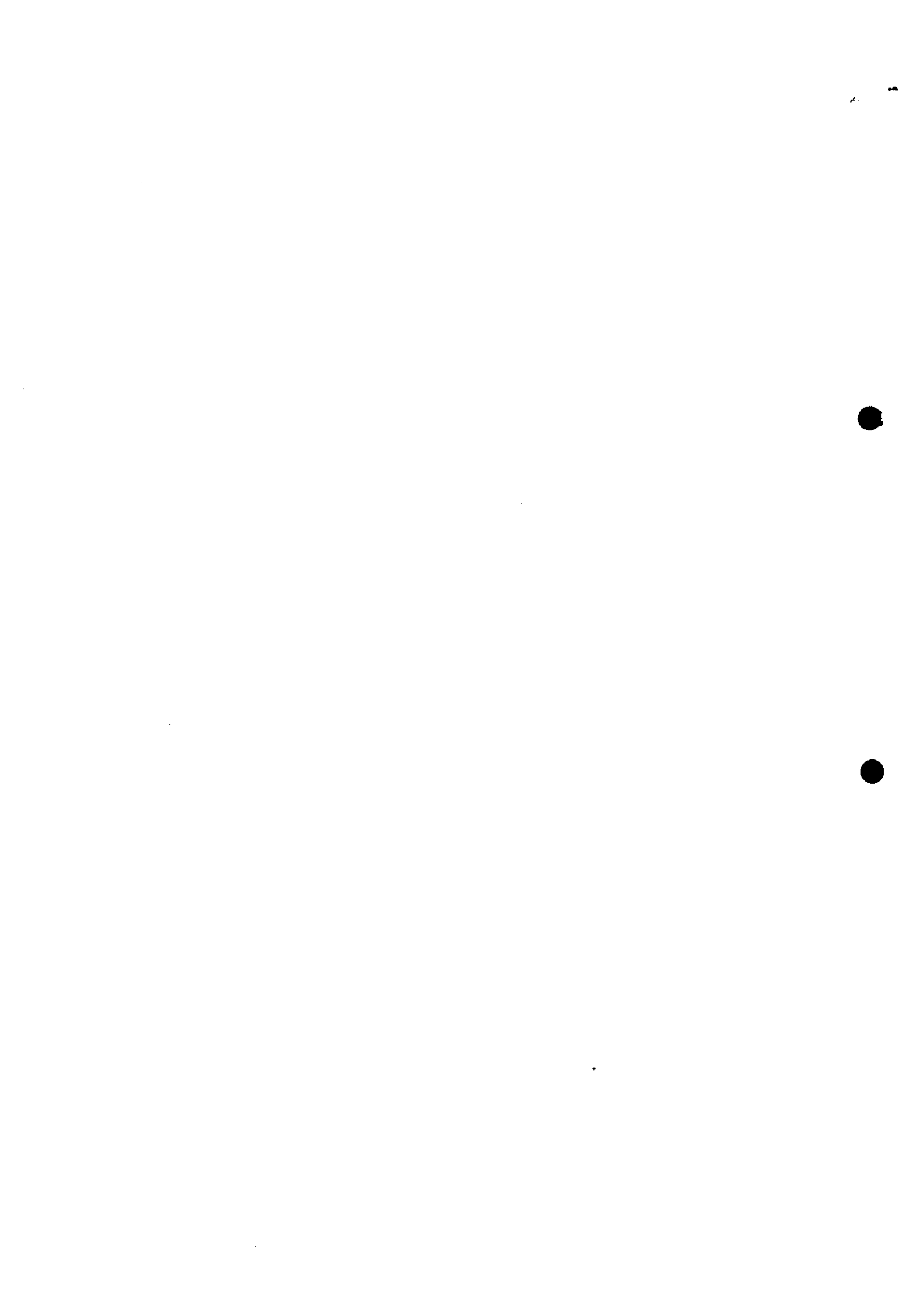
Encl. As above

Yours faithfully,

  
General Manager (MM)-HOD

Copy to-

1. Dir (T) P&P, ECL
2. Dir (T) OP, ECL
3. D(P) ECL
4. D (F) ECL
5. GM (T&MS)/TS to CMD, ECL
6. GM (Vig.) ECL
7. GM (Finance)-Incharge, ECL
8. GM(E&M)/HOD, ECL
9. Group GM (Excv.),ECL
10. GM (Safety), ECL
11. GM (System), ECL
12. GM (Civil), ECL
13. GM (CMC),ECL
14. HOD(Survey), ECL
15. HOD(Telecom),ECL
16. CMS-I/C,ECL
17. DGM (Admin), ECL
18. All officers of MM Deptt., ECL, H.Q.
19. Area MM Officers , All Area., ECL
20. GM (MM), CIL, MM Deptt., Kolkata.





**Eastern Coalfields Limited**  
(A subsidiary of Coal India Limited)  
Office of the Chairman-Cum-Managing Director  
Materials Management Department - Purchase wing

Ref: ECL/GM(MM)/PUR/System Improvement/19-20/ 215

Dated: 05/12/2019

= OFFICE ORDER =

**Sub: System Improvement in procurement.**

Ref: CVO, ECL's directive vide note dated 03.10.2019 for System Improvement in procurement of high value items and inventory control.

A. In view of the suggestion of CVO, ECL, the existing clause relating to Security deposit is altered / revised as follows as part of system improvement in procurement & incorporated in Standard NIT for procurement of goods at ECL with the approval of competent authority.

The proposed security deposit clause shall be adopted till receipt of revised approved CIL purchase manual.

NIT cl	Existing	Revised
clause 13 (b) of Annexure - 3, of Domestic NIT Single Bid System	<p>Two weeks time shall be given in the order to the successful tenderer to furnish the security deposit. In case, the firm fails to deposit the security money, the order shall be cancelled and the case shall be processed to order elsewhere and the firm's performance shall be kept recorded for future dealings with them.</p> <p>However, State/Central Govt. organization/PSUs and valid DGS&amp;D registered (for the tendered items) firm shall be exempted from submission of security deposit. Similarly, ancillary units of ECL for the tendered items shall also be exempted from depositing Security Deposit subject to submission of copy of Ancillary Certificate.</p>	<p><i>The successful bidder shall have to submit the security deposit within 21 (Twenty-one) days from the date of receipt of order. Extension of time for submission of security deposit beyond 21(Twenty-one) days and up-to 60 days from the date of receipt of the order may be given by the authority who is competent to sign the contract agreement. However, a penal interest of 12% per annum shall be charged for the delay beyond 21 (Twenty-one) days, i.e. from 22nd day after the date of receipt of the order. Further, if the 60th day happens to be a declared holiday, submission of security deposit can be accepted on the next working day.</i></p> <p><i>In all other cases, if the contractor / supplier fails to submit the requisite security deposit even after 60 days from the date of receipt of the order, the contract is liable to be terminated. In case contract is terminated the Company (ECL) shall be entitled to forfeit Earnest Money Deposit and other dues payable against that contract.</i></p> <p><i>The failed contractor / supplier shall be debarred from participating in re-tender for that work.</i></p>

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		However, State/Central Govt. organization/PSUs and valid DGS&D registered (for the tendered items) firm shall be exempted from submission of security deposit. Similarly, ancillary units of ECL for the tendered items shall also be exempted from depositing Security Deposit subject to submission of copy of Ancillary Certificate.
Clause 21 of Annexure -3 of NIT	<p><b>Payment without SDBG/PBG/ Security cum PBG:</b></p> <p>If the SDBG /PBG/Security cum PBG specified in the order is not submitted by the supplier, the bill shall be released after deduction of the amount of SDBG/PBG/Security cum PBG from the bill. On receipt and acceptance of the above documents, the deducted amount shall be released to the supplier.</p>	<i>Deleted from Standard NITs</i>

The above changes in the respective clause shall be incorporated in all the 4 Standard NITs with corresponding changes in serial numbers of NIT clauses.

B. Further to above, it is also communicated that henceforth all tenders having value less than Rs. 2 Lakhs shall be uploaded in ECL website.

All other terms and conditions of the standard NITs shall remain unaltered.

Yours Faithfully,

GM(MM)/HOD

Distribution:

1. Dir(T) OP, ECL
2. Dir(T) P&P, ECL
3. D(P), ECL
4. D (F), ECL
5. GM (T&MS)/TS to CMD, ECL
6. GM (Finance) – Incharge, ECL
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9. GM (Safety), ECL
10. GM (System), ECL
11. GM (Civil), ECL
12. GM (CMC), ECL
13. HOD (Survey), ECL
14. HOD (Telecom), ECL
15. CMS – IC, ECL
16. DGM (Admin), ECL
17. All Area GMs – with a request for implementation.
18. All officers of MM (Purchase) Dept. – for implementation in NITs.
19. Area MM Officers, All Area – for implementation in NITs.
20. GM (MM), CIL, MM Dept., Coal India Limited, Kolkata – 700156

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*5/12/19*  
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