



**Mahanadi
Coalfields
Limited**
(A Subsidiary of Coal India Limited)
A Mini Ratna Company

महानदी कोलफील्ड्स लिमिटेड
ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ
Mahanadi Coalfields Limited
(A Subsidiary of Coal India Limited)

निदेशक (तकनीकी) योजना एवं परियोजना के कार्यालय

Ref. No: MCL/SBP/HQ/D(T/P&P)/Sectt./20157 180

Date: 23rd March 2015

To,
CGMs/GMs
All Areas, MCL

Sub :- Important tips/instructions for e-Procurement portal users

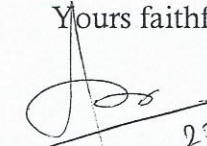
Dear Sir,

The e-Procurement system is a highly sensitive area, which calls for a very sincere and diligent effort from all the users . It has been observed that while some users are exhibiting due diligence during performing the e-Tender activities, some are lacking. It has been seen that there has been avoidable delay in processing the tenders, refund of EMD etc. The tender management process as specified in the e-Procurement Manual and Circulars are not being followed sincerely, although the e-Procurement Manual and Circulars are available in the MCL site for ready reference . Some of the important letters are also available on the e-Procurement site in the "Announcement" page.

A list of tips which will help to manage the e-tenders in a better manner, are attached at Annexure-A. Please pass necessary instructions to all concerned so that our sincere effort to make tender process highly efficient, transparent and fast should not suffer because of the callousness of few executives. In case of any difficulty in tender management, the e-Procurement Cell may be consulted.

Encl : As above

Yours faithfully,


(J.P. Singh) 23/3/2015
Director(Technical/P&P)

For kind information :

1. Chairman-cum-Managing Director, MCL

Important instructions for the e-Procurement Users

While better automation has added to the efficiency and convenience, it calls for a more sincere approach to the tender process. One has to be very careful while performing the tender jobs on e-Procurement portal and due diligence is absolutely essential. Mistakes in the tender process may lead to complications. Some important tips/instructions, which will help to manage e_Tender activities in a better manner, are indicated hereunder :

1. Forfeit of EMD:- If by mistake a wrong bid is rejected then the EMD of that Bidder will be automatically refunded. If Tender Evaluator forgets to forfeit the EMD immediately after the rejection of bid then EMD will be refunded to bidder instead of forfeiture. If EMD of some bidder is to be forfeited, the bid of the concerned bidder is to be rejected, then the EMD to be forfeited on the same day. Cancellation of the tender is to be done at the end. The detailed procedure for forfeiture has been circulated vide Circular no: 36 Dt 02.01.2014 may please be followed.
2. Financial Bid Opening & refund of EMD: After opening of Price Bid and generation of BoQ comparative chart, the bids of other than L1 Bidder and those bidders to whom counter offer may be given, should be rejected so that they may get back their EMD quickly.[Ref Circular No :86 Dated 12.08.2014]
3. Logical end to Tenders : During the by-gone years the validity of the tenders have been increased from 60 days to 100-120 days with an intention that most of the tenders should be finalised within the original validity period of the bid and all the Tenders should come to an logical end either through finalisation of Purchase/Work Order or cancellation of Tender. It is seen that there are still significant number of Tenders in pipe line, whose validity period has been expired. It is also seen that many contract have been finalised but the status are not updated in the e-Procurement portal.
4. Reasons for Cancellation of Tenders :- While cancelling the Tenders the reasons for the Cancellation should be lucidly indicated.
5. Reply to Clarifications : The Clarifications sought by bidders, which are relevant and received within the stipulated time frame should be replied in time.
6. Transfer of Users :- In the e-Procurement system every user is logically mapped to a particular location. Whenever any executive is transferred to new location, necessary changes are to be made in the system so that he/she is relocated to the new place. It is seen that some executives continue to float tenders in the new location without requesting for changes in the e-Procurement portal, as a result the Tenders are mapped to the old area/location. When necessary changes are incorporated in the system, then the user fails to access the tenders created before such changes. Hence in case of transfers a request for necessary changes is to be sent to e-Procurement cell indicating the UserId and other details.
7. Revalidation of Digital Signature Certificate : Every registered User of e-Procurement System must ensure that his/her certificate remains valid all the time. Action for revalidation should be taken at least one month before the expiry. The revalidation of DSC can be done by sending complete application form to e-Procurement Cell. New DSCs are to be registered in e-Procurement portal after revalidation of DSC,
8. Contact details in Tender : In the NIT, the contact details(Tel No, Mobile No, e-mail address) of the Tender Inviting Authorities should be conspicuously indicated.

9. Feedback regarding tenders : Sometime, if any discrepancy in any Tender comes to the notice of e-Procurement Cell, the same is immediately informed to concerned Tender Inviting Authorities by e-mail/Mobile. Even many other important information are transmitted by e-mail. Moreover event driven system generated standard e-mails are also transmitted by the portal software. Most of the urgent communication from eProcurement cell will be by e-Mail which is fast, convenient, eco-friendly and reliable. Hence all the users of the e-Procurement System must check the e-mail box regularly.
10. Update details in the profile : Each user should periodically verify the profile details and changes, if any, should be incorporated immediately. It is to be ensured that the mobile number and alternate e-mail address are correctly reflected in the profile.
11. Verification of BOQ & TPS : BOQ and TPS templates should be verified during creation by entering test data and before publishing the tender.
12. Scanning of documents in monochrome mode: The documents like AOC, summary documents which are uploaded by Tender Inviting Authorities should be scanned in monochrome/greyscale mode to reduce the size of the document.
13. Confirmatory documents : While creating a provision for upload of confirmatory documents by L1 Bidder adequate time lag between creation of requisition and start date of submission of documents by bidder should be maintained. This period may be 12-24 hours.
14. Contact details in e-mails : Whenever any e-mail is sent to this department, the contact details(Name, Designation , Mobile No, Tel No etc) of the sender should be clearly indicated. All the e-mails should be addressed to the Helpdesk(hlp-eproc.mcl@nic.in)
15. Tender ID & User-ID information : On the e-Procurement portal every Tender can be searched and identified through the TenderID and similarly the every User has a LoginID. Whenever any matter is referred to e-Procurement Cell, the relevant TenderID, UserID and BidderID apart from other relevant information, should be clearly indicated in the letter or e-mails.
16. Proactive interaction with Bidders : Since the e-Procurement is a relatively new technology, some bidders may not be conversant with our system. A bit of proactive interaction with the prospective Bidders and L1 Bidders helps a lot in quick finalisation of tenders.
17. Completion of Tender Opening process : Once the tender is opened the Bidders and others cannot view details till the tender opening process is not completed . Hence it is absolutely essential that the tender opening process should be completed on the same day.
18. Announcements in the e-Procurement Portal : All the urgent and important information related to e-Procurement portal and process are often put as Announcements on the Home page. There are General Announcements which are available to all the users(Bidders and MCL Users) and there are special announcements exclusively for Bidders and exclusively for the MCL users which can be accessed after login. Please pay special attention to these Announcements.

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