



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

Office of Project Manager(e-Procurement)
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Ref No : MCL/HQ/SBP/e-Procurement/10/ 299

Dt 18.08.2010

To

CGMs/GMs
All Areas, MCL

CGM(F)/GM(F)/GM(TC)/GM(Civil)/GM(E&M)/GM(Pur)/GM(E&T)/GM(Excv)
MCL Hq

Sub : Improvement areas in e-Procurement process in MCL

Dear Sir,

During the by-gone days more than 1200 tenders have been floated in the e-Procurement Portal. Many Tenders have also been successfully finalized on this portal. It became possible because of your support and co-operation.


Based on the experience till date the following points have been identified which may be looked into and taken care of :

1. There are regular improvements in the portal software and Excel templates. Hence the Tender Creators may be advised to use latest BOQ and TPS templates downloaded from the site.
2. The contact details of the Tender inviting authority like Telephone No, FAX No, e-Mail Addresses, Mobile No etc should be clearly indicated in the NIT.
3. The formula in the TPS and BOQ should be properly verified and both the sheets should be protected before uploading.
4. The clarifications sought by the bidders should be promptly replied.
5. Kindly refer to letter bearing Ref No : MCL/HQ/COMP/10-11/1572 Dt 09.07.10 from GM(Systems), MCL regarding use of e-mails from CIL and NIC in the e-Procurement portal. The users of e-Procurement portal who are not having e-mail account from NIC or CIL may obtain the same from GM(Systems) and they should incorporate this e-mail as alternative e-mail address by editing their profile and this e-mail should be made the default e-mail address by clicking appropriate check box.
6. All the users should periodically update their profile in the e-Procurement site and clearly indicate the Tel No, Mobile No, alternative e-mail addresses(if any).
7. The users of Area while editing their profile must ensure that the subdivision is properly selected before accepting the edited profile.

The suggestions for further improvement of the system based on your experience and are invited by 26.08.2010. Thereafter, the matter will further discussed with concerned HODs to finalise the issues.

Thanking you.

Yours faithfully,


18.08.2010.

(S.K.Bhanja)

Project Mgr(e-Procurement)

Copy for kind information to D(T/P&P)