



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/2011/ 540

Dt 28.03.2011

To

CGMs/GMs
SO(C)/SO(E&M)/SO(M)/SO(MM)/APM/SO(Surv)
All Areas
GM(Civil)/GM(E&M)/GM(MM)/GM(TC)/GM(CMC)/GM(E&T)
DyGM(Systems)/Dy.GM(Adm/MP) MCL HQ

Sub:- e-Procurement of Works , Services and Goods

By FAX/e-Mail


Dear Sir,

This is to convey our thanks while acknowledging the fact that with your active support the e-Procurement System is running smoothly and successfully. MCL and Bidders have been greatly benefited from this new web-based system of e-Procurement. It has been our constant endeavor to bring about improvements in the system and remove the shortcomings in the system. In this regard the following points may please be noted and appropriate action may be taken at your earliest convenience.

1. Tenders are said to be logically concluded in our site in case of any of the following events:
 - a. Work Order/Purchase Order is issued against the Tender and the same is uploaded in the site under AOC module.
 - b. Tender is cancelled due to any reason and the corrigendum is issued online in this regard.It has been seen that many Tenders are live and neither Work order/Purchase Orders are placed nor cancelled for quite some time. Sometime the Tenders have been cancelled off-line and retendered but original tenders have not been cancelled in the site through corrigendum. It has also been seen that Work Order/Purchase Orders placed against the Tender are not uploaded in the site in time. It is relevant to mention here that periodically reports are sent to various external agencies including CVC. In such a scenario the statistics will not present a correct picture. It is absolutely essential that the WO/PO should be uploaded in the site in time. You are requested to ensure that all the Purchase Orders/Work Orders/Corrigendum for cancellation of tender are uploaded in site by 31.03.2011.
2. It has been observed that in some cases the Clarifications sought by Bidders are not replied in time as a result the Bidders are facing difficulties and expressing their resentment. The Tender Inviting Authorities should verify regularly the clarifications sought by the Bidders and those should be replied within the time frame stipulated in the Tender. It is also suggested that the Telephone number of Tender Inviting authority should also be indicated in the appropriate Text Box meant for indicating the Address of Tender Inviting Authority in Work Item Details while creating the Tenders online.
3. While creating Tenders the latest GTE Templates should be used. Kindly refer to this office letter No : MCL/HQ/e-Procurement/2010/371 Dt 18.11.2011 for further details.
4. The Last Date of Submission of Bids should preferably be avoided on Sunday, Saturday or Holidays as the bidders may not get proper helpdesk facility on these days.
5. Those officers and staffs who are involved e-Procurement, should be adequately trained in MS Excel. They should have convenient access to PC, Broadband connection, Printer and Scanner etc.

Thanking you.

Yours faithfully


28.3.2011
(S.K.Bhanja)

Project Manager(e-Procurement)

For kind information :

D(T/P&P)