

उप महाप्रबन्धक (ई-प्रोक्योरमेंट)

पत्रांक: मकोलि/सम्बलपुर/ई-प्रोक्योरमेंट /2015/ 206

दिनांक : 04.06.2015

सेवा में,

मुख्य महाप्रबन्धक/ महाप्रबन्धक (क्षेत्रों के) (जग.क्षेत्र/ भरतपुर क्षेत्र/ लिंगराज. क्षेत्र/हि. क्षेत्र/ताल. क्षेत्र/कानिहा क्षेत्र/केन्द्रीय कार्यशाला ताल./ ने.श.के.अस्पताल /ईब क्षेत्र/ओरिएंट क्षेत्र/लखनपुर क्षेत्र/ केन्द्रीय कार्यशाला ईब/बसुन्धरा गर्जनबहाल क्षेत्र)

मुख्य महाप्रबन्धक/महाप्रबन्धक (मुख्यालय के)(सुरक्षा व बचाव/सिविल/वि. व यां./सामग्री प्रबन्धन/तकनीकी समन्वयन /ई.व दू./प्रशासन/ कल्याण/उत्खनन/पर्यावरण/गुणवत्ता नियंत्रण/ प्रणाली)/ एवं जन सम्पर्क अधिकारी

To

The CGMs/GMs of Areas(JA/LA/HA/BA/TA/KA/CWS TAL/NSCH/IBA/OA/LKPA/CWS IB/BGA)

CGM & GMs of Hqrts. (Safety & Rescue /Civil/MM/E&M/E&T/Admin/Welfare/TC/Excav/Env / QC/ Systems) and PRO

विषय :- महानदी कोलफिल्ड्स लिमिटेड की ई-प्रोक्योरमेंट संहिता में संशोधन

Sub: - Amendments to e-Procurement Manual of Mahanadi Coalfields Limited

प्रिय महोदय,

दिनांक 20.05.2015 को हुई महानदी कोलफिल्ड्स लिमिटेड की 167 वीं बैठक में ई-प्रोक्योरमेंट संहिता में अधोलिखित संशोधन पारित किए गए हैं:

Dear Sir,

MCL Board has approved the following modifications during its 167th meeting on 20.05.2015:

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| Reference | Existing Clause | Modified Clause |
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| Clause No 3 b of Chapter-I | <p>3. SCOPE :- The e-Procurement system will cover the following :</p> <p>a. All the Open and Limited Open (Open tender for all the eligible bidders with intimation to some short listed vendors) tenders having Estimated/Indent Value of Rs. 2.00 lakhs and above. This threshold limit may be reduced further by CMD, MCL, once the system of e-Procurement is stabilized.</p> <p>b. Limited tenders for Estimated/Indent value of Rs 2 lakhs and above can also be floated through e-Procurement after implementing the vendor/contractor registration in different categories in compliance with CVC Office Order No. 43/7/04 dated 02.07.04 and its subsequent guidelines on this matter, if any.</p> <p>Note : Procurement of proprietary item through Single Enquiry will not be covered under e-Procurement.</p> | <p>3. SCOPE :- The e-Procurement system will cover the following :</p> <p>a. All the Open and Limited Open (Open tender for all the eligible bidders with intimation to some short listed vendors) tenders having Estimated/Indent Value of Rs. 2.00 lakhs and above. This threshold limit may be reduced further by CMD, MCL, as per requirement.</p> <p>b. All Limited tenders for Estimated/Indent value of Rs 2 lakhs and above. It shall require the implementation of the vendor/contractor registration in different categories in compliance with CVC Office Order No. 43/7/04 dated 02.07.04 and its subsequent guidelines on this matter, if any. However, Limited Tender Enquiries to identified OEM/OES/OPM/Ancillary Units/MSME firms may be issued as per the CIL/MCL policy for procurement of spare parts.</p> <p>c. All Single Tender Enquiries for Estimated / Indent value of Rs 2 lakhs and above.</p> |

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| <p>Clause No 5.2 of Part I of of Chapter-II and Chapter-III</p> | <p>Tender will be opened on the pre-scheduled date irrespective of the number of bids received. Even in case of receipt of single bid, there will be no extension of bid submission date and single bid is to be opened for evaluation</p> | <p>If number of bids received online is found to be less than three then the following critical dates of the Tender will be extended initially for a period of two days ending at 17.00 hrs and if the number of bids still remains less than three then for another five days ending at 17.00 hrs:</p> <ul style="list-style-type: none">• Last date of submission of Bid• Last date of receipt of EMD• Date of opening of Tender <p>If any of the above extended Dates falls on Holiday i.e. a Non Working day as defined in the e-Procurement Portal then the same is to be rescheduled to the next working day.</p> <p>This extension will be also applicable in case of receipt of zero bid.</p> <p>The NIT stipulations regarding the validity of the Bank Guarantee towards EMD should be enough to cover such period of extension. It shall be computed as follows:</p> <p>Original End date of Submission of Tender + Bid validity Period + 60 days</p> <p>Notes :</p> <ol style="list-style-type: none">1. Extension of the aforesaid dates is technically possible after the scheduled "Last Date of Submission of Bid" and before the scheduled "Date of opening of Tender.2. Bidders will have right to modify/withdraw their bids during extended period of submission of Bids.3. The validity period of tender should be |
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| | | <p>decided based on the final end date of submission of bids.</p> <p>4. The auto extension shall work on the basis of number of bids received only. (It may so happen that any of these bids may be eventually rejected during Tender Opening, Technical evaluation or further process of evaluation resulting the total number of valid bids becoming less than three.)</p> <p>5. After two extensions the tender shall be opened irrespective of available number of bids on the extended date of opening of tender.</p> <p>6. The above process of extension of due dates should preferably be automated and this extension of due dates of tenders will be implemented only when the portal software is suitably modified for effecting such automatic extension of due dates.</p> <p>Note: Till the automated system of extension is not developed and implemented, this clause shall remain unaltered.</p> |
| <p>Second Para of Clause No-3 of Part I of Chapter II</p> | <p>Second Para of Clause 3: Extension of the end date of bid submission can be done only in cases where there is no provision of acceptance of Bank Guarantee (BG) against EMD.</p> | <p>Deleted</p> <p>Note: Till the automated system of extension is not developed and implemented, this clause shall remain unaltered.</p> |
| <p>Clause 1.9</p> | <p>Start date & End date of Bid submission: The bid submission will start from the next day of e-publication of NIT, but if there is a pre-bid meeting, bid submission will start on the next day of pre-bid meeting. For online submission of bid the bidders should get minimum 15</p> | <p>Start date & End date of Bid submission: The bid submission will start from the next day of e-publication of NIT, but if there is a pre-bid meeting, bid submission will start on the next day of pre-bid meeting. For online submission of bid the bidders should get minimum 15 (fifteen) days time (15x24 hours) for the tenders having Indent value of Rs.50 lakhs & above and minimum 10 days time</p> |

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| | <p>(fifteen) days time (15x24 hours) for the tenders having Indent value of Rs.50 lakhs & above and minimum 10 days time (10x24 hours) for the tenders having Indent value of less than Rs.50 Lakhs. For the Global tenders this period will be minimum 30 days (30x24 hours).</p> | <p>(10x24 hours) for the tenders having Indent value of less than Rs.50 Lakhs. For the Global tenders this period will be minimum 30 days (30x24 hours). For the Single Tender Enquiries this period will be minimum of 7 days(7 X 24 Hours).”</p> | | | | | | |
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| <p>Fifth Para of Clause No- 3 of Part I of Chapter II</p> | <p>Fifth Para of Clause 3 : Tender Inviting Authority (HoD of the tender inviting department) will be empowered to extend the end date of bid submission. This extension should be for a minimum period of 7 (seven) days and for a maximum period of 15 (fifteen) days. Extension of Bid Submission End date for a period more than 15 days and upto 30 days will require approval of concerned Director and extension more than 30 days will require approval of CMD, MCL.</p> | <p>In case of extension of Bid Submission, the minimum period of extension shall be of seven days. The maximum extension of period shall be limited as follows:</p> <table border="1" data-bbox="843 993 1448 1353"> <thead> <tr> <th>With the approval of</th> <th>Maximum Extension w.e.f original end date of bid submission</th> </tr> </thead> <tbody> <tr> <td>Tender Inviting Authority</td> <td>7 to 15 days</td> </tr> <tr> <td>Concerned Director</td> <td>Up to 30 days</td> </tr> </tbody> </table> <p>However, in exceptional situations in case of any disruption of service in eProcurement portal infrastructure or EMD payment infrastructure, for a considerable period, an extension of end date of Bid submission for a period of 24 to 48 hours may be done after normal resumption of services. Bid opening date will correspondingly be extended. This extension shall be effected by Application Administrator or by the Portal Service Provider for all the tenders which are affected or likely to be affected due to such disruption of services/infrastructure</p> | With the approval of | Maximum Extension w.e.f original end date of bid submission | Tender Inviting Authority | 7 to 15 days | Concerned Director | Up to 30 days |
| With the approval of | Maximum Extension w.e.f original end date of bid submission | | | | | | | |
| Tender Inviting Authority | 7 to 15 days | | | | | | | |
| Concerned Director | Up to 30 days | | | | | | | |

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| <p>Clause No 5.11 of PART I of Chapter II and III</p> <p>(only relevant portion of the clauses have been depicted)</p> | <p>Submission of Documents by L-1 Bidder (Confirmatory Documents) :After opening of Price-bid, The bidder will upload the scanned copy of self certified and attested by notary public of all the specified documents in support of the information/ declarations furnished by them on-line within the specified period of 7 days.</p> <p>..... The bidder will upload the scanned copy of self certified and attested by notary public of those specified documents within the specified period of 7 days.</p> <p>..... any cognizance in the evaluation of tender.</p> | <p>Submission of Documents by L-1 Bidder (Confirmatory Documents) :After opening of Price-bid, The bidder will upload the scanned copy of all the specified documents attested by notary public in support of the information/ declarations furnished by them on-line within the specified period of 7 days.</p> <p>..... The bidder will upload the scanned copy of all the specified documents attested by notary public in support of the information/ declarations furnished by them on-line within the specified period of 7 days.</p> <p>..... any cognizance in the evaluation of tender.</p> |
| <p>Clause no A(1)(a) and A(2)(a) of Part II of Chapter II (Relevant Portion has been shown)</p> | <p>The cost of executed works shall be given a weightage to bring them at current price level by adding 5% for each completed year (total number of days/365) after the end date of experience till one year before the last day of month previous to one in which e-Tender has been invited.</p> <p>The system shall calculate the value of each qualifying experience by multiplying the value with the % share of experience and adding 5% for each completed year (total No. of days/365) after the end date of experience of work till one year</p> | <p>The cost of executed works shall be given a simple weightage to bring them at current price level by adding 5% for each completed year (total number of days/365) after the end date of experience till the last day of month previous to one in which e-Tender has been invited.</p> <p>The system shall calculate the value of each qualifying experience by multiplying the value with the % share of experience and adding 5% for each completed year (total No. of days/365) after the end date of experience of work till the last date of month previous to one in which the NIT has been published on e-Procurement portal.</p> |

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| | before the last date of month previous to one in which the NIT has been published on e-Procurement portal. | |
| Clause no A(2)(b) of Part II of Chapter II (Relevant Portion has been shown) | The system shall calculate the average of the financial turnover of 3 years furnished by the bidder with updation of 5% for the second year and 10% for the third year on simple rate. No updation will be made for the first year. | The system shall calculate the average of the financial turnover of 3 years furnished by the bidder by adding 5% for each completed year (total number of days/365) after the end of respective Financial Year (i.e. 31 st March) till the last day of month previous to one in which e-Tender has been invited. |
| Clause no A(2)(c) of Part II of Chapter II (Relevant Portion has been shown) | BID CAPACITY :- The system of determination of bid assessment capacity as given below will be used only in case of works of estimated value of Rs.1.00 Crore and above i. Turnover certificate the NIT. | DELETED |
| Clause no A(2)(e) of Part II of Chapter II (Relevant Portion has been shown) | VAT/SALES TAX REGISTRATION ON WORKS CONTRACT :- The bidder should possess a VAT/ Sales Tax registration on works contract issued by Sales tax Department of any Indian State.Sales Tax Registration Certificate | VAT/Sales Tax Registration on Works Contract (Applicable for Works Contract): The bidder should possess a VAT/ Sales Tax Registration on works contract issued by Sales Tax department of any Indian State/UT. Sales Tax Registration Certificate |
| Proposed to be Added as Clause no A(2)(f) of Part II of Chapter II | No existing Clause | Service Tax (Not Applicable for Exempted Services) The bidder should be either a Small Service Provider and exempted for service tax registration and/or exempted from payment of service tax but |

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| | | <p>a Body Corporate</p> <p>OR</p> <p>Small Service Provider and exempted for service tax registration and/or exempted from payment of service tax but not a Body Corporate</p> <p>OR</p> <p>A Body Corporate</p> <p>OR</p> <p>Other than above three categories</p> <p><u>In respect of the above eligibility criteria the bidder is required to furnish the following information online:</u></p> <p>i). Confirmation in the form of Yes/No regarding possessing of required document as enlisted in NIT with respect to Service Tax status of the bidder.</p> <p>Scanned copy of documents, attested by Notary Public to be uploaded by L-1 bidder in support of information/ declaration furnished online by the bidder against Eligibility Criteria as Confirmatory Document</p> <p>Any one of the following documents depending upon the status w.r.to Service Tax as declared by Bidder in the BOQ sheet:</p> <p>a). Status : Small Service Provider and exempted from Service Tax Registration and/or exempted from payment of Service Tax but a Body Corporate : Document:</p> <ol style="list-style-type: none">1. A Certificate from a practicing Chartered Accountant having a membership number that the bidder is a Small Service Provider and exempted for Service Tax Registration and/or exempted from payment of Service Tax and2. The Certificate of Incorporation <p>b). Status : Small Service Provider and exempted from Service Tax Registration and/or exempted from payment of Service Tax but not a Body</p> |
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| | | <p>Corporate:</p> <p>Document: A Certificate from a practicing Chartered Accountant having membership number that the bidder is a Small Service Provider and exempted for Service Tax Registration and/or exempted from payment of Service Tax.</p> <p>c) Status : A Body Corporate:</p> <p>Document: Service Tax Registration Certificate issued by Central Excise and Custom Department, Govt. of India.</p> <p>d). Status : Other than above three categories:</p> <p>Document: Service Tax Registration Certificate issued by Central Excise and Custom Department, Govt. of India.</p> <p><i>[In case of JV a Certificate from a practicing Chartered Accountant having membership number confirming the status of JV w.r.to Service Tax]</i></p> |
| Wherever this phrase is available in the Manual including the checklists for confirmatory documents | Scanned copy of documents (self certified and attested by Notary Public) to be uploaded by L-1 bidder in support of information/ declaration furnished online by the bidder against Eligibility Criteria (CONFIRMATORY DOCUMENT) | Scanned copy of documents, attested by Notary Public to be uploaded by L-1 bidder in support of information/ declaration furnished online by the bidder against Eligibility Criteria as Confirmatory Document |

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| <p>Clause no 7 A of Chapter I (Relevant Portion has been shown)</p> | <p>That all the information being submitted by me/us is genuine, authentic, true and valid on the date of submission of tender and if any information is found to be false at any stage of tendering or contract period I/We will be liable to the following penal actions apart from other penal actions prescribed elsewhere in the tender document</p> <p>a. Cancellation of my/our bid/contract (as the case may be)</p> <p>b. Forfeiture of EMD</p> <p>c. Debarring for a period of one year from participating in all other future tenders in MCL.</p> | <p>That all the information being submitted by me/us is genuine, authentic, true and valid on the date of submission of tender and if any information is found to be false at any stage of tendering or contract period I/we will be liable for the following penal actions apart from other penal actions prescribed elsewhere in the the Tender document.</p> <p>a. Cancellation of my/our bid/contract (as the case may be).</p> <p>b. Forfeiture of EMD(If available)</p> <p>c. If the tender is cancelled and retendered, I/we shall be debarred from participating in such first retender.</p> <p>d. If such acts are repeated under the same Tender Inviting Authority within a span of one year then I/we may be debarred for a minimum period of one year from participating in all other future tenders in MCL.”</p> |
| <p>To add as a Note in Clause A1 and Clause A2 of Chapter II</p> | <p>Not Existing</p> | <p>In case the work/service is awarded to a Joint Venture participating in the tender they have to submit VAT, PAN and Service Tax registration (as applicable in the tender and for the bidder status) on the name of the Joint Venture after Award of Work/Service at the time of execution of agreement/ before the payment of first running on account bill</p> |

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| To add as third para in Clause 8 of Chapter I | Not existing | The Turnkey Tenders shall be dealt as per "Works" tenders with two part system and customized NITs shall be made by user department as per need. If required Technical Parameter sheets (TPS) can be used additionally for these tenders. TPS can also be used in any other works or service tender as per specific requirement of the tender with the approval of competent authority as per clause 8 of Chapter I of Manual of e-Procurement of MCL. |
| General: The Corresponding changes as indicated above are also to be incorporated in the Checklists/Manual and elsewhere in the manual in accordance with the proposed changes | | |

These amendments are applicable w.e.f. 15.06.2015 as it will require change in standard NIT conditions. The HoDs of HQ have to take necessary action for modifying the standard NITs as per Cl 8 of Chapter I of eProcurement Manual and to circulate to all concerned including Areas for implementation.

The modified manual of eProcurement incorporating the above changes shall be uploaded on the MCL's website very shortly

ये संशोधन दिनांक 15.06.2015 से लागू होंगे। इन संशोधनों को लागू करने के लिए मानक निविदा पत्रों में बदलाव की आवश्यकता होगी। ई-प्रोक्योरमेंट संहिता के अध्याय एक के उपबंध 8 के अनुसार मानक निविदा पत्रों को संशोधित करने व इसे लागू करने के लिए सभी संबंधित पक्षों व क्षेत्रों को प्रसारित करने के लिए के लिए मुख्यालय के विभागाध्यक्षों को आवश्यक कार्रवाई करने की आवश्यकता है।

उपर्युक्त संशोधनों के साथ संशोधित ई-प्रोक्योरमेंट संहिता बहुत जल्द ही एमसीएल की वेबसाइट पर उपलब्ध कराई जाएगी

भवदीय
शुभम 4.6.2015
(शुभांशु भज)

उप महाप्रबंधक (ई-प्रोक्योरमेंट)

सूचनार्थ प्रेषित :

1. निदेशक(तक./संचा.)/मुख्य सतर्कता अधिकारी /निदेशक(वित्त),/निदेशक(तक./यो. व परि.)/निदेशक(कार्मिक), मकोलि
2. निदेशक (तक./ परि) सी एम पी डी आइ एल , गोंडवाना प्लेस , कांके रोड राँची
3. अ.सह प्र.निदे. के तक. सचिव
4. महाप्रबंधक (वित्त)
5. महाप्रबंधक (प्र.प्रशि.सं. व राजभाषा)
6. मुख्य कार्यकारी अधिकारी -एम एन एच शक्ति / एम जे एस जे
7. महाप्रबंधक,प्रणाली (वेब साइट पर प्रकाशित करने के अनुरोध के साथ),
8. कंपनी सचिव, म को लि