



MCL

उप महाप्रबन्धक (ई-प्रोक्योरमेंट)

पत्रांक: मकोलि/सम्बलपुर/ई-प्रोक्योरमेंट /2015/ 263

दिनांक : 29.10.2015

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/सियरमल क्षेत्र)

मुख्य महाप्रबन्धक/महाप्रबन्धक (मुख्यालय के)(सुरक्षा व बचाव/सिविल/वि. व यां./सामग्री प्रबन्धन/तकनीकी समन्वयन/ सं.प्र.प्र. /ई.व दू./प्रशासन/ कल्याण/उत्खनन/ पर्यावरण/गुणवत्ता नियंत्रण/वासरी/ 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/ Basu A /SA)

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

Subject: Standard Operating Procedure for Withdrawal of Bid

विषय: बोली की वापसी के लिए मानक संचालन प्रक्रिया

Dear Sir,

The Standard Operating Procedure (SOP) for withdrawal of bid in e-Procurement is enclosed herewith. This process is approved by competent authority for implementation in all future tendering processes. This will be treated as Clause 14 of Chapter I of the e-Procurement Manual of MCL. The HoDs of user departments at MCL Hqrts are requested to add a suitable clause in all the standard NITs accordingly and to circulate the same for implementation.

महाशय,

ई-प्रोक्योरमेंट के अंतर्गत आमंत्रित निविदाओं के संदर्भ में बोली की वापसी के लिए मानक संचालन प्रक्रिया (एस.ओ.पी.) इस पत्र के साथ संलग्न है. यह प्रक्रिया भविष्य की सभी निविदा प्रक्रियाओं में इस्तेमाल के लिए सक्षम प्राधिकारी के अनुमोदन से जारी की

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जाती है. यह प्रावधान म को लि की ई-प्रोक्चोरमेंट संहिता के अध्याय एक का बंध संख्या 14 माना जाएगा. म को लि मुख्यालय के सभी संबंधित विभागाध्यक्षों से अनुरोध किया जाता है कि सभी मानक निविदा पत्रों में इस संबंध में उपयुक्त बंध शामिल कर उसे कार्यावयन हेतु परिचालित करें.

This is to be implemented with immediate effect.
उपर्युक्त परिपत्र तत्काल प्रभाव से लागू है.

Encls: As above
संलग्न: यथोपरी

भवदीय
शुभांशु अंज
29.10.2015
(शुभांशु अंज)

उप महाप्रबंधक(ई-प्रोक्चोरमेंट)

<https://mcltenders.gov.in> पर भी यह परिपत्र प्रकाशित किया जा रहा है.
Being published on <https://mcltenders.gov.in> also.

सूचनार्थ प्रेषित :

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

Standard Operative Procedure (SOP) for managing the cases of Withdrawal of Bids in e-Procurement System of MCL

1. The Mode of Withdrawal:

A. Online Withdrawal of Bids:

- i. The system of online withdrawal is available on the portal up to end date of submission, where any bidder can withdraw his/her bid which will attract no penal action from department side.
- ii. The system of online withdrawal beyond end date of submission and till award of contract is also available but not fully functional and under development. Once it is developed and implemented only online withdrawal shall be considered except for some exceptional cases as mentioned in clause below.

B. Offline Withdrawal of Bids :

- i. A partner of bidder (in case of JV and partnership firms) whose DSC is registered on the e-Procurement portal can access the portal for online withdrawal but when there is a split in the business relationship, the partners whose DSC is not registered on the portal do not have the option of online withdrawal of bid. Hence such partners may opt to use offline method of withdrawal of his/her offer (or express his disassociation from the bidder organization).
- ii. Till a fully functional system of online withdrawal of bid (beyond end date of submission and till award of contract) is not developed and implemented offline withdrawal shall also be considered.

2. Acceptance of withdrawal by Tender Committee:

- A. Every case of withdrawal under Clause 1 (A)(ii) and Clause 1(B) shall be put up to Tender Committee for deliberation and further course of action.
- B. The Tender Committee shall apply its due diligence to decide:

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- i. Whether the request for withdrawal of offer has been received from right source and authentic. For this purpose a letter is to be sent by registered post/speed post to the bidder on the address as given by him in the enrollment page of e-Procurement portal, allowing 10 days time to confirm the withdrawal. If the bidder does not confirm the withdrawal within the stipulated period then it should be construed that there is no withdrawal of bid. In case the withdrawal/disassociation from the firm (Joint Venture or Partnership firm) has been submitted by any other partner then also the confirmation has to be sought from the bidder and if bidder wants to deny the withdrawal/disassociation from the JV or the partnership firm then the bidder shall be required to furnish a legally acceptable document signed by all the partners of the firm to substantiate his claim.
 - ii. Whether the withdrawal is due to the reason other than to support any mala fide intention of any participating bidder such as participating or supporting a cartel formation etc.
 - iii. If the mala fide intentions in the withdrawal are apprehended then the tender should be cancelled apart from other penal action as per e-Procurement Manual of MCL and other guidelines/manuals of MCL/CIL.
 - iv. If no mala fide intentions in the withdrawal are apprehended then the penal action in line with the prescriptions of the e-Procurement Manual of MCL will be applicable.
 - v. The Tender Committee may also obtain the opinion of legal department in order to ascertain the legal course of action in case of Clause 2(B)(ii) & 2(B)(iii) above.
3. The SOP shall be a part of e-Procurement Manual and the NIT documents shall be framed in line with the SOP

(This will be treated as Clause no 14 of Chapter I of Manual of e-Procurement of MCL)



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