

| | | |
|---|---|--|
| <p>महानदी कोलफील्ड्स लिमिटेड महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited)</p> | <p>G2  भारत 2023 INDIA महा प्रबंधक (सिविल) के कार्यालय Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist: Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 e-mail: mcl.civil@gmail.com cgm-civil.mcl@coalindia.in</p> | <p> MCL MAHANADI COALFIELDS LTD.</p> |
| <p>क्रमांक : एम.सी.एल/संबलपुर/सिविल/22-23/ 874</p> | | <p>दिनांक 07.01.2023</p> |

सेवा में,

सभी क्षेत्र के महाप्रबंधक,

जगन्नाथ/ तालचेर/लिंगराज /भरतपुर/हिंगुला एवं कनिहा क्षेत्र ।

लखनपुर/ओरिएंट/ईव वैली/वसुंधारा क्षेत्र/ केन्द्रिय कर्मशाला, तालचेर & केन्द्रिय कर्मशाला, ईव एवं एन.एस.सी.एच, तालचेर

विषय : **STANDARD OPERATING PROCEDURE (S.O.P.) FOR processing of REVISED ESTIMATES (R.E.) AND REVISED ESTIMATES (R.E.) ALONG WITH FINAL TIME EXTENSION (F.T.E.) for Civil Engineering Works.**

महोदय,

It is observed that there is inordinate delay in the finalization of some of the contracts. Hence, for the timely finalization of contracts, a committee was constituted for System improvement in processing of REVISED ESTIMATE (R.E.)/FTE files. As per the suggestions given by the committee, following STANDARD OPERATING PROCEDURE (S.O.P.) for processing of REVISED ESTIMATES (R.E.) AND REVISED ESTIMATES (R.E.) ALONG WITH FINAL TIME EXTENSION (F.T.E.) is to be followed in all the future cases.

- As per provision in Modified Manual for Civil Engineering Works 2015, the Revised Estimate shall be submitted within 3 (three) months of completion of works by the project. For timely closure of contracts, processing of Revised Estimate within time frame is necessary. As such, all the Revised Estimate (R.E.) cases along with Final Extension of Time (F.T.E.) as applicable shall be processed within 3 (three) months of completion of works.
- A checklist covering all the details required for scrutiny of the proposal for revised estimate (R.E.) is placed below in a table format. Due care be taken that all the fields are filled up properly with the required data for proper scrutiny of the proposal. Besides, the documents to be attached with R.E. proposal are also given at the end of the format which is required for processing of the proposal.

| | | |
|---|-----------------------------|---------------------------------------|
| 1 | NIT No. & Date | |
| 2 | Name of the work | |
| 3 | Name of the agency | |
| 4 | LOA No. & Date | |
| 5 | Work Order No. & Date | |
| 6 | Agreement No. & Date | |
| 7 | Original Period of Contract | Days (From to)) |



| | | |
|----|---|--|
| 8 | Actual date of commencement of work | |
| 9 | Actual date of completion of work | |
| 10 | Agreement Value of the contract (In Rs.) | |
| 11 | Item rate/percentage rate tender | |
| 12 | Deviation Estimate Sanction Order No. & Date (if any) | |
| 13 | Deviation Estimate Value of the contract (In Rs.) (if applicable) | |
| 14 | Administrative approval for execution of extra items, if any & it's details | |
| 15 | Revised Estimate value of the contract along with excess/savings in value and percentage over the agreement value (In Rs.) | |
| 16 | Payment made till date (In Rs.) | |
| 17 | Budget provision for the subject work in Budget Book (FY) in case of capital works | |
| 18 | Main reasons for excess/savings in the contract against the original contract value | |
| 19 | Confirmation whether the purpose of the contract is fulfilled or not. | |
| 20 | Confirmation whether the aforesaid work is completed in all respects or not. | |
| 21 | Confirmation regarding items omitted are no longer required. | |
| 22 | Declaration regarding no pecuniary benefit has been extended to the contractor. | |
| 23 | Sanction Order No. & Date for foreclosure or termination of the contract (if applicable), if approved at Area level as per DoP. | |
| 24 | Sanction order of GST amendment of the work, if applicable. | |
| 25 | Detailed deliberation of the approval being sought in the proposal | |
| 26 | Tender Approving Authority of the work. | |
| 27 | Approving authority of the proposal as per prevalent DOP | |

Certificates/Documents to be attached in the Revised Estimates proposal:

- Statement showing items executed in excess of 10% over the agreement quantity.
- Statement showing items executed in savings of 10% over the agreement quantity.
- Statement in regards to ALR/AHR item with proper deliberation as per CEM i.e below plinth level/ above plinth level and their percentage excess / saving as per execution with justification.

NOTE :-

- In case of ALR & AHR items in Item Rate Tender, if there is increase in quantity of more than 25% in respect of below plinth level items and 10% in respect of above plinth level items; revision of rates is to be done as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015. Relevant documents pertaining to revision of rates to be enclosed.
- In case of Item Rate Tender, if there is savings of more than 25% in respect of ALR items below plinth level and more than 10% in respect of ALR items above plinth level, technical deliberation as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015, i.e., written consent of EIC arising out of technical necessity is to be enclosed.

[Handwritten signature]

- (d) Sanction Order(s) of Provisional Time Extension (PTE), if any.
- (e) Copy of the work order along with BOQ of the work.
- (f) Copy of the agreement of the contract.
- (g) Copy of the sanction order of the Deviation Estimate along with the approved BOQ, if any.
- (h) Copy of the sanction order of Foreclosure/Termination/Final Time Extension (FTE), if approved at Area Level.
- (i) If part of the work has been executed in Post-GST regime, then all supporting documents in respect of GST amendment of the work is to be enclosed.
- (j) Administrative approval for execution of extra items, if any, to be enclosed.
- (k) The remarks column in the RE statement must deliberate the technical reasons for excess/savings against each item in the work.

- 3) Similarly, a checklist covering all the details required for scrutiny of the proposal for Revised Estimate (R.E.) along with Final Extension of time (F.T.E.) is placed below in tabular format. Due care be taken that all the fields are filled up properly with the required data for proper scrutiny of the proposal. Besides, the documents to be attached with the proposal are also given at the end of the format which is required for processing of the proposal.

| | | |
|----|--|---------------------------------------|
| 1 | NIT No. & Date | |
| 2 | Name of the work | |
| 3 | Name of the agency | |
| 4 | LOA No. & Date | |
| 5 | Work Order No. & Date | |
| 6 | Agreement No. & Date | |
| 7 | Original Period of Contract | Days (From to)) |
| 8 | Actual date of commencement of work | |
| 9 | Actual date of completion of work | |
| 10 | Details of Provisional Time Extension taken, if any. | |
| 11 | Final Time Extension applied up to (for which approval is being sought) | |
| 12 | Agreement Value of the contract (In Rs.) | |
| 13 | Item rate/percentage rate tender | |
| 14 | Deviation Estimate Sanction Order No. & Date (if any) | |
| 15 | Deviation Estimate Value of the contract (In Rs.) (if applicable) | |
| 16 | Administrative approval for execution of extra items, if any & it details | |
| 17 | Revised Estimate value of the contract along with excess/savings in value and percentage over the agreement value (In Rs.) | |
| 18 | Payment made till date (In Rs.) | |
| 19 | Budget provision for the subject work in Budget Book (FY) in case of capital works | |
| 20 | Main reasons for excess/savings in the contract against the original contract value | |
| 21 | Confirmation whether the purpose of the contract is fulfilled or not. | |

[Handwritten signature]

| | | |
|----|---|--|
| 22 | Confirmation whether the aforesaid work is completed in all respects or not. | |
| 23 | Confirmation regarding items omitted is no longer required. | |
| 24 | Declaration regarding no pecuniary benefit has been extended to the contractor. | |
| 25 | Sanction Order No. & Date for foreclosure or termination of the contract (if applicable), if approved at Area level as per DoP. | |
| 26 | Sanction order of GST amendment of the work, if applicable. | |
| 27 | Detailed deliberation of the approval being sought in the proposal | |
| 28 | Tender Approving Authority of the work. | |
| 29 | Approving authority of the proposal as per prevalent DOP | |

Certificates/Documents to be attached in the Revised Estimates (R.E.) with Final Extension of Time (F.T.E.) proposal:

- a. Statement showing items executed in excess of 10% over the agreement quantity.
- b. Statement showing items executed in savings of 10% over the agreement quantity.
- c. Statement in regards to ALR/AHR item with proper deliberation as per CEM i.e below plinth level/ above plinth level and their percentage excess / saving as per execution with justification.

NOTE :-

- (i) In case of ALR & AHR items in Item Rate Tender, if there is increase in quantity of more than 25% in respect of below plinth level items and 10% in respect of above plinth level items; revision of rates is to be done as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015. Relevant documents pertaining to revision of rates to be enclosed.
 - (ii) In case of Item Rate Tender, if there is savings of more than 25% in respect of ALR items below plinth level and more than 10% in respect of ALR items above plinth level, technical deliberation as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015, i.e., written consent of EIC arising out of technical necessity is to be enclosed.
- d. Sanction Order(s) of Provisional Time Extension (PTE), if any.
 - e. Final Time Extension (FTE) application by the contractor.
 - f. Copy of the work order along with BOQ of the work.
 - g. Copy of the agreement of the contract.
 - h. Copy of the sanction order of the Deviation Estimate along with the approved BOQ, if any.
 - i. Copy of the hindrance register.
 - j. Delay analysis in respect of the contract along with calculation of penalty/ liquidated damage to be levied on the contractor (as applicable).
 - k. Documents in support of major hindrances taken in the hindrance register/delay analysis.
 - l. If part of the work has been executed in Post-GST regime, then all supporting documents in respect of GST amendment of the work is to be enclosed.
 - m. Administrative approval for execution of extra items, if any.
 - n. The remarks column in the RE statement must deliberate the technical reasons for excess/savings against each item in the work.

[Handwritten signature]

Further, time being the essence of the contract, it should be ensured that the works should be completed expeditiously in a time bound manner.

This issues with the approval of competent authority and is for strict compliance.

सधन्यवाद |

Copy for kind information to:

1. DT(OP), MCL
2. DT(P&P), MCL
3. D(F), MCL

Copy to:

1. TS to CMD, MCL.
2. TS to D(T/OP), MCL
3. GM (Vigilance), MCL HQ
4. GM (F)I/c, MCL HQ
5. GM (E&M)/HOD, MCL HQ
6. GM (Civil)/Welfare & TA, MCL HQ
7. GM (Civil), MCL HQ
8. All Area SO(Civil), MCL
9. All Area AFM, MCL.
10. CM(Civil), TA I/c, MCL HQ
11. All Officers of Civil Deptt, MCL HQ

आपका विश्वस्त
(संबित पटनायक)
महाप्रबंधक(सिविल)/विभागाध्यक्ष
07.01.23