



# MCL



सिविल विभाग  
Civil Engineering Department  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

क्रमांक/एमसीएल/सिविल/24-25/1432

दिनांक: 29/11/2024

To  
The Staff Officer (Civil),  
All Areas of MCL

**Subject: Standard Format for processing of Proposals for banning/debarment of bidders and imposition of penalty.**

Dear Sir,

It has been observed that during scrutiny at HQ, many proposals are being returned multiple times for clarifications. It has been found that most of these clarifications are very general like reason for banning, penalty amount, relevant clauses etc. To ensure that the proposals are not being returned to Area for compliances of these common/basic points, a standard format is to be followed in all the future cases.

The Standard format is tabulated below :-

1	NIT No. & Date	
2	Name of the work	
3	Name of the contractor	
4	Work Order No. & Date	
5	Agreement No. & Date	
6	Agreement Value of the contract (In Rs.)	
7	EMD Amount (In Rs.)	
8	PSD Amount (In Rs.)	
9	APSD Amount (In Rs.)	
10	Original Period of Contract	..... days (from ..... to .....)
11	Actual date of commencement of work	
12	Actual Schedule date of completion of work	
13	Cancellation/Foreclosure/Termination w.e.f. date:	
14	Details of Provisional Time Extension (PTE) taken, if any	
15	Balance amount due to the contractor	
16	Payment made till date (In Rs.)	
17	Liquidated Damage (L.D.) Amount (In Rs.)	
18	Whether the L.D. has been approved or not	
19	Mode of recovery of L.D.	
20	Confirmation whether items saved/ omitted are required or not in future	
21	Whether Re-Tendering of the work will be done or the balance work shall be taken up on any other mode.	
22	Reason of cancellation of Work	

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जाग्रुति विहार, बुर्ला, संबलपुर-768020 (ओडिशा)  
HQs: At/MCL Complex, Jagruti Vihar, Burla, Sambalpur- 768020

E-mail: cgm-civil.mcl@coalindia.in;  
CIN : U10102OR1992GOI003038

वसुधैव कुटुम्बकम्

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# MCL



## ITUW TSA NEW DELHI 2024

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Civil Engineering Department  
महानदी कोल्फील्ड्स लिमिटेड  
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	Order/Foreclosure/Termination of Work with reference to clause no. of agreement for cancellation/Foreclosure/Termination.	
23	Relevant clause for Banning/Debarment of Bidder	
24	Period of Banning/Debarment of Bidder	
25	Whether principles of natural justice were followed or not (i) First Notice ref. no.: (ii) Second Notice ref. no.: Final Notice ref. no.:	
26	Sanction Order of cancellation of Work	
27	Sanction Order No. & Date for foreclosure or termination of the contract, if any	
28	Approving authority of the proposal as per prevalent DOP	

Attachment Required: –

Sl. No.	Details of Attachment	Reference of Note where it is attached
1	Copy of the Work Order alongwith BOQ of the work	
2	Copy of relevant clauses of Agreement of the contract	
3	Sanction Order for Cancellation/ Foreclosure/Termination.	
4	Letters/correspondences and copy of show cause/Final Notice	
5	Any other document related to case file	

All the information as per the above table should be included in the final recommendation of the Staff Officer (Civil) of the respective area. In case the Revised Estimate of the work is to be processed, then approval of R.E. should also be processed in the same file along with the approval of Banning.

In case of any changes in the above table, suitable changes may be made including all the information before forwarding the proposal to MCL, HQ.

Yours faithfully,

29-11-24  
GENERAL MANAGER (CIVIL/HOD)  
MCL, SAMBALPUR

Copy to.

1. GM-All Areas
2. GM (Finance/C&B), MCL HQ
4. All Officers of Civil Dept., MCL HQ

मुख्यालय: एच.सी.एल कॉम्प्लेक्स, जाग्रुति विहार, बुर्ला, संबलपुर-768020 (ओडिशा)  
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