



पत्रांक संख्या: एम.सी.एल/सम्बलपुर/वि.एवं.या/2020-21/22.69.

दिनांक...03./08/2020

सेवा में,

Through E-mail

स्टाफ अधिकारी (वि.एवं.या)

ईब्र वैलि, ओरिएंट, लखनपुर, बसुंधरा, महालक्ष्मी, सीडबल्यूएस ईब्र वैलि, भुवनेश्वर कार्यालय, जगन्नाथ, भरतपुर, तालचेर, कनिहा, हिगुला, सीडबल्यूएस तालचेर, एनएससीएच तालचेर, लिंगराज, सुभद्रा क्षेत्र, एमसीएल

विषय: Standard Operating Procedure (SOP) for hiring of vehicles through GeM

संदर्भ: (i) Letter No. MCL/SAMB/E&M/2020-21/2157, Dtd 07/07/2020

(ii) Letter no. MCL/SAMB/E&M/2020-21/2023, Dtd 08/06/2020

(ii) DPE circular No. DPE-7(4)/2007-Fin, Dtd 4th May 2020

महोदय,

With reference to above on subject matter this is to inform you that competent authority of MCL has administratively approved for Hiring of Vehicles (categories of vehicles available in GeM) through GeM Portal as per DPE guidelines. Further, the draft SOP prepared by E&M Deptt., MCL HQ for Hiring of vehicles through GeM for the categories of vehicles available under "Cab and Taxi Hiring Service" is also approved by competent authority.

The following principles have been applied for preparation of draft SOP for "Cab and Taxi Hiring Service" through GeM.

- All Guidelines of GeM which are mandatory are to be followed.
- Where there is provision in GeM to choose a particular parameter from the list, the guideline of MCL/existing Terms and conditions of Standard NIT has been considered for choosing any parameter.
- Any parameter/condition which is not specifically covered under GeM conditions but required to be included as per the guideline of MCL/existing terms and conditions of standard NIT for smooth operation of the contract, same has to be mentioned in the corrigendum subject to the acceptance of GeM authorities.

The same principle may be followed with similar SOP for other category of vehicles which will be available in GeM Portal from time to time. Since GeM is a dynamic portal, any other terms & conditions may be added from time to time by GeM authority if found suitable for the job may be taken into consideration at your end.

In view of the above, you are requested to float bids using the approved SOP for the categories of vehicles available under "Cab and Taxi Hiring Service" in GeM Portal with immediate effect. The approved SOP for Hiring of vehicles through GeM for the categories of vehicles available under "Cab and Taxi Hiring Service" is enclosed herewith for your ready reference.

It is financially concurred vide no. FD/MCL/SBP/2020-21/Rev/D-195/SOP for Hiring of Vehicles in GeM, HQ, Dt 01/08/2020.

भवदीय,

सलग्न: यथोपरि

Annexure A

महाप्रबंधक(वि.एवं.या)/विभागाध्यक्ष
एमसीएल मुख्यालय

P.T.O

महानदी कोलफील्ड्स लिमिटेड महाप्रबंधक (विद्युत एवं यान्त्रिकी) कार्यालय

महानदी कोलफील्ड्स लिमिटेड

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MCL

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दिनांक...../08/2020

प्रतिलिपि

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2. तकनीकी सचिव (निदेशक(तकनीकी/ऑपरेशन)), एम.सी.एल
3. तकनीकी सचिव (निदेशक(तकनीकी/पी एंड पी)), एम.सी.एल
4. महाप्रबंधक, ईब वैलि, ओरिएंट, लखनपुर, बसुंधरा, सियारमाल, सीडबल्यूएस ईब वैलि, भुवनेश्वर कार्यालय, जगन्नाथ, भरतपुर, तालचेर, कनिहा, हिंगुला, सीडबल्यूएस तालचेर, लिंगराज, महालक्ष्मी, सुभद्रा क्षेत्र, एमसीएल
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6. चिकित्सा सेवा प्रमुख, एनएससीएच तलचेर
7. कार्यालय कॉपी