Ref No: MINREM/BBSR/2015-16/ 19/ 684 : Date: 12.8.2015

To,

The Director (Corporate Planning)
Ed CIL (India) Limited,
Sector-16A, Plot 18A, NOIDA-201 301
Uttar Pradesh

Sub: Award of work titled “providing Consultancy services for the creation of relevant resources and infrastructure at and by MINREM required for various activities such as executive training & development, education, research and Consultancy as well as preparing a Detailed Project Report (DPR) on the proposed academic plan of MINREM as per the format as prescribed by the approving authorities (AICTE/UGC)” under three different work heads.

Ref: (1) Request for Proposal No: MINREM/BBSR/2015-16/207 dt.18.05.2015

(2) Ed CIL Proposals/offers No: (i) TA/2015/MINREM/152116 under Cover No: TA/MINREM/BD/2015/39 dt.16.06.2015 (ii) TA/2015/MINREM/152117 under Cover No: TA/MINREM/BD/2015/40 dt.16.06.2015 (iii) TA/2015/MINREM/156118 under Cover No: TA/MINREM/BD/2015/41 dt.16.06.2015

Dear Sir,

(I) With reference to the above the competent Authority is pleased to award the work titled “providing Consultancy services for the creation of relevant resources and infrastructure at and by MINREM required for various activities such as executive training & development, education, research and Consultancy as well as preparing a Detailed Project Report (DPR) on the proposed academic plan of MINREM as per the format as prescribed by the approving authorities (AICTE/UGC)”, under three work heads, which are as follows as per the offers made by Ed CIL (1) To prepare a Detailed Project Report (DPR) to make provisions in the existing Institute (MINREM) for the purpose of Training/Management Development Programs, Research & Consultancy in the field of coal, other natural resources and energy, to the Executives of MCL. The DPR shall also include the provisions as per format as prescribed by UGC/AICTE for submission to the approving authorities in case of establishing a new Institute for awarding degrees. (2) Conducting Training Need Analysis and Designing learning Modules for MCL Institute for Natural Resources and Energy Management (3) Study and Preparation of Business
Process Re-engineering (BPR) and Software Requirement Specifications (SRS) reports for ERP Platform and Providing Consultancy Services for Selection of Implementing Agencies For ERP & Establishing Virtual (e-learning) Centres of MINREM at a total value of Rs 1,29,39,000/- (one crore twenty nine lakh and thirty nine thousand) (Consultancy Service Charges along with TA/DA Rs 1,13,50,000/- and Service Tax @14%-Rs 15,89,000/-) & as per the terms and conditions laid down in the request for proposal MINREM/BBSR/2015-16/207 Dt.18.05.2015. Service Tax @14% shall be reimbursed only on production of documentary evidence.

II. Scope of Work:

1. To build a model/ conduct a study for specified Training / Learning Need Analysis of around 2000 executives (Technological and Managerial personnel) of MCL placed across various levels and functional areas.

2. To design and develop training / learning modules / programmes / courses including IT based learning material according to the training need and existing practices along with applicable pedagogy and methodology.

3. To create a relevant database of Experts/Guest Faculty/Professional Trainers/ Executive Development Coaches for the use of MINREM.

4. To list out the relevant, professionally significant, practically useful Library / E-Library resources (Books, Journals, Magazines, Manuals, handbooks, Audio-Visual aids etc.) along with procedure for subscription.

5. To select and recommend efficient as well as suitable management system/ software/ERP Module for the purpose of managing (a) Library, (b) Hospital/Hostel, (c) stores, (d) Training Programs, (e) People/HR (f) Finance & Accounts (g) General Office Administration.

6. To list out the latest, user friendly and relevant software for academic use in the computer lab as applicable to various professional areas of management as well as educational technologies needed for excellent program delivery.

7. To list out the relevant and important resources centers, professional bodies, executive development centers / accreditation bodies / laboratories, institutes / Universities situated in India and abroad with whom long-term relation / tie-up is gainful.

8. To prepare job description, and job specifications, and laying down-criteria for selection of requisite academic and non-academic personnel of MINREM such as (i)Dean(s) (ii) Faculty Members (iii) Librarian (iv) Computer Lab Technician.


10. To assess manpower requirement and designing the organizational structure for the institute.

11. To select and recommend effective virtual learning centres across the globe with
whom MINREM should initiate academic collaboration, own franchisee and develop web-connectivity along with drafting of the terms and conditions of agreement with those centres.

12. To technically scrutinize Annual Revenue Budget / Annual Expenditures.
13. To recommend for amendment (if any) to the existing Memorandum of Association along with Rules and Regulations of MINREM to meet the requirements as prescribed by the Approving Bodies like AICTE, UGC etc. for the purpose of launching recognized educational programs.
14. To provide planning and layout design of the computer lab, library, tele-presence and video conferencing room.
15. To provide Capital investment if any, in terms of infrastructure / equipment.
17. To conduct SWOT analysis of existing Institute for future predictions.
18. To suggest Procedure for joint research / joint degree programs in collaboration with best in class Indian Institutes / Universities & foreign institutes / Universities.
19. To suggest Procedure for joint research / joint degree programs in collaboration with best in class foreign institutes / Universities.
20. To prepare a DPR as per format as prescribed by UGC / AICTE for submission to the approving authorities in case of establishing a new Institute for awarding degrees. These will broadly contain

III. Date of Commencement, period of completion, & price quoted for each work are as follows:

<table>
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<tr>
<th>Sl. No</th>
<th>Name of the Proposal/offer/work</th>
<th>Date of Commencement &amp; completion (detail break up time frame)</th>
<th>Awarded Price</th>
</tr>
</thead>
</table>
| 1     | To prepare a Detailed Project Report (DPR) to make provisions in the existing Institute (MINREM) for the purpose of Training / Management Development Programs, Research & Consultancy in the field of coal, other natural resources and energy, to the Executives of MCL. The DPR shall also include the provisions as per | The Period of Contract is 20 weeks from the date of award of the Work.  
(i) Field visits will be completed within 5 weeks after receiving the award letter and advance payment.  
(ii) Presentation will be delivered after 14 weeks of field visits  
(iii) Deliverables/draft report | Rs. 45,03000 (Rs. Forty five lakhs three thousand only) |
|   | Conducting Training Need Analysis and Designing learning Modules for MCL Institute for Natural Resources and Energy Management. | The Period of Contract is **12 weeks** from the date of award of the Work.  
(i) Field visits will be completed within **7 weeks** after receiving the award letter.  
(ii) Presentation will be delivered after **3 weeks** of field visits.  
(iii) Deliverables/draft report shall be provided after **2 weeks** of field visits. | Rs. **43,54,800** (Rs. Forty three lakhs fifty four thousand eight hundred only) |
|---|---|---|---|
| 2 | | The BPR report and SRS report will be submitted within **20 weeks** from the date of award of the project.  
Study visit will be completed within **16 weeks** after receiving the award letter.  
(i) Executive summary and Presentation will be made after **3 weeks** from the date of completion of site visits and meetings.  
(ii) On receipt of the feedback if any, necessary revisions will be undertaken and revised BPR and SRS reports will be submitted within 1 week from the date of receipt of comments.  
(iii) The assignment of Shortlisting | Rs. **40,81,200**( Forty lakhs eighty one thousands two hundred rupees only) |
and recommending e-learning platform developers / Implementing Agency along with preparation of the bid document for tendering will be completed within 16 weeks.

IV. Terms of Payment (uniform for all the three works)

The Payment terms shall be as below:

(i) 50% advance of the work value at the time of award of the project i.e. Rs 56,75,000/-

(ii) 30% of the work value after 1st visit by the Ed CIL team

(iii) 20% of the work value after presentation and submission of executive summary.

(iv) Draft Report will be submitted after the payment of the balance amount.

V. Paying Authority

AFM, MCL Bhubaneswar

VI. Constraints/Penal Provisions

(i) Failure to accept the original work order issued by MINREM/MCL BBSR within the period specified in the work order shall entail cancellation of the work order.

(ii) Failure to submit the Executive Summary/ Draft Report to the MINREM Team/MINREM Board/MCL Board will constrain MINREM/MCL to make payment of the balance amount.

(iii) EdCIL will not be considered for award of similar work in future in case of failure to accept the Work Order of the project and non-submission of the report.

VII. Officers In-Charge

(1) Dr. A. K. Samantaray, CEO, MINREM (2) Sri R. K. Dash, Sr. Manager (P), CLO, MINREM

VIII. Agreement & Execution

All terms and conditions, including that contained in the work order, scope of work, Terms of References (ToR), request for budgetary offer made by MINREM, and proposals submitted by Ed CIL shall form part of the agreement. A formal agreement on Non-judicial
stamp paper amounting to Rs. 100.00 shall have to be executed at the earliest. One representative may be deputed for collection of the relevant documents for preparation of agreement document. The necessary expenses in making the agreement shall be to the contractor’s/consultant’s account.

IX. Unconditional Acceptance of Award of Work

The Award of this letter is being issued to you in duplicate. You are requested to return the duplicate copy of this letter immediately after receipt, duly signed and stamped in each page as a token of your unconditional acceptance of the award.

You are requested to contact CEO, MINREM and CLO, MINREM for carrying the Consulting assignment.

This issues with the approval of Competent Authority.

Yours faithfully,

[Signature]

Chief Executive Officer
MINREM

Copy to:

1) TS to CMD/TS to D (F)/TS to D (T)(P&P)/TS to D (T)(O)/TS to D (P), MCL
2) TS to CVO, MCL /Dy. GM/HoD (Vigilance), MCL
3) Dy. GM, MCL (BBSR)/ CEO (MINREM)
4) AFM, MCL Hq. / AFM, MCL (BBSR)-This refers to the financial concurrence No: FC/MCL/SBP/15-16/CAP/C-99/BBSR/Development & others dated 4-8-2015
MANDATE FORM FOR ELECTRONIC FUND TRANSFER/INTERNET BANKING PAYMENT

TO
The Mahanadi Coalfields Limited,
Jagriti Vihar,
Burla,Sambalpur-768020.
Dear Sir,

Sub: Authorisation for release of payment due from Mahanadi Coalfields Limited, Burla through Electronic Fund Transfer/Internet Banking (SBI-NET)

Ref: Order No.............. Date........................ and/or Tender/Enquiry/Letter No.............. Date..................
(Please fill in the information in CAPITAL LETTERS, Please TICK whichever it is applicable)

1. Name of the party

2. Address of the party

   ..............................................
   ..............................................
   City................................Pin Code.............
   E-mail Id..............................................

   Permanent Account Number.........................

3. Particulars of Bank

   Bank Name...........................................
   Branch Place........................................
   Branch Name........................................
   Branch City........................................
   Pin Code............................................
   Branch Code........................................
   MIRC No.............................................

(9 Digits code number appearing on the MIRC Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)

RTGS CODE

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Savings</th>
<th>Current</th>
<th>Cash Credit</th>
</tr>
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<tbody>
<tr>
<td>Account Number (as appearing in the cheque book)</td>
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4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Mahanadi Coalfields Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of account through SBI Net/RTGS transfer.

Place:
Date:

Signature of the party/Authorised Signatory

Certified that particulars furnished above are correct as per our records.

Banker's Stamp:
Date

(Signature of the Authorised official from the Banks)