



WESTERN COALFIELDS LIMITED (WCL)

(A Subsidiary of Coal India Limited)

A Mini Ratna Company(Cat-I)

EOI/ Tender Reference Notice No.: Hq/office of cs/2023-24/01 dated: 04.01.2024

EOI /Tender ID : 2024_WCL_297589_1

Expression Of Interest (EOI)

**For Selection, Empanelment and Appointment of
Secretarial Auditor of WCL for a Period of 3 Years from
2023-24 to 2025-26.**

**Western Coalfields Limited
Coal Estate, Civil Lines
Nagpur – 440001 (Maharashtra)
INDIA**

Expression Of Interest (EOI) for Selection, Empanelment and Appointment of Secretarial Auditor of WCL for a Period of 3 Years from 2023-24 to 2025-26.

1. Western Coalfields Limited, A Miniratna Cat-I Company, (A Govt. of India Undertaking) having registered office at Coal Estate, Civil Lines, Nagpur, Maharashtra – 440001 invites online EOI through Coal India Limited – e Tenders Portal (<https://coalindiatenders.nic.in>) from the eligible bidders from India for Selection, Empanelment and Appointment of Secretarial Auditor for a period of 3 years from 2023-24 to 2025-26.
2. The Complete EOI document shall be available at Coal India Limited – e Tenders Portal (<https://coalindiatenders.nic.in>) for downloading and submission of offer. The complete EOI document shall also be available on WCL's website www.westerncoal.in and Central Public Procurement portal (<https://eprocure.gov.in>) for downloading only. There will be no physical /manual sale of EOI document. There is no tender fee and the bidders can download EOI document free of cost from any of websites mentioned above.
3. Details of EOI:

1	EOI No.	Hq/office of cs/2023-24/01
2	Type of Tender	Open Domestic e-Tender
3	Estimated Value	Rs. 1,06,200/- inclusive of GST (Rs. 35,400/- p.a. inclusive of GST)
4	EOI Fees	NIL
5	Earnest Money Deposit	Not Applicable
6	Subject of EOI	Selection, Empanelment and Appointment of Secretarial Auditor for a period of 3 years from 2023-24 to 2025-26.
7	E-Publishing Date of EOI	04.01.2024 17:00 IST
8	Downloading of EOI Document	
	(i) Starts on	05.01.2024 10:00 IST
	(ii) Closes on	18.01.2024 17:00 IST
9	Seeking Clarifications	
	(i) Starts on	05.01.2024 10:00 IST
	(ii) Closes on	11.01.2024 17:00 IST
10	Submission of offers	
	(i) Start Date and Time	05.01.2024 10:00 IST
	(ii) Last Date and Time	18.01.2024 17:00 IST
11	Due Date & Time of Opening of EOI s.	19.01.2024 11:00 IST

4. The Secretarial Auditor to conduct Secretarial Audit and submission of report in Form MR-3 on annual basis for the period of 3 years from 2023-24 to 2025-26, is to be Selected, Empanelled and appointed (as per the Eligibility criteria, Scope of Work and terms of appointment in Annexure-B). Bids are invited from Practicing Company

Secretary Individuals/Proprietors/Firms having experience of conducting Secretarial Audit.

5. Bidder has to submit online offer/bid/quotation on their letter head as per format given in Annexure-D along with the documents in support of Qualification, Membership, Registration, Experience, GST Registration and PAN etc. given in Annexure-B through Coal India Limited – e Tenders Portal (<https://coalindiatenders.nic.in>). The tenderer has to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer. The online bidder enrolment is free of cost and one time activity only.
6. There is no provision to take out the list of parties who have downloaded the EOI document from the above referred website. As such, bidders are requested to visit the website once again before the last date of submission of offer/due date of EOI opening to ensure that they have not missed out any corrigendum issued against the said EOI after they have downloaded the document. The responsibility of downloading the corrigendum, if any, will be of the bidder. No separate intimation in respect of corrigendum to the Tender Notice (if any) will be sent to the bidders who have downloaded the EOI document from website.
7. The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid local problems related to internet connectivity, law and order, strike, bandh etc. WCL shall not be responsible, if bids could not be submitted due to such local problems at the bidder's end.
8. The interested bidders may obtain further information from the office as under :
Office of the Company Secretary,
WESTERN COALFIELDS LIMITED
Coal Estate, Civil Lines, Nagpur, Maharashtra - 440001
Phone: 0712-2511216 Email address: cosecy.wcl@gmail.com
9. Instructions to Bidders are given in Annexure – A. All bidders are requested to go through the instructions before submitting bids.

Encl: Annexure.

For and on behalf of Western Coalfields Limited

COMPANY SECRETARY

Instructions To Bidders (ITB)

1. Participation in Expression Of Interest (EOI):

The (EOI) document shall be available at Central Public Procurement Portal <http://eprocure.gov.in> and Coal India Limited – e Tenders Portal (<https://coalindiatenders.nic.in>) for downloading. There will be no physical /manual sale of (EOI) document. Prospective bidders should download the EOI Document and read it carefully before participation. After ensuring their eligibility as per criteria laid down in document, they should participate.

In order to submit the online offer on Coal India Limited – e Tenders Portal (<https://coalindiatenders.nic.in>), the bidders should meet the following requirements:

- a) PC connected with Internet (For details, visit link Bidders Manual Kit on home page of CIL's e-Procurement portal <https://coalindiatenders.nic.in>). It will be the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises to access the e-Procurement website. Under no circumstances, the Company shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement system or internet connectivity failures.
- b) Enrolment with CIL's e-Procurement portal <https://coalindiatenders.nic.in> the online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorised person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-Procurement portal well in advance and download the documents before the last date and time for the same.
- c) Digital Signature Certificate (DSC) issued by a Certifying Authority authorised by Controller of Certifying Authority (CCA) and which can be traced up to the chain of trust to the Root Certificate of CCA.

2. Help for participating in (EOI):

The detailed method for participating in the e-procurement is available on - Procurement portal on links "Help for Contractor" and "Bidders Manual Kit" on CIL's e-Procurement portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-Procurement portal. All queries will be answered in English / Hindi only.

3. Communication:

All communication sent by WCL as well as the e-procurement portal by post/fax/email/SMS shall be deemed as valid communication. The bidder must provide complete address, fax number, corporate e-mail id and mobile number.

4. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and online submission of bid and WCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. Clarification of (EOI) Documents and Last date for submission of (EOI):

A prospective bidder may seek clarification online through CIL e-procurement portal after e-Publication of the NIT. WCL will respond to such requests for clarification of the (EOI) Documents which are received before 7 (Seven) days to the due date of EOI opening. WCL's response shall also be visible to all prospecting bidders.

(EOI) must be submitted along with all supporting documents in the CIL e-procurement portal online before or up to the scheduled time and date as mentioned in EOI Notice.

6. Due date of opening of Bid:

(EOI)s will be opened at the scheduled time on the due date of opening as mentioned in IFB. In the event of the scheduled due date of opening of (EOI)s being declared as a closed holiday for WCL's office or due to Force Majeure reasons, the due date for opening of bids will be the next working day at the scheduled time.

7. Extension of due date of (EOI):

WCL reserves the right to extend the due date of (EOI) as deemed fit on case to case basis by issue of corrigendum through portal. Further, if at least 3 bids/(EOI)s are not received within originally stipulated due date, the due date shall be extended by 4 (four) days by the portal automatically. Separate paper publication of corrigendum for extending the due dates shall not be made. In case, no offer is received after granting extension (i.e.4 days), the EOI will be cancelled. Intimation shall be uploaded on cancellation on the Coal India Limited – e Tenders Portal (<https://coalindiatenders.nic.in>) through corrigendum.

If the auto extended date falls on holiday as defined in the e-Procurement portal of WCL then the same shall be re-scheduled to the next working day.

8. Language:

The language of the bid/(EOI) shall be English. All documents enclosed should also be in English language. In case the original document is in a different language, self-attested English translated copy with signature and stamp of the authorised signatory of the bidder who has signed the LOB, shall be furnished.

9. Earnest Money Deposit: Not Applicable.

10. Letter of Bid (LOB):

The format of Letter of Bid (LOB) as given at Annexure-D will be downloaded by the bidder and after filling details, will be printed on Bidder's letter head and Signed by a person competent and having the "Authority" to bind the bidder. LOB along with

“Authority”/“Power of Attorney”, if any are to be uploaded during bid submission in Cover- I. This will be the covering letter of the bidder for his submitted bid.

The content of the “Letter of Bid” uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of Letter of Bid submitted by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid may be liable for rejection.

Note: The person who has signed Letter of Bid physically should bid online while submitting the offer with his DSC mapped in the name of bidder. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per Annexure-F) by the person signing the LOB in favour of person bidding online is required to be uploaded. This document is to be uploaded in folder named “Cover-I”.

11. Methodology for online Submission of Bids/(EOI)s:

Offer must be submitted online through CIL e-procurement portal in 1 (one) cover (Cover - I “Technical Bid”). Authenticated and Scanned copies of documents shall be uploaded in folder named as “Cover-I”.

The offer must be uploaded in portal before the last date and time for submission of online bid. No offline bid shall be accepted. Offer received through Post, Courier, Fax or E-mail will not be considered.

12. Evaluation of Bids:

After opening of the EOI, the documents submitted by firms will be downloaded and shall be put up to the Tender evaluating Committee for evaluation. The Committee will examine the documents against information/declarations furnished by firms online. If it confirms to all of the information/ declarations furnished by the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible for next level.

The offers will be evaluated in accordance with the criteria mentioned in Annexure - B & C on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of offer.

After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidders by the evaluation Committee. For this purpose, only 1 chance shall be given. The time period for clarification will be considered for 7 days and the firm will get this information on their personalized dash board under “Upload confirmatory document” link. Additionally, information shall also be sent by system generated email and SMS, but it will be the firm’s responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period of 7 days.

Bids which have not been submitted with valid documents will not be considered for further evaluation.

In case the firm submits requisite documents online as per EOI document, then the firm will be considered eligible for next level.

In case the firm fails to submit requisite documents as per EOI document or if any of the information/declaration furnished by firm is found to be incorrect by Committee during evaluation of documents submitted by firm, which changes the eligibility status of the firm, then its bid shall be rejected.

In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.

It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.

13. Execution of Work:

After issue of Appointment Letter, the successful bidder will be required to conduct Secretarial Audit, Checking/Verification of Compliance of Laws as mentioned in attached Scope of Work, Site/Mine/Area Visit to check compliance of laws and submit Report in Form MR-3 to Board of Western Coalfields Limited.

14. Payment terms:

100 % payment of Annual Fees will be made at the end of each year within 21 days of submission of duly accepted Invoice after successful completion of the work and submission of report in Form MR-3.

Payment Authority: GM (Fin), WCL.

The payment will be made through Electronic System for which bidder are requested to attach scanned copy of their Bank Details, in the format enclosed as Annexure -E in their offer. The scanned copy of the above Documents should be uploaded in the Folder named "COVER-I" provided in the e procurement portal.

15. The offer should be submitted strictly as per the terms & conditions laid down in the EOI document, failing which the offer will be liable for rejection. No deviation of the terms and conditions of the EOI document is acceptable. Terms and conditions which are in deviations of the EOI terms are liable for rejection.
16. Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, WCL reserves the right to verify such documents with the original, if necessary. Bidder has to submit the originals to WCL on demand.
17. WCL reserves the right to reject or accept or withdraw the EOI in full or part as the case may be without assigning reason thereof.
18. In case L-1 Party withdraws or refuse to work in WCL, the L-2 Party will be selected based on overall marks out of 100 marks and so on out of the Panel.
19. WCL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the tenderer.

- 20.** All notices to the bidders shall be sent by e-mail only during the process of finalization of tender by WCL as well as e-procurement portal. Hence the bidders are required to ensure that their corporate e-mail id is provided / updated during the registration of vendor with e-procurement portal. Bidders are also requested to indicate their valid corporate e-mail id and mobile no. of authorised representative at Instruction to Bidders for communications through e-mails / SMS alerts (if any).
- 21.** Modification of the submitted bid shall be allowed online only before the deadline of submission of tender and the bidder may modify and resubmit the bid online as many times as he may wish. Bidders may withdraw their bids online within the last date and time of bid submission. No modification of the bid will be allowed after the last date of bid submission
- 22.** In case of any technical mistake in offer, WCL will not be held responsible for the consequences and no correspondence in this regard will be given any cognizance by WCL.

Eligibility Criteria, Scope of Work and Other terms for Selection, Empanelment and Appointment of Secretarial Auditor for a Period of 3 Years from 2023-24 to 2024-25.

1. The Proprietor/Lead Partner/Individual, under whose supervision Secretarial Audit of Western Coalfields Limited (WCL) will be carried out, should have minimum Post Company Secretary (CS) Qualification Experience of 10 years, out of which 5 years should be in full time practice (without any break). Experience of Individual/Proprietor/Lead Partner of Firms or LLP will be calculated from the date of issue of Certificate of Practice (COP) by ICSI and the Cutoff date for ascertaining experience will be 01.12.2023.
2. The Proprietor/Firm should be peer reviewed by ICSI and the Proprietor/Individual/Firm or its partners should have conducted Secretarial Audit of at least One CPSE (Listed/Unlisted) in preceding each of three financial years i.e. 2020-2021, 2021-22 and 2022-23,
3. The Proprietor/Firm should have an Annual Turnover of Rs 10 Lakhs or more, in proceeding each of three Financial years commencing w.e.f. 01/04/2020 to 31/03/2023. For this purpose, Annual Turnover will be calculated as per Income from Profession under Income Tax Return of Last 3 Years, and
4. The Proprietor/Individual/Firm or its partners or employee should have adequate Knowledge and experience of the following Laws for conducting Secretarial Audit. They should be able to verify and certify the compliance in respect of the following :
 - a) The Companies Act, 2013 (the "Act") and the rules made there under;
 - b) The Securities Contracts (Regulation) Act, 1956 ("SCRA") and the rules made there under;
 - c) The Depositories Act, 1996 and the regulations and bye laws framed there under;
 - d) Foreign Exchange Management Act, 1999 and the rules & regulations made there under;
 - e) Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 ("SEBI Act") to the extent applicable.
 - f) List of other Laws specifically applicable to the Western Coalfields Limited:
 - i) The Mines Act, 1952
 - ii) Indian Explosives Act, 1884
 - iii) Colliery Control Order, 2000 and Colliery Control Rules, 2004
 - iv) The Coal Mines Regulations, 2017
 - v) The Payment of Wages (Mines) Rules, 1956
 - vi) Coal Mines Pension Scheme, 1998

- vii) Coal Mines Conservation and Development Act, 1974
 - viii) The Mines Vocational Training Rules, 1966
 - ix) The Mines Creche Rules, 1961
 - x) The Mines Rescue Rules, 1985
 - xi) Coal Mines Pithead Bath Rules, 1946
 - xii) Maternity Benefit (Mines and Circus) Rules, 1963
 - xiii) The Explosives Rules, 2008
 - xiv) Mineral Concession Rules, 1960
 - xv) Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948
 - xvi) Mines and Minerals (Development and Regulation) Act, 1957
 - xvii) The payment of Undisbursed Wages (Mines) Rules, 1989
 - xviii) Indian Electricity Act, 2003 and the Indian Electricity Rules, 1956
 - xix) Environmental Protection Act, 1986 and Environment Protection Rules, 1986
 - xx) The Hazardous and other Wastes (Management and Transboundary Movement) Rules, 2016
 - xxi) The Water (Prevention & Control of Pollution) Act, 1974 and Rules made there under,
 - xxii) The Air (Prevention & Control of Pollution) Act, 1981
 - xxiii) Public Liability Insurance Act, 1991 and rules made under.
- g) All Labour Laws applicable to the Companies including detailed examination of CMPF, ESI, Bonus etc.
- h) Roles and Responsibility of Directors and Independent Directors. Proprietor/Firm or its Partners or employees should be able to certify by a detailed examination that the roles and responsibilities are met and should be able to specifically identify specific actions needed to strengthen the processes to ensure that the Board Members are fully satisfied about legal Compliances and their roles in respect thereof.
- i) Site/Area/Mines Visit during the Audit Period to Check Compliance of Specific Laws.
5. The Secretarial Auditor so appointed will first complete the Secretarial Audit as per requirement of law and then submit report in Form MR-3 as prescribed in Companies Act.

6. The following self-attested documents are required to be submitted online along with Letter of Bid in Annex D, Format for Bank Details in Annexure E and Format for Authorisation to DSC holder Bidding Online by the person who has signed Letter of Bid in Annexure F:
- i) Proof of Membership of the Institute of Company Secretaries of India of Proprietor/Lead Partner of Firm or LLP who will sign the Secretarial Audit Report.
 - ii) Certificate of Practice issued by the Institute of Company Secretaries of India to Proprietor/Lead Partner of the Firm or LLP.
 - iii) Valid peer review Certificate issued by The Institute of Company Secretaries of India as on date of opening of tender.
 - iv) Proof of Registration of Proprietor/Firm/LLP issued by ICSI.
 - v) Copy of PAN of Proprietor/Firm/LLP.
 - vi) GST Registration Certificate of Proprietor/Firm/LLP, if applicable.
 - vii) Appointment letters for Secretarial Audit by CPSE in preceding 3 financial year i.e. 2020-21, 2021-22 & 2022-23.
 - viii) Annual Income Tax Returns for Last 3 Years i.e. for 2020-21, 2021-22 & 2022-23.

In absence of the above documents the offer will be rejected and the documents to be uploaded online to the offer must be serially numbered and duly signed by the bidder with official seal.

Criteria for Evaluation of Technical Bid

Qualification	Min Qualification	Criteria for award of Marks	Maximum Marks
Experience of Individual/Proprietor/Lead Partner	10 Years out of which minimum 5 years should be in full time practice as on 01.12.2023. (Fraction of year shall be ignored)	15 Marks for 5 years and 5 Marks for each additional completed year beyond 5 years.	40
Proprietor/Partner/Firm conducted Secretarial Audit of at least One CPSE in last 3 years till 31.03.2023.	Listed/Unlisted CPSE	10 Marks for each year, if Secretarial Audit of CPSE is conducted.	30
Annual Turnover	Annual Turnover of Rs. 10 Lakhs or more from practice during Last 3 financial years till 31.03.2023	10 Marks for each year for Turnover of Rs. 10 Lakhs or more.	30
	Total Marks		100

Notes:

1. Minimum Marks for technical qualification is 60. Three firms having highest marks as per above evaluation criteria will be shortlisted.
2. The firm securing the highest marks out of 100 marks will be appointed as Secretarial Auditor with the approval of WCL Board in terms of provision of Rule 8 of the Companies (Meeting of Board and its Powers) Rules, 2014.
3. In case of tie in marks scored, an Internal Committee headed by Director (Finance) / Head of Finance at WCL shall take a presentation from the tied firms to decide the seniority of the empanelled firms. The presentation shall be based on approach and coverage of audit by showcasing their technical skills and capability to meet the requirement, areas where expertise is expected and a brief synopsis of specific laws proposed to be covered etc. The said Internal Committee shall comprise of Company Secretary, WCL and other members as decided by the Director (Finance) / Head of Finance, WCL. The decision of the Internal Committee shall be final.

4. Panel: After selection and appointment of Secretarial Auditor with the approval of WCL Board, the rest 2 firms will be placed in Panel. In case of non acceptance of offer by successful bidder, the next firm in the panel will be appointed.
5. The Secretarial Auditors fee has been fixed in advance as total of Rs 30,000/- plus applicable taxes for each year.
6. In addition to audit fees, the Company shall pay Travelling Expenses and Out of Pocket Expenses at Actual on submission of proof of journey, to and fro journey undertaken for the purpose of audit. For Travelling Expenses : Proprietor/Lead Partner of Firm or LLP will be entitled for Rail Fare by AC 1st Class or Economy Air Fare, Qualified Assistant by AC 2nd and Semi Qualified Assistant by AC 3rd Class. For this purpose, the journey will be considered from Individual/Proprietor/Firms nearest office given in the profile to the place of Audit. In case of journey by mode other than Rail, Travelling Expenses will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence. Out of pocket Expenditure up to 50% of the Audit fee would be paid at actual.
7. The Company will provide boarding, Lodging and local transport facility to the Audit Team and partners at audit locations.

Letter of Bid (LOB)

To,
Western Coalfields Limited,
Coal Estate, Civil Lines,
Nagpur – 440001 (MH)

Sub: EOI No.

Dear Sir,

1. Having examined the EOI Document including Addendum/Corrigendum, if any, (EOI No.), We, M/s (.....name of bidder.....) represented by the undersigned, Mr/Ms..... (Proprietor/Partner/Representative), offer to supply/deliver/render..... (Description of Service) vide our offer no.....Dated..... in conformity with the said EOI Document.
2. We confirm to accept all terms and conditions contained in the EOI Document unconditionally.
3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment letter is issued, this bid shall constitute a binding contract between us.
5. We confirm that the contents of the offer are given after fully understanding and all information furnished by us correct and true and complete in every respect.
6. We confirm that all information/document/credentials submitted along with the bid are genuine, authentic, true and valid.
7. We confirm that if any information or document submitted is found to be false/incorrect/forged/tempered in any way, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues and Banning of our forms along with all partners of the firms as per the provisions of EOI Document/Purchase Manual of WCL/Provisions of law in force.
8. We have never been banned or delisted by any Government or Quasi Government Agency or any Public Sector Undertaking in India.

OR

We were banned by the organization named “.....” for a period of Years effective fromto.....for (the reasons to be mentioned).

Dated thisDay of2023

Signature-----

Name-----

Designation-----

Duly Authorised to sign bid for and on behalf of _____

Note:

1. This letter should be on the letterhead of the Bidder and should be signed by a person competent and having the authority to bind the Bidder. The said document conferring authority upon the person should be submitted by the Bidder along with the LOB. If the said document conferring the authority is Article of Association of Company, Partnership Deed of a Registered Firm or any resolution of the company, then the notarized copy of the same should be uploaded. In other cases, the letter of authority should be a Power of Attorney sufficient to bind the bidder.
2. Power of Attorney should be on non-judicial stamp paper and sufficiently stamped.
3. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per [Annexure-F] by the person signing the LOB in favor of person bidding online is required to be uploaded.

Annexure -E

Format for Bank Details for Electronic Payment

To,
Western Coalfields Limited,
Coal Estate, Civil Lines,
Nagpur – 440001 (MH)

Sub: Authorization of all our payments through Electronic Fund System/RTGS/NEFT

Dear Sir,

We hereby authorize M/s Western Coalfields Limited (WCL) to disburse all our payments through Electronic Fund Transfer System/RTGS/NEFT. The details for facilitating the payments are given below:

1.	Name of the Beneficiary, Address and Contact No.	
2.	Bank Name, Address and Contact No.	
3.	Branch Name and Code	
4.	Bank Account Number with Style (Saving/Current)	
5.	IFSC Code No of the Bank	
6.	PAN of the Beneficiary	
7.	Email and Mobile No of Beneficiary for Intimation of release of payment	

I/We hereby declare that particulars given above are correct and complete and if the transaction is delayed or credit is not affected due to incorrect information, I/We will not hold WCL responsible.

Authorized Signatory
Name:
Official Stamp with Date

Format for Authorization to DSC holder Bidding Online by the person who has signed Letter of Bid

(On NON JUDICIAL STAMP PAPER)

We do hereby authorize M/s./Mr..... Address whose DSC is mapped in the name of the bidder, for online bidding on behalf of us for EOI No. dated invited by WCL on <https://coalindiatenders.nic.in>.

Name, Signature & Seal of the person who has signed Letter of Bid

And is Authorizing the DSC Holder for online bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in the name of the bidder, Authorised for online bidding

Signature & Seal of the PUBLIC NOTARY