

Western Coalfields Limited
Office of the General Manager(Civil)
Coal Estate, Civil Lines, Nagpur - 440 001

NGP:WCL:Civil:Circular/00-00/1055

1st January, 2009

CIRCULAR

Sub: Transparency in Tender Formalities/Procedures

While investigating a case in one of the sub area in WCL, vigilance deptt. has observed that :

1. There was no office order available to nominate Tender Committee Members.
2. Tender Opening Register (Part I and Part II) was not signed by the tender committee members.
3. While opening the tenders, TC members did not sign with date of opening alongwith their signatures on tender papers
4. Proper official records of issue/receipt of tenders and other official records including peon book was not kept properly in the office.
5. Tender committee members have not checked various records & documents related to the tender as per the provisions of the Manual for Civil Engineering Works (MCEW)/Circulars before signing the Tender Committee Recommendations (TCR) to award the works. This is required to maintain transparency and equal opportunity for all the participating bidders.

To avoid recurrence of such irregularities, following guidelines are hereby circulated for strict compliance with immediate effect :

1. The competent authority shall issue proper Office Order for nomination of TC Members for opening of Civil Tender works as per MCEW.
2. The TC members should be conversant with the various provisions of the Manual for Civil Engineering Works (MCEW) and relevant Circulars for Civil Tenders so as to check various documents as well as records to avoid any irregularity in the process to maintain Transparency and equal opportunity for all the participating bidders.
3. All the TC Members should invariably sign with date on relevant documents/records on due date Part I and Part II Openings(as per NIT) as per the CEM, to avoid possibility of any irregularity or manipulation later on.
4. All the records of tender openings, issue and receipts records including peon book record as well as various other relevant records to be maintained properly to avoid any subsequent manipulation in it.

Any violation of this directives observed, shall be viewed seriously and necessary action shall be initiated against the concerned officers.

(G. V. Kashid)
General Manager(Civil)

Distribution:

- 1) CGMs/GMs, WCL All Areas.
- 2) Staff Officers(Civil), All Areas.
- 3) CE(C)/Dy.CEs(C), HQ. Civil Deptt.

Copy for kind information to:

1. Director(Pers.), WCL, Nagpur
2. Director(T) (P&P), WCL, Nagpur
3. Chief Vigilance Officer, WCL, Nagpur.

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WCL/CVO/Sec/No... 07
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