



WESTERN COALFIELDS LIMITED
(A MINIRATNA COMPANY)
(A Govt. of India Undertaking)
OFFICE OF THE DIRECTOR (T)/OP/ P&P
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REF NO: WCL/VIG/D(T)/P&P/15/65/V2/972

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CIRCULAR

The Vigilance department during routine verification of some of the case files of Manual tenders of Civil, Mining, MM, E&M & Excv Department in different areas and sub areas of WCL in the month of December 2014 has observed that :-

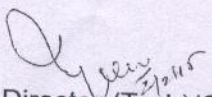
- (1) In all tenders the hand written offers were accepted by all tendering authorities except MM department
- (2) The prices quoted by the Bidders/Tenderer were hand written.
- (3) The part -II (i.e price bid) of the offers submitted by Bidders/Tenderer's were kept with the case file without keeping the same into another big sealed envelope. In some of the cases the price bid were not properly sealed, it was simply stapled.

The above procedures may lead to tampering of price bid at any stage of finalization of tender and also allows cartel formation of bidders at the time of submission of tenders.

Therefore it is directed as under (in case of Manual Tender) :-

- (1) Hand written offers (both part I & Part II) are not to be accepted by tendering authorities. Only typed offers are to be accepted.
- (2) In part II (Price Bid), price (s) quoted by the bidders should be both in words and figures. Bids received in contravention to it are not to be accepted.
- (3) Properly sealed cover of part -I & II of the offers are to be accepted.
- (4) The part-II (i.e price bid) submitted by Bidders/tenderer's in a sealed cover are to be signed by tender opening committee and same should be kept in a separate envelope (mentioning tender no., item description, name of bidders etc. should be mentioned on the envelope) duly signed by the tender opening members. The envelope containing price bid should be kept in safe custody.

The above instructions should be strictly complied by all the tendering authorities of HQ/Areas and Sub areas of WCL.


Director (Tech)/OP/P&P

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