

"Under Jurisdiction of Nagpur Court Only"

वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का उपक्रम)

Western Coalfields Limited

(A Government of India Undertaking)



निदेशक (तकनीकी) संचालन का कार्यालय

OFFICE OF THE
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Regd. Office : Coal Estate, Civil Lines, Nagpur (M. S.) - 440001

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CIRCULAR

It has been observed in a vigilance case that Tender Opening Register was not maintained properly. The signature of the TC Members were not being taken on the Register on the day of the opening of the Tender, inspite of the fact that the date of opening of the Part-1 envelope was notified in the Tender Notice.

In order to follow the guidelines of the CVC and to maintain transparency in Tenders, it is advised that the tender opening register should be maintained and necessarily be signed by all the TC members and the bidders present on the date of opening of the Tenders. It shall be the responsibility of the Incharge of the Department who is accountable for tender to get signature of all the TC Members.

In the event Part-II (price bid) can not be opened on the date of opening of part-I, fix the date of opening of part-II at the concluding meeting of evaluation of part-I and arrange for its display in the notice board at least 2 days before the date of opening.

It was also observed in the above vigilance case that in case of repairs the item brought in for the repairing and fitment in the Machine by the Contractor was not properly recorded. Hence, a separate register has to be maintained by the concerned technical department and the materials brought in by the contractors for repair work as per contract has to be recorded in a separate register. The completed job should thus be recorded in the log book. All concerned are advised to strictly comply the above instruction with immediate effect.

It has also been observed in the case that earnest money of unsuccessful bidders were not returned till the investigation on the plea that unsuccessful bidders did not request for the same. Hence, Tender Committee while submitting the TCR for competent approval should also clearly recommend for refund of EMD to the unsuccessful bidders. After approval of the TCR, the EMD should be refunded to the unsuccessful tenderers without waiting for any application from the unsuccessful bidders.

Rubana
17/3/12

Director (Tech.) Operation