



Under jurisdiction of Nagpur Court only

# Western Coalfields Limited

(A Govt. of India Undertaking)

Office of the Director (Tech./Oprn)

Regd Office: Coal Estate, Civil Lines, Nagpur - 440 001

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## OFFICE ORDER

During the scrutiny of Purchase Orders placed by Materials Management Department, it has been observed that in one of the cases an important stipulation relating to payment terms which formed a part of offers submitted by the firm, were not included in the supply order. This has resulted in higher payment to the firm.

In order to avoid repetition of such mistake, it has been decided that the tender committee, while deliberating the case of procurement and submitting its recommendations, should clearly highlight the special terms and conditions, which need to be incorporated in the supply order by the Dealing Section. In case no such special offers are submitted by the vendors, nil position may be highlighted in the recommendations of the tender committee.

Dealing Officers will ensure that the special terms and conditions highlighted in the recommendations of tender committee, are positively prescribed in the supply orders along with other terms and conditions of supply.

The above procedure should be implemented with immediate effect.

DIRECTOR (TECH./OPRN)