



WESTERN COALFIELDS LIMITED

(A Govt. of India Undertaking)

COAL ESTATE, CIVIL LINES, NAGPUR.

Website: <http://westerncoal.nic.in>

Regd. Office: Coal Estate, Civil Lines, Nagpur

Ref No. WCL / Sr.E.S / D(T)P&P/ 08-09/ 1596

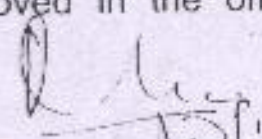
Date : 15-11-2008

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CIRCULAR

It is observed that refund of EMD from unsuccessful tenderers are not made even after finalizing the tender, as provided in Civil Engineering Manual, Contract Management Manual and Purchase Manual. In order to make timely refund of EMD to unsuccessful bidders, officers dealing tenders in your Area / department should be advised to strictly follow the procedure stated below:

1. Bank Guarantees in lieu of EMD should be returned along with necessary endorsement to the tenderer as soon as the tender is finalized.
2. Money receipt for cash deposit of EMD submitted along with tender documents should be retained by the concerned department and at the time of finalization of tender, refund advice along-with original money receipts are sent to the finance Department.
- 3: Money receipts issued by the Cash Department for accepting certified cheques / Demand Drafts are to be retained by the concerned department and at the time of finalization of tender, it should be ensured that refund advice along-with original money receipts are to be sent to the Finance Department.
4. A Note to this effect that BGs are returned and refund advice along with original money receipt are sent to the Finance Department should be invariably incorporated in the TCR by Tender Committee while forwarding the same for the approval of the competent authority.
5. Record keeping of EMD & its refund should be improved in the office of concerned tendering authority at Area Level.


Director (Technical) P&P

(m/cv)

Cvo
18-11-08
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