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# Western Coalfields Limited

(A Govt. of India Undertaking)

Office of the General Manager (MM)

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Ref. No. NGP/WCL/MMW/ 2350

Date: 17.10.2008

Staff Officers (MM)

Ballarpur/Chandrapur/Kanhan/Majri/Nagpur/Pathakhera/Pench/  
Umrer/Wani/Wani North Areas & Central Workshop, Tadali.

Dear Sir,

वे.खो.लि./मु.स.अधि./सचि./क.  
WCL/CVO/Sec/No. 1086  
दिनांक/Dated. 23/10/08

Sub: Format used for inviting tender.

It has been reported that the format used for Notice Inviting Tender either against Limited Tender or Open Tender by the Areas are not in uniform. It differs from Area to Area and all the clauses of Purchase Manual are not being incorporated.

In order to have a uniformity of NIT, it has been decided to use a standard NIT format incorporating all the terms and conditions / clauses of Purchase Manual. A copy of standard NIT format being used at HQ is enclosed. All the Areas are required to adopt the same except the provenness and eligibility criteria, for which the Area has to decide their own depending upon the nature of the items.

All the Areas are required to ensure issue of standard NIT as per the standard format and submit compliance report to this office within a month for onward submission to CVO through Director (Tech) P&P.

Encl: Standard NIT format.

Yours faithfully,

17.10.08  
General Manager (MM)

Copy to: