

कोल इंडिया लिमिटेड

(एक महारत्न कंपनी)

सामग्री प्रबंधन विभाग

कोल भवन, प्लॉट सं.-ए.एफ-3, एक्शन एरिया-1ए

न्यू टाउन, राजरहाट, कोलकाता - 700156

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ISO 50001:2011 Certified Company**COAL INDIA LIMITED**

(A MAHARATNA COMPANY)

Materials Management Division,

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क्र0 सं0 सीआईएल/सी2डी/पीएम 2020/अमेंडमेंट/ 1940

दिनांक: 01.10.2020

कार्यालय आदेश / Office Orderविषय/Sub: **Amendment to Purchase Manual, 2020 (Amendment No.5)**

CIL Board has in its 412th meeting held on 25.09.2020 approved amendments to certain clauses of Purchase Manual, 2020. The existing provisions of Purchase Manual, 2020 and the amended provisions of these clauses are enclosed as Annexure-A.

Encl.: Annexure-A

तुषार 01/10/2020
(तुषार कान्त मिश्रा)

महाप्रबंधक (सामग्री प्रबंधन)

वितरण/Distribution to:

1. निदेशक (तकनीकी)/ निदेशक (वित्त) / निदेशक (कार्मिक) / निदेशक (विपणन), सी.आई.एल.
2. अध्यक्ष सह प्रबंध निदेशक, ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
3. निदेशक (तकनीकी), ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
4. मुख्य सतर्कता अधिकारी, सी.आई.एल
5. अध्यक्ष सी.आई.एल के तकनीकी सचिव
6. महाप्रबंधक (ई ई डी) / महाप्रबंधक (ई एंड एम) / महाप्रबंधक (उत्खनन) / महाप्रबंधक (वित्त) / महाप्रबंधक (सिविल) / महाप्रबंधक (सी एम सी) / महाप्रबंधक (प्रशासन) / महाप्रबंधक (उत्पादन) / महाप्रबंधक (सी वी), सी.आई.एल.
7. महाप्रबंधक (सामग्री प्रबंधन), ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
8. महाप्रबंधक, नॉर्थ ईस्टर्न कोलफील्ड्स लिमिटेड
9. महाप्रबंधक (वि. एवं यां.) / महाप्रबंधक (उत्खनन) / महाप्रबंधक (वित्त),
ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
10. समस्त अधिकारीगण, सामग्री प्रबंधन विभाग, सी आई एल

Annexure-A

Amendment to Purchase Manual, 2020 (Amendment No. 5)

1. The existing and amended provisions in respect of the following clauses are as follows:

Sl No.	PM Clause No.	Existing Provision	Amended Provision
1	7.5.4	While MB, duly approved by the competent authority in concurrence with Finance, is an authority for purchase, actual purchase action should be initiated only on receipt of formal indent as per Annexure-16 . All indents shall have reference of the approved MB. However, sometimes after approval of MBs, unanticipated requirement may arise due to unforeseen circumstances. In such cases, separate indents will be raised without MBs but with the approval of competent authority in concurrence with Finance.	The MBs for centralized items will be approved by Director (Technical), CIL/subsidiary companies in concurrence with Finance. The MBs for decentralized items will be approved by Area General Manager in concurrence with Finance. MB, duly approved by the competent authority in concurrence with Finance, is an authority for purchase. The items covered under the approved MB can be procured in a single lot or in phases depending on the requirement and consumption in order to avoid excessive stock holding and inventory carrying cost. In case if the decision is taken to make procurement in phases, such purchase action should be initiated only on receipt of formal indent as per Annexure-16 , which shall have reference of the approved MB. Further, where there is no practise of raising formal indents, the approved MBs will become the basis for phase wise procurement action also. Sometimes after approval of MBs, unanticipated requirement may arise due to unforeseen circumstances. In such cases, separate indents will be raised without MBs but with the approval of competent authority [Director (Technical), CIL/subsidiary companies or Area GM, as the case may be] in concurrence with Finance."
2	8.14	Single Stage Single Envelope (Bid) System For items where qualitative requirements and technical specifications are clear; capability of source of supply is not critical and value of procurement is low or moderate, the single envelope (bid) system (where eligibility, technical/ commercial and financial details are submitted together in the same envelope) may be followed. This	Single Stage Single Envelope (Bid) System For items where qualitative requirements and technical specifications are clear; capability of source of supply is not critical and value of procurement is low or moderate, the single envelope (bid) system (where eligibility, technical/ commercial and financial details are submitted together in the same envelope) may be followed.

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Sl No.	PM Clause No.	Existing Provision	Amended Provision
		may also be followed for proprietary and single source items. This system is to be followed for all items except for procurement of capital equipment, high value plant & machinery etc. of technically complex nature as mentioned in the clause below.	This may be followed for procurement of: <ul style="list-style-type: none"> a. proprietary and single source items irrespective of value; b. goods having value upto Rs. 50 Lakhs except capital equipment, plant & machinery etc. as mentioned in the clause below.
3	8.15.1	Single Stage Two Envelope (Bid) System For procurement of HEMM Equipment (including all types of cranes, fork-lifts), Surface Miner, Slope Stability Radar, SDL, LHD, Continuous Miner, PSLW, Man Rider, Road Headers, the tenders should be floated in Single Stage Two Envelope (Bid) System and bidders should be asked to submit their quotation in two parts. To purchase other high value capital equipment of complex technical nature by Single Stage Two Envelope (Bid) System, the approval from D (T), CIL is needed.	Single Stage Two Envelope (Bid) System Tenders must be floated in Single Stage Two Envelope (Bid) System, and bidders should be asked to submit their quotation in two parts for the procurement of: <ul style="list-style-type: none"> a) Goods having value above Rs. 50 Lakhs, except proprietary and single source items b) HEMM Equipment (including all types of cranes, fork-lifts), Surface Miner, Slope Stability Radar, OITDS, SDL, LHD, UDM, Continuous Miner, PSLW, Man Riding Systems, Road Headers, Coal Tubs, Pumps, Transformers, Switch Boards/Panels, Trans Switch Units, Field Units, Haulages, Feeder Breakers, LDCCs, Crushers, Diesel Bowsers, Explosive Vans, Rescue Vans, School Buses, Ambulances, Safety & Rescue equipment, Medical equipment, Survey equipment, Laboratory equipment, Belt Conveyor Systems irrespective of value.
4	10.3.7	<u>Earnest Money Deposit</u> Earnest Money Deposit (EMD) is also known as Bid Security. Primary objective of Earnest Money Deposit (EMD) is to ensure the earnestness of the bidders in the participation of the procurement process. EMD will act as a deterrent against the bidder withdrawing or altering his bid during its validity. EMD shall be interest free. In cases of Open/ Limited tender enquiries, EMD is to be obtained from the bidders except those who are registered with CIL /	<u>Earnest Money Deposit</u> Earnest Money Deposit (EMD) is also known as Bid Security. Primary objective of Earnest Money Deposit (EMD) is to ensure the earnestness of the bidders in the participation of the procurement process. EMD will act as a deterrent against the bidder withdrawing or altering his bid during its validity. EMD shall be interest free. In cases of Open/ Limited tender enquiries, EMD is to be obtained from the bidders except those who are registered with CIL /

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Sl No.	PM Clause No.	Existing Provision	Amended Provision
		Subsidiary Company, Ancillary units of subsidiary company, NSIC, MSEs as defined in clause-2.8.2.1, Startups and Central/ State Government Organizations/ PSUs irrespective of the stores for which they are registered. In case of Single Tender Enquiry - both with PAC and without PAC, EMD will not be asked. EMD will not be asked in case of OEM/ OES participating in Open/Limited tenders for procurement of Spare Parts for their equipment as well. The bidders are required to furnish EMD along with their bids in the manner as provided in the bid document. Amount of EMD should ordinarily be 2% of the estimated value of the goods to be purchased or Rs. One crore (equivalent USD calculated based on exchange rate prevailing on the date of preparation of NIT and rounded off to whole number for foreign bidders in case of global tender), whichever is lower. Depending on the total value of purchase, the exact amount of EMD should be worked out and indicated in the tender document	Subsidiary Company, Ancillary units of subsidiary company, NSIC, MSEs as defined in clause-2.8.2.1, Startups and Central/ State Government Organizations/ PSUs irrespective of the stores for which they are registered. In case of Single Tender Enquiry - both with PAC and without PAC, EMD will not be asked. EMD will not be asked in case of OEM/ OES participating in Open/Limited tenders for procurement of Spare Parts for their equipment as well. The bidders are required to furnish EMD along with their bids in the manner as provided in the bid document. Amount of EMD should ordinarily be 2% of the estimated value of the goods to be purchased or Rs. 50.00 Lakhs (equivalent USD calculated based on exchange rate prevailing on the date of preparation of NIT and rounded off to whole number for foreign bidders in case of global tender), whichever is lower. Depending on the total value of purchase, the exact amount of EMD should be worked out and indicated in the tender document
5	13.4.3	No shortfall documents shall be asked for tenders valuing upto Rs. 20.00 lakhs.	In case of single bid tenders or tenders upto a value of Rs.50.00 lakhs, the shortfall documents may be asked only once. However, in case of two bid tenders, shortfall documents may be asked twice, irrespective of tender value.
6	14.6.17	Auto Extension of Due Date of Bid Submission: Extension of bid submission date in case of number of bids received is less than three, initially by two days and thereafter by five days, will be done automatically by the system. In case no offer is received, tender will be cancelled. The information of cancellation of the tender will be uploaded on the e- procurement portal through corrigendum.	Auto Extension of Due Date of Bid Submission One extension of bid submission date by four days in case of number of bids received is less than three, will be done automatically by the system. In case no offer is received, tender will be cancelled. The information of cancellation of the tender will be uploaded on the e- procurement portal through corrigendum.

04/10/2020

or

2. Consequent to the above changes, the amended relevant entries of flow chart (Clause-23.7) are as follows:

Sl. No.	Ref. to Manual Clause	Activity	Competent Authority	Whether Finance is to be consulted
1	2	3	4	5
19.	7.5.4	Competent authority for approval of MB	For Centralized Items – Dir. (Tech.) of Sub. Co./ CIL For Decentralized Items – Area GM	Yes
21.	7.5.4	Approval of Indent for items not covered under approved MB	For Centralized Items – Dir. (Tech.) of Sub. Co./ CIL For Decentralized Items – Area GM	Yes
22.	7.6.2	Competent authority for approval of Emergent Indent	For Centralized Items – Dir. (Tech.) of Sub. Co./ CIL For Decentralized Items – Area GM	Yes
36.	8.15.1	Stands deleted		

3. The amended Annexure-15 is also attached.

XXXXXXXXXX

01/10/2020

Name of Subsidiary: -----
MB for the FY 20-----

Name of the Area: -----

Date of Preparation: -----

Main Class of Stores: -----

Consignee: -----

Sl. No.	CIL Material Code	Description of Item	Unit	Unit Code	Pre-Operative Requirement	Anticipated Annual Requirement	Safety Stock	Other Special Requirements	Stock as on date of Preparation of MB	Dues-in as on date of Preparation of MB		Net Requirement (10+11+12)	Unit Price (Rs.)	Total Value of Net Requirement (Rs.) (13x14)	Last 3 FY Consumption			Avg. of last 3 FY Consumption (16+17+18)/3	Remarks if any
										Against orders	Against MB/indent								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
													Total	0.00					

Area GM

Area FM

Staff Officer (Tech.)

Depot Officer

NOTE:

1. Only one class of stores should be included in one Material Budget to facilitate procurement action by purchase department.
2. Basis of quantum of safety stock should be indicated.
3. In case of wide variations between the net requirement (column 13) and avg. of last 3 FY Consumption (column 19), detailed justification should be furnished. Similar justification should also be given in respect of items where the last annual consumption was NIL.
4. Concurrence has to be obtained from competent financial authority.

[Signature]
01/10/2020