

कोल इंडिया लिमिटेड

(एक महारत्न कंपनी)

सामग्री प्रबंधन विभाग

कोल भवन, प्लॉट सं. - ए. एफ-३, एक्शन एरिया-१ए

न्यू टाउन, राजरहाट, कोलकाता - ७००१५६

फ़ोन: ०३३-२३२४ ४१२७,

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संक्र०: CIL/C2D/Purchase Manual 2020/SIM/132

दिनांक: 23.05.2022

कार्यालय आदेश**विषय: Systemic Improvement Measures in Procurement Process**

Ministry of Coal has vide OM no. 301/2/2020/NA dated 19.01.2022 forwarded the DPIIT DO letter No. P-25020/10/2020-EODB dated 10.01.2022 for reducing or simplifying unnecessary interfaces and complex procedures. Keeping in view the above objective, the following Systemic Improvement Measures in procurement are issued with approval of Chairman, CIL for information and compliance:

1. The following declarations / certificates / information required to be submitted / furnished by the bidder along with their offers in tenders for goods and associated services under the purview of Purchase Manual shall be made part of "Commercial Parameter Sheet" (CPS) and no separate document in respect of the same is required to be submitted by the bidder:

Sl no.	Document	Clause reference of Purchase Manual / Office Orders	Systematic Improvement Measure
(1)	(2)	(3)	(4)
a	Non banning / delisting / debaring/ put on holiday certificate	Chapter - 10 Clause - 10.6	<p>The drop down menu shall be provided in CPS for indicating status with following options:</p> <ul style="list-style-type: none"> i. "We have not been banned / Delisted / Debarred / Put on holiday by any Government or quasi-Government agencies or PSUs" ii. "We have been Banned " iii. "We have been Delisted" iv. "We have been Debarred" v. "We have been Put on holiday" <p>In case the bidder chooses any of the options from ii to v above, a separate cell shall also be provided in CPS with text entry option, for bidder to indicate details of banning / delisting / debarment / put on holiday, as applicable.</p>

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(1)	(2)	(3)	(4)
			Note – In case there is involvement of two or more entities in the tender (eg: Indian agent of a foreign manufacture, Indian subsidiary of an Indian manufacturer etc), the CPS will have provision for seeking the above options all the entities involved in the tender.
b	<p>Undertaking for Price Fall Clause &</p> <p>Lowest Price Certificate - Prices quoted in the tender are the lowest and not higher than as applicable to any other organization / ministry / Department of the Govt of India or Coal India Ltd and / or its subsidiaries or other PSU or Private Organisations for equipment / goods / stores / items of same specifications.</p>	<p>Chapter - 9 Clause - 9.6.3 &</p> <p>Chapter - 10 Clause - 10.9</p>	<p>The undertaking by the bidder for acceptance of Price Fall Clause shall be made part of CPS.</p> <p>With respect to Lowest Price Certificate, the drop down menu option shall be provided in CPS with option "Certified" against the cell which shall contain the Lowest Price Certificate mentioned in column 2 of this row.</p>
c	<p><u>Declaration for bidders from the countries sharing land border with India</u></p> <p>ia. "We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; we certify that we are not from such a country"</p> <p>or, if from such a country,</p> <p>ib. "We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India, and we are from such a country;</p>	<p>Office Order No. 178 dated 28.07.2020</p>	<p>Declaration for bidders from the countries sharing land border with India in applicable tenders shall be taken as under:</p> <p><u>Bidders shall select any one of the options as applicable:</u></p> <p>The declaration as brought out in column 2 of this row at c.ia which shall be part of CPS</p> <p><u>or</u></p> <p>The declaration as brought out in column 2 of this row at c.ib which shall be part of CPS</p>



Sl no.	Document	Clause reference of Purchase Manual / Office Orders	Systematic Improvement Measure
(1)	(2)	(3)	(4)
	<p>and have been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and are eligible to be considered. Evidence of valid registration by the Competent Authority is uploaded”.</p> <p><u>In case of tenders involving Sub contracting / Assignments:</u></p> <p>iiia. “We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting / assignment to contractors from such countries; We certify that we are not from such a country</p> <p>or, if from such a country,</p> <p>iiib. “We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting / assignment to contractors from such countries; and have been registered with the Competent Authority and will not sub-contract/assign any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby also certify that we fulfil all</p>		<p><u>In case of tenders involving Sub contracting / Assignments bidders shall also provide additional declaration as applicable, as under:</u></p> <p>The declaration as brought out in column 2 of this row at c.iiia which shall be part of CPS</p> <p><u>or</u></p> <p>The declaration as brought out in column 2 of this row at c.iiib which shall be part of CPS</p>

Sl no.	Document	Clause reference of Purchase Manual / Office Orders	Systematic Improvement Measure
(1)	(2)	(3)	(4)
	requirements in this regard and are eligible to be considered. Evidence of valid registration by the Competent Authority is uploaded”.		
d	Self-certificate for local content by local supplier for procurement cases under 10 crores.	Office Order No. 1984 dated 21.10.2020	<p>The drop down menu option shall be provided in CPS with option “Undertaken” against the cell which shall contain the Self-certificate for local content by local supplier as brought out in the policy</p> <p>The cell shall be provided to indicate the following details:</p> <ul style="list-style-type: none"> • % of local content • location at which value addition is made
e	GST registration no. (Applicable for Indian Entities only)	-	Provisions for at least 15 character alphanumeric entry for providing GST registration no. of bidder / manufacturer / Indian Agents (as applicable) shall be made in CPS. The GST details shall be verified from the website https://www.gst.gov.in/ under the tab for search tax payer.
f	PAN (Applicable for Indian Entities only)	-	Provisions for at least 10 character alphanumeric text entry of PAN details of bidder / manufacturer / Indian Agents (as applicable) shall be made in CPS.
g	Bank Mandate	-	<p>Provisions for alphanumeric entry without character limitation by bidder for furnishing banking details shall be provided in CPS as under:</p> <ul style="list-style-type: none"> • Bank A/c No. • IFSC • Account type • Bank name • Address of Branch

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			The bidder shall enclose a scanned copy of cancelled cheque in their offer for validating the banking details provided by them.
h	Fitment guarantee / Warranty certificate	-	The drop down menu option shall be provided in "Technical Parameter Sheet" with option "Undertaken" against the cell which shall set forth the undertaking for fitment guarantee / warranty, if applicable as per tender requirement.

Note: These changes pertain only to the specific documents as brought out in table above. Other information / documents being sought by procuring entities in CPS as per requirement of individual tenders in compliance with provisions of Purchase Manual 2020 and other guidelines shall remain unaffected.

2. A centralized list of spare parts to be procured from OEM/OES/OPM for HEMM & UG shall be made available centrally on the website of CIL(HQ) by concerned Technical Division of CIL, for ease of access by all subsidiaries.
3. While indenting electrical appliances like AC, Refrigerators etc with BEE rating as a part of technical specifications, care should be taken by indenting department to indicate the year / period of BEE star rating also in the technical specifications, to ensure that product & BEE rating is not obsolete (Ref: Purchase Manual Chapter - 4, Clause - 4.1.4)
4. The guidelines regarding import of Equipment and P&M items on CIP basis has been issued vide Office order no.1643 dated 08.06.2020. The procurement of imported Equipment & P&M items shall be made on CIP basis as far as possible. Where there is no other option but to procure on FOB basis, reasons for procurement on FOB basis shall be recorded while seeking approval for floating the tender.
5. In order to provide flexibility to the supplier, option to submit subsidiary wise Bank Guarantee shall be provided in cases of procurement of OTR Tyres by CIL(HQ).
6. All Subsidiaries shall ensure timely issuance of "No Claim Certificates" for facilitating timely release of Bank Guarantees.


 कार्यकारी निदेशक (सामग्री एवं अनुबंध)


वितरण:

1. Dir(Tech), Dir(P/IR), Dir(Finance), Dir(Marketing), CIL
2. CMD, CCL/CMPDI/ECL/BCCL/MCL/NCL/SECL/WCL
3. Dir(Tech) P&P / Dir(Tech) Operations, CCL/CMPDI/ECL/BCCL/MCL/NCL/SECL/WCL
4. Dir(Fin) -CCL/CMPDI/ECL/BCCL/MCL/NCL/SECL/WCL
5. CVO, CIL
6. ED(Coordination), ED(Corporate Affairs), ED(Production), ED(ICT), ED (CD/Welfare)
7. GM(Finance), GM(Admin), GM(EED), GM(Production), GM(Civil), GM(CMC), GM(E&T), GM(Vigilance), GM(C&F), GM(S&R), GM(Legal), GM(ERP), GM(E&M), GM(Systems), CIL
8. GM(MM)-HOD - CCL/CMPDI/ECL/BCCL/MCL/NCL/SECL/WCL
9. GM(Finance) I/c - CCL/CMPDI/ECL/BCCL/MCL/NCL/SECL/WCL
10. GM(Excv) / GM(E&M) - CCL/CMPDI/ECL/BCCL/MCL/NCL/SECL/WCL
11. GM(NEC)
12. All officers of MM division, CIL