



## कार्यालय आदेश

**विषय:** Guidelines regarding Single Stage Single Cover System of e-Procurement

GM (Civil), CIL has issued guidelines on the subject vide his letter no. CIL/Civil/31(Pt-1B)/1306 dated 03.07.2023 as per the resolution of CIL's CFDs during their 310<sup>th</sup> meeting held on 26.06.2023.

The said letter dated 03.07.2023 is hereby communicated for information and compliance.

**संलग्न - उपरोक्तानुसार**

*[Signature]*  
04/07/23


(प्रतुल देव शर्मा)

कार्यकारी निदेशक (सामग्री एवं संविदा)

*[Signature]*

### वितरण:

१. निदेशक (तकनीकी) / निदेशक (वित्त) / निदेशक (विपणन) / निदेशक (कार्मिक) / निदेशक (बीडी), सीआईएल
२. अ प्र नि, बीसीसीएल/सीसीएल/सीएमपीडीआई/ईसीएल/एमसीएल/एनसीएल/एसईसीएल/डब्ल्यूसीएल
३. निदेशक (तकनीकी) - पी&पी/सं, बीसीसीएल/सीसीएल/ईसीएल/एमसीएल/एनसीएल/एसईसीएल/डब्ल्यूसीएल
४. मुख्य सतर्कता अधिकारी, सीआईएल
५. कार्यकारी निदेशक (समन्वय) / (सुरक्षा एवं बचाव) / (उत्पादन) / (आईसीटी) / (पर्यावरण) / (वित्त) / (विपणन) / (सोलार) / (ईई) / (भूमि), सीआईएल
६. महाप्रबंधक, नार्थ ईस्टर्न कोलफील्ड्स
७. महाप्रबंधक (वित्त) / (सिविल) / महाप्रबंधक (सीएमसी) / महाप्रबंधक (सी&एफ) / महाप्रबंधक (ईईडी) / महाप्रबंधक (ई&एम) / महाप्रबंधक (सीवी) / महाप्रबंधक (प्रणाली) / महाप्रबंधक (ई&टी) / महाप्रबंधक (ईआरपी), सीआईएल
८. महाप्रबंधक (सा/प्र) / (वित्त), बीसीसीएल/सीसीएल/सीएमपीडीआई/ईसीएल/एमसीएल/एनसीएल/एसईसीएल/डब्ल्यूसीएल
९. सा प्र विभाग, सी.आई.एल के सभी अधिकारीगण

<p>सिविल अभियांत्रिकी विभाग, कोल इंडिया लिमिटेड (महाराष्ट्र कंपनी) कोल भवन, परिसर सं-4, एम.ए.आर, प्लॉट सं-ए.एफ-III, एक्शन एरिया- 1 ए, न्यू टाउन, राजारहाट, कोलकाता -700156 फोन: 033-7110 4180 फैक्स: 033-2324 6633 ई-मेल: gmcivil.cil@gmail.com वेब साईट : www.coalindia.in</p>	 <p>महाराष्ट्र कंपनी A Maharatna Company</p>	<p>CIVIL ENGG. DIVISION COAL INDIA LIMITED, (Maharatna Company) Coal Bhawan, Premises No.4, MAR, Plot No.AF-III, Action Area-1A, New Town, Rajarhat, Kolkata – 700156 TEL: 033-71104180 Fax: 033-2324 6633 E-MAIL: gmcivil.cil@coalindia.in WEBSITE: www.coalindia.in</p>
(एक ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 प्रमाणित कंपनी)		

सन्दर्भ संख्या: सी.आई.एल/सिविल/31(Pt-13)/1306

दिनांक: 03.07.2023

To,  
General Manager/HoD(Civil)  
BCCL Dhanbad, CCL Ranchi, CMPDI Ranchi, ECL Sanctoria, MCL Sambalpur, NCL Singrauli, SECL  
Bilaspur, WCL Nagpur;  
GM NEC Margherita  
GM CIL Delhi

**Sub: Single Stage Single Cover System of e-Procurement in CIL and its subsidiaries**

Dear Sir,

CFD of CIL in its 310th meeting held on 26.06.2023 discussed and deliberated the Single Stage Single Cover System. The resolution of 310th meeting of CFD of CIL on the subject matter is reproduced below:

**Quote**

*The CFDs after discussion and deliberation on the recommendation of the committee decided the following:*

1. *Single Stage Single cover system, no cover document shall be taken. The undertakings and authorization of DSC shall be taken through portal in the form of information. These online declaration shall not require any documentary support.*

*The modification of portal in this regard shall be taken up with NIC for customization. Till then, existing system of taking documents shall be continue. However, no documents shall be recycled with immediate effect in Single Stage Single Cover System.*

2. *After opening of bid, if L1 bidder fails to comply the eligibility requirements as per tender document, EMD shall be forfeited and tender shall be re-tendered. This shall come into force with immediate effect.*

3. *This shall uniformly apply to all procurements i.e. Works, Services and Goods.*

**Unquote**

The minutes of CFD of CIL received vide letter no. CIL:XI(D):04135:2023:30677 dated 30.06.2023 is attached.

These changes shall come into force with immediate effect.

*शोभ* *मिश्र*

The relevant changes in the Manuals/Guidelines shall be done in due course of time by the respective departments.

Yours faithfully,

ओप मिश्रा  
03/07/23  
(O P Mishra)

General Manager (Civil)


महानिरीक्षक / निरीक्षण (सिविल)  
General Manager / HoD (Civil)

सिविल अभियंत्रण विभाग  
Civil Engineering Division

कोल इंडिया लिमिटेड  
Coal India Limited

Copy:

1. CVO, CIL
2. ED(Co-ordination), CIL
3. ED(Fin.), CIL
4. ED(Solar), CIL/ ED(EED), CIL/ED(ICT),CIL
5. TS to CMD MCL/SECL/WCL/ECL/BCCL/CMPDIL/NCL/CCL
6. TS to D(T)/D(F)/D(M)/D(P)/D(BD), CIL
7. GM(CMC), CIL
8. GM(CMC), MCL/SECL/WCL/ECL/BCCL/CMPDIL/NCL/CCL
9. GM/HoD(MM), CIL- For further needful commiunication.
10. Shri. R K Patra, GM(MM), CIL/Application Admin, e-Procurement, CIL-with a request to take up the matter with NIC for required modification.
11. GM(System), CIL-with request to upload in CIL Webiste
12. GM/HOD(Admin.), CIL

<p>कोल इण्डिया लिमिटेड कंपनी सचिवालय 3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया-1A, न्यूटाउन, राजरहट, कोलकाता-700156, फोन 033-23246526, ईमेल: comsec2.cil@coalindia.in वेबसाइट: <a href="http://www.coalindia.in">www.coalindia.in</a> सी आई एन - L23109WB1973GOI028844</p>	 एक महारत्न कंपनी A Maharatna Company	<p>Coal India Limited Company Secretariat Regd. Office: 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 PHONE: 033-2324-6526, E-MAIL: comsec2.cil@coalindia.in WEBSITE: <a href="http://www.coalindia.in">www.coalindia.in</a> CIN- L23109WB1973GOI028844</p>
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Ref. No.CIL:XI(D):04135:2023: 30677

Dated 30<sup>th</sup> June'2023

To  
GM(Civil)  
Coal India Limited,  
5<sup>th</sup> Floor, New Town,  
Rajarhat, Kolkata-700156.

Sub: -Minutes of 310<sup>th</sup> CFDs Meeting held on 26<sup>th</sup> June'2023.

Dear Sir

Reproduced below is the relevant extracts from the minutes of 310<sup>th</sup> Committee of Functional Directors Meeting of Coal India Limited held on 26<sup>th</sup> June'2023 at CIL (H/Q), Kolkata with regard to the following item:

**ITEM NO.310.05**

**Sub: Committee Recommendation on the system of Single Stage Single Cover System of E-Procurement in CIL and its Subsidiaries.**

310.05 The CFDs after discussion and deliberation on the recommendation of the committee decided the following:

1. In Single Stage Single cover system, no cover document shall be taken. The undertakings & authorization of DSC shall be taken through portal in the form of information. These online declarations shall not require any documentary support.

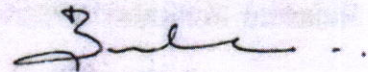
The modification of portal in this regard shall be taken up with NIC for customization. Till then, existing system of taking documents shall continue without documents being recycled with immediate effect in Single Stage Single Cover System.

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2. After opening of bid, if L1 bidder fails to comply the eligibility requirements as per tender document, EMD shall be forfeited and tender shall be re-tendered. This shall come into force with immediate effect.
3. This shall uniformly apply to all procurements i.e. Works, Services and Goods.

This is for your information and taking necessary action please.

Yours faithfully,



(B.P. Dubey)

Company Secretary

CC to: - Director(Technical), CIL.