A MAHARATNA COMPANY

5 DECADES OF UNEARTHING ENERGY

UNIFORM POLICY

FOR

DISPOSAL OF SCRAP

2026

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DEFINITIONS

Beyond Economic Repairs (BER) — A condition where the cost of repairing any Equipment / P&M is assessed to be uneconomical compared to the residual value or the cost of procurement of a replacement, and the equipment is therefore declared unserviceable for the purpose of disposal.

Delivery Order — The order issued by the Service Provider to the successful buyer upon confirmation of receipt of full payment by the Subsidiary Company / CIL HQ, authorizing the buyer to take delivery of the purchased lot(s). (Not Applicable in case Auction conducted on GeM)

Disposal — Activity of liquidating the unusable / unwanted holdings. It releases valuable storage space and locked up value. It is therefore, necessary to dispose off the unwanted holdings following laid down procedures with due regard to economy and transparency.

e-Auction — The electronic auction conducted through a web-based portal of the Service Provider or through the Government e-Marketplace (GeM) for the sale of scrap materials, Equipment / P&M, and stores in a fair, transparent, and efficient manner.

Equipment / P&M (Plant & Machinery) — All types of Equipment and Plant & Machinery items including HEMMs, UGMMs, Medical Equipment, CHPs, Survey Equipment, Laboratory Equipment, Safety Equipment, Office Equipment/Furniture and all other types of Capital items in CIL and its Subsidiaries.

E-Waste — Categories of electrical and electronic equipment including their components consumables, parts and spares covered under E-waste policy of Coal India Limited-2019.

Force Majeure — Events beyond the reasonable control of either party, including but not limited to wars, revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, freight embargoes, or acts of God, which prevent or delay the performance of obligations under this Policy.

GM(MM/HoD)-Stores — The General Manager (Materials Management) / Head of Department or the General Manager (Stores), as applicable, having responsibility for Stores and purchase functions in the concerned Subsidiary Company / CIL HQ.

Ground Rent — The charge levied at the rate of 1% (one percent) of the material value of the un-lifted quantity per week or part thereof, payable by the buyer for the period beyond the free delivery period (including ex-gratia extension) until the material is fully lifted.

H1 Bidder — The highest bidder in an e-auction, i.e., the bidder who has offered the highest price for a particular lot during the e-auction process.

Hazardous Scrap — Wastes with properties that make them dangerous or potentially harmful to human health or the environment. Hazardous wastes can be liquids, solids, contained gases, or sludge. Disposal of Hazardous scraps should be given priority and disposed off keeping in view the guidelines of GoI / statutory authorities like Central/State Pollution Control Board (CPCB / SPCB) from time to time.

Lot — A group of scrap materials, Equipment / P&M, or stores arranged in a sizeable and properly segregated quantity for the purpose of survey off and disposal through e-auction, each lot being distinctly numbered and displayed.

Material Value — The value of a material as determined by the H1 bid price accepted by the Seller in an e-auction, exclusive of all taxes, duties, and levies.

No Claim Certificate — The certificate issued lot-wise by the Nodal Officer (S&D) to GM (MM/HOD)-Stores HQ after successful delivery of the scrap material to the Purchaser, recording the details of the e-auction, quantity delivered, and any shortfall with reasons, confirming that the delivery has been completed.

Nodal Officer (S&D) — shall have the meaning set forth in Clause 3.1

Pre-Bid EMD (Earnest Money Deposit) — The refundable deposit required to be made by every bidder prior to participation in the e-auction, as per the applicable slab based on the estimated value of the auction, to ensure the seriousness and commitment of the bidder.

Purchaser / Buyer — The successful bidder (H1 Bidder) whose bid has been accepted and who is entitled to take delivery of the sold lot(s) after making the requisite payments as per the terms and conditions of the e-auction.

Reserve Value — The minimum value of a lot fixed confidentially by the Survey Off Committee, taking into consideration the present physical condition, location of the lot, written down value (where applicable), serviceable assemblies / parts taken out, last material value realized for similar lots, and current market trend. The Reserve Value shall be approved by the Area GM / Concerned Administrative Head.

RVSF (Registered Vehicle Scrapping Facility) — A facility registered under the Motor Vehicles (Registration and Functions of Vehicle Scrapping Facility) Rules, 2021, through which surveyed off vehicles shall be auctioned and scrapped in compliance with the applicable rules issued by the Ministry of Road, Transport and Highways (MoRTH), Government of India.

Sale Release Order (SRO) — shall have the meaning set forth in Clause 9.0

Sale Value — The total amount payable by the Purchaser / Buyer for the purchased lot(s), comprising the H1 bid price (Material Value) together with all applicable taxes, duties, and levies including Goods and Services Tax (GST), cess, and any other statutory charges as applicable from time to time, forming the complete consideration for the transaction.

Scrap — Residual materials after expiry of life / main use or left over materials as waste in the process of completion of recommended operation cycle due to wear and tear.

Second Hand Empties — Various types of packing and packing materials generated as empties in the process of receipt, issue and consumption of stores, such as containers, plates, bottles, plastic jars, drums, etc., which may be serviceable but surplus to the requirement of the company or may be unserviceable.

Security Deposit — shall have the meaning set forth in Clause 7.B(i)

Seller — Coal India Limited, its Subsidiary Companies, IICM, NEC as the case may be, offering the scrap materials, Equipment / P&M, or stores for disposal through e-auction.

Service Provider — The agency contracted by CIL / its Subsidiary Companies for conducting e-auctions, preparing auction catalogues, registering bidders, issuing Delivery Orders, and providing related services for the disposal of scrap materials as per the terms and conditions of the contract.

Survey Off Committee — The standing committee constituted in each Area / Project / CWS / Central Stores / Subsidiary HQ / CIL HQ/NEC/IICM for the purpose of carrying out physical survey of Equipment / P&M, stores, and scrap materials etc declaring items as scrap, and fixing the Reserve Value of individual lots for disposal.

Survey Off Report (SOR) — The formal report prepared in the prescribed format (Annexure-1 & 2) by the Survey Off Committee, recording the particulars of the Equipment / P&M / stores surveyed, including the Reserve Value of each lot, and signed by all members of the Committee. It may be Provisional (for Equipment / P&M) or Final.

Unserviceable/Damaged Items — Equipment/P&M items rendered unserviceable during operation or accidents or severely damaged in transit.

Written Down Value — The book value of an asset after accounting for depreciation as per the applicable accounting standards and company policy, used as a reference while fixing the Reserve Value of Equipment / P&M for disposal.

1. Preamble

1.1 Purpose

This Policy lays down the principles, procedures and controls for disposal of scrap, unserviceable and surplus materials of CIL and its Subsidiaries, with due regard to economy, transparency and statutory compliance.

1.2 Applicability

i. This Policy shall apply to:

- All subsidiary companies of Coal India Limited including NEC and IICM
- All Areas, Projects, Units, Collieries and operational sites
- Central Workshops (CWS)
- Central Stores (CS)
- Subsidiary Headquarters
- CIL Headquarters
- Area/Central Hospitals

ii. For CMPDI, Regional Institutes shall be considered as 'Areas' and Regional Directors as 'Area General Managers' for the purpose of this Policy.

iii. This Policy supersedes all previous guidelines, circulars and instructions on scrap disposal issued by CIL or subsidiary companies, except where specific statutory requirements mandate different procedures.

1.3 Legal and Regulatory Framework

i. This Policy has been formulated in accordance with:

- General Financial Rules, 2017 (particularly Rule 221 on disposal of unserviceable/obsolete stores)
- Companies Act, 2013 and applicable provisions for Government companies
- Environment (Protection) Act, 1986
- Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2016
- E-Waste (Management) Rules, 2016
- Motor Vehicles (Registration and Functions of Vehicle Scrapping Facility) Rules, 2021

- Guidelines issued by Central Pollution Control Board (CPCB) and State Pollution Control Boards (SPCB)
- Government e-Marketplace (GeM) terms and conditions (where applicable)

ii. In case of any conflict between this Policy and statutory requirements, the statutory provisions shall prevail and the matter shall be referred to CIL Headquarters for clarification.

2. Categories of Scrap & Disposal

Disposal is an activity of liquidating the unusable / unwanted holdings. It releases valuable storage space and locked up value. It is therefore, necessary to dispose off the unwanted holdings following laid down procedures with due regard to economy and transparency.
The unusable/unwanted holdings may consist of the following categories of Scraps:

2.1 Equipment / P&M, Spares and Stores

After completing rated life and/or eligible working hours as the case may be, if the Equipment / P&M becomes unserviceable/ Beyond Economic Repairs and required to be replaced with new ones for economic operations, such Equipment / P&M are to be declared unserviceable and are to be disposed off observing due procedure.

For the purpose of survey off and disposal, Equipment/P&M shall mean all types of Equipment/P&M Items like HEMMs, UGMMs, Medical Equipment /CHPs/ Survey equipment / Laboratory equipment / Safety equipment / Office Equipment/Furniture and all other types of Capital items in CIL and its Subsidiaries.

Similarly spare parts and various other stores become unserviceable and are required to be disposed off. Further, the items such as rejects arising out of manufacturing process and various operations, are required to be declared scrap and are to be disposed off observing due procedure.

2.2 Second Hand Empties:

In the process of receipt, issue and consumption of stores, various types of packing/packing materials are generated as ‘empties’ like containers, plates, bottles, plastic jars, drums etc. They may be serviceable but surplus to the requirement of the company **or** may be unserviceable.

Disposal of the empties shall be done after following due procedure of survey off and sale.

2.3 Hazardous Scraps:

Hazardous Scraps are wastes with properties that make them dangerous or potentially harmful to human health or the environment. Hazardous wastes can be liquids, solids, contained gases, or sludge. Disposal of Hazardous scraps should be given priority and disposed off keeping in view the guidelines of GoI / statutory authorities like Central/State Pollution Control Board (CPCB / SPCB) from time to time.

Note: Environment Department of the concerned subsidiary/CIL HQ should be consulted for disposal and storage of Hazardous Scraps.

2.4 Equipment having premature failure and Beyond Economic Repairs:

Sometimes premature failure of some Equipment / P&M occurs and the cost of their repairs is not economical. As such, in the interest of the company, these Equipment/P&Ms are to be declared as unserviceable before replacing the same. These equipment / P&M s are to be disposed off after observing the due procedure of declaring them as scrap.

2.5 E-Waste

Categories of electrical and electronic equipment including their components consumables, parts and spares covered under E-waste policy of Coal India Limited-2019 which are as follows:

S.No.	Category	Item
Information technology & telecommunication equipment		
	Computers	Server / Desktop computer (CPU, Monitor, Keyboard and Mouse), Laptop, Notebook, Dumb terminal, etc. or similar type items
	Printer & accessories	Printer, Scanner, Printer, Cartridge, Copying M/c etc. or similar type items
	Network equipment's	Routers, Switches, Patch panel, Modem, Converter, VSAT equipment, etc. or similar type items
	IT accessories	TV Tuner box, Floppy, CD and DVD, Pen Drive, External Hard disk, External CD / DVD writer, DAT Drive, Speaker, Laptop Hand Held device, VC equipment's, Data Cartridge, Electronics type writer, Telex, Cameras etc. or similar type items
	Telephones	Telex, Telephones, Telephone exchanges, Pay Telephones, Cordless Telephones, Cellular Telephones, etc. or similar type

		items
	Associated electrical items	Power cable, Data cable, UPS, etc. or similar type items,
	Associated electrical/ electronic items of P&M).	All type of Control Cards / devices, PCB, amplifier rectifier, etc. or similar type items
	Other electrical Items	Television sets, Refrigerator, Air conditioners (excluding centralized Air conditioning Plant), Florescent and other Mercury containing Lamps, Electronics based medical equipment's, all type of batteries excluding Lead acid batteries etc. or similar type items,
	Laboratory & monitoring	All type Air, Water monitoring & Laboratory equipment or similar type items.

2.6 Engine/Transmission Component

Engine and transmission assemblies constitute the major and critical components of HEMM and form the backbone of the equipment. In the event of breakdown of such components, every effort shall be made to repair and reutilize them based on operational and emergent requirements.

If a component is found repairable, it shall be refurbished and put back into service to ensure maximum utilization of assets.

However, when a component is assessed as **beyond economical repair**, it shall be declared **unserviceable**. Additionally, certain components may become **non-usable/obsolete** due to technological upgradation or replacement of the main equipment.

Accordingly, engine and transmission components for disposal shall be classified into two categories:

1. **Unserviceable Components** – components declared beyond repair after technical assessment.
2. **Non-usable/Obsolete Components** – components rendered redundant due to model change, upgradation, or discontinuation of equipment.

It is further clarified that such components, once declared for disposal, shall be processed for sale/auction **on a number (unit) basis**, following the approved disposal procedure.

Note: The procedure for disposal of such components shall be governed by the category under which they were originally procured. Components procured as Revenue items(i.e part of the main equipment) shall be disposed of following revenue disposal norms, whereas components procured as Capital items shall be disposed of in accordance with capital asset disposal procedures.

3. Procedure for identification

3.1 Identification / Declaration:

Second Hand Empties, Old, Used and Unserviceable Equipment / P&M, E-Waste, Spare Parts , Stores & Hazardous Scraps:

Nodal Officer (S&D/E-Waste): Area General Manager/Administrative Head (Central Workshop/Central Stores) shall nominate a Nodal Officer of Engineering discipline, not below E6 rank (if E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated) for his area to initiate and co-ordinate the activities related to identification and declaring the Second Hand Empties, Old Used and Unserviceable Equipment/P&M, E-waste, Spare Parts & Stores as scrap for the purpose of disposal, as well as coordinating delivery of the sold e-waste/scrap materials to the authorized persons.

At Subsidiary HQ/ CIL HQ, the Nodal Officer (not below E6 rank) shall be nominated by GM (MM/HoD)-Stores.

Technical departments (System / E&T / E&M etc.) shall primarily identify and intimate e-waste to the Nodal Officer (e-waste) every quarter.

Laptop / Desktop Computers (CSR Note): Company laptops/desktops considered as e-waste after their useful life should first be repaired and donated to Govt. schools/colleges, failing which to private schools/colleges, for gainful utilization. CIL shall bear the required expenditure under its CSR activity.

In order to identify and declare such items as E-Waste/scrap, a standing Survey off Committee consisting of following members shall be constituted in each Area /Project;

A. For the items kept in the custody of the Project/ Unit:

i. Project Officer/Head of the concerned Project /Unit
ii. Area Nodal Officer (S&D/E-Waste)

iii. Concerned Engineer In-charge of the Project / Unit
iv. Concerned head of the Finance of the Project / Unit
v. Concerned Officer In-charge of the Store of the Project / Unit

B. For the items kept in the custody of the Regional Store /Area Store:

i. GM (Operation) / Staff Officer (Mining) or his authorized representative.
ii. SO (Excv) / SO (E&M) / Head of concerned Technical Deptt. or his authorized representative for items related to respective deptts.
iii. Area Nodal Officer (S&D/E-Waste)
iv. Area Finance Manager or his authorized representative
v. SO(MM) / Depot Officer

C. For Central Workshop, the committee will consist of the following Officials :

i. Nodal Officer (S&D/E-Waste) nominated for CWS.
ii. Officer in-charge of Unit Store / SO (MM)
iii. Area Finance Manager/HoD(Finance) or his authorized representative.
iv. Technical Member (Engineer in charge of concerned section/ shop / Engineer nominated by GM (CWS).

D. For Central Stores (CS), the committee will consist of the following Officials :

i. Nodal Officer (S&D/E-Waste) nominated for CS
ii. Finance Manager -in charge or his authorized representative.
iii. Technical Member (To be nominated by G.M / Administrative Head of CS).
iv. MM member, if Nodal Officer (S&D/E-Waste) is not from MM discipline.

E. For Subsidiary Headquarters/ CIL Headquarter, the committee shall comprise of the following officials :

i. Nodal Officer(S&D/E-Waste) of HQ.
ii. GM (MM/HOD)-Stores or his Authorised Representative not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated.
iii. GM (F) or his Authorised Representative not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated.
iv. GM/ HoD of concerned Technical Department/ GM(Administration) in case of Vehicles/ Office Equipment/Furniture as applicable or his Authorised Representative not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated.

The Survey Off Committee will be constituted with the approval of the concerned Director (Technical) for Subsidiary/CIL HQs or by Area GM/ Administrative Head of CWS / Central Stores

In case of CMPDI, the Regional Institute shall be considered as ‘Area’ and the Regional Director as ‘Area General Manager’.

3.2 Formation of lots

The Sub Area Manager / Project officer / Agent / Depot Officer will ensure that the surveyed off equipment /P&M /E-Waste/other materials under their respective custody for disposal are properly arranged in sizeable lots. The following guidelines are laid down for the proper arrangement of lots:-

a) Scrap iron and steel will be arranged in a lot of suitable quantity and the scrap heap should be properly arranged to enable the Purchasers to make a fair assessment of the Lot.
b) Lots will be sold on “as is where is" basis, which denotes that the equipment / P&M /scrap materials will be sold in whatever condition they exist, and in whatever quantities or tonnage available and that the Management gives no guarantee as to the actual weight involved. Such a condition is essential to obviate dispute with Purchasers and legal complications.
c) The lots will be properly segregated and under no circumstances, working stocks will be mixed up with stores under disposal.
d) The Lot No. of each Lot should be clearly displayed.
e) Where a bid can be secured as a rate per item instead of a total value for the entire lot as in the case of vehicles, OTR Tyres, batteries, empty second hand drums etc., the items may be declared and sold by numbers.
f) Normally the Equipment / P&M should be sold on weight basis. Only the Equipment/P&M items, which can be delivered in as it is intact condition without any cutting/dismantling, shall be processed for sale on number basis.

   If Equipment/P&M items are to be allowed for cutting/dismantling at the time of lifting, the lot for the same must be processed for sale on weight basis only.

   The survey off report should be prepared precisely taking care of the above provisions and should clearly indicate whether the Lot being so offered for sale will be allowed for dismantling/cutting before lifting or otherwise.

g) A condition should be incorporated in the terms of sale that, if the weight actually offered at the time of delivery is less than the Weight originally declared, a proportionate refund will be granted to the purchaser with the approval of Director (Technical). In case the weight of the lot is higher than the estimated quantity, the purchaser willing to take the additional quantity (limited to max 10% of the offered quantity) should deposit the equivalent amount before taking the delivery, with approval of Area General Manager / Administrative head in case of CS / CWS and G M (MM/HoD)-Stores in case of Head quarter.
h) Under no circumstances, items to be declared for Sale, both by numbers as well as in weight.
i) Once the items are declared for disposal and surveyed off by a duly constituted survey off committee, under normal circumstances, parts/ assemblies/ accessories of such plant and equipment / P&M should not be withdrawn or removed. If any such withdrawal/removal in the case of surveyed off equipment / P&M /stores is inevitable, the sanction of Director (Technical) will be obtained by the initiating project/colliery through the Area General Manager recording the reason as to why such action could not be taken before sending the survey off report and the justification there of. This may necessitate withdrawal of lots/re-fixation of reserve value etc.

3.3 Duties of Survey Off Committee

The Survey off Committee will carry out physical survey of all the Equipment /P&M and other scrap materials, put up for disposal and fix up the reserve value in respect of individual lots. However, before fixing the reserve value, the committee will ensure that:

a) The lot of the scrap to be disposed has been made properly as mentioned at 3.2.
b) The assemblies/ sub-assemblies in case of equipment / P&M which have been declared serviceable and useable, have been removed from the surveyed off lots to be sold and have been deposited at designated place, with proper recording.
c) The equipment / P&M Sl. no. to be mentioned in the survey off report is clearly visible on the lot and, if required, should be rewritten clearly.
d) Scrap lots to be sold are kept separately and not mixed with other useful items of the project. Lot Number on each scrap lot should be written clearly for easy inspection and delivery.
e) If the OTR tyres are to be sold without Rim, it should be ensured that the Rims fitted with the tyres have been removed before putting the lot for auction.
f) The lot should contain similar type / nature/ quality of material (For example MS scrap should not be mixed with copper or special steel etc.) as far as practicable.

3.4 Fixation of Reserve Value

The survey off committee will carry out physical survey of all the equipment/P&M, Stores, and scrap materials put up for disposal and fix the Reserve Value in respect of Individual lots.

The reserve value should be carefully fixed by the survey off committee taking into consideration of relevant information like:

a) Written Down value (in case of equipment)
b) Location, Nature, Age and Condition of the item.
c) Scrap value in prevailing market condition.
d) Selling Price by other units for similar asset/material
e) Market related inputs gathered through leading financial newspaper/any other reliable sources.
f) Dismantling cost where applicable
g) Fees/ cost of statutory licenses/ clearances etc., where applicable
h) Any other factor considered relevant like urgency to clear space for new project-works. Cost of engaging people in upkeep or security/ safety issues related to such item. Time value of realizable money from the sale of such item, etc.

In the normal circumstances, i.e., if the assemblies/sub-assemblies/parts have not been taken out, then the reserve value should not be less than the written down value. So, whenever the reserve value is less than written down value (e.g. IT Equipment, Medical Equipment, etc.), suitable justification should be recorded in the survey off report.

The reserve value so fixed by the committee shall be approved by Area GM / Concerned Administrative Head (for Headquarters) and recorded confidentially in relevant column of the Survey off Report. The reserve value should be approved by the above authority in relevant column by encircling the reserve value and putting his signature against it. Since the reserve value is fixed on the basis of ground reality in field, it need not be reviewed/approved at subsequent levels at Headquarters so as to maintain confidentiality.

Such Reserve Values should be entered in the service provider portal maintaining confidentiality. Hence no subsequent approvals for reserve values are required. The same shall be applicable for reviewed reserve values as well.

Note: In case the auction is conducted through GeM, the reserve price may be entered at the time of creation of the auction catalogue.

Despite initial two attempts of e-auction, if the items could not be sold, Reserve Price may be revised in line with expected market realization on the basis of market related inputs gathered through leading financial newspapers or any other reliable sources. However, care should be taken to see that the Reserve Price is not lower than the prevailing market price of scrap of similar quality or conditions.

The particulars of the equipment /P&M / stores surveyed will be recorded in the Survey Off Report to be prepared in six copies in the form shown in Annexure -1 & 2, as the case may be.

4. Survey off Report

4.1 Preparation of Provisional Survey off Report (For Equipment/P&M) :

Equipment / P&M including vehicles which have outlived their lives in terms of number of hours worked and/or years of operation as per company's guidelines issued from time to time, or rendered unserviceable due to permanent failures, accidents etc., a technical report will be prepared by the technical wing in the Area/HQ/CWS/CS/Units and accordingly a Provisional Survey Off Report will be prepared in the format as per ANNEXURE- 1 (where column 9 to 11 need not be filled up by technical wing) for the purpose of getting "Replacement Equipment /P&M" and the same will be sent to the concerned head of the Technical wing at Subsidiary/CIL HQ.

The concerned Head of the Technical Dept. at Subsidiary/CIL HQ will obtain approval of Director(Tech)/CMD, as per DoP of subsidiary company/CIL HQ, for declaring the equipment as provisionally surveyed off for initiating the procurement action.

However, all cases involving disposal of Mining Equipment / HEMM/ P&M with premature failures will attract the approval of competent Authority as per DoP of Subsidiaries/CIL.

4.1(A) After the completion of necessary procedure at Clause 4.1, the vehicles which have been surveyed off shall be auctioned only to bidders possessing a valid Registered Vehicle Scrapping Facility (RVSF) certificate. For scrapping of vehicles, the detailed procedure laid down in Motor Vehicles (Registration and

Functions of Vehicle Scrapping Facility) Rules, 2021 dated 23.09.2021 issued by Ministry of Road, Transport and Highways (MoRTH), GoI and its amendments issued from time to time will be followed. The concerned HoD looking after the Vehicle Department / stockholding unit in possession of the relevant documents of the vehicle shall intimate and extend all necessary assistance to GM (MM/HoD)-Stores of the respective Subsidiary/CIL HQ for ensuring compliance with the said Rules, including the collection of "Certificate of Deposit" as per Clause 10(viii) of Motor Vehicles (Registration and Functions of Vehicle Scrapping Facility) Rules, 2021 dated 23.09.2021 (as amended from time to time).

4.1(B) Alternative Mode of Disposal – Sale of Surveyed-Off LMVs on "As Is Where Is" Basis

Notwithstanding the provisions of Clause 4.1(A), in cases where a departmental LMV has been duly surveyed off by the competent Survey-Off Committee but continues to hold a valid registration under the Motor Vehicles Act, 1988, such vehicle may, as an alternative to disposal through RVSF, be auctioned on an individual basis on "As Is Where Is" condition as a Light Motor Vehicle (and not as scrap), subject to the following conditions:

(a) The vehicle must have been duly surveyed off after completing useful life or declared beyond economic repair by the Survey-Off Committee constituted for the purpose.

(b) The Registration Certificate (RC) of the vehicle must be valid as on the date of auction notification.

(c) Fitness certificate / roadworthiness status to be duly recorded in the Survey-Off report.

(d) This mode shall be available only for vehicles classified as Light Motor vehicles (LMVs) under the Motor Vehicles Act, 1988.

(e) Upon successful auction of the vehicle, GM (MM/HoD)-Stores shall intimate the concerned HoD looking after the Vehicle Department for intimation to the Regional Transport Office (RTO) regarding the sale of the vehicle. The transfer of the Registration Certificate (RC) into the name of the successful bidder shall be the sole responsibility of the successful bidder; however, the concerned HoD looking after the Vehicle Department shall extend all necessary assistance to the successful bidder in the process of such RC transfer.

(f) **Transfer of Registration**: The successful bidder/purchaser shall bear the sole responsibility of transferring the ownership and registration of the vehicle into their name with the appropriate Regional Transport Authority (RTA). The successful bidder shall complete the transfer of Registration Certificate (RC) in their name from the appropriate RTA within 30 (Thirty) days of the date of handing over of the vehicle.

(g) **Affidavit Requirement**: Until such time as the registration transfer process is duly completed and reflected in the records of the RTA, the purchaser shall submit an affidavit declaring that they assume full responsibility for the vehicle.

(h) **Liability for Incidents**: The affidavit shall specifically state that the purchaser accepts all liabilities, obligations, and consequences arising from the use, possession, or operation of the vehicle, including any untoward incidents, accidents, or violations, from the date of handover until the registration transfer is finalized.

(i) **Indemnity**: The purchaser shall indemnify and hold harmless CIL from any claims, damages, penalties, or proceedings arising during the interim period prior to registration transfer.

4.2 Preparation of Final Survey Off Report :

A. The grounding of HEMM/UGMM/Vehicles should be approved by Director(Technical) of concerned Subsidiary/CIL HQ.

B. After competent approval of Provisional Survey off Report, and grounding of the surveyed off equipment / P&M and vehicles, the lot will be put up to the Survey off Committee for final survey off and disposal. Final Survey-off report after grounding shall be approved by Area General Manager /Administrative Head of CWS/CS or General Manager (Administration)/Technical HoD(whichever is applicable) in case of Subsidiary/CIL HQ along with the Reserve Value.
C. For scraps other than Equipment and P&M Items, only Final Survey Off Report will be prepared, which shall be approved by Area General Manager / Administrative Head of CWS/CS or General Manager (Administration)/Technical HoD(whichever is applicable) in case of Subsidiary/CIL HQ along with the Reserve Value.
D. The Survey Off Report and proceedings of the Survey Off Committee will be signed by all members of the Survey Off Committee. The reserve value will be indicated only in one copy of the Survey Off Report which will be forwarded in a sealed cover to the GM (MM/HOD)-Stores. The reserve value shall be treated as strictly confidential.
E. For E-Waste, Nodal Officer needs to ensure that, if replacement requirement is being placed, the surveyed off item should be first put up for Buy Back option, if feasible.
F. The reserve price of the lot in case of E-Waste may be kept as written down value. In case of items /lots are proposed to be sold on weight basis, the Survey off committee for e-waste shall assess the lot and set a reserve value.

Survey off Report (SOR) shall be prepared in six copies. Distribution of duly approved SOR shall be as under: -

a) One copy in sealed cover containing Reserve Value along with two copies (without RV) shall be forwarded to the MM department of the Subsidiary/CIL HQ for taking disposal action. The copy of survey-off report having Reserve Value shall be kept under sealed cover and same shall be opened along with presence of representative of Finance.
b) One copy each shall be kept with the concerned Nodal Officer and Depot Officer.
c) One copy shall be kept with the Project /Unit from where it has been initiated.
d) Survey off report for Equipment / P&M /vehicle may be prepared in two phases i.e. provisional and final. The indent for replacement of equipment / P&M /vehicle, if required, can be processed on the basis of provisional survey off report. Disposal action shall be taken on the basis of final Survey off report only after grounding of the equipment / P&M/vehicle. Reserve Value is not to be indicated in the Provisional Survey Off report.
e) While forwarding the survey off report, a certificate shall be submitted by the Nodal Officer (S&D), on the body of the Survey Off Report as under:
“Certified that the reserve value (s) of the surveyed off Lot (s) has / have been indicated duly approved by the Area General Manager/ Competent Authority.”

5. Disposal / Sale:

5.1 P&M, Spares and Stores:

The list of disposable Equipment/P&M and Spares/stores will be prepared for disposal through e-Auction. Sale of those surveyed off lots shall be concluded in favor of H 1 bidder for which the H1 price offered by the H 1 bidder is more than or equal to 90% of the Reserve Value for Non-Hazardous scrap.

The remaining Equipment / P&M /Other Scrap which could not be sold in first auction, shall be put up for e-auction second time. In second auction Sale of those Equipment / P&M and Spares/stores shall be concluded in favor of H 1 bidder for which the H1 price offered by the H1 bidder is more than or equal to 80% of the Reserve Value for Non-Hazardous scrap.

Despite two attempts of e-auction, if the Equipment / P&M/ Spares/ Scrap could not be sold, then outcome of the e-auctions conducted so far (soft copy of complete bid- sheets of the 2 auctions) shall be reverted to the concerned Areas/department for re-assessment of the Reserve Value. After reviewing the reserve value the same shall be submitted to GM (MM/HOD)-Stores, Subsidiary/CIL HQ for taking necessary disposal action.

In case the lot remains unsold even after another 2 auctions, after re- assessment of Reserve Value, the Subsidiary/CIL Management may take action for disposal in line with the provisions of Rule 221 of GFR 2017, which inter alia reads as under:

"In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt other modes of disposal including destruction of the item, in an eco-friendly manner"

5.2 Hazardous Items :

In case of Hazardous Scrap, sale of those surveyed off lots shall be concluded in favor of H 1 bidder for which the H1 price offered by the H1 bidder is more than or equal to 85% of the Reserve Value.

The remaining Lot which could not be sold in first auction, shall be put up for e-auction second time. In second auction Sale of those surveyed off lots shall be concluded in favor of H 1 bidder for which the H1 price offered by the H 1 bidder is more than or equal to 75% of the Reserve Value.

Despite two attempts of e-auction, if the item could not be sold, then outcome of the e-auctions conducted so far (soft copy of complete bid- sheets of the 2 auctions) shall be reverted to the concerned Areas/department for re-assessment of the Reserve Value. After reviewing the reserve value the same shall be submitted to GM (MM/HOD)-Stores, Subsidiary/CIL HQs for taking necessary disposal action.

In case the lot remains unsold even after another 2 auctions, the Subsidiary/CIL Management may take action for disposal in line with the provisions of Rule 221 of GFR 2017, which inter alia reads as under:

"In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt other modes of disposal including destruction of the item, in an eco-friendly manner"

5.3 E-Waste:

The sale of E-waste shall be treated on similar lines as that of "Hazardous Scrap" as defined in this policy. In addition, the following specific provisions shall apply:

a) All bidders shall be registered / certified entities for purchase of e-waste and the same should be ensured by Nodal authority.

b) The list of disposable e-waste will be prepared for disposal through e-Auction. Sale of those surveyed off lots shall be concluded in favor of H1 bidder, for which the H1 price offered by the H1 bidder is more than or equal to 50% of the Reserve Value.
c) The remaining e-waste which could not be sold in first auction, shall be put up for e-auction second time. Sale of those surveyed off lots shall be concluded in favor of H1 bidder, at the price quoted by the H1 bidder.
d) In either of the case for disposal of the e-waste, the H1 bid received shall be accepted considering timely disposal of e-waste is an essence for conservation of environment.
e) Despite two attempts of e-auction, if the e-waste could not be sold, then outcome of the e-auctions conducted so far (soft copy of complete bid-sheets of the 2 auctions) shall be reverted to the concerned Areas/department for re-assessment.
f) The Concerned Authority may also take action for disposal in line with the provisions of Rule 221 of GFR 2017, which inter alia reads as under: "In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt other modes of disposal including destruction of the item, in an eco-friendly manner."

Note: In case no bid is received against any particular lot/item during auction, it shall also be reckoned as an attempt for sale for the lot/item.

6. Conduct of e-Auction

To ensure a fair, transparent and efficient system for disposal of scrap materials, e-auction mode shall be followed. E-Auction through GeM portal shall be the preferred mode for uniform disposal of Equipment / P&M / E-Waste / Scrap by all subsidiaries of CIL and CIL (HQ). Every effort is to be made by each subsidiary to adopt GeM Forward auction for sale of scrap, also iterated through the Circular issued by CEO, GeM reference Do.No.77/CEO-GeM/2026 dtd 18.03.2026. However, where a subsidiary company has an existing arrangement with a Service Provider for conduct of e-auction, such arrangement may continue to operate as an alternative mode, subject to the terms and conditions prescribed herein.
The procedure for e-auction, along with the salient terms and conditions, is set out in the following paragraphs separately for each mode. If any modification to the following terms and conditions, or any additional terms and conditions are warranted, other than those for which specific competent authorities have been designated elsewhere in these terms and conditions, the same may be done with the approval of the CMD of the Subsidiary company/CIL HQ, duly recording the justification thereof.

6.1 E-AUCTION THROUGH GeM PORTAL (Preferred Mode)

General Terms and Conditions for the Forward Auction of GeM (GTC) shall be applicable till the completion of the Forward Auction. Post completion of Forward Auction, Additional Terms and Conditions (ATC) of the Seller shall supersede the GTC of GeM.

a) After approval of the Survey Off Report, Nodal Officer (S&D) shall forward the SORs to GM (MM/HoD)-Stores of Subsidiary HQ/CIL for taking disposal action.

b) The Stores section of the MM Department at CIL HQ / Subsidiary HQ shall obtain approval of GM (MM/HoD)-Stores after vetting by Associate Finance for putting up these Lots for sale through e-auction. If required, the lots received from different Areas / Departments may be consolidated before putting up for auction.

c) After obtaining approval for disposal, the auction catalogue for e-auction through GeM shall be prepared by the Tendering Authority. The catalogue shall include, inter alia, auction category, location of lots, pre-qualification (PQ) criteria, EMD requirements (online/offline), and applicability of Reserve Value.

d) Date of e-auction shall be a minimum of 15 days after the date of display of the auction catalogue on the GeM portal. The prospective Purchasers / bidders shall be allowed to physically inspect the scrap materials or lots before participating in the e-auction, if they so desire.

e) All interested purchasers may view the auction catalogue published on the GeM portal, and those who are duly registered on GeM with valid login credentials may participate in the e-auction in accordance with the terms and conditions specified on the portal. Registered bidders shall be intimated regarding the scheduled date and time of the e-auction through system-generated notifications, including e-mail and/or SMS/app alerts, as enabled on the GeM portal.

f) For purchase of Hazardous scrap materials like batteries, burnt oil, etc., the prospective bidders must have MOEF/SPCB/CPCB registration certificate or any other certificate required for such items. The certificates must be valid on the date of e-auction as well as during lifting of the hazardous scrap materials.

g) It shall be the responsibility of the bidders to ensure that they are in possession of all requisite clearances / certificates / documents in order to fulfil various requirements of the Government of India in regard to materials purchased by them. All such documents shall be valid as on the date of lifting of the scrap material sold to them, failing which CIL or its subsidiary companies shall not give delivery of the respective scrap material until valid documents are submitted.

h) Reserve Value shall be opened by the representative of GM (MM/HoD)-Stores along with the representative from Finance member and shall be entered online in the GeM portal during the creation of the e-auction notice.

i) **Opening Price & Increment Price:**

   i. In case of HEMM / Non-HEMM / Hazardous waste, the opening price of each lot shall be considered as 50% of the last material value realized for a similar lot in the last auction.

   ii. In case of E-waste, the opening price of each lot shall be considered as Rs. 1.00, irrespective of the reserve value of the lot.

   iii. The increment price and increment price during extension, in each of the above cases, shall be decided by Subsidiary/CIL Company considering the unit of measurement of lot put up for Auction.

j) The entire auction shall be conducted online through the GeM portal. The identity of the bidders shall not be disclosed by the system until completion of the e-auction.

k) **Post-Auction Activities:**

i. After closing of the e-auction, the H1 bid(s) shall be evaluated against the Reserve Value and threshold limits as per the applicable policy and placed before the competent authority for approval / acceptance / rejection.

ii. Upon acceptance, GeM shall transfer the pre-bid EMD of the successful bidder(s) to the Subsidiary's/CIL account. In case of rejection, the pre-bid EMD of unsuccessful bidder(s) shall be automatically refunded by GeM to their respective bank accounts.

iii. Transaction charges shall be levied on the successful H1 bidder as per the Revenue Policy of GeM.

iv. After acceptance of the H1 bid on the GeM portal, an Intimation Letter shall be generated and communicated to the successful bidder by GeM. In addition, the subsidiary shall issue a detailed Acceptance Letter to the successful bidder, indicating the sale value details including applicable GST, TCS, bank details, payment schedule, and terms of lifting, in accordance with this Policy.

l) **Manual Post-Auction Processes (outside GeM):**

The following activities shall be carried out by the subsidiary company outside the GeM portal, as the GeM portal does not currently support these functions:

i. Issuance of Sale Order after receipt of Security Deposit / payment as per this Policy.

ii. Issuance of Delivery Order and Sale Release Order.

iii. Issuance of Authorization Letter: The successful bidder (H1) shall submit a request letter for authorization, enclosing the identity proof (Government-issued ID such as Aadhaar, Voter ID, Driving Licence, etc.) of the authorized person(s) to the Stores Section of the subsidiary HQ/CIL. The Tendering Authority shall verify and forward the authorization to the concerned Area / Stock-holding unit for initiating the lifting process.

iv. Issuance of Tax Invoice and Gate Pass: The actual Tax Invoice and Gate Pass shall be generated / authorized by the Area / Stock-holding unit and handed over to the buyer after completion of lifting, following due process. The GeM-generated invoice, gate pass, and completion certificate shall not be treated as final documents for the purpose of actual lifting.

v. Post-auction contract management, including creation of lot-wise contract orders and payment invoices on GeM, shall be complied with as per GeM process requirements, but the CIL/subsidiary's own Sale Order, Delivery Order, and Sale Release Order shall govern the actual transaction.

m) Bidders who have been banned / debarred / blacklisted by the subsidiary company or CIL shall not be permitted to participate in the e-auction during the banning period. Every bidder shall submit an undertaking at the time of registration / participation in the e-auction, declaring that they have not been banned / debarred / blacklisted by any subsidiary company of CIL or by CIL itself. In the event that such undertaking is subsequently found to be incorrect, or it is discovered at any stage that the bidder was under a banning / debarment / blacklisting order at the time of participation, the following actions shall be taken:

i. Their H1 bid(s), if any, shall be rejected.
ii. They shall be further banned for an additional period of one (1) year from the date of expiry of the previous banning period.

6.2 E-AUCTION THROUGH SERVICE PROVIDER PORTAL (Alternative Mode)

Where a subsidiary company conducts e-auction through a Service Provider portal, the following terms and conditions shall apply. The Service Provider shall not charge any fee / cost or any payment, by whatever name, from the prospective bidders for the purpose of participation in e-auction.

a) After approval of the Survey Off Report, Nodal Officer (S&D) shall forward the SORs to GM (MM/HoD)-Stores of Subsidiary HQ/CIL for taking disposal action.

b) The Stores section of the MM Department at CIL HQ / Subsidiary HQ shall obtain approval of GM (MM/HoD)-Stores after vetting by Associate Finance for putting up these Lots for sale through e-auction. If required, the lots received from different Areas / Departments may be consolidated before putting up for auction.

c) After obtaining approval for disposal, the list of the lots to be disposed of shall be sent to the Service Provider with terms and conditions for arranging e-auction.

d) The Service Provider shall prepare the auction catalogue and display the same on their portal.

e) Date of e-auction shall be a minimum of 15 days after the date of display of the auction catalogue on the portal of the Service Provider. The prospective Purchasers / bidders shall be allowed to physically inspect the scrap materials or lots before participating in the e-auction, if they so desire.

f) All interested Purchasers who are registered with the Service Provider may go through the auction catalogue through their user ID and can participate as per the terms and conditions of the e-auction. Bidders registered with the Service Provider shall be automatically informed through e-mail regarding the scheduled time and date of the e-auction.

g) For purchase of Hazardous scrap materials like batteries, burnt oil, etc., the prospective bidders must have MOEF/SPCB/CPCB registration certificate or any other certificate required for such items. The certificates must be valid on the date of e-auction as well as during lifting of the hazardous scrap materials.

h) Bidders shall be responsible for obtaining required Digital Signature Certificate directly from government-approved agencies, as per the requirement of the Service Provider's portal.

i) It shall be the responsibility of the bidders to ensure that they are in possession of all requisite clearances / certificates / documents in order to fulfil various requirements of the Government of India in regard to materials purchased by them. All such documents shall be valid as on the date of lifting of the scrap material sold to them, failing which CIL or its subsidiary companies shall not give delivery of the respective scrap material until valid documents are submitted.

j) Reserve Value shall be opened by the representative of GM (MM/HoD)-Stores along with the representative of Finance and entered online in the portal of the Service Provider, maintaining confidentiality. The e-auction portal shall be designed by the Service Provider in such a way that apart from the subsidiary company as Seller or their authorized representative having user ID and password, no one including the Service Provider shall be able to view, notify, or feed in the Reserve Price.

k) The entire auction shall be conducted using the web through the Internet.

l) The system shall be IT-compliant as per the Guidelines of the Government of India, issued from time to time. It shall encompass security features to safeguard the interest of CIL / subsidiary company as Seller(s). Sellers and Purchasers can log onto the auction site for any related information, besides monitoring the auction in real time.

m) Users (i.e. Seller, Service Provider personnel, and bidders) of the auction site shall be able to view auction items, bidding history, other details, and status. The identity of the bidders shall not be disclosed by the system until completion of the e-auction.

n) All communications with the registered Purchaser / customers regarding prior information of e-auction and post e-auction information regarding sale letter, payment advice, etc. shall be essentially done through e-mail by the Service Provider.

o) Every auction shall be prepared with a pre-determined opening and closing date and time which shall be duly intimated to bidders by the Service Provider. Bidding shall be accepted within that fixed period, provided there is no continuation of bidding at that point of time. The closing time shall automatically be extended by a further 10 minutes every time a bid is recorded within the last 10 minutes of closing of bids.

p) Once the auction is closed, the system should automatically confirm if the highest price received is equal to or above the threshold limit of Reserve Value (RV) in line with clause 5, and should send the bid sheet of the completed Auction by e-mail to the Seller (CIL / Subsidiary Company).

Concerned Stores Department will verify the H1 bids with the Reserve Value /Threshold value as per the SOR and get it vetted by the finance for acceptance of the H1 price as per the procedure laid down above, and will obtain the approval of GM (MM/HOD)-Stores before giving the clearance to the Service Provider to convey the acceptance of H1 rate to the successful bidders by email.

The Service Provider will then inform the successful H1 bidders about the acceptance of their bid and advise them on their registered email address and through SMS alert to deposit the requisite Security Deposit and Balance Material Value as per the terms of the Auction.

q) For the unsold lots, action for fresh auction shall be initiated by the Seller (CIL/Subsidiary).

r) Service Provider shall take care of Seller's privacy.

s) Following are some of the aspects which the Service Provider should ensure in its e-auction system:

i. Bids above/as per cut off norms of the Reserve Price (i.e., Threshold Reserve Price) shall only to be accepted by the system.

ii. E-Auction should close on fixed date and time provided there is no extension of auction occurs, if no Bid is received within the last 10 minutes of closing time of Auction.

iii. No bid will be accepted after the auction closes including extension, if any.

iv. No bidder should be allowed to enter the auction floor if it has defaulted in the previous occasion or has been black-listed/ banned by either the Service Provider or the concerned CIL subsidiary company, as per Guidelines. Banning of any bidder shall be applicable for a particular subsidiary, in which he has defaulted.

v. The Service Provider cannot participate in the auction.

t) Payment to the service provider shall be made as per the Price and terms & conditions of the contract concluded with them. Payment of the Service Charge to the Service Provider shall be paid for the actual value (Basic value only) of the scrap material delivered to the Purchasers as certified by the stock holder in the Lifting Certificate / No claim Certificate issued against the Delivery Order / Sale Release Order.

The Service Provider should be advised to mention following details in the bill raised by them for ready reference:

a) e-auction no and date
b) Delivery Order No and date issued by the Service Provider
c) Qty. mentioned in the Delivery Order
d) Lot No.
e) Unit Rate
f) Total Value
g) GST and/or any other Taxes etc.

The Service Provider's bill will be checked by MM Department CIL / Subsidiary HQ on the basis of "No Claim Certificate" issued by the Stock holder. After checking, Service Provider’s bill shall be sent to the General Manager (F) for payment. The service charges shall not be payable to the Service Provider on the forfeited amount, if any.

6.3 Pre Bid EMD

Every bidder shall be required to deposit Pre-Bid EMD for participation in e-auction. However, the requirement of Pre-Bid EMD shall be applicable as per the following slab:

Estimated Value of Auction	Applicable Pre-Bid EMD
Up to ₹5,00,000	**No EMD (Waived)**
Above ₹5,00,000 and up to ₹10,00,000	₹50,000
Above ₹10,00,000 and up to ₹50,00,000	₹1,00,000
Above ₹50,00,000 and up to ₹1,00,00,000	₹2,00,000
Above ₹1,00,00,000	₹5,00,000

The Estimated value of Auction shall be derived based on the last material value realized for similar lots in previous auctions with due consideration to prevailing market conditions.

The concerned Subsidiary Company/CIL HQ shall have the flexibility to revise or modify the EMD amount based on prevailing market conditions, physical condition and value of lots. The authority to revise, or modify the EMD amount shall rest with the Director (Technical) of the

concerned Subsidiary / CIL HQ, with concurrence of Finance wherever required.
The Pre-Bid EMD of unsuccessful bidders shall be refunded by GeM or the Service Provider upon closure of the auction, in accordance with GeM policy, or within three (3) days in the case of the Service Provider. In the case of successful bidders, the Pre-Bid EMD shall be refunded only after submission of GST TDS in accordance with applicable rules. In case of Sale of Surveyed-Off LMVs on “As Is Where Is” Basis, EMD will be refunded to the successful bidder upon submission of proof of RC transfer (transfer endorsement on RC or RTO acknowledgement). The Competent Authority for the release of pre-bid EMD of successful bidder shall be GM (MM)/HOD-Stores of Subsidiary Company/CIL HQ with the concurrence of Associate Finance.

7. Payment Terms

A. **Lots Valued up to Rs. 25 (Twenty-Five) Lakhs — Full Upfront Payment**

Where the total lot value is Rs. 25 (Twenty-Five) Lakhs or below, the Successful Buyer shall deposit 100% of the Sale Value of the lot (i.e Material Value along with applicable GST and/or TCS) in a single upfront payment to CIL/Subsidiary HQ through NEFT/RTGS, within 21 (Twenty-One) days from the date of intimation.

Upon confirmation of receipt of such full payment by CIL/Subsidiary, a Sale Release Order shall be issued directly to the Successful Buyer as per the procedure mentioned in Clause 9, without the requirement of a Sale Order.

Delayed payment upto 1 week is allowed with imposition of penalty of 1% of unpaid material value (excluding the GST & TCS).

In case the Buyer fails to deposit the full upfront payment within the prescribed period, it will be presumed that he has abandoned the lot, the sale shall be treated as cancelled, and his EMD shall be forfeited. The Competent Authority for forfeiture of EMD shall be GM (MM/HOD)-Stores of Subsidiary Company/CIL HQ with concurrence of Finance. Further, the defaulting Buyer shall be debarred from participating in the e-auction of that Subsidiary/CIL HQ for 6 months from the date of communication of banning order issued by Subsidiary Company/CIL HQ.

However, under circumstances beyond the control of the Buyer/force majeure conditions, the CIL/Subsidiary Co. may allow payment beyond the stipulated period (without penalty) with the concurrence of Finance and approval of Director (Technical).

B. Lots Valued above Rs. 25 (Twenty-Five) Lakhs

i. Security Deposit

Security Deposit of 25% of Sale Value (i.e Material Value along with applicable taxes) of the lots sold

to the buyer should be deposited to CIL / Subsidiary company HQ through NEFT/ RTGS within 7 days from the date of intimation. If the total value of Security Deposit is more than ₹ 10 (Ten) Lakhs, the period allowed for Depositing the Security Deposit shall be 15 days from the date of intimation.

In case the bidder fails to furnish the Security Deposit within the prescribed period, it will be presumed that he has abandoned the lot and the sale of that lot shall be treated as cancelled and his EMD shall be forfeited. Competent Authority for the forfeiture of EMD shall be GM (MM/HOD)-Stores of Subsidiary Company/CIL HQ. Further, the defaulting buyer shall be debarred for participating in the e-auction of that subsidiary/ CIL HQ for 6 months from the date of communication of banning order issued by Subsidiary Company / CIL HQ. Approving Authority for the same shall be GM (MM/HOD)-Stores of Subsidiary Company/CIL HQ with concurrence of Finance.

The request for extension of deposition of Security Deposit may be considered by Subsidiary / CIL HQ after levying penalty (1 % of the security deposit amount excluding taxes) with the approval of concerned GM (MM/HOD)-Stores for maximum 7 days.

However, under circumstances beyond control of the buyer/force majeure conditions, the CIL/Subsidiary Co. may allow payment beyond stipulated period (without penalty) with the concurrence of Finance and approval of Director (Technical).

ii. Sale Order

On confirmation of the receipt of Security Deposit amount by CIL/Subsidiary, the Service Provider will issue the Sale Order to the Successful buyer, under intimation to the Seller (Subsidiary/CIL HQ), clearly indicating Payment terms for Balance Material Value and the due date for the same.

In case of auction conducted through GeM, Sale Order will be issued by Tendering Authority to the Successful buyer clearly indicating Payment terms for Balance Material Value and the due date for the same.

iii. Balance Payment

Balance 75% Payment for the full value of the lot (along with GST and /or TCS) shall be deposited by the Buyer to CIL / Subsidiary company HQ through NEFT/ RTGS as per following schedule from the date of Sale Order:

Balance Payment (in ₹)	Submission from the date of Sale Order
Less than ₹ 50 Lakhs	15 days
50 Lakhs- 2 Crores	30 days
Greater than 2 Crores	45 days

For delayed payment, penalty of 1% of unpaid material value (excluding the GST & TCS) per week or part thereof will be leviable for delayed period, for next 4 weeks with approval of GM (MM/HOD)-Stores.

However, if the balance payment is not received within the due date of payment as indicated above, the Security Deposit against that lot and Pre- Bid EMD shall be forfeited and such lot(s) will be deemed to have been abandoned by the buyer and shall again be put up for auction. The buyer shall have no claim on such lots. The competent Authority for forfeiture of initial 25% Security Deposit shall be GM(MM/HoD)-Stores of Subsidiary Hq/ CIL HQ with concurrence of Associate Finance. Further, the defaulting bidder will be debarred from participating for Six Months from the date of communication of banning order issued by Subsidiary Company / CIL HQ. The Competent Authority for the same shall be GM (MM/HOD)-Stores of Subsidiary HQ/CIL HQ with vetting of associate Finance.

However, under circumstances beyond the control of the buyer/force majeure conditions, the CIL/Subsidiary Co. may allow payment beyond stipulated period (without penalty), with the concurrence of Finance and approval of Director(Technical).

Note: Where the last day prescribed for any payment under this payment schedule falls on a Sunday, public holiday, or bank holiday, the payment shall be made on the next working day immediately following such Sunday or holiday, and such payment shall be deemed to have been made within the prescribed period for all purposes under this schedule.

8. Delivery Order

In case of E-auction conducted through Service Provider, On confirmation of receipt of Payment by the Subsidiary HQ / CIL HQ, the Service Provider shall issue a Delivery Order to the Buyer. A copy of the Delivery Order shall be endorsed to the GM (MM/HOD)-Stores of Subsidiary Co./CIL HQ.

The Delivery Order to be issued by the Tendering Authority/Service Provider should contain the following details:

a) Delivery Order No. and date
b) e-auction no. and date
c) Lot number with location
d) Description of Material.
e) Buyer's name and address
f) GST no. and PAN no. of the Buyer.
g) Quantity sold with unit of measurement
h) Rate at which sold/ Total payable amount

i) Payment details with EFT ref. no. and date, if the same is collected by them
j) Seller Details.

Note: In case of auctions conducted through GeM, the process of Delivery Order may be ignored.

9. Sale Release Order (SRO):

Upon confirmation of receipt of payment by the Subsidiary Co./CIL HQ, or upon receipt of the Delivery Order for the sold lot(s) from the Service Provider, the Sale Release Order shall be issued to the buyer by the GM(MM/HoD)-Stores or his authorized representatives..

A copy of the Sale Release Order shall be endorsed to the Service Provider (where applicable) and to the Nodal Officer(S&D) of the Stock Holding Unit. In case of GeM transactions, endorsement to the Service Provider shall not be applicable.

(In SAP, the Sale Release Order is generated against the SAP Customer Code of the buyer.)

Delivery of the sold lot shall be given to the Authorised representative as detailed in Clause 11.2

The ground rent /other penalties and applicable Taxes (GST, TCS etc.) may be deposited at the Areas of delivery, as per the prevailing practice of the concerned subsidiary/CIL HQ, which shall be clearly indicated in the Sale Release order. **The SRO shall also include the reference of the Survey- Off Report of the Lot sold**. The delivery shall be given only after receipt of all dues and payments from the buyer.

9.1 Distribution of Sale Release Order (SRO): Copy of the SRO should be given to all concerned including the following so that delivery of the sold items can be made smoothly:

a. Concerned Area GM / Administrative Head of the department (For HQ)
b. Nodal Officer (S&D)
c. Concerned Area Finance Manager / Associated Finance (For HQ)
d. Area Security Officer/ Chief Security Officer (For HQ).
e. Depot Officer, Regional Stores/Central Store (if lot is kept at Central Store).
f. Concerned Technical Head.
g. Project officer / associated finance / Engineer in charge of the concerned unit (for the lot kept at Project / Unit).
h. Head of the taxation department
i. All person concerned /his representative.

10. Delivery Period

10.1 Free Delivery Period

The successful bidder / his authorized representative will be allowed a free delivery period of 45 days from the 10th day of issue of Sale Release Order (SRO) including the lots of up to 100 MT / 100 KL for a single

SRO. For each additional 100 MT / 100 KL or part thereof, 15 days extra delivery period shall be given to the buyer.

10.2 Extension Request

After expiry of the Free Delivery Period, the firm shall have to request for extension of Lifting Period to the concerned area with intimation to MM Deptt. of CIL/Subsidiary HQ.

The buyer shall file any request for extension of delivery period within 7 (seven) days from the date of expiry of the free delivery period (or the applicable extended delivery period, as the case may be). A request filed within this prescribed timeline shall be treated as a “timely-filed request” for the purposes of this clause.

Where the buyer files an extension request after the prescribed 7 working day window, the request may still be entertained, however the period of delay in filing (i.e. the number of days beyond the 7 working day window) shall be deducted from the extension period granted. Such a request shall be treated as a "late-filed request" and shall not be eligible for the protections under Clause 10.5 (Protection During Pendency).

Illustration: If the free delivery period expires on 1st April and the buyer files the extension request on 15th April (i.e. 7 days after the 7 day window), the request may be entertained but the extension granted shall stand reduced by 7 days.

10.3 Extension with Ground Rent (Up to 10 Weeks) – Area Level

Further, extension of Lifting / Delivery Period, up to 10 weeks beyond normal delivery period with ground rent as per Clause 10.8 (to be calculated from the date of expiry of free delivery period for the left-out materials), shall be granted by the concerned GM of the area / Administrative Head of CS/CWS or GM(MM/HoD)-Stores in case of CIL/Subsidiary HQ. **The Area shall process and communicate the decision to the buyer within 7 (seven) days of receipt of the request.**

10.4 Extension Without Ground Rent– Director Level

All cases of extension of delivery period without ground rent shall be granted with the concurrence of Finance and approval of the Director (Tech).

10.5 Protection During Pendency of Timely-Filed Requests

Where the buyer has submitted the extension request within the prescribed time as mentioned in Clause 10.2 and the approval is pending due to internal processing delays on the part of the seller (including but not limited to delay by the Area in processing or forwarding, delay in obtaining Finance concurrence, or delay in obtaining approval of the competent authority), the following protections shall apply:

a) The delivery period shall be deemed to remain in force (status quo) from the date of filing of the extension request until the date of communication of the decision to the buyer.

b) No ground rent shall accrue during the period of such internal processing delay, provided the buyer has filed the request within the prescribed time.

c) No forfeiture proceedings shall be initiated against the buyer during the pendency of a timely-filed extension request.

d) Upon grant of extension, the buyer shall be given the full extended delivery period from the date of communication of approval, without any deduction for the internal processing time.

Note: The protections under Clause 10.5 shall not be available in respect of late-filed requests as defined under Clause 10.2. In the case of a late-filed request, the internal processing timelines prescribed under Clauses 10.3 and 10.4 shall continue to apply; however, the extension period so granted shall stand reduced by the number of days of delay in filing, computed in accordance with the methodology laid down in Clause 10.2.

10.6 Forfeiture

After expiry of the extended delivery period, the material value of the un-lifted quantity shall stand forfeited and party shall not be allowed any lifting. The proposal for forfeiture shall be initiated by concerned officer of Stock Holding Unit forwarded to GM(MM/HoD)-Store through Area GM/Administrative Head(CWS/CS) . The competent Authority for the forfeiture shall be GM (MM/HoD)-Stores of Subsidiary Headquarters / CIL HQ after vetting of Associate Finance. **Provided that no forfeiture shall be effected where the extended delivery period has expired solely on account of delay attributable to the internal approval process of the seller, and the buyer has complied with all prescribed timelines for filing requests.**

10.7 Extension due to Force Majeure or Unforeseen Situations

In cases where delay in lifting/delivery is attributable to force majeure conditions beyond the control of the Seller/Purchaser, a further extension of the delivery/lifting period without levy of ground rent may be granted, subject to the concurrence of Finance and approval of the Director (Technical), with proper justification recorded in writing.

In cases where such delay is attributable to unforeseen circumstances faced by the Seller/Purchaser, a similar extension without levy of ground rent may likewise be granted, subject to Financial concurrence and approval of the Director (Technical), with proper justification recorded in writing.

10.8 Ground Rent

The Ground Rent applicable after expiry of free delivery period will be 1% (One Percent) of the Material Value of un-lifted quantity per week or part thereof.

11. Delivery of Sold Lots

The removal of the material mentioned in the Sale Release Order will be supervised/ witnessed by the committee to be constituted by the Area GM / Administrative Head (CS/CWS)/ GM(MM/HoD)-Stores (for any other deptt. at Subsidiary/CIL HQ). The committee shall consist of the following members:

For Regional Store	For Unit Store/Project	For Central Store/ CWS/ Company HQ/CIL HQ
Area Finance Manager or his Authorized representative Not below E3 Rank.	Area Finance Manager or his Authorized representative Not below E3 Rank.	HoD(Finance) or his Authorized representative Not below E3 Rank.
Area security officer or his Authorized representative	Area security officer or his Authorized representative	Security Incharge or his Authorized representative
SO (MM)/Depot officer or his Authorized representative Not below E3 Rank.	Project Officer or his Authorized representative Not below E3 Rank	Technical Head or his Authorized representative Not below E3 Rank
Staff Officer (Excv./E&M/Concerned Tech dept.) or his Authorized representative Not below E3 Rank.	Technical Head or his authorised representative of concerned project Not below E3 Rank.	Designated Depot Officer-CWS/CS HoD(Admin) or his authorised representative Not below E3 Rank for Company HQs

11.1 Delivery of Lots to the Buyer: For delivery, Purchasers should be advised to report to the Nodal Officer (S&D) by 9 AM/ 10 AM (as per official working hours of Area) on working days in the respective units whereby he shall arrange delivery of material to the successful bidder after obtaining necessary approval from Area. He will also advise the concerned Finance Department to accept the due amount and taxes etc., balance as per the Sale Release Order. Before delivery concerned Nodal officer/finance department shall ensure that all dues are received duly supported with documents (like MR copies of all dues including taxes and ground rent, penalties, if any, deposited at Area). In case the last day of delivery happens to be a non-working day/holiday, the next working day will be taken as the date of lifting without any ground rent. It can be lifted on all working days except on Sunday/Holiday of the respective places during working hours.

11.2 The material will be delivered only to the bidder or their authorized representatives during office working hours on the basis of original valid photo identity card issued by the Service Provider in their favour. In case of change of original authorized representative of the bidder, the delivery can be given to the authorized representative of the purchaser on the basis of authentication of change of authorization by the same office of the Service Provider which has issued the original valid photo identity card to the authorized representative of the bidder.

In case of auctions conducted through GeM, the delivery of the sold lot(s) shall be given only to H1 bidder or their authorized representatives on the basis of verified authority letter issued by MM Dept of subsidiary HQ/CIL HQ and identity proof of authorized representative. The buyer has to mail the Authorization letter along with identity proof from Government issued ID Card (e.g. electoral card, driving license, Aadhar, etc of authorized representative) before lifting the goods so that authorization can be issued to the Stock holding unit to allow the lifting of goods.

Final Lifting of the scrap item shall be initiated by the Area Nodal Officer (Scrap & Disposal) on submission of the following document by the buyer to the concerned Stock Holding Unit/Area Authority as under:

a. Sale Release Order (To be issued by MM Department of Subsidiary HQ/CIL HQ)
b. Authorization Letter (To be issued/forwarded by MM Department of Subsidiary HQ/CIL HQ)

11.3 Date of delivery should be fixed within the schedule date of delivery with the consultation of the purchaser and other committee members and accordingly Purchasers should be advised to place vehicle for taking delivery of the scrap materials. The purchaser at its own cost will make arrangement for removal, dismantling, cutting (wherever necessary), loading, transporting etc. for taking delivery in presence of the committee members, without causing any disturbance / loss to the Seller’s property.

11.4 After receipt of full payment of all dues including applicable taxes, the Finance Department shall generate and issue the Tax Invoice in favour of the successful bidder based on the Sale Release Order.

No delivery of material shall be made without issuance of a valid Tax Invoice.

The Depot Officer / Stock Holding Unit shall ensure that **E-Way Bill is generated vehicle-wise** prior to dispatch of material, strictly in accordance with GST provisions.

Each vehicle engaged for lifting shall carry a copy of the Tax Invoice and corresponding E-Way Bill.

The details of vehicle number, invoice number, and E-Way Bill number shall be recorded and verified at the time of dispatch and weighment.

Under no circumstances shall material be allowed to move without valid documentation.

11.5 The material sold shall be removed by the Purchaser from any one side of the lot as per the sole direction of the Seller and no segregation of items from the sold lots will be permitted.

11.6 In case cutting or hot work is required for dismantling operations, permission of the same will have to be obtained by the Purchaser from Area GM / Administrative Head (CS/CWS)/ GM(MM/HoD)-Stores (in case of CIL/Subsidiary HQ) through Nodal Officer (S&D). During hot work, all precautionary and safety measures will have to be taken by the Purchaser before starting the hot work. No manpower shall be provided for this by the seller. All costs involved in cutting shall be borne by the Purchaser.

11.7 At the time of delivery actual quantity of scrap battery or Burnt Oil or Hazardous materials to be delivered to the Purchaser of such scrap materials shall be endorsed in the CPCB/SPSB Passbook without fail by the Nodal Officer (S&D).

11.8 The weighment of lot shall necessarily be done through Weigh Bridge. For this purpose, tare weight and gross weight should be taken from same weigh bridge and printed weighment records duly signed by the committee members shall be kept in the office record. The record of weighment shall also be maintained in the register of the Stores giving the delivery, for future reference.

Note: The committee shall ensure that the weighment process is carried out properly and shall physically verify both the initial (tare) and final (gross) weighments. The Weighing Bridge In-charge shall ensure the correctness and accuracy of all data and measurements recorded during the weighment process.

11.9 Issue of No Claim Certificate :

After successful delivery of the scrap material to the Purchaser, Nodal Officer(S&D) will send lot wise 'No Claim Certificate' to GM (MM)/HOD-Stores, within seven days. In case of shortfall in delivered quantity, reason for shortfall must be indicated while giving lifting position / No Claim Certificate so that suitable action can-be taken for extension of the delivery period or refund of the money of the undelivered quantity, as the case may be, after obtaining Competent approval. No Claim Certificate should consist following details:

i. E-auction No. and date
ii. Name and address of the Purchaser
iii. Acceptance letter no. and date
iv. Sale release Order No. and date
v. Qty. mentioned in the Delivery Order
vi. Actual quantity delivered to the Purchaser
vii. Lorry / Vehicle No.
viii. Gate pass no. with date of delivery
ix. Reason for short delivery if any.

Note : Case for refund of the balance amount if payable to the Purchaser shall be processed by the concerned Area, from where the delivery is given, for approval of the Director (Tech),with due justification. After approval concern area shall be intimated, by the SRO issuing authority, for refund of the same to the concerned Purchaser. Rule of GST may be observed while refunding any Amount to the Purchaser.

12. MIS(Management Information System)

In order to have proper planning, execution and control, the Area as well as Subsidiary/CIL HQ will maintain a comprehensive information system so that related information regarding surveyed off lots, sold lots, paid lots & lifting position is readily available for inspection and record.
Following information shall be maintained at Area level and furnished to Subsidiary/CIL HQ on a quarterly basis preferably through a soft copy in Excel format (or similar format): -

12.1 No of survey off reports / Lots generated during the quarter separately for equipment / P&M & scrap:

i. Approximate total value of the scrap material covered under these reports.
ii. Approximate weight of the scrap surveyed off during the quarter
iii. The quantity and value of the scrap disposed off during the quarter.

12.2 At the end of the Financial year, Subsidiary/CIL HQ should be in position to generate following report:

i. Opening balance of survey off reports / Approximate value
ii. No of survey off reports / Lots generated during the year with approximate total value
iii. Total i.e. a+b
iv. No of SOR / Lots translated into Sale release orders.
v. No of Sale release orders issued.
vi. Value realized through disposal during the year.
vii. Appreciation over the reserve value.
viii. Closing balance of survey off reports / Lots with total approximate value and age.

13. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any wars or revolutions, hostility, acts of public enemy, civil, commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, freight embargoes or act of God (hereinafter referred to “events”) provided, notice of the happening of any such event is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

Recommending, Concurring and Approving Authorities

Sl No.	Ref Clause No.	Activity	Competent Authority		Whether Finance to be consulted
1	3.1	Approval for constitution of Survey Off Committee	Director (Technical)	Subsidiary/ CIL HQs	No
			Area GM /Administrative Head	Area/ CWS/ Central Stores	
2	3.2(g)	Approval for proportionate refund in case weight actually offered at the time of delivery is less than the weight originally declared	Director(Technical) of concerned subsidiary/CIL HQ		Yes
3	3.2(g)	Approval for willing purchaser to lift additional quantity (limited to max 10% of the offered quantity) with deposition of equivalent amount	GM(MM/HoD)-Stores	Subsidiary HQ/CIL	Yes
			Area GM/Administrative Head	Area/CS/CWS	
4	3.2(i)	Approval for withdrawal/removal for surveyed-off equipment/ P&M/ stores	Director(Technical) of concerned subsidiary/CIL HQ		No
5	3.4	Approval of Reserve Value fixed by the Committee	Concerned Administrative Head	Subsidiary HQs/CIL	No
			Area GM	Area	
6	4.1	Approval of Provisional Survey off	Director(Technical)/CMD as per DoP of subsidiary/CIL		NO
7	4.1	Approval for Disposal of Mining Equipment / HEMM/ P&M with premature failures	Authority as per DoP of Subsidiary/CIL		No
8	4.2A	Grounding of HEMM/UGMM/Vehicles	Director(Technical) of concerned subsidiary/CIL		
9	4.2B and 4.2C	Approval of Final Survey-off Report	Area GM/Administrative Head	Area/CWS/CS	No
			GM(Administration)/Technical HoD	Subsidiary HQ/CIL	
10	6	Approval for modification to the terms and conditions, or any additional terms and conditions are warranted, other than those	CMD of the concerned subsidiary/CIL		No

		for which specific competent authorities have been designated elsewhere in these terms and conditions for Conduct of E-auction		
11	6.1/6.2 (b)	Approval for putting up Lots for sale through e auction	GM(MM/HoD)-Stores	Yes
12	6.3	Approval to revise, or modify the EMD amount	Director(Technical) of the concerned subsidiary/CIL	Yes
13	6.3	Refund of successful pre-bid EMD of buyer	GM (MM/HoD)-Stores	Yes
14	7B.(i)	Competent Authority for the forfeiture of EMD in case bidder fails to furnish the Security Deposit within prescribed period	GM (MM/HoD)-Stores	Yes
15	7B.(i)	Approval for debarring defaulting buyer for participating in the e-auction of that subsidiary/ CILHQ for 6 months	GM (MM/HoD)-Stores	Yes
16	7B(i)	Approval for extension of deposition of Security Deposit may be considered by Subsidiary / CIL HQ after levying penalty (1 % of the security deposit amount excluding taxes) for maximum 7 days	GM (MM/HoD)-Stores	No
17	7B(i)	Allowing Security deposit beyond stipulated period without penalty	Director(Technical)	Yes
18	7B(iii)	Approval for delayed payment beyond scheduled period, penalty of 1% of unpaid material value (excluding Tax & TCS with applicable GST, if any) per week or part thereof will be leviable for delayed period, for next 4 weeks	GM(MM/HoD)-Stores	No
19	7B(iii)	Approval for allowing payment beyond stipulated period (without penalty) under circumstances beyond the control of the buyer/force majeure conditions	Director(Technical) of the concerned subsidiary/CIL	Yes
20	7B(iii)	Forfeiture of Security Deposit and Pre-bid EMD, in case the bidder fails to deposit the Balance Payment within the due date of payment	GM (MM/HoD)-Stores	Yes

21	10.3	Approval for extension of Lifting/ Delivery Period, up to 10 weeks beyond normal delivery period with ground rent (to be calculated from the date of expiry of free delivery period for the left out materials)	Area GM/Administrative Head-Area/CWS/CS GM (MM/HoD)-Stores – Subsidiary/CIL HQ	Yes
22	10.4	All cases of extension of delivery period without ground rent	Director(Technical) of the concerned subsidiary/CIL	Yes
23	10.6	Forfeiture of material value of unlifted quantity after expiry of the extended delivery period	GM (MM/HoD)-Stores	Yes
24		Issue procedural change on the Manual	Chairman, CIL	Yes

ANNEXURE-1

SURVEY OFF REPORT (For Equipment / P&M)

Survey Off Report No.:				Stock Holding Area:		Stock Holding Unit:	
Location of Lot:				Lot Number:		Date of Survey:	

Sl. No.	Class of Stores	Code No.	Description of Stores / Equipment	Qty	Estimated Life & Period Used	Original Purchase Price	Written Down Value	Present Condition	Last Material Value Realized for Same/Similar Item	Reserve Value	Replacement / Present Market Value	Unit of Measure for Sale
1	2	3	4	5	6	7	8	9	10	11	12	13

Unit Head of Technical Wing	**Project/Sub Area Head of Technical Wing**	**Depot Officer of Unit/Project Store**	**Sub Area Manager**	**Area Finance Manager**	**Staff Officer (Technical Wing)**
Depot Officer	**Project/Mine Manager**				

APPROVED

Area General Manager / Administrative Head (CS/CWS) / GM(MM/HoD)-Store/ GM (Admin) [as the case may be]

CERTIFICATE

Certified that the Sealed envelope for Reserved value contains the reserve value as determined by the Survey-Off Committee and is duly approved by the Area General Manager / Administrative Head (CS/CWS) / GM(MM/HoD)-Store/ GM (Admin) [as the case may be]

Signature of Officer Forwarding the S.O.R.: ______________________________

1. *Technical Wing refers to Excavation / E&M / Safety / E&T / System / Civil etc.*
2. *Depending on the organizational structure of an Area, the signatories may be suitably incorporated in the format, as per Clause 3.1.*
3. *If the Equipment is to be sold in Numbers then no cutting/dismantling shall be allowed for the lot and the delivery will be allowed for the equipment without dismantling or cutting.*
4. ***Material value= Sale Value-Applicable Taxes***

ANNEXURE-2

SURVEY OFF REPORT (For Other Than Equipment)

Survey Off Report No.:			**Date of Survey:**			**Type of Scrap:**	Hazardous / Non-Hazardous		
Stock Holding Unit:			**Location:**						
Stock Holding Area:			**Lot No.:**						
Sl. No.	**Class of Stores**	**Code No.**	**Description of Stores**	**UOM**	**Estimated Qty**	**Present Condition**	**Last Material Value Realized for Same/Similar Items**	**Reserve Value**	**Remarks**
1	2	3	4	5	6	7	8	9	10

Unit Head of Technical Wing	**Project/Sub Area Head of Technical Wing**	**Depot Officer of Unit/Project Store**	**Sub Area Manager**	**Area Finance Manager**
Staff Officer (Technical Wing)	**Depot Officer**	**Project/Mine Manager**	**Custodian Store Keeper / Clerk**	

APPROVED

Area General Manager / Administrative Head (CS/CWS) / GM(MM/HoD)-Store/ GM (Admin) [as the case may be]

CERTIFICATE

Certified that the Sealed envelope for Reserved value contains the reserve value as determined by the Survey-Off Committee and is duly approved by the Area General Manager / Administrative Head (CS/CWS) / GM(MM/HoD)-Store/ GM (Admin) [as the case may be]

Signature of Officer Forwarding the S.O.R.: ______________________________

1. *Technical Wing refers to Excavation / E&M / Safety / E&T / System / Civil etc.*
2. *Depending on the organizational structure of an Area, the signatories may be suitably incorporated in the format, as per Clause 3.1.*
3. *If the Equipment is to be sold in Numbers then no cutting/dismantling shall be allowed for the lot and the delivery will be allowed for the equipment without dismantling or cutting.*
4. ***Material value= Sale Value-Applicable Taxes***