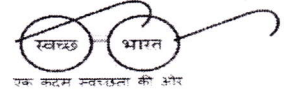




VIGILANCE DEPARTMENT
CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE: RANCHI
(A subsidiary of Coal India Limited)



Ref.No. CCL/VIG/CRSN-167/2020/26

Date 23.07.2020

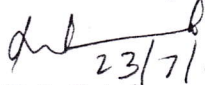
CIRCULAR

Sub: Dealing with tender files after opening of the tender.

Lot of complaints is being received in the Vigilance department regarding irregularities in finalization of the tenders. Few of such complaints are regarding delays in finalization of tenders due to movement of tender files across tables of many officials before the finalization of the contracts. This inherently gives scope for corrupt activities. Hence following guidelines may be adhered while dealing with the tender files **after opening of the tender:**

1. Tender file is a confidential file. Once the tender file is handed over to the Convener (lead member) of the tender committee after opening of the tender and till the finalization of tender, the responsibility to keep the contents of tender file confidential will rest with the tender committee (TC) members and tender accepting authority (TAA) i.e. the authority delegated to award the contract as per the DOP. The finalization of the tender is either the issue of letter of acceptance (by the lead member of the TC) or cancellation of tender that includes cancellation of the tender for the purpose of retender.
2. Wherever the organizational setup permits, the TAA should be strictly as per the provisions of the latest DOP of CCL in place. In such cases even higher official should not act as TAA when the DOP and organizational setup permits the decision at lower level. Sending of tender files by TC members or TAA to higher or lower level official before finalization of the tender is a serious irregularity. Similarly calling of the tender file by higher official from TAA or TC members when the tender is not yet finalized is also a serious irregularity.

3. Even in case of provision of funds the tender file should not move to either higher or lower official rather same should be done through separate file/letter duly ensuring the confidentiality of the contents of the tender file and this exercise should be completed without any delay and within the time line as per SOP for the purpose. All financial scrutiny including concurrence in terms of clause 1.02 of finance Manual of CIL should be done by finance member of TC during the TC proceeding without impairing the confidentiality of contents of the tender file.
4. The tenders should be settled within the validity of offer as mentioned in the NIT. The request for extension of validity of offer over and above that indicated in the NIT should be an exception and not a routine activity. The cancellation of the tender on account of lapse of validity of the offer over and above indicated in the NIT without valid reasons is a serious lapse while dealing with the tender.


23/7/2020
(S. K. Sinha)
CVO/CCL

Copy to:

1. CMD for inf pl.
2. Directors/CCL for adequate publicity amongst the officers working under them.
3. CGM/GM's of Area for adequate publicity amongst the officers working under them.