

सेंट्रल कोल्फील्ड्स लिमिटेड

(कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी)

दरभंगा हाउस, राँची-834029

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**CENTRAL COALFIELDS LIMITED**

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Email : gmmc.ccl@coalindia.in

Website <http://www.centralcoalfields.in>

Ref No.- GM(CMC)/SOP/2019/ 894

Dated 12.06.2019

To

The General Manager

Argada/Barka-Sayal/B&K/Dhori/Giridih/Hazaribag/Kuju/
NK/Magadh-Amrapali/Piparwar/Rajhara/Rajrappa

Sub: **SOP Regarding Timeline of Each Activity for Finalization of Mining Contracts**

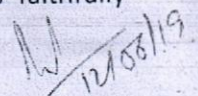
Dear sir,

In supersession of the earlier communication on SOP for Mining Contracts with ref no. GM(CMC)/SOP/2019/671 dated 29.04.2019, the approval of the competent authority is hereby conveyed for SOP Regarding the Timeline of Each Activity for Finalization of Mining Contracts i.e. for Loading & Transportation of Coal, Wagon Loading etc (Annexure-I) and for Hiring of HEMM Services (Annexure-II) showing the revised Upper Time line of each activity along with the Responsibility .

It is requested to ensure compliance of the SOP enclosed.

Yours' faithfully

Encl: As above


GM(CMC)

Copy for information to :

1. DT(O),CCL
2. GM/TS to CMD,CCL
3. TS to D(F)/ TS to DT(P&P),CCL

Copy to :

1. GM(Production-Co-Ordination),CCL
2. GM(Operation),CCL
3. GM (P&P),CCL
4. GM(Excv.),CCL
5. GM(F)-FPC/GM(F)-HQ/GM(F)-A
6. AF to DT(O)
7. ALL Executives, CMC Deptt.,CCL

ANNEXURE – I

SOP for completion of various process in tendering for Loading & Transportation of Coal, Wagon Loading etc.			
Sl. No.	Process/ Activity involved	Upper Time Limit	Responsibility
1.	1.1 Scrutiny , Defining Scope of Work & Recast of estimate (if any) of proposal received from area complete in all respect at CMC Deptt., CCL HQ	07 days	GM(CMC)
	1.2 Vetting of proposal at Operation Deptt., CCL HQ	05 days	GM(Oprn)
	1.3 Scrutiny / vetting of Estimate	03 days	Associate Finance (AF) of D(T/O)
	1.4 Approval of Estimate	02 days	D (T/O)
2.	2.1 Preparation and approval of NIT	05 days	GM(CMC)/ NIT Officer
	2.2 Hoisting of e-tender	02 days	GM(CMC)/ NIT Officer
3.	3.1 Tender Publication (No Pre-bid Meeting) as per the CMM Manual & Guideline of e-Procurement	15 days*	GM(CMC)/ NIT Officer/ PRO for Newspaper
	3.2 First auto extension, if number of bidder is less than three	02 days**	If Required
	3.3 Second auto extension, if number of bidder is less than three	05 days**	If Required
4.	4.1 Opening of Tender (After last date of bid submission) & RAP	02 days	Bid Opener/ Creator
5.	5.1 1 st Tender Committee (TC) deliberation including techno-commercial scrutiny based on data/documents uploaded by the L-1 bidder	07 days	TC Member/ GM(CMC) / NIT Officer
	5.2 1 st Request of shortfall Documents (if any), price justification in case of techno-commercially eligible L-1 bidder	07 days	NIT Officer / Creator
	5.3 2 nd TC deliberation on data/documents uploaded by the L-1 bidder in 1 st confirmatory and appropriate recommendation of award / cancellation	07days	TC Member/ GM(CMC) / NIT Officer
	or 2 nd Request for shortfall document from techno-commercially eligible L-1 bidder	05 days	NIT Officer / Creator
	5.4 3 rd TC deliberation, if required, on data/documents uploaded by the L-1 bidder in 2 nd confirmatory and appropriate recommendation of award / cancellation	07 days	TC Member/ GM(CMC) / NIT Officer

6	6.1 Acceptance of TC Recommendation and financial concurrence through Corporate Finance/ Associate Finance and appropriate recommendation /approval as per DOP Preparation of Board Note giving historical, factual, informative, legal & technical facts.	10 days	AF(O) & D(T/O) (If approving authority is D(T/O)
		20 days	D(T/O),D(F) & CMD (If approving authority is CMD)
		30 days	D(T/O),D(F), CMD, Co. Secretary & CCL Board (If approving authority is Board of Directors, CCL)
7.	7.1 Issue of Letter of Acceptance after receipt of verification of experience certificate	02 days	GM(CMC)/ NIT Officer
*In addition to above 07 days are required for if Pre-bid Meeting is conducted for any tender.			
** Request for 1 st shortfall document for 07 days (07 X 24 Hours) and request for 2 nd shortfall document for 05 days (05 X 24 Hours) , where ever applicable.			
NOTE: In case of award of work to subsequent lowest bidders additional time period required for each such bidder as Sl.no. 5 .			
NOTE: if any legal issues arrive at any stage it shall be deliberated during approval of estimate/ preparation of NIT/ TC deliberation accordingly.			

ANNEXURE-II

1. SOP for completion of various process in tendering for Hiring of HEMM

Sl. No.	Process/ Activity involved	Upper Time Limit	Responsibility
1.	1.1 Scrutiny of proposal, received from area complete in all respect, at Operation Deptt., CCL HQ	07 days	GM(Oprn)
	1.2 Vetting of proposal at Safety Deptt., CCL HQ	05 days	GM(Safety)
	1.3 Examination of Technical Viability by Technical Committee	07 days	Technical Committee/ GM(Oprn)
	1.4 Vetting of Proposal Considering EC, FC, PR/Approved Scheme	05 days	GM(P&P)
	1.5 Preparation of Estimate with respect to Financial Aspect & recast of estimate (if any) based on technical inputs by Estimate Committee	05 days	Estimate Committee/ GM(Oprn)(Chairperson)
	1.6 Approval of Estimate	02 days	D (T/O)
2.	2.1 Preparation of NIT as per inputs of Technical & Estimate Committee, approval of NIT	05 days	GM(CMC)/ NIT Officer
	2.2 Hoisting of e-tender	02 days	GM(CMC)/ NIT Officer
3.	3.1 Tender Publication (No Pre-bid Meeting) as per the CMM Manual & Guideline of e-Procurement	15 days*	GM(CMC)/ NIT Officer/ PRO for Newspaper
	3.2 First auto extension, if number of bidder is less than three	02 days**	If Required
	3.3 Second auto extension, if number of bidder is less than three	05 days**	If Required
4.	4.1 Opening of Tender (After last date of bid submission) & RAP	02 days	Bid Opener/ Creator
5.	5.1 1 st Tender Committee (TC) deliberation including techno-commercial scrutiny based on data/documents uploaded by the L-1 bidder	07 days	TC Member/ GM(CMC) / NIT Officer
	5.2 1 st Request of shortfall Documents (if any), price justification in case of techno-commercially eligible L-1 bidder	07 days	NIT Officer / Creator
	5.3 2 nd TC deliberation on data/documents uploaded by the L-1 bidder in 1 st confirmatory and appropriate recommendation of award / cancellation or 2 nd Request for shortfall document from techno-commercially eligible L-1 bidder	07 days	TC Member/ GM(CMC) / NIT Officer
	5.4 3 rd TC deliberation, if required, on data/documents uploaded by the L-1 bidder in 2 nd confirmatory and appropriate recommendation of award / cancellation	05 days	NIT Officer / Creator
		07 days	TC Member/ GM(CMC) / NIT Officer

6	6.1 Acceptance of TC Recommendation and financial concurrence through Corporate Finance/ Associate Finance and appropriate recommendation /approval as per DOP Preparation of Board Note giving historical, factual, informative, legal & technical facts.	10 days	AF(O) & D(T/O) (If approving authority is D(T/O))
		20 days	D(T/O),D(F) & CMD (If approving authority is CMD)
		30 days	D(T/O),D(F), CMD, Co. Secretary & CCL Board (If approving authority is Board of Directors , CCL)
7.	7.1 Issue of Letter of Acceptance after receipt of verification of experience certificate	02 days	GM(CMC)/ NIT Officer
*In addition to above 07 days are required for if Pre-bid Meeting is conducted for any tender.			
** Request for 1 st shortfall document for 07 days (07 X 24 Hours) and request for 2 nd shortfall document for 05 days (05 X 24 Hours) , where ever applicable.			
NOTE: In case of award of work to subsequent lowest bidders additional time period required for each such bidder as Sl.no. 5 .			
NOTE: if any legal issues arrive at any stage it shall be deliberated during approval of estimate/ preparation of NIT/ TC deliberation accordingly.			