



**Mahanadi
Coalfields
Limited**
(A Subsidiary of Coal India Limited)
A Mini Ratna Company

P.O. : Jagriti Vihar, Burla
Dist: Sambalpur (Orissa) - 768020
Phone: 0663 - 2542695/2542230
Fax: 0663 - 2542100
E-mail: hod-eproc.mcl@nic.in
Web site: mcl.gov.in

Office of the Project Manager (e-Procurement)

Ref.No. MCL/HQ/SBP/e-Procurement/F-19/2011/ 430

Date : 12/01/2011

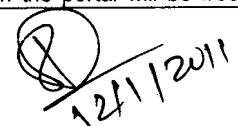
To,
The General Manager (Civil)/GM(E&M)/DyGM(Admn/IR)/DyGM(Sys)/*GM (E&T) / GM CX*
Mahanadi Coalfields Limited
Headquarter, Burla

Sub : - Online receipt of Application Fee and EMD in e-Procurement.

Dear Sir,

A facility for Online receipt of EMD and Application Fee has been made for the tenders floated on e-Procurement Portal of MCL(<https://mcltenders.gov.in>). The Bidders having account in Axis Bank can submit their EMD and Application Fee through Online fund transfer from Axis Bank to MCL. For this purpose the following modifications are to be made in the NIT to be published from MCL-HQ. :

Cl. No.	Existing Clause of NIT	Modified Clause of NIT
2(i)	Last date of receipt of Application fee & EMD	Last date of receipt of Application fee & EMD in case of offline payment through DD/BC/BPO/BG
3	<p>Application fee and Earnest Money can be deposited in the form of Demand Draft (DD)/ Banker's Cheque (BC)/ Banker's Pay Order (BPO) from any scheduled Bank drawn in favour of "Mahanadi Coalfields Limited" Payable at "Sambalpur"</p> <p>EMD can also be deposited in the form of irrevocable Bank Guarantee(BG) from any scheduled Bank, in the format given in the bid document. The validity of such BG should be minimum 28 days beyond the validity of the bid. No BG shall be accepted against Application fee.</p> <p>The bidder has to furnish the DD/BC/BPO/BG Number, date of issue, expiry date, amount and name of issuing bank, while submitting the tender Online. Also the bidder has to upload the scanned copy of DD/BC/BPO for Application fee and DD/BC/BPO/BG for EMD during submission of bid online. The bidder has to deposit the original DD/BC/BPO/BG against Application fee & EMD in person or by postal means, which must be received in the office of the _____, MCL on any working day after e-publication of NIT and upto three working days after the last date of submission of bid. The Company shall not be responsible for any postal delay in receipt of Application fee and EMD. In case the application fee & EMD is not received within the aforesaid period, the bid will be outrightly rejected.</p>	<p>Application fee and Earnest Money can be deposited in the form of Demand Draft (DD)/Banker's Cheque (BC)/ Banker's Pay Order (BPO) from any scheduled Bank drawn in favour of "Mahanadi Coalfields Limited" Payable at "Sambalpur".</p> <p>EMD can also be deposited in the form of irrevocable Bank Guarantee(BG) from any scheduled Bank, in the format given in the bid document. The validity of such BG should be minimum 28 days beyond the validity of the bid. No BG shall be accepted against Application fee.</p> <p>Alternatively, Bidders can also deposit the Application fee and EMD through online fund transfer from AXIS Bank to MCL on the e-Procurement portal of MCL</p> <p>In case of offline submission of Application fee and EMD through DD/BC/BPO/BG, the bidder has to furnish the DD/BC/BPO/BG Number, date of issue, expiry date, amount and name of issuing bank, while submitting the tender online. The bidder has to deposit the original DD/BC/BPO/BG against Application fee & EMD in person or by postal means, which must be received in the office of the _____, MCL on any working day after e-publication of NIT and upto three working days after the last date of submission of bid. The Company shall not be responsible for any postal delay in receipt of Application fee and EMD. In case the Application fee & EMD is not received within the aforesaid period, the bid will be outrightly rejected.</p>
9	In submission of tender online, the bidders will upload only the scanned copy of DD/BC/BPO/BG against application fee and EMD in the technical-bid. No other document shall be uploaded by the bidder online in the technical-bid. The bidder will download the Bill of Quantity (BOQ) online and will upload the same after quoting their rates, in the Price-bid.	<p>Submission of Bid :</p> <p>a. In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal (https://mcltenders.gov.in) with valid Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India. The online Registration of the Bidders on the portal will be free of</p>



cost and one time activity only. If the bidder is an individual person then he should register himself under "Individual" category and if the bidder is a proprietorship firm/partnership firm/Joint venture/ Company then registration should be under "Corporate" category. The registration must be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

b. The bidders have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including General and Special Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be accepted.

c. **Letter of Bid:** The format of Letter of Bid (as given in the NIT at Annexure-.....) will be downloaded by the bidder and will be printed/ typed on his letter head. This document will be signed by the bidder and the scanned copy of the same will be uploaded during bid submission in cover-I. This will be the covering letter of the bidder for his submitted bid. The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information.

d. **Price bid:** The Price bid containing the Bill of Quantity will be in Excel format and will be downloaded by the bidder and he will quote the rates for all items on this Excel file. Thereafter, the bidder will upload the same Excel file during bid submission in cover-II. The Price-bid will be in Item Rate or Percentage Rate BOQ format and the bidder will have to quote for all the tendered items and the L-1 will be decided on overall quoted value. The Price-bids of the tenderers will have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected.

Note : 1. The General & Special Terms & Conditions or any other document, drawing etc should be made Annexure to NIT.
2. The format of Letter of Bid (as enclosed) is to be uploaded as second file, while creating the tender online.

Initially the tenders from MCL-HQ. will be floated with provision for online receipt of Application fee and EMD and after success of the Pilot Tenders, this facility will be extended to the Areas. A separate communication will be sent to Areas in due course.

The system for online fund transfer through NEFT/RTGS is under development and once this system is implemented, the Bidders will be able to make payment of EMD and Application Fee online from their Account in any Bank.

This issues with the approval of Competent Authority and shall come into force with immediate effect.

Enclosure : Format for Letter of Bid

Yours faithfully,

(S.K.Bhanja)

Project Manager(e-Procurement)

For kind information :

1. D(T/P&P)/D(T/Op)/D(P)/D(F), MCL
2. CVO, MCL
3. CTS to CMD/CGM(F)/GM(F/C&B)/GM(F/T&A)/GM(F/AFM-HQ.)



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Office of the Project Manager (e-Procurement)

Ref.No. MCL/HQ/SBP/e-Procurement/F-19/2011/431

Date : 12/01/2011

To,
The General Manager (TC)/GM(CMC)
Mahanadi Coalfields Limited
Headquarter, Burla

Sub : - Online receipt of Application Fee and EMD in e-Procurement.

Dear Sir,

A facility for Online receipt of EMD and Application Fee has been made for the tenders floated on e-Procurement Portal of MCL(<https://mcltenders.gov.in>). The Bidders having account in Axis Bank can submit their EMD and Application Fee through Online fund transfer from Axis Bank to MCL. For this purpose the following modifications are to be made in the NIT to be published from MCL-HQ. :

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3	<p>Application fee and Earnest Money can be deposited in the form of Demand Draft (DD)/ Banker's Cheque (BC) from any scheduled Bank drawn in favour of "Mahanadi Coalfields Limited" Payable at "Sambalpur".</p> <p>EMD can also be deposited in the form of irrevocable Bank Guarantee(BG) from any scheduled Bank, in the format given in the bid document. The validity of such BG should be minimum 28 days beyond the validity of the bid. No BG shall be accepted against Application fee.</p> <p>The bidder has to furnish the DD/BC/BG Number, date of issue, expiry date, amount and name of issuing bank, while submitting the tender on-line. Also the bidder has to upload the scanned copy of DD/BC for Application fee and DD/BC/BG for EMD during submission of bid online. The bidder has to deposit the original DD/BC/BG against Application fee & EMD in person or by postal means, which must be received in the office of the _____, MCL on any working day after e-publication of NIT and up to three working days after the last date of submission of bid. The Company shall not be responsible for any postal delay in receipt of Application fee and EMD. In case the application fee & EMD is not received within the aforesaid period, the bid will be outrightly rejected and the bidder will be debarred from participating in future tenders for 6 (six) months.</p>	<p>Application fee and Earnest Money can be deposited in the form of Demand Draft (DD)/Banker's Cheque (BC)/ Banker's Pay Order (BPO) from any scheduled Bank drawn in favour of "Mahanadi Coalfields Limited" Payable at "Sambalpur".</p> <p>EMD can also be deposited in the form of irrevocable Bank Guarantee(BG) from any scheduled Bank, in the format given in the bid document. The validity of such BG should be minimum 28 days beyond the validity of the bid. No BG shall be accepted against Application fee.</p> <p>Alternatively, Bidders can also deposit the Application fee and EMD through online fund transfer from AXIS Bank to MCL on the e-Procurement portal of MCL</p> <p>In case of offline submission of Application fee and EMD through DD/BC/BPO/BG, the bidder has to furnish the DD/BC/BPO/BG Number, date of issue, expiry date, amount and name of issuing bank, while submitting the tender online. The bidder has to deposit the original DD/BC/BPO/BG against Application fee & EMD in person or by postal means, which must be received in the office of the _____, MCL on any working day after e-publication of NIT and upto three working days after the last date of submission of bid. The Company shall not be responsible for any postal delay in receipt of Application fee and EMD. In case the Application fee & EMD is not received within the aforesaid period, the bid will be outrightly rejected and the bidder will be debarred from participating in future tenders for 6 (six) months.</p>
10	In submission of tender on-line, the bidders will upload only the scanned copy of DD/BC/BG against application fee and EMD in the technical-bid. No other document shall	<p>Submission of Bid :</p> <p>a. In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal</p>


12/1/2011

<p>be uploaded by the bidder on-line in the technical-bid. The bidder will download the BOQ from the website and will upload the same on-line after quoting their rates, in the Price-bid.</p>	<p>(https://mcltenders.gov.in) with valid Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India. The online Registration of the Bidders on the portal will be free of cost and one time activity only. If the bidder is an individual person then he should register himself under "Individual" category and if the bidder is a proprietorship firm/partnership firm/Joint venture/ Company then registration should be under "Corporate" category. The registration must be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.</p> <p>b. The bidders have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including General and Special Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be accepted.</p> <p>c. Letter of Bid: The format of Letter of Bid (as given in the NIT at Annexure-.....) will be downloaded by the bidder and will be printed/ typed on his letter head. This document will be signed by the bidder and the scanned copy of the same will be uploaded during bid submission in cover-I. This will be the covering letter of the bidder for his submitted bid. The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information.</p> <p>d. Price bid: The Price bid containing the Bill of Quantity will be in Excel format and will be downloaded by the bidder and he will quote the rates for all items on this Excel file. Thereafter, the bidder will upload the same Excel file during bid submission in cover-II. The Price-bid will be in Item Rate or Percentage Rate BOQ format and the bidder will have to quote for all the tendered items and the L-1 will be decided on overall quoted value. The Price-bids of the tenderers will have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected.</p>
<p>Note : 1. The General & Special Terms & Conditions or any other document, drawing etc should be made Annexure to NIT. 2. The format of Letter of Bid (as enclosed) is to be uploaded as second file , while creating the tender online.</p>	


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Enclosure : Format for Letter of Bid

Yours faithfully,


12/11/2011

(S.K. Bhanja)

Project Manager(e-Procurement)

For kind information :

1. D(T/P&P)/D(T/Op)/D(P)/D(F), MCL
2. CVO, MCL
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Office of the Project Manager (e-Procurement)

Ref.No. MCL/HQ/SBP/e-Procurement/F-19/2011/ 432

Date : 12/01/2011


To,
The General Manager (MM)
Mahanadi Coalfields Limited
Headquarter, Burla

Sub : - Online receipt of Application Fee and EMD in e-Procurement.

Dear Sir,

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12/1/2011

However, the payment of Application fee will be mandatory in all cases.

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9

Submission of Bid :

a. In order to submit the Bid, the bidders have to get themselves registered on-line with the e- Procurement portal <https://mcltenders.gov.in> and should possess valid Digital Signature Certificate issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India. The on-line Registration of the Bidders on the portal will be free of cost and one time activity only. The system will assign a unique user ID for each registered Bidder which will be valid till the bidder opts for deregistration.

b. The bidders have to accept unconditionally the on-line user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial & General Terms & Conditions, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be accepted.

c. **Letter of Bid:** The format of Letter of Bid (as given in the NIT at Annexure-B) will be downloaded by the bidder and will be printed/typed on his letter head. This document will be signed by the bidder and the scanned copy of the same will be uploaded during bid submission in **cover-I**. This will be the covering letter of the bidder for his submitted bid. The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information.

d. **Technical Parameter Sheet :** The Technical Parameter Sheet containing the technical specification parameters for each tendered item will be in Excel format and will be downloaded by the bidder and he will furnish all the required information on this Excel file. Thereafter, the bidder will upload the same Excel file during bid submission. Non-compliance of any one specification parameter of any item will disqualify the bidder in that item. The Technical Parameter Sheet which is incomplete and not submitted as per instruction given above will be rejected.

e. **Price bid:** The Price bid containing the Bill of Quantity will be in Excel format and will be downloaded by the bidder and he will quote the rates, taxes & duties etc. for his offered items on this Excel file. Thereafter, the bidder will upload the same Excel file during bid submission in **cover-II**. The Price-bid will be in Item-wise Rate BOQ format and the bidder may quote for any or all the tendered items and the L-1 will be decided for each item separately. The Price-bids of the tenderers will have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected.

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
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Project Manager(e-Procurement)

For kind information :

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2. CVO, MCL
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Format of Letter of Bid

LETTER HEAD OF BIDDER (As ENROLLED ONLINE ON e-PROCUREMENT PORTAL OF MCL)

To
The Tender Committee
----- Department

Sub : **Letter of Bid** for -----(Name of Work to be given by the Department)

Ref : 1. **NIT No.** -----(to be given by the Department)
2. **Tender Id No.** -----(to be given by the Department)

Dear Sir,

We offer to supply the materials as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the application fee and EMD being submitted by us has been furnished on-line.

This Bid and your subsequent Supply Order shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

Yours faithfully,

(Signature of Bidder :OR
Authorised person of bidder : OR
DSC Holder bidding online with authorisation from bidder)

1. **Name of the Signatory :**
2. **Status of Signatory :**
(Whether he is the Bidder himself OR Authorised person of bidder OR DSC Holder bidding online with authorisation from bidder)
3. **Address:**
4. **e-Mail Address**
5. **Mobile Number**
6. **FAX Number**
7. **Telephone Number**