

ईस्टर्न कोलफील्ड्स लिमिटेड
 अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय
 सांकतोड़िया, पत्रालय- डिसेरगढ़,
 जिला- बर्द्धमान, पश्चिम बंगाल-713333
 सी.आइ.एन-U10101WB1975GOI030295
 वेबसाइट - www.easterncoal.gov.in



EASTERN COALFIELDS LIMITED

Office of the Chairman-cum-Managing Director
 Sanctoria, P.O.: Dishergarh,
 Dist.: Burdwan, West Bengal-713333
 CIN-U10101WB1975GOI030295
 Website - www.easterncoal.gov.in

Ref No. ECL/HQ/GM(Fin)/4501

Date:-04.02.2022

To,
 All Area General Manager,
 HOD/In-charge of Other Establishments/Units

Sub:-Systems improvement regarding scrutiny of proposals by Finance dept for various jobs related to Works & Services /Procurement/Goods & Services.

Dear Sir,

Please find enclosed herewith a checklist containing indicative suggestions for "System improvement regarding scrutiny of proposals by Finance dept for various jobs related to Works & Services/Procurement/Goods & Services" being duly approved by competent authority. It is requested to kindly advise the concerned officials to adhere to the suggestions/guidelines while scrutinizing proposals for jobs related to Works & Services/Procurement/Goods & Services.

Dt 04/02/22
 General Manager(Fin)/IC
 Eastern Coalfields Limited

Encl: As stated above

Copy to:-

- 1.General Manager(Vigilance)-along with original file
- 2.General Manager(T&MS)/TS to CMD,ECL/TS to D(T)-P&P/TS to D(T)-OP/TS to D(F).
- 3.All Area Finance Manager/Finance In-charge of Other Establishments/Units
- 4.Office Copy

Checklist:

| At estimate approval stage | At tendering stage | At revised estimate/deviation estimate stage |
|---|---|---|
| <ol style="list-style-type: none"> 1. Whether the proposed activity is of Capital Nature/Revenue Nature. 2. While processing administrative approval of any work, the said work should be clearly stated whether it belongs to Works and Services/ Procurement /Goods and services. 3. During administrative approval it should be clarified in the proposal itself, if there is any Input tax credit applicability. 4. While deviating from the standard process for awarding of work i.e. short tender, single party tender, nomination basis etc. relevant clauses of the manual should be deliberated before approval. 5. To indicate the budget Provision of the proposed activity in approved PR/ Scheme / Approved Capital Budget / Special Budget (Revenue). 6. Whether justification for taking up the work has been provided and vetted by engineering officials. 7. Arithmetical Calculation of details of measurement. 8. Arithmetical calculation of bill of quantity. 9. Arithmetical calculation of rate of analysis. 10. Whether the rate analysis, rate references and quotation are enclosed in the proposal or not. 11. Whether estimate has been signed by Overseer/E.A. and Engineer Official. 12. To mention Delegation of Power for approval of the estimate. 13. To mention Delegation of Power, if approval in case of deviation from Scheme/PR is required. 14. Whether the estimate has been technically examined by Engineering Official other than who has processed the | <ol style="list-style-type: none"> 1. Performance security /Additional performance security to be deposited by the bidder. 2. Level of approving authority for the award of work as per the no of bids. 3. Level of approving authority for cancellation of the tender. 4. Level of approving authority for debaring and forfeiture of the EMD. 5. Budget provision. 6. In case of procurement of goods: <ul style="list-style-type: none"> • Availability/Non-availability of item in GeM portal may be indicated by indenting department. • Compliance of MSME criteria needs to be mentioned by indenting department. 7. In case of considerable deviation of L-1 price from the estimated amount, proper justification of the price variance needs to be deliberated by the tender committee. 8. In case of Capital item/activity, inclusion of the same in the approved Capital BE of the relevant year needs to be confirmed by the TC member. 9. The final awarded value inclusive of all taxes should be indicated and same has to be ensured by the TC member. | <ol style="list-style-type: none"> 1. Level of approving authority for award of the work. 2. Whether justification for revision/deviation has been provided and vetted by engineering officials processing the proposal. 3. Delay analysis has been vetted by Engineering Official. 4. Whether second level examination of justification for revision/ deviation done by engineering officials. 5. Copy of Approval and communication of Provisional time extension are enclosed. 6. Copy of hindrance register is enclosed. 7. To examine the quantum of imposed penalty in line with MCEW 2015. 8. Level of approving authority to get approval of revised/deviation Estimate. 9. Arithmetical calculation of Revised Estimate/deviation Estimate. 10. L-1 status of the contractor. 11. Revised estimate has been accepted by the contractor. 12. Budget provision for the balance amount to be paid. 13. Whether the Revised estimate/deviation estimate amount is within the PR/ Scheme provision. 14. In case of work extension of any job, proper justification for extension along with relevant clauses of the manual should be deliberated before recommending for approval. 15. In case of abnormally high rate (AHR) & abnormally low rate (ALR) items in civil works, adherence to norms specified in MCEW regarding AHR & ALR items needs to be mentioned by concerned |

| | | |
|--|--|---|
| <p>proposal.</p> <p>15. Budget certification for the work in Revenue/Capital/CSR budget.</p> <p>16. If activity is Capital in nature:</p> <ul style="list-style-type: none"> • In case of procurement against survey off it has to be ensured whether initial survey off has been approved, and same has to be ensured by technical/ initiating department. • In case of additional or new procurement a separate scheme should be approved before approval of indent and same has to be ensured by technical/initiating department. • Whether the proposed activity is an enlisted activity in approved Capital BE needs to be indicated by technical / initiating department. <p>17. In case of procurement of goods:</p> <ul style="list-style-type: none"> • Justification for the procurement to be vetted by technical department. • Arithmetic calculation of the MB/Indent to be checked by technical/finance department. • Previous year consumption pattern as well as last awarded rate for similar work in respect of subsidiary or across CIL may be mentioned by initiating department. <p>18. In case of works or services contract the last awarded rate for similar contract in respect of subsidiary or across CIL may be mentioned by initiating department.</p> <p>19. The estimated amount should be inclusive of all taxes and same has to be ensured by the concerned finance official.</p> <p>20. In case the proposal relates to an Area it should be duly vetted by AFM of the Area.</p> | | <p>technical department.</p> <p>16. Liquidated damage, if any, due to delay in completion of work needs to be indicated by concerned technical department.</p> <p>17. Satisfactory performance certificate/No-defect certificate duly authenticated by the EIC should be enclosed.</p> <p>18. Details of security deposit/PBG lying with the company may be indicated by the executing department.</p> <p>19. In case of CMC contract:</p> <ul style="list-style-type: none"> • If the available quantity of Coal & OB changes, vetting of CMPDIL & Survey dept should be obtained. • Revised techno-economics prepared by Area management and vetted by Cost & Budget (HQ) needs to be enclosed. • Lead measurement committee report for any change of lead to be enclosed by executing dept. <p>20. If the proposal is related to any Area, it should bear vetting of AFM of the Area.</p> <p>21. In case the work is of capital nature, it should be ensured that the subject activity is enlisted in the approved Capital BE of the relevant year.</p> |
|--|--|---|