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(कोल इंडिया का एक अभिन्न अंग)
अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय
सांकतौड़िया, पत्रालय -डिसेरगढ़,
जिला -पश्चिम बर्धमान, पश्चिम बंगाल-713333-
ई एंड एम विभाग
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EASTERN COALFIELDS LIMITED
(A subsidiary of Coal India Limited)
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E&M Department
CIN-U10101WB1975GOI030295
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Ref no. ECL/HQ/GM(E&M)/2021/ 385

Dated: 10.11.2021

To

The General Manager (I/C)

Satgram, Bankola, ,Salanpur, Jhanjra , Mugma,, Sodepur, S P Mines,
Kajora , Kunostoria, Rajmahal ,kenda ,Sripur ,Pandaveswar, Sonépur bazari Area,
GM (Rescue),CMS,Sanktoria,CMS ,CH Kalla Hospital,Dy.GM (Civil)/HOD;
Agent SCW/PWS/NCW/RWS/BEFW

Eastern Coalfields Ltd

Sub: Approved SOP for System Improvement for Procurement of P&M Items against PR/ Scheme -reg.

Dear Sir,

Please find attached approved SOP for the Procurement of P&M Items against PR/
Scheme for kind perusal and necessary action.

The same should be strictly implemented with immediate effect.

Yours faithfully,

10/11/21
(S B)

General Manager (E&M)/HOD

Encl: SOP for System Improvement for Procurement of P&M Items against PR/ Scheme (Pages-14)

Copy to:

- 1.DT P&P, ECL
- 2.DT OP , ECL
- 3.GM (T&MS),TS to CMD, ECL
4. GM (Vigilance), ECL
5. All HODs , ECL ,HQ
6. AE (E&M) All Areas of ECL

**SOP for
Procurement of P&M Items
against PR/Scheme**

Basic Steps at a Glance

- (1) Initiation of Indent at Area Level:
Either against approved PR /Scheme.
- (2) Scrutiny of proposal at HQ.
- (3) Approval of Indent-As per
Purchase Manual 2020.
- (4) TPS Preparation.
- (5) Preparation of NIT
- (6) Obtaining B.C.
- (7) Tendering
- (8) Installation and Commissioning.

Initiation of Indent at Area Level: Either against approved PR /Scheme.

- (i) Area level committee headed by GM of the Area, Area E&M / Excavation Engineer, Area Finance Manager, concerned Agent and Colliery Engineer.
- (ii) Indent to be completed in all respect complying with PR or Scheme. In case of any deviation from PR or Scheme or inadequacy, the same to be forwarded with justification to GM (P&P) and GM (E&M)/ GM (Excavation) for seeking necessary clarification from CMPDI.
- (iii) Based on clarifications received, the indent to be finalized by Area level committee.

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- (iv) The checklist to be prepared at the time of indenting:
 - (a) The time line provided in PR or Scheme.
 - (b) The adequacy of specifications and quantity
 - (c) Readiness for installation site for the intended use.
 - (d) Follow up action to be taken to match the requirement
 - (e) How other system is inter-related with the intended P&M item and their time line
- (v) Any auxiliary work/ procurement to be done before hand.
- (vi) Budgetary Offer or LPP for capital item.

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Scrutiny of proposal at HQ:

- Concerned head of P&P, E&M/ Excavation/ other Department, concerned GM of Area as required shall look into the proposal, its completeness and necessary scrutiny in line with its adequacy and completeness.

APPROVAL OF INDENT

- As per Purchase Manual 2020.

TPS PREPARATION:

- (i) Concerned Technical Deptt./ user deptt. shall prepare TPS along with warranty period, delivery schedule, commissioning and period of completion, penalty clause etc as per Purchase Manual 2020.
- (ii) Any other specified items such as rated output, availability, maintenance etc as per requirement.
- (iii) Exploring the GeM for the availability of P&M item by user department.

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PREPARATION OF NIT

- Preparation of NIT and commercial terms and vetting- MM Department, E&M/ Excavation/ user Deptt., and concerned Area for avoiding any ambiguity.

OBTAINING B.C.

- Preparation of NIT and commercial terms and vetting- MM Department, E&M/ Excavation/ user Deptt., and concerned Area for avoiding any ambiguity.

TENDERING

- (i) Publication of Tender, and necessary formalities of preparation of TCR etc as per Purchase Manual 2020.
- (ii) Fixation of time line from Publication of Tender placing P.O. and setting the required P&M and its installation and commissioning.
- (iii) Probable lead time in the procurement to be taken into consideration while deciding bid validity period.

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INSTALLATION AND COMMISSIONING

- To be looked into by the Area and concerned colliery Authorities as per P.O. and NIT as well as inspection of P&M (if FOR destination is Area Stores) with all documents and test Certificates.
- The representative of Supplier, if required, to be called at the time of installation for supervision.
- All steps to be taken for installation of the P&M at the earliest so that the P&M does not remain idle.
- Performance monitoring of the P&M and close liasoning with the supplier during warranty period – by the Area.

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Formation of a Committee consisting of:

- GM (P&P)
- GM(E&M)/ GM (Excav.)
- GM(User Dept),
- GM (MM) and
- GM (Finance)

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Scope of supply

- To suggest the indenting procedure and adherence to checklist to avoid delay.
- Scrutiny of proposal for procurement.
- Formation of a time line from initiation of indent to its approval, floating of tender, issuance of Purchase Order and commissioning.
- To examine existing system of procurement and allied activities including scrutiny of the proposal.
- Suggest post procurement activities needed for installation.

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- (vi) System to develop on line monitoring of the status after placing of indent to final installation of the P&M.
- (vii) Suggest for improvement needed in present system of performance monitoring of the P&M.
- (viii) To suggest follow up action needed for auxiliary works by the Area so that procured P&M to be installed at the earliest.
- (ix) To suggest regarding pre-bid/ pre NIT meeting with probable bidders for new or existing items if required to avoid any ambiguity in NIT.

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