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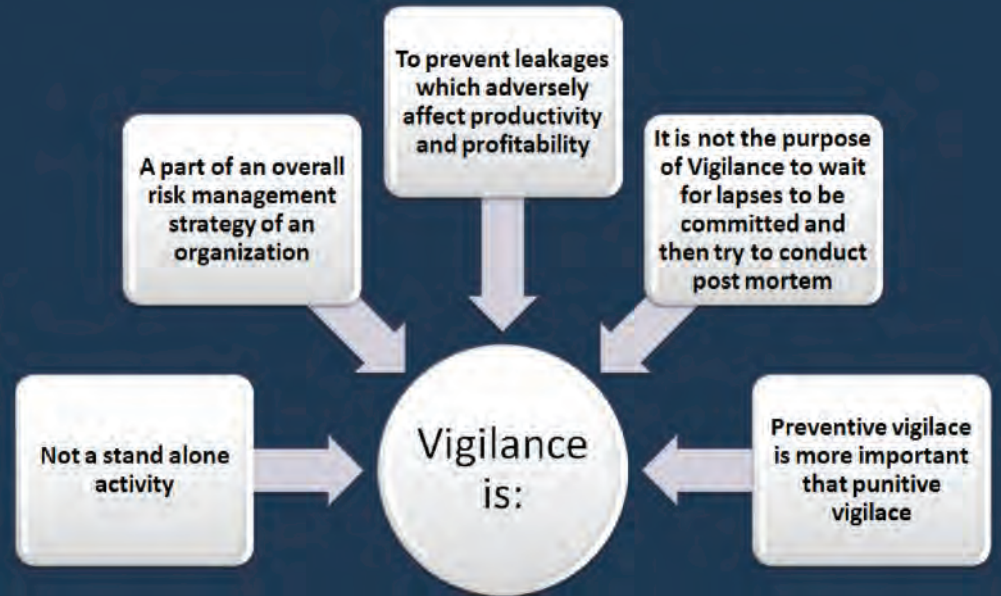
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“Vigilance and E-Governance”

Vigilance came into existence mainly for the purpose of fighting corruption. In today's modern world technology has proven to be a very effective way to curb the corruption. One excellent technological tool called as “E-Governance” has helped in achieving this goal to quite an extent and is still evolving. E-Governance is simply the use of various modern information and communication technologies such as internet, local area networks (LAN), mobile phones and their applications by the government to promote democracy and minimize the corruption level. Vigilance and E-Governance are complementary to each other as they prove to be effective in not only fighting against corruption but also for improving the efficiency, effectiveness and comfort of public and organization as a whole.

To prevent and to minimize the corruption we have to have a transparent and clearly defined system which can be achieved by deploying E-Governance in all sectors. But the biggest challenge in deploying E-Governance demands not only technology but change management also. Change management is important not only in terms of cultural change but also in terms of operational changes and processes workflow that the automated environment will introduce. E-Governance is not really the use of IT technology in government but its basic essence is to ensure good governance.

COMMON IRREGULARITIES/LAPSES OBSERVED IN AWARD OF ELECTRICAL, MECHANICAL AND OTHER ALLIED CONTRACTS AND GUIDELINES FOR IMPROVEMENT THEREOF -PART-7

8. RECEIPT OF TENDERS

8.1 The receipt of tenders in some organisations is done in an organised and ad hoc manner. Sometimes the bidders representative leave the tenders with the concerned staff or send these through post addressed to some officer without having proper superscription over the envelopes resulting in the accidental opening of such tenders. This practice is highly objectionable and has to be severely discouraged, as it may cause tampering of offers and leakage of sensitive information.

A suitable arrangement for receipt of tenders at the scheduled date and time through conspicuously located tender boxes needs to be adopted. The tender notice should categorically contain the information regarding receipt of bids, viz. designation and address of officer to whom the tender should be addressed, the superscription/reference number to be indicated on the envelopes and most importantly, the due date of opening of tenders to be written on the envelope containing tenders.

9. POSTPONEMENT OF TENDER OPENING

9.1 It has been noticed that whenever extension in tender opening is given due to any reason (like change in scope of work or changes in specifications of some of the equipments, etc.), the intimation regarding the extension is sent only to such bidders who had purchased tender documents originally even if the extension is regarding opening of first bid like pre-qualification in case of single bid system and technocommercial bids in case of two bid system. By doing so, the competition is restricted to the firms who had purchased tender documents within the original date of tender sale. The corrigendum for such extensions is not being published in newspapers. In some cases, the time given to submit the revised bids is quite insufficient.

In order to give an equal opportunity to all the bidders and to maintain the sanctity of tendering system, it is of paramount importance that any change in the tender terms and conditions, specifications and tender opening date, etc. be notified to all the bidders sufficiently in advance of the revised tender opening date. In case of the advertised tenders, such notifications should invariably be through the publication of corrigenda in the media and also through individual information of those firms who had purchased the tender documents within the original tender sale date.

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However, in case the extension is regarding submission of first bid like prequalification documents in case of single bid system and techno-commercial bid in case of two-bid system, the tender sale date should also be extended suitably so as to allow new participants in the bid, in order to increase the competition.

10. OPENING OF TENDERS

10.1 In some organisations, the tenders are not opened in the presence of the bidders' representatives on the plea of maintaining absolute secrecy. Such a practice of not opening tenders in public and of not disclosing the rates quoted by all bidders to other firms is against the sanctity of the tendering system, and is a non-transparent method of handling tenders. The possibility of tampering and interpolation of offers, after opening of tenders, in such cases cannot be ruled out. Some organisations do not even maintain tender opening registers. The rates at times are not quoted both in figures and words, cuttings/overwritings are not attested by bidders.

The opening of tenders in presence of the bidders' representatives needs to be scrupulously followed. While opening the tenders it needs to be ensured that each page of tender, particularly the price and important terms and conditions should be encircled and initialled with the date. Any cutting/overwriting should be encircled and initialled in red ink by the tender opening officer/committee. The tender opening officer/committee should also prepare an 'on the spot statement' giving details of the quotations received and other particulars like the prices, taxes/duties, EMD, any rebates etc. as read out during the opening of tenders. A proper tender opening register in a printed format should be maintained containing information viz. date of opening including extensions, if any, names and signatures of all the persons present to witness the tender opening which should include the bidders representatives also.

10.2 In cases involving the two bid system, it has been noticed that after opening of the technical bids, the price bids, which are to be opened subsequently, are kept as loose envelopes. In such cases, the possibility of tampering of bids prior to tender opening cannot be ruled out.

In order to make the system fool-proof, it needs to be ensured that the tender opening officer/committee should sign on the envelopes containing the price bids and the due date of opening of price bids should be clearly mentioned on the envelopes and should again be placed in the tender box.

- As Per CTE's Organization



Vigilance Awareness seminar at Balaghat Mine



Inspection at JIG Section, Balaghat Mine



Inspection of GSR construction work, Balaghat Mine



VIGILANCE DEPARTMENT, MOIL LIMITED

"MOIL BHAWAN", 1A, KATOL ROAD,
NAGPUR-440013. PBX :0712-2806100

Website : www.moil.nic.in CIN : L99999MH1962GOI012398

Toll free No. : 18002333606

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Any suggestion(s) /feedback may be mailed to cvo@moil.nic.in