

<p>सेंट्रल कोल्फील्ड्स लिमिटेड कोल इंडिया की अनुषांगी), एक मिनी रत्न कम्पनी((भारत सरकार का उपक्रम) असैनिक विभाग पंजीकृत कार्यालय : दरभंगा हाउस, राँची- झारखंड - 834029 फोन: 0651)- 8987784129 वेबसाइट: http://www.centralcoalfields.in CIN No: U10200JH1956GOI000581 ईमेल : gmcivilcclranchi@gmail.com : gmcivil.ccl@coalindia.in</p>		<p>CENTRAL COALFIELDS LIMITED (A Miniratna Subsidiary Company of Coal India Limited) (Govt. of India Undertaking) Civil Department Reg. Office: Darbhanga House, Ranchi Jharkhand -834029, Ph: 8987784129 Website http://www.centralcoalfields.in CIN No: U10200JH1956GOI000581 E-mail: gmcivilcclranchi@gmail.com : gmcivil.ccl@coalindia.in</p>
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पत्रांक सं: सी.सी.एल./महाप्रबंधक(असैनिक)/2024-25/ 864(H) दिनांक: 19/03/2025

प्रति,

महाप्रबंधक,

अरगड़ा/ बी&के/ बरका-सयाल/ सीआरएस बरकाकाना/दोरी/ हजारीबाग/गिरीडीह/ कथारा/ कुजू/ मगध
संघमित्र /आम्रपाली चंद्रगुप्ता / एनके/ पिपरवार/ रजरप्पा/ राजहरा क्षेत्र

महाप्रबंधक (असैनिक)/कल्याण एवं सेवाएं

विषय: Regarding circulation of "Policy on Disposal of abandoned/unused Residential/Welfare/Service Building/ Structure through e-Auction"

संदर्भ: 1. CIL:XI(D):04135:2025:33184 dtd. 17.03.2025

महोदय,

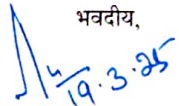
With reference to the subject matter, please find attached herewith the "Policy on Disposal of abandoned/unused Residential/Welfare/Service Building/ Structure through e-Auction" agreed in CFDs meeting of CIL held on 08.03.2025 for implementation in CCL with immediate effect.

The policy includes the modalities for lot formation, survey-off, auction and dismantling of old/abandoned/ unused structures (i.e., residential, service & welfare buildings).

The approved policy is hereby circulated for your kind perusal and circulation to all concerned officials. It is also requested to kindly advise the concerned officials for taking further needful action as per the approved policy at the earliest.

संलग्नक: उपरोक्त

भवदीय,



महाप्रबंधक (असैनिक)/QC

सी. सी. एल., राँची

प्रतिलिपि:

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3. TS/अध्यक्ष सह प्रबंधन निदेशक, सीसीएल मुख्यालय, राँची

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हजारीबाग/गिरीडीह/ कथारा/ कुजू/ मगध संघमित्र /आम्रपाली चंद्रगुप्ता / एनके/ पिपरवार/ रजरप्पा/ राजहरा क्षेत्र

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Ref. No. CIL:XI(D):04135:2025: 33184

Dated:-17.03.2025

To
GM(Civil)
Coal India Limited,
New Town, Rajarhat,
Kolkata-700156.

Sub: -Minutes of 373rd CFDs meeting held on 8th March'2025.

Dear Sir,

Reproduced below is the relevant extracts from the minutes of 373rd Committee of Functional Directors Meeting of Coal India Limited held on 8th March'2025 at CIL (HQ), Kolkata with regard to the following item: -

ITEM NO.373.08

Sub: Seeking approval from CIL level for "Policy on Disposal of abandoned / unused Residential/Welfare/Service Building /Structure through e-Auction.

373.08 In respect of the captioned proposal, GM (Civil), CIL briefed the CFDs the details of the proposal as under: -

1. Draft Policy on disposal of abandoned /unused Residential/Welfare/Service Building/Structure through e-Auction was prepared by CCL on the lines of "Uniform policy for auction of Scrap" approved by CIL and on the inputs from Dhanbad division of EC Railway.
2. There are number of abandoned/damaged civil structures in CCL which are not useful for the Company and hampering the safety occupying the precious land space. It is planned to dispose these structures through E-auction

935

on "as is where is" basis and the responsibility for dismantling will lie with the successful Auctioner/Agency. The disposal of these structures will also ensure to fetch some revenue for the company.

Therefore, based on the inputs collected from Dhanbad division of EC Railway a policy for disposal of civil structure has been framed.

3. The brief of the draft Guidelines is as below:

Civil structures has been classified as below:

- a. Quarters
- b. Service buildings (Pit Office/PO office or their part, Check posts etc.)
- c. Welfare buildings (Canteens/ Hospitals/ Schools/ Guest Houses etc.)

4. In consonance with the approved Uniform Policy for Disposal of Scrap of CIL, these guidelines have been framed which covers identification, quantification, lot formation and delivery of civil structures. The following sections exist in the draft policy:

1. Procedure for Identification of Abandoned/Unused/ Damaged Structures
2. Formation of Lots
3. Survey off Report
4. Disposal through E-Auction as per "as is where is basis"
5. Delivery of abandoned / damaged structure and handover
6. Handover

5. The subject proposal was deliberated at the 18th ECFD of CCL held on 08.05.2024 where it was observed that the guidelines regarding disposal of abandoned/unused civil Structures such as Quarters, Welfare buildings, Service buildings and Industrial Infrastructure (Excluding P&M items) may be approved at CIL level.

6. Accordingly, the proposal was sent to CIL for approval. The draft policy has been examined by Civil and MM Departments of CIL. Some suggestions/observations has been given by Civil and MM departments of CIL. CCL has submitted a modified policy suitable incorporating the

observations of CIL. This modified policy was placed in the 359th meeting of CFDs, CIL held on 22.11.2024.

7. CFDs of CIL directed to review the draft policy as per its observation/ directives and place the revised policy once again before CFDs for its consideration and approval. In compliance to the directives of 359th CFDs of CIL, CCL reviewed and revised the draft policy. The revised draft policy has been examined by Civil department, CIL. The observation/ compliance of the revised draft policy with the directives of CFDs of CIL in its 359th is detailed in the agenda note.
8. In addition to compliance with the directives of 359th CFDs of CIL, two nos. of provisions have been included by CCL for streamlining the e-Auction process: -
 - a. **Chapter 5: Delivery – Delivery committee-**
 "The Committee to be constituted will be guided by the circulars/orders/SoP issued time to time by the Vigilance Dept./MM Dept. for better transparency of delivery."
 - b. **Chapter 5: Delivery Delivery period-**
 "In any case, the total free delivery period for the successful bidders should not be more than 90 days."
9. The proposed policy is applicable to CCL only as deliberated in the MoM of CFDs of CIL. Once it is implemented successfully in CCL then after due consultation with other subsidiaries, it may be proposed to adopt for CIL and its subsidiaries.

CFDs after detailed deliberations considered the proposal and accorded its approval with or without modification as under:

"RESOLVED THAT approval be and is hereby accorded for the draft Policy on Disposal of abandoned /unused Residential/ Welfare/Service Building/Structure through e-Auction, is approved for implementation in CCL" as per details brought out in the agenda note.

930

This is for your information and taking necessary action please.

Yours faithfully,



(B.P. Dubey)
Company Secretary

CC to: -Director (Technical), CIL.



**DRAFT POLICY ON DISPOSAL OF
ABANDONED/UNUSED
RESIDENTIAL/WELFARE/SERVICE
BUILDING/STRUCTURE
THROUGH E-AUCTION**

GLOSSARY / ABBREVIATIONS

- **CCL** Central Coalfields Limited
- **SOR** Survey-off Report
- **WDV** Written Down Value
- **C&D waste** Construction & Demolition waste
- **S&IC** Stores & Inventory Control
- **Reserve Value**

The lowest price at which CCL is willing to accept as the winning bid in an auction.
- **As is where is basis**

'As is where is' is a clause which implies that the thing so contracted is transferred, by one person to another in its existing condition and the transferee has accepted it with all its faults and defects, whether or not immediately apparent. Further, this phrase means that the bidder has to dismantle and dispose off all C&D wastes (as per C&D waste management rules 2016) completely above Ground level of a lot awarded through auction and hand over the land with proper levelling to CCL Management.
- **Service Provider**

It is an online platform for conducting forward auction which will be decided by CCL.
- **Lot**
 - a) **For Quarters:** Residential buildings of same type quarters (such as A, B, C, D, MQ, other types etc.) and having same no. of floors will make a single lot. For eg., if there are single and double storied B-type quarters then single storied quarters will make one lot and double storied quarters will make another lot.
 - b) **For Service Buildings:** Similar storied service buildings located in one premise will form a single lot.
 - c) **For Welfare Buildings:** Similar storied welfare buildings located in one premise will form a single lot.

PREFACE

As Central Coalfields has many brownfield projects, it is inevitable that many Civil structures like Quarters, Canteens, Hospitals, Offices etc. may have outlived their planned life or may be in dilapidated state or in state of abandonment as they may have turned obsolete.

These Structures may be categorised as under :-

- A) Quarters:- Some quarters are in damaged condition which are lying vacant / in state of abandonment , while some damaged quarters are in un-authorized occupation. While some quarters may have some life period left but due to abandonment their doors/windows have been stolen, walls damaged such that they are structurally unsafe to dwell.

Note :- Quarters in good condition but in un-authorized occupation does not come under this document's scope as it can be gainfully used upon evacuation.

- B) Service Buildings:- Structures such as Offices(Pit office/PO Office or their parts), Check posts etc. which are too damaged to renovate/uplift.
- C) Welfare Buildings:- Structures namely Hospitals, Schools, Canteens, Guest Houses etc. which may have been abandoned.

All Structures will be auctioned as per "**as is where is**" basis.

1. PROCEDURE FOR IDENTIFICATION OF ABANDONED/UNUSED/DAMAGED STRUCTURES

- Area GM shall nominate Nodal Officer (Abandoned /Damaged Structure) should generally be SO(Civil) in Areas, MRS, CWS and GM(TA) or representative of GM(TA) in case of Head Quarters.
- In case of transfer /retirement of Nodal Officer (Abandoned/Damaged Structure), the vacancy to be filled within 07 days.
- Nodal Officer (Abandoned/Damaged Structure) has to co-ordinate the entire process for Auction (Identification, Lot formation and Delivery).
- List of Nodal officers of each area to be forwarded to GM(C)/HoD and GM(MM/S&IC)/HoD, CCL(HQ).
- Nodal Officer (Abandoned/Damaged Structure) of area will prepare a detail list of Abandoned /Damaged Structure available at different places.

Sl No	Type Of Structure (Quarters/ Service Buildings/ Welfare Buildings)	Detailed Description of the Lot	Location	Capital / Revenue	Survey – off Report status

- Survey – off report status should indicate – Not Surveyed off, Surveyed Off, Surveyed off but not put to auction, put to auction but not delivered (as applicable)
- All residential/welfare/service structure should be surveyed off as per DoP considering their useful life or pre mature survey off as per company norms should be done.
- A standing Survey off Committee formed in each area will facilitate identification and listing of abandoned/damaged structures.
- A committee of CCL HQ will regularly visit Area to assess structures and records maintained by Nodal officer.
- Timeline of updation of list: Quarterly by Nodal officer.

1.1 HAZARDOUS WASTE/E-WASTE:

DELETED

1.2 STRUCTURES HAVING PREMATURE SURVEY OFF OR DAMAGED BEYOND ECONOMIC REPAIR/AFFECTING THE SAFETY/FOR EXPANSION OF MINES

There may be structures/buildings which may be required to be dismantled for mine expansion works, some structures like overhead water tanks, watch towers, quarters etc. may be in seriously damaged condition which may pose safety threat on public or beyond repairable stage. Such structures are to be identified and premature survey off has to be processed as per DoP after declaring them as unusable /abandoned.

1.3 CONSTITUTION OF SURVEY OFF COMMITTEES:

In order to identify and declare such structures/buildings as fit to be auctioned, a standing Survey off Committee consisting of following members shall be constituted in each Area /Project;

- A. For structures under the jurisdiction of the Project/ Unit:
 - i) Project Officer/Head of the concerned Project /Unit
 - ii) Area Nodal Officer (Abandoned /Damaged structure)
 - iii) Concerned Engineer In-charge of the Project / Unit
 - iv) Concerned head of the Finance of the Project / Unit
 - v) Concerned Officer In-charge of the Store of the Project / Unit
 - vi) Concerned Officer In-charge of the personnel department of the project/unit

- B.** For structures kept in the jurisdiction of the Area:
- i) GM (Operation) / Staff Officer (Mining) or his authorized representative.
 - ii) SO (Excv) / SO (E&M) / Head of concerned Technical Deptt. or his authorized representative
 - iii) Area Nodal Officer (Abandoned/Damaged structure)
 - iv) Area Finance Manager or his authorized representative
 - v) SO(MM) / Depot Officer
 - vi) SO(P) or his authorized representative
- C.** For Central Workshop, Mines Rescue station, Central Hospital the committee will consist of the following Officials :
- i) Nodal Officer (Abandoned /Damaged Structure) nominated for CWS.
 - ii) Officer in-charge of Unit Store / SO (MM)
 - iii) Area Finance Manager or his authorized representative.
 - iv) Technical Member (Engineer in charge of concerned section/ shop / Engineer nominated by GM (CWS).
 - v) SO(P) or his authorized representative
- D.** For Central Stores (CS), the committee will consist of the following Officials :
- i) Nodal Officer (Abandoned /Damaged Structure) nominated for CS
 - ii) Finance Manager-in-charge or his authorized representative.
 - iii) Technical Member (To be nominated by G.M/ Administrative Head of CS).
 - iv) MM member, if Nodal Officer (Abandoned /Damaged Structure) is not from MM discipline.
- E.** For CCL Headquarters, the committee shall comprise of the following officials:
- i) Nodal Officer (Abandoned /Damaged Structure) of HQ.
 - ii) GM(MM/S&IC)/HoD or his Authorised Representative not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5

- (preferably) or lower Rank may be nominated.
- iii) GM (F) or his Authorised Representative not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated.
 - iv) Authorized Representative of GM/ HoD (Town Admn.) not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated.
 - v) GM(Admin) or his authorized representative not below E6 Rank preferably. If E-6 officer is not available, then Officer of E5 (preferably) or lower Rank may be nominated.

The Survey Off Committee will be constituted with the approval of the concerned Director (Technical) for HQ and by GM/ Administrative Head of Area / CWS / Central Stores.

2. FORMATION OF LOTS

- The Project Engineer(C)/ Depot officer along with overseer will ensure quantification of the lot as per instruction of Nodal officer (Abandoned /Damaged structure).
- Abandoned /Damaged structures to be arranged in lots of suitable quantity the quarter/structure is marked with their respective Lot no. in a Daub of Red.
- Lots will be sold on "As is where is" basis.
- Lot size should be decided suitably so as to facilitate identification such as location wise /unit wise/area wise.
- Lot quantity should be suitably mentioned by assessing the quantities for different types of structures of each lot as per Annexure 2 which is elucidated below:
 - Quarters, Service buildings and Welfare buildings – **nos.** (indicating tentative plinth area)

[Note: Quantity only till ground level is to be measured, below ground level quantity is not to be accessed by the purchaser]

- Under no condition two lots shall be mixed with each other (refer glossary / abbreviations).
- A condition should be incorporated in the terms of sale that, if the plinth area/no. offered at the time of delivery is less than the plinth area/no. originally declared, a proportionate refund will be granted to the purchaser with the approval of Director (Technical). In case the plinth area/no. of the lot is higher than the estimated quantity, the purchaser willing to take the additional quantity (limited to max 10% of the offered quantity) should deposit the equivalent amount before taking the delivery, with approval of Area General Manager / Administrative head in case of CS / CWS and G M (TA) in case of CCL(HQ).

- Lots should strictly be under surveillance and their successful delivery should be the sole responsibility of Officials witnessing the delivery. Any theft or mishap before delivery should be avoided at all circumstances and suitable steps such as fencing, security deputations shall be carried out the witnessing officials with the help of Area Security Officer to ensure security of deliverables (Members specified in Chapter 5).
- Lots should be communicated to the Nodal officer who will forward the same to AFM for further scrutiny before putting it to auction. After scrutiny, AFM should communicate the Lot to the standing Survey off committee and on completion of Survey-off report (SOR), the Lot details along with SOR should be forwarded to Area GM who will forward the same to GM(MM/S&IC) who will then put the Lot to auction after competent approval.

2.1 FIXATION OF RESERVE VALUE

The survey off committee will carry out physical survey of all the building/structures, put up for disposal and fix the Reserve Value in respect of Individual lots.

The reserve value should be carefully fixed by the survey off committee taking into consideration of relevant information like present physical condition, Location of the Lot, the written down value (wherever applicable), serviceable doors / windows/fittings parts taken out from the building, the last sale value realized in the sale of similar lot, current market trend and deducting the cost for dismantling etc.

The reserve value so fixed by the committee shall be approved by Area GM / GM TA (for Headquarters) and recorded confidentially in relevant column of the Survey off Report. The reserve value should be approved by the above authority in relevant column by encircling the reserve value and putting his signature against it. Since the reserve value is fixed on the basis of ground reality in field, it need not be reviewed/approved at subsequent levels at Headquarters so as to maintain confidentiality.

The reserve value as fixed by the Survey off committee and approved by respective Area GM/GM((TA) in case of HQ shall be valid for the period of 06 months from the date of approval of Reserve Value or the completion of three successive failed auctions whichever is earlier. On the elapse of 06 months from approval of Reserve price if the auction has not been finalized then it has to be started afresh after revision of Reserve price and the process has to be re-iterated.

Such Reserve Values should only be opened and entered in the service provider portal, 2 - 3 days before the 1st Auction, by MM executive and Associate Finance member for maintaining transparency and confidentiality. Hence no subsequent approvals for reserve values are required. The same shall be applicable for reviewed reserve values as well.

The particulars of the structures/buildings surveyed will be recorded in the Survey Off Report to be prepared in six copies in the form shown in Annexure -1 as the case may be.

3. SURVEY OFF REPORT

The Survey Off Report and proceedings of the Survey Off Committee will be signed by all members of the Survey Off Committee. The reserve value will be indicated only in one copy of the Survey Off Report which will be forwarded in a sealed cover to the GM(MM/S&IC)/HoD. The reserve value shall be treated as strictly confidential.

Survey off Report (SOR) shall be prepared in six copies. Distribution of duly approved SOR shall be as under: -

- a) One copy in sealed cover containing Reserve Value along with two copies (without Reserve Value) shall be forwarded to the MM department of the subsidiary HQ for taking disposal action. The copy of survey-off report having Reserve Value shall be kept under sealed cover and same shall be opened in presence of Associate Finance member 2-3 days before 1st auction and reserve value shall be uploaded in service provider portal for finalization of lots for sale as per the approved norms.
- b) One copy each shall be kept with the concerned Nodal Officer and Depot Officer.
- c) One copy shall be kept with the Project /Unit from where it has been initiated.
- d) While forwarding the survey off report, a certificate shall be submitted by the Nodal Officer (Abandoned structure), on the body of the Survey Off Report as under:

“Certified that the reserve value (s) of the surveyed off Lot (s) has/ have been indicated duly approved by the Area General Manager/ Competent Authority.”

4. DISPOSAL THROUGH E AUCTION AS PER "AS IS WHERE IS BASIS"

- E-Auction will be done by GM(MM/S&IC) department.
- The list of structures/buildings will be forwarded to the Service Provider for disposal through e-Auction. Sale of those surveyed off lots shall be concluded in favor of H 1 bidder for which the H1 price offered by the H 1 bidder is more than or equal to **90%** of the Reserve Value.
- The remaining structures/buildings which could not be sold in first auction, shall be put up for e-auction second time. In second auction Sale of those structure/buildings shall be concluded in favor of H 1 bidder for which the H1 price offered by the H1 bidder is more than or equal to **85%** of the Reserve Value.
- In case the structure/building remained unsold even after two auctions mentioned above, it shall be put up for e-auction for the third time. In third auction, Sale of those structures/building shall be concluded in favor of H1 bidder for which the H1 price offered by the H1 bidder is more than or equal to **80%** of the Reserve Value.
- Despite three attempts of e-auction, if the structures/buildings could not be sold, then outcome of the e-auctions conducted so far (soft copy of complete bid-sheets of the 3 auctions) shall be reverted to the concerned Areas/department for re-assessment of the Reserve Value. After reviewing the reserve value the same shall be submitted to GM(MM/S&IC)/HoD, HQ for taking necessary disposal action.

• Utmost Care must be taken to finalize the Auction within validity period of the Reserve value i.e. from the date of approval of Reserve price by Area GM/ GM(TA) in case of HQ. In case all 3 successive auctions could not be concluded within the stipulated validity period the Auction process has to be started afresh with a revised Reserve value.

- In case the lot remains unsold even after another 3 auctions, after re- assessment of Reserve Value, the Subsidiary Management may take action for disposal in line with the provisions of Rule 221 of GFR 2017, which inter alia reads as under:

"In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt other modes of disposal including destruction of the item, in an eco-friendly manner"

- Timeline for Re-Auction shall be fixed as :-

1. 7 days in case of successive re-auctions limited to two, within validity period where revision of Reserve price is not required.
2. 1 month in case the Re-Auction mandates review of Reserve price.

- It will be the responsibility of the bidders to ensure that they are in possession of all requisite clearances/ certificates/ documents in order to fulfill various

requirements of Govt. of India in regard to materials purchased by them. All such documents should be valid as on the date of lifting of the scrap material sold to them, failing which CCL shall not give delivery of the respective scrap material, till the valid documents are submitted.

- **Withdrawal of lots:** Once the buildings/structures are declared for disposal and surveyed off by a duly constituted survey off committee, under normal circumstances, parts of buildings/structures earmarked for disposal should not be withdrawn or removed. If any such withdrawal /removal in the case of surveyed off structure/building or it's part is inevitable, the sanction of Director (Technical) will be obtained by the initiating project/colliery through the Area General Manager recording the reason as to why such action could not be taken before sending the survey off report and the justification there of. This may necessitate withdrawal of lots/re-fixation of reserve value etc.
- **Pre Bid EMD:** Every bidder will have to deposit Pre-Bid EMD of Rs. Ten thousand only against each auction to service provider before the e-auction. The Pre-Bid EMD will remain deposited with the Service Provider. The Pre-Bid EMD will be refunded to unsuccessful bidder within 3 days after closing of the auction by the Service Provider. In case of successful bidder, the Pre-Bid EMD will be retained by the service provider till the full payment of the Lots is submitted by the successful bidder to CCL HQ through EFT.
- In case it is felt that the Lots offered for Auction are of low value, based on the Last sale price of similar lots, the EMD may be waived off with the approval of Director (Technical) of CCL HQ, recording reasons. In such cases, Concurrence of Finance should be obtained
- **Security Deposit:** Security Deposit of 25% of Material Value of the lots sold to the buyer should be deposited to CCL through NEFT/ RTGS within 7 days from the date of intimation. If the total value of Security Deposit is more than Rs. 10 (Ten) Lakhs, the period allowed for Depositing the Security Deposit shall be 15 days from the date of intimation. In case the bidder fails to deposit the Security Money within the prescribed period, it will be presumed that he has abandoned the lot and the sale of that lot shall be treated as cancelled and his EMD shall be forfeited. Further, the defaulting buyer shall be **debarred for participating in the e-auction of CCL for 06 months.**

The request for extension of deposition of Security Deposit may be considered by CCL after levying penalty (1 % of the sale value with applicable GST, if any) with the approval of concerned GM(MM/S&IC)/HoD for maximum 7 days.

- On confirmation of the receipt of Security Deposit amount by CCL, the Service Provider will issue the Sale Order to the Successful buyer, under intimation to the Seller clearly indicating Payment terms for Balance Material Value and the due date for the same.
- Balance 75% Payment for the full value of the lot (along with GST and /or

TCS) shall be deposited by the Buyer to CCL HQ through NEFT/ RTGS within 15 days from the date of Sale Order (if the lot value is less than Rs.50 Lakhs) or within 30 days (if the lot value is More thanRs.50 Lakhs

- For the delayed payment beyond scheduled period, penalty of 1% of unpaid material value (excluding Tax & TCS with applicable GST, if any) per week or part thereof will be leviable for delayed period, for next 4 weeks with approval of GM(MM/S&IC)/HoD.
- However, if the balance payment is not received within the due date of payment as indicated above, the Security Deposit against that lot and Pre- Bid EMD shall be forfeited and such lot(s) will be deemed to have been abandoned by the buyer and shall again be put up for auction. The buyer shall have no claim on such lots. Further, the defaulting bidder will be **debarred from participating for 06 months** from the date of Closing of Auction for CCL HQ and all areas. However, under circumstances beyond control of the buyer/ force majeure conditions, CCL may allow payment beyond stipulated period (with penalty- as indicated above, subject to maximum of 10% of the sale value), with the concurrence of Finance and approval of Director(Technical).
- **Delivery Order:** On confirmation of receipt of Payment by the CCL, the Service Provider shall issue a Delivery Order to the Buyer. A copy of the Delivery Order shall be endorsed to the GM(MM/S&IC)/HoD of CCL(HQ).

The Delivery Order to be issued by the Service Provider should contain the following special terms and conditions :

- **COST OF DISMANTLING WILL BE FULLY BORNE BY THE PURCHASER AND SITE SHALL BE FULLY CLEANED BEFOR RELEASE OF FINAL DELIVERY**
 - **DISMANTLING IS PERMITTED UPTO GROUND LEVEL (NOT PERMITTED BELOW GROUND LEVEL)**
 - **DUE CARE TO BE TAKEN BY THE BIDDER/PURCHASER TO AVOID UNWANTED MISHAPSAT WORK SPOT**
 - **BIDDER/PURCHASER SHOULD ENSURE TO KEEP A SAFETY BANNER AROUND THE WORK SPOT.**
 - **ANY MISHAP/ACCIDENTAL INJURY SHALL BE THE RESPONSIBILITY OF PURCHASER.**
 - **DELIVERY SHOULD BE MADE IN PRESENCE OF DESIGNATED OFFICIALS OF EXECUTIVEDEPT., ACCOUNTS DEPT AND SECURITY.**
 - **THE SOLE RESPONSIBILITY WILL LIE OVER THE PURCHASER FOR COMPLIANCE OF GOVERNING RULES & REGULATIONS FOR DISPOSAL OF C&D WASTES AS PER SOLID WASTE MANAGEMENT RULES, 2016 AND AMENDMENTS THEREOF.**
- The store section of the MM department will obtain approval of GM (MM/S&IC)/HoD for putting up these Lots for sale through E-Auction.

- The List of the Lots to be auctioned will be sent to the Service provider with terms and conditions for arranging e-auction.
- The Service provider will prepare the auction catalogue and display the same on their portal.
- Date of e-auction shall be minimum 30 days after the date of display of the auction catalogue on the portal of the Service provider. The prospective Purchases /bidders may be allowed to physically inspect the scrap materials or lots before participating in e-auction.
- Reserve value will be uploaded by the representative of GM(MM/S&IC)/HoD along with Associate finance member on-line in the portal of the service provider 2-3 days before commencement of e-auction.
- The entire auction will be conducted using the web through internet by service provider and they will communicate bidding details to CCL.
- Stores Department will verify the H1 bids with the Reserve Value/ Threshold value as per the SOR and get it vetted by the associate finance and obtain approval GM(MM/S&IC)/HoD for acceptance of H1 rates.
- Service provider will convey the acceptance of H1 rate to the successful bidders by email.
- Sale release order will be issued to the concerned Area for delivery of Abandoned /Damaged structures after receiving all payments as per terms of of e-auction.
- **Service Provider's Bill:**

Payment to the service provider shall be made as per the Price and terms & conditions of the contract concluded with them. Payment of the Service Charge to the Service Provider shall be paid for the actual value (Basic value only) of the scrap material delivered to the Purchasers as certified by the stockholder in the Lifting Certificate / No claim Certificate issued against the Delivery Order / Sale Release Order.

The Service Provider should be advised to mention following details in the bill raised by them for ready reference:

- e-auction no and date
- Delivery Order No and date issued by the Service Provider
- Qty. mentioned in the Delivery Order
- Lot No.

- Unit Rate
- Total Value
- GST and/or any other Taxes etc.

The Service Provider's bill will be checked by MM Department CCL HQ on the basis of "No Claim Certificate" issued by the Stock holder. After checking, Service Provider's bill shall be sent to the General Manager (F) for payment. The service charges shall not be payable to the Service Provider on the forfeited amount, if any.

5. DELIVERY OF ABANDONED / DAMAGED STRUCTURE AND HANDOVER.

- The delivery of scrap mentioned in the sale release order will be supervised /witnessed by the committee to be constituted by the Area GM having members from :
 1. Nodal officer (Abandoned/Damaged structure)
 2. Representative from Finance department.
 3. Representative from Security department
 4. Representative from Personnel dept
 5. Representative from Store Department /Depot officer
 6. Project Officer / SO (Mining) in case of GM unit

In case of HQ committee will be formed by GM(TA) comprising of:

1. Nodal officer (Abandoned/Damaged structure)
2. Representative from Finance department
3. Representative from Admin dept
4. Representative from Security dept
5. Representative from TA
6. Representative from MM department.

- The Committee to be constituted will be guided by the circulars/orders/SoP issued time to time by the Vigilance Dept./MM Dept. for better transparency of delivery.
- After successful delivery of debris/scrap building material to the Purchaser, Nodal officer/SO(C) will send lot wise 'No claim certificate' to GM (MM/S&IC)/HoD HQ, within seven (07) days.
- Free Delivery period for successful bidder will be fixed as 2 days per quarter for MQ/LCH etc.; 3 days per quarter for A/B/C/ type; 5 days per quarter (D type and GM bungalow); 15 days for welfare and service building under 200 Sqm; 1 months for welfare/service building ranging from 200 Sqm to 500 Sqm; for structure /building more than 500 Sqm free delivery period shall increase by 7 days for each additional 100 sqm. **In any case, the total free delivery period for the successful bidders should not be more than 90 days.**

(Here area refers to plinth area of building/structure)

- Extension of free delivery period for up to 6 weeks can be granted by Area GM/GM(TA) with intimation to HQ stores upon written application of the purchaser. This extension will not require vetting of finance dept.
- However after elapse of 6 weeks extension further extension can be granted by approval of GM(MM/S&IC)/HoD upto 4 months after consultation with finance dept . Any further delay if due to force majeure or any un-avoidable circumstance can be given by concerned Director (Technical) after consultation of Finance department.
- Ground rent will be applicable as 1% per week or part thereof of the sale value of un-lifted structure and dismantled debris if not cleared from site after elapse of free delivery period if the delay is due to purchaser's fault and not arising out of Force Majeure or any unavoidable circumstance.

6.1 HANDOVER

After issuance of no claim certificate the vacant land should be handed over by delivery officials to Area GM/ Security department for further beneficial use so that it is not encroached / trespassed any further.

ANNEXURE 1

Para: Annexure

Chapter : 7 (Clause 7.4.2.1 of Purchase Manual)

Survey off report

Survey Off report (For Other Than Equipment)

No.

Stock Holding Area :

Type of Structure :

Quarter/Welfare/Service

Date of survey:

Lot No.:

SI No	Class of stores	Asset Code	Descriptio nof structures	Original cost / Capitalized value	Estimated Life of Structure and period for which used	Written Down Value (WDV)	Estimated Qty	Present Condition	Last Sale Value realized for similar item	Reserve Value
(1).	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
							Nos. (according to the Lot)			
Unit Head of Technical Wing			Depot Officer of Unit				Sub Area Manager/PO			
Area Finance Manager		SO(Technical Wing)			SO(P)			Mines Manager		
APPROVED										
Area General Manager/GM(CRS)/GM(TA)										
Certificate										
<p>Certified that the Sealed envelope for Reserve value contains the Reserve value as determined by the Survey -off Committee and is duly approved by Area General Manager /GM(CWS)/GM(TA)[As the case may be]</p>										
<p>Signature Nodal Officer Forwarding the S.O.R.</p>										
<p>Note : 1) Technical wing Refers to Civil Dept. 2) Depending on the organizational structure of an Area , the signatories may be suitably included in the format.</p>										

ANNEXURE 2

STATEMENT SHOWING IN THE MATERIAL OFFER FOR THE <MONTH AND YEAR> UNDER <UNIT/SUBUNIT>							
SLNO.	AREA/ PROJECT	TYPE OF STRUCTURE	LOCATION	DESCRIPTION OF STRUCTURE	LOTNO	QUANTITY	
						NOS.	TENTATIVE PLINTH AREA (IN SQM)

CERTIFIED THAT :-

1. THE QUANTITY MENTIONED ABOVE IS ONLY FOR STRUCTURE/MATERIALS ABOVE GROUND LEVEL.
2. THE ABOVE MATERIAL ARE ABSOLUTELY SCRAP AND NOT FIT FOR USE AND THE QUANTITY MAY VARY AFTER DISMANTLING.
3. THE STRUCTURES ARE OTHER THAN THE STRUCTURES ALREADY OFFERED PREVIOUSLY FOR AUCTION
4. THE QUARTERS AND STRUCTURES OF ABOVE LOTS HAVE BEEN PAINTED WITH A DAUB OF RED INDICATING THEIR CORRESPONDING LOT NO.

DEPOT OFFICER

P.E. (CIVIL)

OVERSEER(C)

*THE FORMAT AFTER BEING DULY FILLED SHOULD BE FORWARDED TO NODAL OFFICER FOR FURTHER ACTION.