

MINERAL EXPLORATION CORPORATION LIMITED  
(A Govt. of India Enterprise)

No.: MECL/HR/IR/Misc./ 6101

Date:10.11.2016

CIRCULAR

The Procurement & Contracts (P & C) Division was constituted to handle various types of contracting/ tenders/ outsourcing activities, in addition to Revenue and Capital items procurement, for all disciplines working in MECL.

However, it is observed that respective Divisions who are not specialised in contracting/ tendering are awarding contracts/ tenders and issuing supply orders of their own. This is taking more time and there are chances of inadequacies in contract documents/ supply orders.

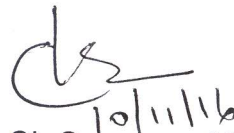
Accordingly, all Divisions will henceforth, submit their approved requisitions/ proposals/ indents, along with scope of work to P & C Division, for processing and awarding of the contracts/ supply orders etc.

After award of work, respective Divisions will manage the contracts, as per terms and conditions of the tender/ contract document, and release payments.

Tendering for outsourcing of Drilling will continue to be done by Business Development Department.

The above issues with immediate effect.

This issues with the approval of the competent authority.



(Dr.Ch.Sreerama Murthy)  
Dy. General Manager (HR)

Copy to:

- CMD
- Director (Tech.)
- Director (Finance)
- Chief Vigilance Officer
- All GMs/ HoDs/ DGMs
- DGM (IT) – with a request to upload the same on MECL website
- All ZMs
- All PMs
- All OICs