

F. No. 31/15/2010-Admn.
GOVERNMENT OF INDIA
MINISTRY OF MINES

.....

Shastri Bhavan, New Delhi-110001

Dated the 8th April, 2010

TENDER FOR OUTSOURCING

Section 30 of the MMDR Act, 1957 confers powers on the Central Government to revise any Order made by the State Government under the MMDR Act, 1957 other than in respect of a minor mineral.

2. Rule 54 and 55 of the Mineral Concession Rules, 1960 essentially lay down the following procedure:-
- (i) Any person aggrieved by an order of the State Government may apply for revision to the Central Government.
 - (ii) The Revision Application shall be in the form attached to the Rules.
 - (iii) Revision Application can be made within 3 months of communication of the Order to him; providing that delay may be condoned for sufficient cause.
 - (iv) The party to whom a PL or ML has been granted shall be an impleaded party.
 - (v) On receipt, the application shall be examined with respect to jurisdiction and delay, if any, and in case it is proposed to refuse admission, speaking order shall be issued to the applicants.
 - (vi) Revision Application on admission shall be sent to the State Government and impleaded parties, specifying the date on before which he may make representation against the revision petition.
 - (vii) The State Government and the impleaded parties will furnish their comments within 3 months, endorsing a copy to other parties (i.e. other impleaded parties/ State Government).

- (viii) The comments received shall be sent to other impleaded parties for further comments" or counter-comments to be made within one month.
- (ix) The Revision Application, comments and counter-comments constitute the records of the case.
- (x) On consideration of the records of the case, the Central Government may, in exercise of revisionary powers, confirm, modify or set aside the impugned order.

Sealed quotations are, therefore, invited from reputed agencies/firms having experience of handling similar matters for outsourcing the work relating to processing of Revision Applications as per the actions/stages suggested below:-

- (i) Details of new RA received are to be fed in Revision Application Monitor System (RAMS).
- (ii) File opening in Intra Mines/OPA.
- (iii) Completion of pleading
- (iv) Issue of Notice for hearing.
 - (a) Preparation of Notice for hearing.
 - (b) Preparation of number of copies of hearing notice to Applicant/State Govt./Impleaded Party/ Relevant File (At least 5 sets for each case).
 - (c) Preparation of envelope for sending notice.
- (v) Preparation of summary of cases to be heard.
- (vi) Notice for adjournment/postponement/fresh hearing date/Telegrams.
- (vii) All steps mentioned above are to be updated in RAMS by way of feeding information.

The firm will function, on contract basis, accordingly right from RAs' admission, completion of pleadings and adjudication by the Revision Authority for a period of one year in the Ministry, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi.

Interested agencies/firms will adhere to the following terms and conditions:

1. That the selected firm will not divulge to any other person/firm about the work being carried out by the firm for the Ministry.

2. That the selected firm will not sub-contract the job to any other person/firm.
3. That the selected firm will be levied a fine of Rs. 500/- per day in case their personnel take leave/remain absent from work in the Ministry.
4. The normal working hour of the Ministry is from 0900 hours to 1730 hours from Monday to Friday. However, in case any need arises, the persons deputed by the firm will be required to sit late after office hours or attend office on Saturdays/Sundays/closed holidays.
5. A demand draft for an amount of Rs. 10,000/- as security deposit will be furnished by the firm declared as L1 at the time of entering into contract with this Ministry. The security amount would be returned to the firm after the expiry of the contract. In case the firm fails to complete the assigned task to the satisfaction of the Ministry or withdraws prematurely, the security money will be forfeited.

Interested agencies/firms may send their sealed quotations to US (Administration), Ministry of Mines, Shastri Bhavan, New Delhi on or before 3 p.m. of 21st April, 2010. The bids will be opened at 4.00 PM on the same day in the presence of the representatives of the firms, who wish to be present. A bank draft for an amount of Rs. 10,000/- drawn in favor of DDO, Ministry of Mines as an Earnest Money should be sent along with the quotations, failing which the quotation will be rejected.

(Pramod Chand)
Under Secretary to the Government of India

Director (NIC) : for uploading the tender on the website of this Ministry of Mines.