



South Eastern Coalfields Limited

(A Subsidiary of Coal India Limited)
Seepat Road, P.O. SECL,
Bilaspur-495 006 (Chhattisgarh)

Tel. 07752- 240591
Fax. 07752- 246472

Sales & Mktg. Deptt.

SECL/BSP/S&M/COMM/150/NCDP/863

28.3.2008

NOTICE

Sub: Procedure for signing the FSAs with existing valid linked consumers

Further to notice no. SECL/BSP/S&M/COMM/814 Dtd. 19.3.2008 and no. SECL/BSP/S&M/COMM/150/855 Dtd. 25.3.08, all existing valid linked consumers of SECL to whom notice letters have been issued for signing Fuel Supply Agreement are hereby informed to follow the following procedure for signing of Fuel Supply Agreements.

1. Down load the Model Fuel Supply Agreement, as applicable to respective consumers, from SECL Web Site; www.secl.gov.in and get acquainted with the Terms & Conditions of Fuel Supply Agreement.
2. Look for a notice on SECL website and/or notice board indicating their extant entitled Annual Quantity for the year 2007-08, and the required amount for Security Deposit.
3. Arrange to deposit the Security Deposit through Demand Draft with the Finance Manager(S&M), SECL Hqrs. Bilaspur, in the name of "SOUTH EASTERN COALFIELDS LTD.(COAL SALE REALIZATION ACCOUNT)" payable at Bilaspur.

-OR-

Arrange a Bank Guarantee towards Security Deposit favouring CIL & SECL for requisite amount as per the prescribed Bank Guarantee Format available in the Fuel Supply Agreement Models. The Bank Guarantee should be operative at any schedule bank at Kolkata and should be sent by registered/speed post by the issuing bank directly to Dy Chief Sales Manager(S&A), S.E.C.L. Office, 13-RN. Mukherjee Road, Kolkata.

4. Submit an application on Company's/Firm's letter head at the office of GM(S&M), SECL, Bilaspur either in person or through registered/speed post for signing the FSA alongwith the following documents:-
 - a) Complete address of Registered Office and Plant(s), telephone number, fax number and e-mail address etc.
 - b) Original Money receipt if the Security Deposit is submitted through Demand Draft.

-OR-

A copy of the letter from the bank issuing the bank guarantee containing the particulars of the same, if the security deposit is submitted through B.G.

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- c) Duly certified copies of Long Term Linkage letter issued by MOC/CIL, as the case may be.
 - d) Schedule-I & II of the FSA Model Draft duly filled-in in respect of the details pertaining to the consumer.
 - e) Power of Attorney/Board Resolution duly certified by Company Secy/Partner/ Proprietor, as the case may be, indicating name and designation of the person who would be signing the FSA on behalf of the consumer and his specimen signature duly attested and notarized.
 - f) Copy of certificate of incorporation of the company/ partnership deed/ proprietor's particulars with Central/State Sales Tax Registration number duly certified and notarized.
 - g) Two blank non-judicial Stamp Papers of Rs. 100/- each, purchased at Bilaspur in the name of the company/firm.
5. Once the above details/ documents are received, the same will be scrutinized by SECL. On finding the documents in order and receipt of the confirmation of Bank Guarantee from SECL Kolkata Office, a notice will be placed on SECL web site as well as notice board, S&M Deptt. SECL Hqrs. Bilaspur, indicating the name(s) of the consumers alongwith date on which the authorized signatory would be required to come for signing the FSA. The authorized signatory would be required to bring his own seal and the Company seal for signing the FSA.
6. For any further clarification/information, Dr. Anurag Garg, Sales Manager (TS/Comm) or Shri Sunil Roy, Sales Manager (Comm), SECL Hqrs. Bilaspur, may be contacted.
7. SECL reserves the right to cancel or modify the above conditions without assigning any reason.

General Manager(S&M)

Distribution:

- 1. CMD,SECL.
- 2. Director(Marketing), CIL, Kolkata
- 3. Director Tech (O),SECL,
- 4. DY CSM(S&A),SECL Kolkata
- 5. FM(S&M),SECL, Bilaspur
- 6. SECL Website
- 7. Notice Board.