



VIGILANCE ALERT

No.: 02/2026

Date: 23.04.2026

Sub: PREPARATION OF ESTIMATE ON COMPREHENSIVE BASIS.

During scrutiny of file for hiring of vehicle, it was observed that estimate was prepared excluding GST and the fuel cost. This may lead to DOP violations in certain cases.

CIL vide letter no. सी०आई० एल/महाप्र (संप्रप्र)/2023/85 has adopted manual on Procurement of Consultancy & Other Services issued by DoE. In this regard, inter alia, the relevant portion of clause 2.3.2. (**Estimating Costs, Setting the Budget, and seeking Approval**) of Chapter-2 of Manual for Procurement of Non-Consultancy Services, 2025 circulated by Department of Expenditure is being reiterated:

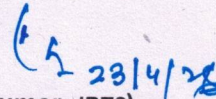
Quote

"Preparation of a well-thought-through cost estimate is essential if realistic budgetary resources are to be earmarked. The cost estimate shall be based on the Procuring Entity's assessment of the resources needed to carry out the services: managerial and staff time and physical inputs (for example, materials, consumables, tools and machines). Costs shall be divided into three broad categories. Profit element, Taxes and duties should be added to the estimated costs:

- a) Remunerations for Personnel deployed;
- b) Reimbursable: (Travel, logistics, Consumables, Materials, Tools, Hiring of third-party services, etc.);
- c) Administrative and Miscellaneous (Mobilisation, demobilisation, Temporary Structures, Administrative expenses, office and IT equipment, contingencies, financing costs, Costs for hiring/ depreciation/ financing of machinery and equipment, etc)"

Unquote

The estimate prepared should include applicable taxes, fuel costs, and all other necessary components required for the completion of the contract. The estimate so prepared shall be duly approved by the competent authority. It is crucial to follow provision of the manuals and guidelines to avoid any discrepancies and to ensure transparent practices.


(Pankaj Kumar, IRTS)
Chief Vigilance Officer/ CMPDI

Copy to:

1. Chairman cum Managing Director/CMPDIL- For Kind Information
2. Director (T/CRD)/(T/P&D)/(T/ES)/(T/RD&T) - For Kind Information and Further Necessary action
3. All Regional Director and HODs - For Necessary Action
4. All Concerned - For Necessary Action