

सं. CC/TECH/Empanelment of NABH/2023-24/356944
GOVERNMENT OF INDIA
MINISTRY OF COAL
OFFICE OF THE COAL CONTROLLER

SCOPE MINAR, 5th Floor, Core-II
Laxmi Nagar, Delhi-110092
Date 29.11.2023

CIRCULAR

Sub:- Submission of Revised RFQ invite applications from experienced entities for empanelment of Third Party Testing Agencies for collection, preparation, analysis and documentation of Coal Samples at Different Coal Loading points across the country.

Ref:- Circular No. CC/TECH/Empanelment of NABH/2023-24/356944 dated 29.09.2023 & 08.11.2023

Please refer to the above referred circular dated 29.09.2023 and subsequent circular dated 08.11.2023, the undersigned is directed to submit online revised **Request for Qualification (RFQ)** for empanelment of third-party testing agencies (TPA) for collection, preparation, analysis and documentation of coal samples.

2. The online submission of revised application to be submitted to the link specified at starrating.coal.gov.in/tpa_cco

3. This issues with the approval of Competent Authority.

Aarti Mahawar
29/11/23
(Aarti Mahawar)

Dy. Director

Mob.No. 9024325074

To

1, Shri Deep Kumar Bansal with the request to publish the revised RFQ notice in NIC website (starrating.coal.gov.in/tpa_cco) for online submission.

3. Notice Board of CCO Delhi.

4. Office order file.

5. Hindi Version .

Government of India
Ministry of Coal
Office of the Coal Controller's Organization

REQUEST FOR QUALIFICATION (RFQ)
FOR EMPANELMENT OF THIRD-PARTY TESTING AGENCIES (TPA)

FOR

**COLLECTION, PREPARATION, ANALYSIS AND DOCUMENTATION OF COAL
SAMPLES AT DIFFERENT COAL LOADING POINTS ACROSS THE COUNTRY.**

Issued by: Coal Controller's Organization, Scope Minar, 5th Floor, Core-II, Laxmi Nagar,
Delhi-110092

Document Information: REQUEST FOR QUALIFICATION (RFQ)

Availability of Document:

Website address: <https://coal.gov.in>

Online Application submission link "starrating.coal.gov.in/tpa_cco"

Help Desk.

Email id -> nic-coal@nic.in (For any Technical query for Online submission Portal issues)

Contact Officer:

Shri Joginder Singh (OSD) CCO
Scope Minar, 5th Floor, Core-II,
Laxmi Nagar, Delhi-110092
E Mail joginder.cco@gov.in;
Mobile 9491145117 and 8309411420

Important Timelines:

Sl. No.	Description	Start Date & Time	Closing Date & Time
1	Publication of this RFQ	29.09.2023	
4	Online Submission of Offers		30.11.2023 5.0 PM

Aarti
29/11/23
(Aarti Mahawar)
Deputy Director

CC/TECH/EmpanelmentofNABL/2023-24/356944

**Government of India
Ministry of Coal
Office of the Coal Controller's Organisation**

Scope Minar, Core-II, 5th Floor,
Laxmi Nagar, Delhi-110092
Dated 29th November, 2023

LETTER OF INVITATION

Dear Sir / Madam,

The undersigned through this RFQ invite applications from experienced entities for empanelment as Third-Party Agency (TPA) for sampling, collection, preparation, and analysis of coal samples at loading points in accordance with the Terms & Conditions set out under this RFQ. An Applicant may be selected based on the criteria and procedure set out in this RFQ.

The RFQ includes the following sections.

SECTION-I-INTRODUCTION AND SCOPE OF WORK.
SECTION-II- INSTRUCTIONS TO APPLICANTS (ITA).
SECTION-III- QUALIFICATION CRITERIA.
SECTION-IV- EVALUATION OF PROPOSALS.
SECTION-V- GENERAL TERMS & CONDITIONS.
SECTION-VI- MODALITY OF SAMPLING.
SECTION-VII- EXHIBITS

For any information and clarification please contact the following officer:

Shri Joginder Singh (OSD) CCO
Scope Minar, 5th Floor, Core-II,
Laxmi Nagar, Delhi-110092
E Mail: joginder.cco@gov.in; coalcont-wb@nic.in
Mobile 9491145117 and 8309411420

Aarti
29/11/23
(Aarti Mahawar)
Deputy Director.

REQUEST FOR QUALIFICATION (RFQ)

FOR

**EMPANELMENT OF THIRD-PARTY TESTING AGENCIES (TPA) FOR
COLLECTION, PREPARATION, ANALYSIS AND DOCUMENTATION
OF COAL SAMPLES AT DIFFERENT COAL LOADING POINTS
ACROSS THE COUNTRY**

SECTION-I

INTRODUCTION

1 Coal Controller's Organization (CCO) subordinate office of Ministry of Coal, Government of India has been entrusted with the responsibility of declaring grades of Coal/lignite seams/mines, Quality Surveillance besides other work under Colliery Control Rule 2004 (Amended in 2021). CCO also has the responsibility for discharging several regulatory functions in the coal sector. In order to discharge these functions CCO maintains a close supervision over the testing mechanism put in place by the various coal companies with a view to ensure correct gradation of coal for the use by various stake holders.

2 SCOPE OF WORK

2.1 The present RFQ is only for empanelment of agencies for collection, preparation and testing and analysis and documentation of coal samples at different loading points across the country. The specific scope of work and the fee payable would be determined through a separate tender process from these empanelled agencies by user agencies as and when requirement arises. The quantum of actual work allotted would depend on the requirements that arise during the period of empanelment. Initial period for empanelment would be of two years which can be extended with the mutual consent of CCO and TPA subject to performance and conduct of the agency. New agencies can also be added at a later stage depending on the requirements.

2.2 In case the performance of any empanelled TPA is not found to be satisfactory or some act of misconduct is noted, attributable to TPA, such TPA would be taken off from the list of empanelled agencies.

2.3 An indicative list of activities those would be assigned to the engaged agencies are mentioned herein below, even though exhaustive list shall be as per the agreement signed as per the terms and conditions of the subsequent tender.

- Collection of samples at loading end of the coal companies.
- Preparation of Laboratory Samples.
- Testing and Analysis of prepared samples in NABL accredited Laboratories.
- Preparation of test report for samples and associated documentation.

SECTION-II

INSTRUCTIONS TO APPLICANTS (ITA)

1 The Coal Controller's Organization (CCO) invites RFQ through on-line application process on the e-procurement website www.coal.nic.in from the eligible agencies. For submitting the proposal online, the agencies must possess Class-2 or Class-3 Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA. The RFQ document is available on website www.coal.nic.in and can be downloaded free of cost.

2 Applicants are advised to study this RFQ document carefully before submitting their proposals. Submission of a proposal in response to this RFQ shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications. It would be implied that the terms and conditions mentioned in this RFQ are acceptable to the applicant. Incomplete or applications not found to be suitable as per the requirement of this RFQ are liable to be rejected.

3 The last date of submission is provided as indicated in earlier part of the RFQ document. Proposal received after the last date of submission are liable to be summarily rejected.

4 The intending applicants are advised to keep a watch on any changes notified at the above-mentioned website. If there are any changes the same would be notified on the website at least 7 days before the last date of submission of proposal.

5 Each applicant should submit only one application either as a partnership firm or as a public limited/private limited/JV Company. The application should be signed by the authorized signatory of the entity submitting the application.

6 **Conflict of Interest:**

6.1 Neither the applicant nor any of its affiliates should be in the business of production/trading of coal. The conflict would also cover cases:

- a) Any partner/ director in a coal producing/ trading entity.
- b) Holding or Sister Company of the applicant is in business of coal production/ trading.
- c) Any other situation where conflict is such that may rise doubts regarding independence of the test results.

6.2 The applicant may give an undertaking duly signed by the authorized signatory [**in format as per Exhibit 1**] that none of the provisions attracting conflict of interest are applicable in his/her case.

7 The complete RFQ document shall be available on the website of MoC www.coal.nic.in. The offers are to be submitted online through the e-procurement portal website, based on the RFQ document.

8 The applicant may seek clarification online up to 14 days before the last date of submission of proposals. The identity of the Applicant will not be disclosed by the system. The department will clarify queries found to be relevant and changes to RFQ if any made, would be notified at least 7 days before the last date of submission of proposal.

9 CCO reserves the right to accept or reject any/all applications at any time without assigning any reason or incurring any liability.

10 Modification/Withdrawal of the submitted application is allowed online only before the deadline of submission of applications (bids). No modification of the application is allowed after deadline for submission of applications (bids). However, CCO in its discretion may seek clarifications/further information, if considered necessary. Reasonable time would be given for furnishing information in such cases. However, this may not be construed as excuses for submitting incomplete proposal as such proposals are liable to be rejected even without any reference to the Applicant.

11 In case any Applicant complains about his offer not reflected properly in the system, the matter would be referred to NIC and their version would be taken as final. CCO will not take any responsibility or correspondence in this regard.

SECTION – III

QUALIFICATION CRITERIA

The applicant shall fulfill the following criteria for being considered for empanelment as a TPA for Coal testing and allied activities.

1 FINANCIAL CRITERIA

The applicant should have an annual turnover of a minimum of Rs. 3 Cr. in any of the last three completed financial years. The Applicant shall submit a Certificate to this effect issued by a Practicing Chartered Accountant having a membership number with Institute of Chartered Accountants of India (ICAI). Such a certificate should contain the Unique Document Identification Number (UDIN). The certificate shall be submitted **[in format as per Exhibit 2]**.

2 TECHNICAL COMPETENCY

2.1 The applicant must have experience of having successfully completed works of similar nature (Collection, Preparation, Analysis & Testing of Coal sample & Documentation) in India for minimum value of INR 100 (one hundred) lakh (excluding taxes and levies) either in independent form (single work order) or in aggregate form (multiple work orders) in any of the last 3 (three) completed financial years or the current financial year. If the work has been carried out by the entity (applicant) in its own name 100% value would be taken into consideration. In case the work has been done by an entity in which applicant entity was one of the partners, proportionate value would be counted depending on the share of applicant in that entity whose credentials are submitted.

2.2 Central Govt. Organizations and Central Public Sector Undertakings who do not possess experience of completing past orders of the prescribed value, could be considered for empanelment provided such applicant meets other qualification criteria. However, a write up claiming exemption from these criteria may be furnished by the applicant justifying the exemption.

Note: A Financial Year means 1st April to 31st March of the next year.

Data/Document is to be furnished by the Applicant as **[per format at Exhibit 3]**.

3. NABL accredited Coal testing Laboratories:

Applicant must have a lab having NABL accreditation and shall have in place Lab Information Management System (LIMS) control. In addition, the Applicants shall also give an undertaking to establish labs at desired locations (within 100 km of coal loading points) as directed by authority, within four (4) months from the award of work. In case the Applicant is a Partnership firm, the NABL accredited testing laboratory must be in the name of any of the partner(s) of Partnership firm or Partnership firm itself. Alternatively, the applicants who do not have NABL accredited lab(s) in their own name should furnish

documentary evidence of having a long term tie up with one or more NABL accredited lab(s). In such an arrangement, delivery of service in terms of time/quality etc would remain a responsibility of both i.e., the lab and the agency having tie up with them and applying for empanelment under this RFQ. Both the entities would be jointly as well as severably be responsible in case of deficiency in service. The applicant should submit an agreement with NABL accredited lab(s) clearly agreeing to such clause.

Data/Document to be furnished by the Applicant:

- Name & address of the NABL accredited laboratories owned by the applicant.
- Accreditation certificate valid on the date of publication of tender.

4. Availability of Resources:

Applicant shall have to ensure that personnel employed are competent and have adequate qualifications for the jobs assigned to them. Supervisors employed by them should be Graduates in Chemistry or Graduates/ Diploma holders in Chemical Engineering and must be conversant with IS-1350. Sample collectors and preparators must be conversant with IS-436.

5. Applicants should be having following systems in place:

- LIMS (Laboratory Information Management System) enabled laboratories.
- Customer tracking system to ascertain their respective sample's real-time status.
- Mobile augur enabled for sampling at any terrain and location.
- Mobile augur enabled for sampling at any terrain and location as per the requirement of user agency and as per the terms and conditions agreed/finalized through a separate tender initiated by the Coal Company as mentioned at Clause 2.1 of Sec-I.
- Online report generation and dispatch.
- Minimum human intervention.

6. Applicant shall have documented code of ethics/code of integrity and shall have independent compliant organization structure. Related Data/Document on applicant letter head may be submitted.

7. Permanent Account Number:

The Applicant should possess a valid PAN issued by Income Tax Department, Govt. of India. Documentary evidence like a copy of PAN last processed ITR shall be submitted.

8. Goods and Service Tax Registration certificate:

The Applicant shall have valid GST registration certificate. Documentary evidence to this effect shall be submitted.

9. Legal Status of Applicant:

The applicant should be registered in India under the Companies Act 2013 or registered under the Societies Registration Act, 1860 or a Partnership Firm under the Indian Partnership Act 1932. The applicant should submit a copy of Certificate of Incorporation/Registration, as applicable.

10. Under the **start-up India initiative**, the eligible companies duly recognized by Department of Promotion of Industry and internal trade (DPIIT) for the category of work/services in which they are registered can be considered for relaxation in terms of requirement of turnover and could be considered for empanelment under ‘development category’. The applicants desirous of seeking such relaxation in this regard should accompany a separate application in this regard along with the main application furnishing complete justification along with relevant documents. No guarantee is however extended, and such relaxations would be considered based on entirety of case like non- availability of otherwise eligible applicants etc. Such applicants can’t claim this relaxation as a matter of right.

11 The applicant should attach the undertaking that his/her entity is not blacklisted with any Government Organization. The format for this undertaking [**in format as per Exhibit 4**].

SECTION – IV

EVALUATION CRITERIA & METHOD OF EVALUATION

1. **Method of Evaluation:** The applications received within the due date for submission would be scrutinized by an empowered technical committee to assess their suitability in terms of Qualification Criteria indicated in Section III. The committee may in its discretion, though not bound so, seek clarifications from any of the applicants. It may be noted that incomplete applications or applications from applicants determined as not suitable based on documents submitted along with the application (bid) are liable to be rejected even without further reference.
2. The request for clarification shall be communicated to the applicant via the same portal, asking the applicant to respond by a specified date. It would be incumbent on such applicants to respond within the prescribed time.
3. The selection of TPAs for empanelment would be done after assessing their suitability in terms of eligibility criteria mentioned in Section III.

SECTION V

GENERAL TERMS AND CONDITIONS

1. The TPA shall carry out the ACTIVITY in line with the operational and technical guidelines stipulated in BIS/FSAs/Tripartite Agreements and Standard Operating Procedure (SOP)/ guidelines issued by CCO as agreed in the contract finalized subsequent to this process of empanelment, between TPA and the coal selling and coal purchasing entities. For any issue where consensus is not arrived amongst the relevant parties, the matter will be referred to Designated Authority in the Coal Controller's Organization and the decision of such authority will be final and binding to all parties.

2. SUB-CONTRACTING

No post empanelment sub-contracting, consortium or joint venture is permitted without prior permission of CCO.

3. LEGAL JURISDICTION:

Matter relating to any dispute or difference arising out of this RFQ shall be subject to the jurisdiction of courts located in Delhi.

SECTION – VI

MODALITY OF SAMPLING:

1. The modalities would be defined in the RFP and the contract entered subsequent to the process of empanelment as and when need arises in various organizations. It would be open to the empanelled vendors to participate or not in the RFP. The “Activity” as defined above shall be in accordance with IS 436 and IS 1350 or as per laid down procedure of CCO in this respect issued from time to time. <https://law.resource.org/pub/in/bis/S11/>. (Copy of laid down procedure is enclosed)

SECTION-VII

EXHIBITS

EXHIBIT – 1

FORMAT FOR DECLARATION REGARDING ‘NO CONFLICT OF INTEREST’

I, Mr/Ms _____ am an authorized signatory of the entity submitted application for empanelment. After reading the provisions of clauses pertaining to ‘Conflict of Interest’, I confirm that none of situation attracting provisions of ‘Conflict of Interest’ is attracted in our case. I also understand that any false or misleading information or concealment of facts material to this RFQ can be held as misconduct against my organisation.

[Name: _____]

[Address: _____]

_____]

[Mob: _____]

**AUDITED ANNUAL FINANCIAL STATEMENTS IS TO BE SUBMITTED ON THE
LETTER HEAD OF CHARTERED ACCOUNTANT**

We have verified the Audited Annual Financial statements and other relevant records of M/s..... (Name of the Applicant) and certify the following:

A. ANNUAL TURNOVER OF LAST 3 COMPLETED FINANCIAL YEARS:

YEAR	ANNUAL TURNOVER	(IN LAC RS)
[FY _]	_____	
[FY _]	_____	
[FY _]	_____	

Name of Audit Firm: [Signature of Authorized Signatory]

Chartered Accountant

Name:

Date: Designation:

Seal: Membership No.

EXHIBIT-3

**WORK EXPERIENCE STATEMENT TO BE SUBMITTED ON COMPANY
LETTER HEAD.**

The details of work executed during last 3 financial years for some of the important clients are as follows:

1. FY _____ (work completed)
2. FY _____ (work completed)
3. FY _____ (work completed)

Sr. No.

Name of Client

Description of Work

Value of Work

Date of award

Date of completion

Contact Address of major clients:

1.

2.

3.

Signature and Seal of the Applicant /Authorised Signatory.....

Place:

Date:

*Copy of the work order to be attached with completion certificate.

FORMAT FOR CERTIFYING NO BLACKLISTING ON LETTER HEAD

This is certified that our organization namely M/s _____ is not blacklisted by any of the government organization as on date _____.

Signature and Seal of the Applicant /Authorised Signatory.....

Place:.....

Date:.....

**GOVERNMENT OF INDIA
OFFICE OF THE COAL CONTROLLER
MINISTRY OF COAL**

**LAI D DOWN PROCEDURE AND METHOD OF SAMPLING & ANALYSIS OF
COAL FOR THE PURPOSE OF DECLARATION AND MAINTENANCE OF
GRADE OF COAL MINED IN THE COLLIERY.**

In exercise of the powers conferred under sub-rule 1 of rule 4 of the Colliery Control (Amendment) Rules, 2021 continued in force under Sub-sections (1) & (2) of Section 18 of the Mines & Minerals (Development and Regulation) Act 1957 (67 of 1957) and vide MoC's Gazette (Extraordinary) Notification S.O.2920 (E) dated 30.12.2011 and S.O. No 174 dated 24th January 2019, the procedure and method of sampling/analysis of coal is reproduced below after incorporating certain modifications. The revised procedure is to be adopted by the coal companies for declaration and maintenance of grade/quality of coal to be mined & dispatched.

SAMPLE PREPARATION: - As per sub-rule 3 of rule 4 of the Colliery (Amendment) Rules, 2021 the Nominated Owner shall provide all reasonable facilities and assistance for drawing coal samples by Coal Controller Organization(CCO) officials & Government Organizations/Academic Institutions if any, authorized by CCO for this purpose. For this, one sample preparation room must be made available at every pit head dispatch point of the concerned colliery which should be properly illuminated, properly ventilated (exhaust fan), duly equipped with mechanical crushers, strainers, pulverizers (with vacuum cleaners) and a big clean metal plate for coning/quartering. Suitable manpower is also to be provided by concerned coal company at the sampling room. Mechanical sampling/auto samplers are preferable to manual sampling. For preparation of sample Annexure - IV shall be followed.

**ANNUAL GRADING/CLASSIFICATION OF COAL SEAM/PROVISIONAL
GRADING OF COAL SEAMS/REVISION OF CLASSIFICATION OF COAL
SEAMS:**

1. All the grade proposals must reach the office of the Coal Controller through online portal of CCO (portal.coalcontroller.gov.in) and email to coalcont-wb@nic.in; joginder.cco@gov.in; and ranvijay.singh77@gov.in; positively before 10th of January every year. All relevant documents stated in point number 9 along with Annexure-II for Coal and Annexure-IIA for Lignite shall be uploaded.
2. Random sampling and analysis for finalization of the proposed grades of the seams of the mines shall be done by CCO. For this purpose, pithead dispatch and or seam samples shall be collected and analyzed at any Govt. accredited laboratory / Govt. Academic Institution / NABL Lab. The job shall commence from the 2nd week of January every year.
3. The seam shall ordinarily be graded only in respect of the working thickness in case of underground development working. For annual grade declaration for the seams of underground mines where more than one coal seam are being worked but coal come

out in a mixed way through the main belt, there shall be a provision of collecting samples from the respective belts of different seams for their individual grade declaration. However, for declaration of combined grade of the seams, weighted average shall be considered. Proportion of mixing of different grade of coal should be mentioned and to be maintained.

4. In case of depillaring and opencast mining, the total working thickness of the seam or seams involved should be considered for grading purpose.
5. The annual grade/quality of coal shall be finalized by CCO on the basis of samples to be drawn randomly from trucks for pithead dispatch/conveyor belts on at least 3 different dates spaced at a minimum interval of 7 days and by taking the average GCV of the samples. In case of coal seams/sections, samples is to be drawn randomly by selecting 3 locations spaced at minimum interval of 30 m and by taking the average GCV of the samples. The expenditure of such sampling & analysis shall be borne by the Coal Company including transport of samples to lab. All the reasonable facilities/logistics for sampling shall be provided by the Coal Company as requisitioned by the Head of the Regional CCO offices as per statute under the Colliery Control (Amendment) Rules, 2021.
6. On the basis of average of the analysis results of all these three samples, the approval for the Annual Grade Declaration shall be communicated by the Coal Controller's Organization every year. Subsequently, the grades/quality so approved by the Coal Controller shall be notified by the Nominated Owner in the prescribed Grade Certificate in the extant prescribed format (Annexure-I) and copy of such Grade Certificate(s) issued under the signature of the Nominated Owner shall be forwarded to Coal Controller and Regional Office of CCO.
7. For provisional grading/quality, at least two seam samples excluding pickable bands of 10 cm thickness and above are to be drawn from at least two different sites which shall be as far apart as practicable but in any case not less than 30 meters. If the method of mining is such that the pieces of bands after blasting or cutting cannot be separated / picked, then the same should be included in the sample, keeping in view the cost incurred on beneficiation. In such cases, the Nominated Owner/Agent must submit a certificate as per Annexure-VI. The said samples to be drawn by the Nominated Owner, Agent or Manager of the mine are to be analyzed as per the relevant BIS specifications. The analysis may be carried out at any Govt. Institution/ NABL Accredited laboratory preferably CIMFR, IITs, IEST, ICT-Hyderabad, IMMT-Bhubaneswar etc.
8. In case of declaring the provisional grade/quality of a seam, which had enjoyed a grade/quality in the past but subsequently withdrawn, the previous grade or its equivalent may be declared as provisional grade/quality.
9. While declaring a provisional grade/quality, the Nominated Owner should furnish the following information to the Coal Controller: -
 - i) Number of samples tested and the dates of drawal of samples.

- ii) Place/places from where samples are drawn (enclose a mine plan of scale 1:4000 showing the Area proposed to be worked during the financial year and the places of sampling).
 - iii) Seam Section(s) up to the full thickness and the working thickness. Nature and thickness of bands in the seam must be clearly mentioned therein showing whether the band is included or excluded.
 - iv) Particulars of Govt./NABL Accredited laboratory/laboratories where samples are analyzed.
 - v) Copies of test results duly countersigned by the Colliery Manager and Head of Quality Management of the Company.
10. If the provisional grade is not approved by the Coal Controller within 180 days (six months), the same may be treated as null and void unless otherwise notified.
11. In case of a virgin seam in a working coalfield, determination of class i.e. whether the coal is coking or non-coking may be assessed provisionally on the basis of analysis results of seam samples (proximate analysis on equilibrated basis), GCV (by approved bomb calorimeter on dmf basis as per IS : 1350 (Part - II) 1970 dated April 1971 or any subsequent revision thereof), Mean Random Reflectance per cent (Ro), Moisture % (60% R.H.) parts/100 parts of unit coal, V.M.% on dmf basis, LTGK, CSN, Ash^{3/4} and Carbon^{3/4} (dmf) and Hydrogen% (dmf) for ultimate analysis of coal. The Nominated owner shall apply to the Coal Controller for provisional classification of the seam giving particulars of the class and grade/quality of the seam in the extant prescribed format (Annexure-II).
12. In case of a virgin seam in a new area having no mine in the vicinity, the expected class of coal as per analytical data of bore hole or other such samples provisionally mentioned or mentioned in the Project Report (**PR**) may be taken as the expected/indicative class for the purpose of declaring the grade/quality. In this case also the owner shall apply to the Coal Controller through online portal of CCO (portal.coalcontroller.gov.in) and email to coalcont-wb@nic.in joginder.cco@gov.in; and ranvijay.singh77@gov.in with detailed justification for provisional classification of the seam in the extant prescribed format (Annexure-II).
13. The application for confirmation of the final class whether the coal is coking or non-coking in case of a virgin seam should be submitted to the Coal Controller as early as possible but in any case not later than 60 (sixty) days from the date of declaration of provisional grade/quality.
14. In case of intention of change of classification of coal from coking to non-coking & vice versa, the Nominated owner shall apply to the Coal Controller positively by 31st December. At the time of submission of Annual Grade proposals of seams/sections of the mine(s) giving detailed justification for change along with current relevant detailed analysis results in the extant prescribed Format (Annexure-II) For this, at least six (6) seam/ dispatch samples are to be drawn during the last six months of the previous financial year by the Nominated Owner, Agent or Manager of the mine, as per laid down procedure from at least 3 (three)

different locations of the concerned seam to be shown in the attached working plan (1:4000). The proposed change of class of coal would be verified by officials of CCO through systematic sampling of seam as well as loading samples drawn on at least 6(six) different dates spaced at an interval of at least 7 (seven) days in a span of 2 (two) months to justify the proposed revision, as per laid down procedure and the detailed analysis like Moisture % (60% R.H.) parts/100 parts unit coal, V.M. (per cent on dmf basis), GCV (in Bomb calorimeter on dmf basis), Mean Random Reflectance per cent (Ro), LTGK type, C.S.N, Ash %, Carbon% (dmf) and Hydrogen³/₄ (dmf) etc. On the basis of the analysis results, Coal Controller shall take the decision and the decision of acceptance shall be intimated to the Nominated Owner of the concerned coal company, if found in order as per Indian Standard classification and codification of Indian coals and Lignite (IS 770 : 1977, second revision and further revision thereof). Interim re-classification proposal by the Nominated Owner for revision from coking/non-coking characteristics or vice-versa within a financial year may not be accepted at the office of the Coal Controller unless otherwise permitted.

REOPENING OF WORKING

15. In case, where a seam is re-opened within 6 (six) months of temporary discontinuance, the previous grade prevailing at the time of discontinuance may be restored but when the period of discontinuance exceeds 6(six) months, the nominated owner shall apply afresh for grade verification by CCO.

COMPOSITE GRADE/QUALITY OF COAL

16. The Nominated Owner may declare the composite grade/quality on the basis of weighted average, for a number of seams if the productions from those seams is despatched as mixed loading. In case of composite grade/quality, the grade/quality certificate should indicate the ratio of quantities of different grades/quality of coal in the mixed loading with a certificate for maintenance of such mixed proportion to maintain the proposed grades of coal feeder streams.

DISPLAY OF GRADES/QUALITY OF COAL SEAMS

17. The Nominated Owner shall permanently display the declared grade/quality list on a notice-board at the office of the Manager showing the grades of all the seams and sections of seams mined in the colliery. Further, complete grade/quality list of all the seams and sections of seams of all collieries belonging to the coal company should be maintained, so as to be accessible by all concerned, at the offices of the Nominated owner, Chairman/Managing Director, Area General Manager and all Area Sales Officers.
18. The Nominated Owner shall maintain a register showing the following particulars of all seams being worked in the mine:
 - i) Analytical results of each sample.

- ii) Declared grade/quality approved by Coal Controller.
- iii) Date of declaration.
- iv) Serial number of grade /Quality certificates.
- v) Section of the seam graded showing details of bands.
- vi) Particulars of each band such as their thickness, nature i.e. hard or friable, whether pickable or not and whether included or excluded in the seam sample.

SETTLEMENT OF DISPUTES

- 19. While referring to any dispute arising out of the correctness of the declaration of grade of coal to the Coal Controller by a coal consumer for a decision, under sub-rule 5 of rule 4 of the Colliery Control (Amendment) Rules, 2021, the same should be preferred in the extent prescribed format (Annexure-III), and a full analytical data of coal and such other information which is considered relevant by the Coal Controller should be furnished.
- 20. Disputes arising only in respect of the correctness of declaration of grade/quality of coal of seam or section of a seam shall be admitted by the Coal Controller. No dispute in respect of commercial aspects in respect of a particular consignment shall be entertained.
- 21. The decision of the Coal Controller in the matter of disputes about grades/quality under sub-rule 5 of rule 4 of the Colliery Control (Amendment) Rules, 2021 is final and binding on the Coal Company and Consumer.
- 22. On receipt of the complaint from the consumer, the CCO officials may take surprise samples in the presence of authorized representatives of Coal consumers and the coal company from the loading point(s), get them analyzed, cost of such analysis of the samples shall be borne by the complainant. Based on the results or otherwise, Coal Controller shall take a decision.

PROCEDURE FOR SAMPLING AND ANALYSIS FOR DECLARATION/ MAINTENANCE OF GRADE/QUALITY OF COAL SEAM/SIDING TO BE FOLLOWED BY THE COAL COMPANIES, CCO REPRESENTATIVES AND AUTHORIZED GOVERNMENT ORGANIZATIONS/ACADEMIC INSTITUTIONS

(Ref. sub-rule 1 of rule 4 of the Colliery Control (Amendment) Rules, 2021).

- 23. For drawing seam samples the owner of a colliery shall prepare sampling sites and collect seam samples in accordance with provisions in item 9.1 of BIS specification NO. IS: 436 Part.I/ sec I) – 1964, Methods for sampling of COAL AND COKE –Part. I SAMPLING OF COAL Section 1 Manual Sampling (Revised)
- 24. Where samples of coal are required to be drawn from belt conveyer or other means of

transport, provisions in the relevant BIS specification may be followed with modifications prescribed by Coal Controller as detailed in Annexure – IV.

25. For the purpose of analysis of sample(s), the following BIS standards shall be followed:

- i) METHODS OF TEST FOR COAL AND COKE: PART I PROXIMATE ANALYSIS IS: 1350 (PART-I) (2nd Revision) – 1984.
- ii) METHOD OF TEST OF COAL & COKE : ULTIMATE ANALYSIS IS: 1350 (PART- IV) 1974
 - i. IS: 1350 (PART II) – 1970 (2nd REVISION WITH AMMENDMENT): DETERMINATION OF CALORIFIC VALUE.
 - ii. IS: 1350 (PART-III)–1969: DETERMINATION OF SULPHUR.
 - iii. IS: 1350 (PART IV/sec.I) –1974: ULTIMATE ANALYSIS: DETERMINATION OF CARBON & HYDROGEN.
 - iv. IS: 1350 (PART IV/sec.2) – 1975: ULTIMATE ANALYSIS: DETERMINATION OF NITROGEN.
 - v. IS :1353-1993: METHODS OF TEST FOR CARBONISATION – CAKING INDEX, SWELLING NO., AND GRAY KING ASSAY(L.T.)
 - vi. METHODS OF PETROGRAPHIC ANALYSIS OF COAL: IS 9127 (Part – I, II & III) 1992
- iii) INDIAN STANDARD CLASSIFICATION AND CODIFICATION OF INDIAN COAL AND LIGNITES (IS 770: 1977, SECOND REVISION AND FURTHER REVISION THEREOF.

On the Company's Letter Head

ANNEXURE - I

GRADE/QUALITY CERTIFICATE

(Name of Coal/Lignite Company)

(Name of seam of Colliery/Siding /CHP etc,)

Serial No. of
Grade/Quality Certificate _____ dated _____

In pursuance of provisions of sub-rule (2) of rule 4 of Colliery Control (Amendment) Rules,
2021, I being the competent authority of the company, hereby declare the Grade/Quality of coal
Seam(No./Name) _____

Section _____ in _____ (colliery) as

_____ (Grade/Quality with GCV analyzed in a Bomb calorimeter in case of non-
coking coal) to be effective from _____ (date) in

supersession of all previous declarations, if any.

(Signature of the Nominated Owner)
Name & Designation with seal

ANNEXURE - II

DATA REQUIRED FOR GRADE/QUALITY PROPOSALS FOR ANNUAL/INTERIMLY REVISED GRADATION /QUALITY OF COAL SEAMS OF MINES

1. Name of Colliery:
2. Name of Seam:
3. Thickness of Seam:
4. Height of Working Section:
5. Vertical Section of Seam Showing all bands indicating Nature and Thickness (working Section should be indicated by Arrow). This Section should be given for each mine in a Standard Paper of 29 cm. x23 cm Size:
6. Analysis of seam samples (Equilibrated basis)

Ash% Moist% VM% GCV by

Bomb Calorimeter in K.Cal/kg on air dry basis, i.e., samples equilibrated at 40 degrees C and 60% Relative Humidity.

- a. Including all bands

Site No. 1

Site No. 2

- b. Excluding pickable bands (of 10cm & above)

Site No. 1

Site No. 2

7. Additional Analysis results for coking properties

Sample Details	Mean Random Reflectance per cent(Ro)	LTG K	CSN	GCV(done by Bomb calorimeter) in Kcal/Kg on dmf basis	Volatile Matter % on dmf basis	Carbon %(dmf)	Hydrogen %(dmf)	Moisture % (60% R.H.) parts/100 parts unit coal

8. Analysis results of Truck Sample/Belt conveyor Sample/Third party/Joint sample (on equilibrated conditions basis):

Date	Consignee/ Destination	Truck No./Belt No.	Ash%	Moist %	VM%	GCV K.Cal/Kg	Grade/Quality

9. Analysis Results of Joint Samples:

Consignee	Sample number and date	Ash%	Moist%	VM% on dmf basis	GCV K.Cal/Kg	Grade/Quality

10. Whether Steam, Slack are suitably graded (the arrangement for segregation should be mentioned along with likely % of steam and slack in each Grade/Quality included & be declared).

11. Grade proposed for the year:

STM

SLK

ROM/Cr.ROM

(GRADE/QUALITY)

(GRADE/QUALITY)

(GRADE/QUALITY)

(Signature of the Nominated Owner with office seal)

ANNEXURE - II A

DATA REQUIRED FOR GRADE/QUALITY PROPOSALS FOR ANNUAL / INTERIMLY
REVISED GRADATION / QUALITY OF LIGNITE SEAMS OF MINES.

1. Name of Lignite mine/Siding/CHP:
2. Name of Seam:
3. Thickness of Seam:
4. Height of Working Section:
5. Vertical Section of Seam showing all bands indicating Nature and Thickness (working Section should be indicated by Arrow). This Section should be given for each mine in a Standard Paper of 29 cm. x 23 cm Size:
6. Analysis of seam samples

Ash% Moist% VM% GCV

- a. Including all bands (ARB-As on received basis)

Site No. 1

Site No. 2

- b. Excluding pickable bands (of 10cm & above)

Site No. 1

Site No. 2

7. Analysis results of Truck Sample/Belt conveyer Sample/Third party/Joint sample:

Date	Consignee/ Destination	Truck No./Belt No.	Ash%	Moist %	VM%	GCV K.Cal/Kg	Grade/Quality

8. Grade proposed for the year:

(Signature of the Nominated Owner with office seal)

ANNEXURE -III

GOVERNMENT OF INDIA

MINISTRY OF COAL

OFFICE OF THE COAL CONTROLLER

PROCEDURE FOR LODGING STATUTORY COMPLAINTS IN RESPECT OF GRADES/QUALITY OF COAL

In terms of sub-rule 5 of rule 4 of the Colliery Control (Amendment) Rules, 2021, disputes arising out of declaration of grade of coal by the Coal Companies may be referred to the Coal Controller, Government of India, Ministry of Coal, Scope Minar Core II 5th floor Delhi for final decision.

Any consumer who wishes to prefer a complaint to the Coal Controller regarding the grade of coal received by him may do so in the proforma appended below. A separate complaint should be made in respect of each grade of coal of each colliery which should be accompanied by a fee of Rs.2500/- in the form of an A/C Payee Bank Draft in favour of “**Pay and Account Officer (Secretariat) Ministry of Coal**” for each grade of each colliery against which complaint is being raised.

Disputes only in respect of declaration of grade shall be admitted and any dispute in respect of any financial transaction shall not be entertained.

P R O F O R M A

1. Name and address of the consumer.
2. Name of supplying Colliery and Seam from which Supplied.
3. Approved Grade of Coal
4. Quality/Grade of Coal actually received by the consumer ascertained by actual analysis on loading point/dispatch point only (Proximate analysis, ash%, moisture%, volatile matter% on equilibrated basis and GCV in Kcal/Kg analyzed in bomb calorimeter on equilibrated basis i.e., samples equilibrated at 40 degrees C and 60% Relative Humidity for non-coking coals
5. Detailed analysis report if available. If not, what is the basis of the complaint?
6. Particulars of Wagons/Trucks and dates of loading
7. Particulars of accompanying Bank Draft.
8. Any other relevant information. Like a copy of FSA or CSA executed by the consumer with the Coal Company should be enclosed to the application.

Date:
owner

(Signature of the authorized Signatory/ Nominated
for Consumer lodging the complaint with Official Seal)

Place:

ANNEXURE - IV

PROCEDURE FOR COLLECTION OF SAMPLES FROM LOADED WAGONS/LOADED TRUCKS/CONVEYOR BELTS (FOR DETERMINATION OF GRADE/QUALITY) TO BE FOLLOWED BY THE COAL COMPANIES & GOVERNMENT ORGANIZATIONS/ ACADEMIC INSTITUTIONS

[Ref: Sub-rule 1 of rule 4 of the Colliery Control (Amendment) Rules, 2021]

1. For each colliery adequate number of representatives should be authorized by the colliery management for the purpose of supervising the sampling operation. Attested signature of such authorized persons should be kept with the Regional head of Coal Controller's Organization (OSD).
2. **In case of sampling from static loaded wagons the following procedure shall be followed:**
 - 2.1. Whole Rake (fully or partially loaded) will be considered as one lot for the purpose of sampling. When a rake is loaded with more than one grade/source of coal, wagons loaded with one grade of a particular source shall constitute one lot.
 - 2.2. 10%(Ten per cent) of wagons of each lot will be selected from the population of the loaded wagons for actual collection of samples as per random number table (Ref: IS 436 Part I, Sec I of 1964 of Bureau of Indian Standards).
 - 2.3. One point on the surface of the loaded wagons will be decided for collection of sample before getting on to the top of the wagon. From the prefixed point the entire quantity of coal will be collected from a pit of about 30 cm diameter and dug up to a depth as far as practicable.
 - 2.4. The top of the selected spot for collection of sample shall be leveled before digging a pit of about 30 cm diameter will be dug to a depth as practicable taking precaution to prevent side spillage of coal getting mixed with the sample.. However, the minimum quantity thus collected from each pit shall not be less than 30 Kg.
 - 2.5. In case of any big piece of coal/stone encountered during the process of digging in the above manner, all the material at the top of the big piece shall be taken in sample.
 - 2.6. After collection from one wagon, the gunny bag containing the sample shall be carried to the site of next selected wagon and the same process is continued up to the last wagon selected for collection of sample. Alternatively, the gunny bags containing sample may be kept at a central place under reliable guard or placed in the locked sampling room wherever available. The gunny bag will be loosely tied.
3. **In case of sampling from loaded trucks, following procedure shall be followed:**
 - 3.1. Trucks shall be chosen at random which shall be the first truck for sampling & after that 2nd and 3rd truck may be randomly selected.
 - 3.2. Procedure prescribed from 2.3 to 2.6 shall be adopted for collection of samples from selected loaded trucks.
4. **In case of sampling from conveyor belts, following procedure shall be followed:**
 - 4.1. For the purpose of sampling, a lot, while it is being discharged over a conveyor, shall be divided into a number of sub-lots of approximately equal weight. 2 gross samples shall be collected from a quantity upto 500 tonnes, 3 gross samples for a quantity ranging from 501 tonnes to 1000 tonnes, 4 gross samples for a quantity ranging from 1001 tonnes to 2000 tonnes, 5 gross samples for a quantity ranging from 2001 to 3000 tonnes and 6 gross samples for a quantity of over 3000 tonnes.
 - 4.2. Weight of one gross sample shall be 350 kg in case of ROM/Cr. ROM coal, 175 kg in case of Steam coal and 75 kg in case of Slack coal.

- 4.3. Weight of one increment shall be 5 kg for all coal sizes.
 - 4.4. In case of ROM/Cr. ROM coal, for 1 gross sample, the number of increments shall be 70 (@ 5 kg per increment, equivalent to 350 kg), in case of Steam coal, for 1 gross sample, the number of increments shall be 35 (@ 5 kg per increment, equivalent to 175 kg) and in case of Slack coal, for 1 gross sample, the number of increments shall be 15 (@ 5 kg per increment, equivalent to 75 kg).
 - 4.5. The increments shall preferably be taken from the full cross-section and thickness of the stream in one operation. While drawing the increments, the scoop should sweep the bottom of the conveyor.
 - 4.6. Samples may be collected either from the moving belt or after stopping the belt periodically.
 - 4.7. Before collecting the increments, the speed of the conveyor and the quantity of material passing a certain point in a given time shall be ascertained so that an appropriate spacing of the increments may be arranged over the whole of the lot.
5. **PREPARATION OF SAMPLE:**
- 5.1. The total material thus collected, from trucks without exclusion of anything other than foreign materials viz. Metallic pieces, wood, bricks, concrete chips etc., shall constitute the gross sample for the lot.
 - 5.2. The gross sample shall be crushed to 50 mm preferably by mechanical means, mixed thoroughly, coned and quartered. Two opposite quarters shall be retained and rest rejected. The retained material shall be further mixed together and same procedure of coning and quartering and rejection shall be followed till one quarter of the gross sample is retained. The material so obtained shall be crushed to 12.5 mm preferably by mechanical means and finally crushed to 3 mm size, preferably by mechanical means following coning and quartering till approx. 2(two) kg of sample is obtained. 2(two) kg sample is to be reduced to 72 mesh in a pulveriser and shall be kept for analysis.
6. This pulverized sample of approximately 2.0 kg shall be divided into 4 equal parts in segments of 90 degree each and by taking each segment, four equal parts of 500 gm(approx.) of the sample be collected in suitable air tight bags. One part shall be handed over to the colliery. The second part shall be sealed with a slip inside the bag as well as tagged outside with information viz. (i) date of sampling,(ii)name of colliery,(iii)place of sampling,(iv)size of coal and shall be kept as a referee sample under the custody of Coal Controller's Organization. Third and fourth part shall be sealed and tagged outside of the bag with the above information and shall be sent for analysis by Regional Head of CCO to two different labs of any Govt. Institution / NABL Accredited laboratory.
7. **CONING AND QUARTERING:** For reduction of sample – the following procedure shall be followed.
- 7.1. Heap the material into the shape of a cone by pouring one scoopful of the material one after another on the apex of the cone by allowing the material to fall down only under the influence of gravity.
 - 7.2. Flatten the cone evenly so that it forms a low circular pile.
 - 7.3. Cut the pile into 4 quarters along two diameters which intersect at right angles. Retain one pair of opposite quarters and reject the other pair. Repeat till the size of the retained sample is reduced to the required weight.
8. **GENERAL PRECAUTIONS:** The place selected for preparation of sample shall be enclosed, properly roofed, well lighted and free from draught. Where this is not possible,

precaution shall be taken against loss of (a) fine wind-borne sample (b) contamination with moisture (c) contamination with foreign matter.

- 8.1. No part of the sample shall be removed during the process of preparation & reduction.
- 8.2. Hard clean surface, free from cracks shall be selected for mixing, coning and quartering of the sample.
- 8.3. The sampling bags for samples collected by Regional Head of CCO or his representative should be identical and shall be similarly sealed and carefully deposited.
- 8.4. Before accepting the coal samples from their authorised representative, Regional Head of CCO or his authorised representative of CCO should examine the sample bags and sampling report.

9. **SAMPLING REPORT** as prescribed in the Annexure - V shall be prepared in triplicate with the signature of the representatives of colliery as well as that of Coal Controller.

10. **HANDLING THE SAMPLES AND ANALYSIS REPORT:** The Regional Head of CCO should send his part of sample to laboratory after codification by removing the slip inside/outside in groups. The code number will be given by Regional Head of CCO and confidentially recorded in a bound paged register. All the samples sent in one lot will be in exactly similar bags and after sealing again. The code number would be given both on the tag and inside the bag.

- 10.1. When the analytical results are obtained from the Govt. Institution / NABL Accredited laboratory preferably CIMFR, IITs, IEST, IICT-Hyderabad, IMMT-Bhubaneswar etc., same should be decoded and recorded in the register. The results shall be communicated to Coal Company along with all relevant information, viz. colliery, seam, size fraction, declared grade/quality, place and date of sampling, the name of the consumer etc.
- 10.2. The referee sample shall be analysed only when the owner of the colliery challenges the result supported by his own analysis result of the sample kept with him within a period of 15(fifteen) days from the date of intimation of result by Coal Controller. The analysis result of the referee sample shall be the final analysis result of the consignment.
- 10.3. The aggrieved colliery will be allowed to examine within another 15(fifteen) days whether the seal on the referee sample is intact. The referee sample part should be sent to a laboratory in a lot of at least 6 (six) samples with code number (which would not of course be made known to colliery representatives) under sealed condition. Effort shall be made to despatch the referee samples in his presence. Otherwise, the referee sample will be destroyed after 30(thirty) days from the date of intimating the results.
- 10.4. In case of unusual variation of analysis result of the referee part from the earlier result of the same sample, the reason for such variation may be analysed.
- 10.5. System of rejecting suspicious test result shall be as per IS: 436 (Part I /Sec I) 1964 of BIS.
- 10.6. For such cases, at least one sample in a quarter shall be collected under supervision of Regional Head of CCO himself, so that the seasonal variation as also the work of the subordinate officers can be checked.
- 10.7. In order to ensure proper analysis, Regional Head of CCO should analyze periodically in more than one Govt. Accredited laboratory simultaneously and compare the results.

ANNEXURE - V

GOVERNMENT OF INDIA
MINISTRY OF COAL
OFFICE OF THE COAL CONTROLLER
SAMPLING REPORT

1. Sample No.:
2. Date of Sampling:
3. Name of Colliery:
4. Name of Owner/Company:
5. Pit/Incline/Quarry:
6. Place of Sampling:
7. Truck No:
8. Consignee & destination
9. Name of Seam:
 - a. Including all bands\
Site No. 1
Site No. 2
 - b. Excluding pickable bands (of 10cm & above)
Site No. 1
Site No. 2
10. Declared Grade
11. Size fraction (ROM/STM/SLK):
12. Method of loading:
13. Method of drawl of samples :(revised procedure laid down by Coal Controller/BIS for drawal of seam/dispatch samples)
14. Name and Designation of the Company representative:

This is to certify that the samples were taken as per revised procedure of sampling laid down by Coal Controller in our presence.

**Signature of the representative of
Owner of Colliery the**

with date & seal

**Signature of representative of Nominated Nominated
CCO wherever applicable**

with date & seal

ANNEXURE-VI

(on company's letter head)

CERTIFICATE

1. Name of the Mine/Colliery
2. Name of the Area
3. Name of the Nominated Owner & Company
4. Name of the Agent/Manager
5. Name of the seam
6. Name of the working section
7. Thickness of the working section
8. Thickness of the band

Certified that the above band/bands of the coal seam cannot be separated due to method of mining in vogue. This is also to certify that there will be no percentage (%) deduction from the production of coal on account of the shale/bands

Signature of the Area General Manager

With date and seal

Signature of the Agent

With date and seal