



आधुनिक रेल डिब्बा कारखाना, रायबरेली
MODERN COACH FACTORY, RAEBARELI

Office of the General Manager/Vig
Modern Coach Factory, Raebareli,
Lalganj, Distt.- Raebareli
Uttar Pradesh- 229120

16
8
09

No. G/MCF/RBL/Vig./Sys Improvement

Date: 29.01.2021

All PHOD's/ CHOD's
MCF/RBL


Sub: Handling and management of Contract.

During the course of investigation into a complaint, the following has been found incorporated in LOAs:-

- (i) "Please attend office to deposit balance security deposit, three months advance rent and for signing of agreement." While stipulating this condition, it was nowhere indicated that how much 'amount' should be deposited by successful tenderer, and when, where and whom he is supposed to contact for doing the needful. It is felt that such open ended statements render vagueness to the LOA, which should have been avoided.
- (ii) Similarly, after issuing LOA, it has not been found dispatched to the successful tenderer through registered post and unnecessary reliance was laid on the personal appearance of the successful tenderer, which invited grievance & complaint against Railway administration.

In view of the above, it is advised that terms and condition mentioned in LOA & Contract Agreement should be unambiguous and clear without any scope of misinterpretation or foul play or exploitation at any stage, duly following extant instructions to avoid such recurrence in future.

This has the approval of CVO. —


(Sanjaya Tiwary)
SVO/MCF/RBL
For GM/Vig

Copy to:

Secy. to GM: For the kind information of GM please.