

CC/TECH/EMPANELMENT/TPA/COALEXCHANGE/2025-26/364509

Govt of India
Ministry of Coal
Coal Controller Organisation

Scope Minar, 5th Floor, Core-I
Laxmi Nagar, Delhi-110092

Date -----

To

Senior Director (IT), NIC
Email id: hod-coal@nic.in

Subject: Empanelment of Experienced Entities as Third-Party Agencies (TPAs) for Sampling, Collection, Preparation, and Analysis of samples of Coal or Lignite or its processed form for Coal transacted /Traded through Coal Exchange – Reg.

In reference to the above subject, I am directed to forward herewith the Request for Qualification (RFQ) for Empanelment of experienced entities as Third-Party Agencies (TPAs) for sampling, collection, preparation, and analysis samples of Coal or Lignite or its processed form for coal transacted/traded through the Coal Exchange.

You are requested to arrange for publishing the RFQ on the Ministry of Coal website to enable online submission of applications.

Applicants shall submit their applications online at the following link:
starrating.coal.gov.in/tpa_cco.

This issues with the approval of the Competent Authority.


(Akash Shivhare)

Dy Assistant Coal Controller

CC.

1. PS to Coal Controller Delhi
3. Notice Board of CCO Delhi.

**Government of India
Ministry of Coal
Coal Controller Organisation**

Scope Minar, Core-I, 5th Floor,
Laxmi Nagar, Delhi-110092
Dated -----, 2025

Subject: Invitation for Submission of Applications for Empanelment of Experienced Entities as Third-Party Agencies (TPAs) for Sampling, Collection, Preparation, and Analysis of samples of Coal or Lignite or its processed form for Coal transacted /Traded through Coal Exchange.

Dear Sir/Madam,

The undersigned hereby invites applications through the Request for Qualification (RFQ) from experienced entities for Empanelment as Third-Party Agencies (TPAs) for Sampling, Collection, Preparation, and Analysis Samples Coal or Lignite or it's processed for Coal transacted/Traded through the Coal Exchange, in accordance with the Terms & Conditions set out in this RFQ.

Applicants may be selected based on the eligibility criteria and evaluation procedures prescribed in the RFQ.

The RFQ comprises the following sections:

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

Availability of Document: The RFQ document is available on the Ministry of Coal website:
<https://coal.gov.in>

Online Application Submission: Applications must be submitted online at: starrating.coal.gov.in/tpa_cco

Help Desk: For any technical queries related to the online submission portal, please contact: **Email:** nic-coal@nic.in

Contact Officer:

Shri Joginder Singh (OSD) CCO
Scope Minar, 5th Floor, Core-I,
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	19.11.2025 5.00 PM	-
2	Downloading of RFQ	20.11.2025 10.00 AM	-
3	Pre-Bid meeting	28.11.2025 11.00 AM	-
4	Online Submission of Offers	20.11.2025 10.00 AM	20.12.2025 5.0 PM

(Akash Shivhare)

Dy Assistant Coal Controller

REQUEST FOR QUALIFICATION (RFQ) FOR EMPANELMENT OF THIRD-PARTY TESTING AGENCIES (TPAS) FOR COLLECTION, PREPARATION, ANALYSIS AND DOCUMENTATION OF SAMPLES OF COAL OR LIGNITE OR ITS PROCESSED FORM FOR COAL TRANSACTED/TRADED THROUGH COAL EXCHANGE.

SECTION-I

INTRODUCTION

The recent amendment to the *Mines and Minerals (Development and Regulation) Act, 1957* (MMDR Act) has empowered the Central Government to promote the development of mineral markets, including the trading of minerals, their concentrates, or processed forms, through mineral exchanges. Accordingly, the Central Government, through the Ministry of Coal, has proposed to authorize the Coal Controller Organization (CCO) as the authority responsible for regulating the Coal Exchange.

The Coal Controller Organization (CCO), a subordinate office under the administrative control of the MoC, has initiated a process to establish a Coal Exchange in the country and developed a comprehensive regulatory framework for their operation.

Accurate assessment of quality/grade of coal has been a matter of prime importance for the Sector not only to maintain trustful relations between producers and consumer of coal but also establish usage of coal for envisaged end use.

In view of the above, online Requests for Qualification (RFQ) are invited from experienced entities for empanelment as Third-Party Agencies (TPAs) to undertake sampling, collection, preparation, and analysis of samples for Coal or Lignite or its processed form transacted/traded through Coal Exchange, in accordance with the Terms and Conditions specified in this RFQ.



1. SCOPE OF WORK

- 1.1. This Request for Qualification (RFQ) is issued for the empanelment of Third-Party Testing Agencies (TPAs) for Collection, Preparation, Testing and analysis, Documentation of coal samples at various points across India. Sampling of Coal or Lignite or its processed form will be for the coal transacted/traded on Coal Exchange. The rate will be notified by the Coal Controller Organization (CCO), in its authority, as the regulator for the Coal Exchange from time to time. Services will be engaged by the buyer/sellers/others market participants in the Coal Exchange, and the empanelment period will be five (5) years. TPAs shall work in accordance with the contract executed in Coal Exchange and as per guidelines issued by the Coal Controller.
- 1.2. The performance and conduct of all empanelled Third-Party Testing Agencies (TPAs) will be continuously monitored by the Coal Controller Organization (CCO). If any empanelled TPA is found to have unsatisfactory performance, or engaged in any act of misconduct, which is attributable to the agency, such TPA shall be removed from the list of empanelled agencies. The decision of the CCO in this regard shall be final and binding.
- 1.3. Detailed guidelines for Collection, Preparation, Testing and analysis, Documentation of samples of Coal or Lignite or its processed form will be issued by the Coal Controller Organisation, and all the empaneled agencies shall work in compliance of the guidelines issued.
- 1.4. The following is an indicative list of activities that may be assigned to the empanelled Third-Party Testing Agencies (TPAs). The detailed and exhaustive scope of work shall be defined in the agreement to be executed as per the terms and conditions of the subsequent tender process.
 - 1.4.1. Collection of samples of Coal or Lignite or its processed form at the loading points.
 - 1.4.2. Preparation of laboratory samples from the collected raw samples.
 - 1.4.3. Testing and analysis of the samples prepared in NABL-accredited laboratories.
 - 1.4.4. Preparation of test reports and associated documentation related to the sampling and testing process.
 - 1.4.5.** Mechanized sampling shall be carried out in accordance with the contract executed in Coal Exchange and in compliance with the Coal Controller's Guidelines.

SECTION-II

INSTRUCTIONS TO APPLICANTS

1. The Coal Controller Organization (CCO) invites Request for Qualification (RFQ) applications through an online application process available at the website: <https://coal.gov.in>. The detailed RFQ document can be accessed and downloaded free of cost from website: <https://coal.gov.in>.
2. Applicants are advised to carefully read and understand the contents of this Request for Qualification (RFQ) document before submitting their proposals. Submission of a proposal in response to this RFQ shall be deemed as an acknowledgment that the applicant has thoroughly studied, analyzed, and understood the RFQ requirements, terms, and conditions. Incomplete applications or those not meeting the requirements specified in this RFQ shall be liable for rejection without any obligation for any further notice or clarification.
3. The last date for submission of proposals shall be as specified in the relevant section of this RFQ document. Any proposal received after the prescribed deadline shall be summarily rejected and will not be considered for evaluation under any circumstances.
4. Intending applicants are advised to regularly monitor the above-mentioned website for any updates, amendments, or clarifications related to this RFQ. In case of any changes, the same shall be notified on the website at least seven (7) days prior to the last date for submission of proposals.
5. Each applicant is permitted to submit only one application, either as a partnership firm or as a public limited/private limited/joint venture (JV) company. The application must be duly signed by the authorized signatory of the entity submitting the application.
6. **Conflict of Interest:**
 - 6.1. In order to maintain the integrity, neutrality, and independence of sampling of Coal or Lignite or its processed form and testing activities, it is essential that there be no conflict of interest on the part of the applicant. Accordingly, neither the applicant nor any of its affiliates shall be engaged in the production or trading of coal. The following situations shall be considered as constituting a conflict of interest:
 - 6.1.1. Any partner, director, or key managerial personnel of the applicant is associated with or holds any position in a coal producing or coal trading entity.
 - 6.1.2. The holding company, subsidiary, associate, or sister concern of the applicant is engaged in coal production or trading.
 - 6.1.3. Any other situation where conflict is such that may rise doubts regarding independence of the test results.



- 6.2. The applicant may submit an undertaking, duly signed by the authorized signatory in the format prescribed at ***Exhibit 1***, declaring that none of the provisions related to conflict of interest are applicable in his/her case.
7. The complete Request for Qualification (RFQ) document shall be made available on the website: **<https://coal.gov.in>**. The offers must be submitted online through the designated portal available at: **starrating.coal.gov.in/tpa_cco**, strictly in accordance with the terms and conditions outlined in the RFQ document.
 8. Applicants may seek clarifications related to this RFQ through the designated online portal up to fourteen (14) days prior to the last date for submission of proposals. The identity of the applicant raising the query will not be disclosed by the system. The Coal Controller Organization (CCO) will respond only to those queries it deems relevant. Any amendments, or modifications to the RFQ, if required, shall be uploaded on the official website at least seven (7) days before the last date for submission of proposals.
 9. The Coal Controller Organization (CCO) reserves the right to accept or reject any or all applications, in whole or in part, at any stage of the process, without assigning any reason and without incurring any liability whatsoever to the affected applicant(s).
 10. Applicants are permitted to modify or withdraw their submitted applications online, but only before the deadline for submission of applications (bids) as specified in the RFQ. No modification shall be allowed after the submission deadline. However, the Coal Controller Organization (CCO), at its sole discretion, may seek clarifications or additional information from any applicant, if deemed necessary during the evaluation process. In such cases, applicants will be given a reasonable time to furnish the required information. Such a request for clarification shall not be treated as an opportunity to modify or resubmit the original application.
 11. In the event an applicant reports that their offer has not been properly reflected or recorded in the online submission system, the matter shall be referred to the Coal Controller Organization (CCO) for investigation. The decision or clarification provided by CCO shall be considered final and binding.

SECTION – III

QUALIFICATION CRITERIA

The applicant shall fulfill the following criteria to be considered for empanelment as a Third-Party Agency (TPA) for coal testing and allied activities:

1. FINANCIAL CRITERIA

The applicant should have achieved an annual turnover of at least ₹3 Crore in any one of the last three completed financial years. The applicant shall submit a certificate issued by a Practicing Chartered Accountant, certifying the turnover. The certificate must bear the Membership Number of the Chartered Accountant, the Unique Document Identification Number (UDIN) as mandated by the Institute of Chartered Accountants of India (ICAI). The certificate shall be submitted in the format specified under **Exhibit 2** of this RFQ document.

2. TECHNICAL COMPETENCY

2.1. The applicant must have experience of having successfully completed work(s) of similar nature in India, involving, Collection, preparation, analysis, testing, and documentation of samples of Coal or Lignite or its processed form for a minimum cumulative value of INR 100 lakh (excluding taxes and levies). This requirement can be met through a single work order (independent form) or Multiple work orders (aggregate form) executed in any of the last three (3) completed financial years or in the current financial year along with completion certificate. If the work was carried out by the applicant entity in its own name, 100% of the work value shall be considered. If the work was executed by a joint venture or partnership firm where the applicant was a partner, the proportionate value of the work corresponding to the applicant's share in the partnership shall be considered.

2.2. Central Government Organizations and Central Public Sector Undertakings (CPSUs) that do not meet the prescribed experience requirement of the prescribed value as stated in Clause 2.1 may still be considered for empanelment, provided the applicant, meets all other qualification criteria specified in this RFQ. The applicant must submit a justification note or write-up clearly seeking exemption from the experience requirement, clearly outlining the basis for exemption and must provide supporting details regarding the organization's technical capabilities, infrastructure, and relevant experience, if any. The Applicant shall furnish the data/documents in the format specified in **Exhibit 3**.

Note: Financial Year means the period commencing on 1st April and ending on 31st March of the following year.

3. NABL accredited Coal testing Laboratories:

The Applicant must own a laboratory accredited by NABL and have a Lab Information Management System (LIMS) in place. Additionally, the Applicant shall provide an undertaking to establish laboratories at specified locations (within 100 km of coal loading points) as directed by the authority, within four (4) months from the award of work. In the case of a Partnership Firm, the NABL-accredited testing laboratory must be either in the name of

one or more partners or in the name of the Partnership Firm itself. Applicants without NABL-accredited laboratories in their own name must furnish documentary evidence of a long-term tie-up with one or more NABL-accredited laboratories. Under such arrangements, responsibility for service delivery including timelines and quality shall be shared jointly and severally by both the NABL-accredited laboratory and the agency applying for empanelment under this RFQ. The applicant must submit an agreement with the NABL-accredited laboratory(s) explicitly acknowledging this joint responsibility clause.

Data/Documents to be Furnished by the Applicant:

- Name and address of the NABL-accredited laboratory/laboratories owned by the Applicant.
- Valid NABL accreditation certificate(s) as of the date of publication of the tender.

4. Availability of Resources:

The Applicant shall ensure that all personnel employed are competent and possess adequate qualifications for their assigned tasks. Supervisors must be graduates in Chemistry or graduates/diploma holders in Chemical Engineering and should be well-versed with IS-1350. Sample collectors and preparators must be familiar with IS-436.

5. Applicants must give an assurance in writing to put following systems in place:

- Laboratories enabled with Laboratory Information Management System (LIMS).
- Customer tracking system to provide real-time status updates of samples.
- Mechanised system of sampling, as required by the user agency and in accordance with the terms and conditions in the contract executed in Coal Exchange with the approval of Coal Controller.
- Online report generation and dispatch system.
- Processes designed to ensure minimum human intervention.

6. Code of Ethics and Complaint Handling

The Applicant shall have a documented Code of Ethics or Code of Integrity and maintain an independent complaint-handling organizational structure. Relevant data/documents on the Applicant's letterhead should be submitted as evidence.

7. Permanent Account Number:

The Applicant must possess a valid PAN issued by the Income Tax Department, Government of India. Documentary evidence, such as a copy of the PAN and the latest processed Income Tax Return (ITR), shall be submitted.

8. Goods and Service Tax Registration certificate:

The Applicant shall possess a valid GST registration certificate. Documentary evidence confirming this must be submitted.

9. Legal Status of Applicant:

The Applicant must be registered in India under the Companies Act, 2013, or under the Societies Registration Act, 1860, or be a Partnership Firm registered under the Indian Partnership Act, 1932. A copy of the Certificate of Incorporation or Registration, as applicable, shall be submitted.

10. Start-up India Initiative Relaxation

Under the Start-up India initiative, eligible companies recognized by the Department of Promotion of Industry and Internal Trade (DPIIT) for the relevant category of work or services may be considered for relaxation in turnover requirements and empanelment under the “development category”. Applicants seeking such relaxation must submit a separate application along with the main application, providing complete justification and supporting documents. However, there is no guarantee that the relaxation will be granted; each case will be evaluated on its merits, including factors such as the non-availability of otherwise eligible applicants. Applicants cannot claim this relaxation as a matter of right.

11. Blacklisting Undertaking

The Applicant must submit an undertaking stating that their entity is not blacklisted by any Government Organization. The undertaking should be provided in the format specified at *Exhibit 4*.



SECTION – IV

EVALUATION CRITERIA & METHOD OF EVALUATION

1. **Method of Evaluation:** Applications received by the due date will be scrutinized by an empowered technical committee to assess their suitability based on the Qualification Criteria outlined in Section III. The committee may, at its discretion (but is not obligated to), seek clarifications from any applicant. Incomplete applications or those deemed unsuitable based on the submitted documents may be rejected without further communication.
2. **Request for Clarification:** Any request for clarification will be communicated to the applicant through the same portal, specifying a deadline for response. It is the applicant's responsibility to respond within the prescribed timeframe.
3. **Selection of TPAs:** Empanelment of Third-Party Agencies (TPAs) will be finalized after assessing their compliance with the eligibility criteria detailed in Section III.

SECTION V

GENERAL TERMS AND CONDITIONS

1. **Scope of Activity:** The TPA shall perform the ACTIVITY in accordance with the rules, regulations and guidelines issued by the Coal Controller Organization (CCO), in its authority as the regulator for the Coal Exchange from time to time. In case of any unresolved issues among the parties, the matter shall be referred to the Coal Controller Organization (CCO), whose decision shall be final and binding on all parties.
2. **Sub-Contracting:** No post-empanelment subcontracting, consortium formation, or joint venture is permitted without prior written permission from the CCO.
3. **Legal Jurisdiction:** Any disputes or differences arising out of this RFQ shall be subject to the exclusive jurisdiction of courts located in Delhi.



SECTION – VI

MODALITY OF SAMPLING:

1. The modalities of sampling will be defined in the Request for Proposal (RFP) and in the contract entered, following the empanelment process, as and when the need arises across various organizations. The “Activity” described above shall be conducted in accordance with IS 436 and IS 1350, or as per the rules, regulations, guidelines and procedures laid down by the Coal Controller Organization (CCO), which may be updated from time to time. For reference, the procedures as per BIS can be accessed here: [<https://law.resource.org/pub/in/bis/S11/>] and Coal Controller Organisation Website.

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: _____]

Handwritten signature

EXHIBIT – 2

**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)
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[FY]	_____	
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[FY]	_____	
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[FY]	_____	
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Name of Audit Firm: [Signature of Authorized Signatory]

Chartered Accountant

Name:

Date: Designation:

Seal: Membership No.

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.

EXHIBIT-4

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:.....