



SOUTH CENTRAL RAILWAY

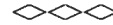
General Manager's Office,
Secunderabad – 500 025.

No. G. 203/Policy/Tans/Vol.III

Date: 14.11.2018

MEMORANDUM

Sub: **Correction Slip No.2** to the Model Schedule of Powers 2018 – Amendment to Constitution of Tender Committee and Accepting Authority for Works Tenders for Open Line and Construction and Item No.5 (A)(i) alongwith Notes, under Part 'A' Works Matters.



The following Amendments/modifications are issued to Constitution of Tender Committee and Accepting Authority for Works Tenders for Open Line & Construction and Item No.5 (A)(i) alongwith Notes, under Part 'A' Works Matters of Model SOP 2018.

The Revised Items may be read as follows:-

ANNEXURE 'A'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS FOR OPEN LINE AND CONSTRUCTION:

Sl. No	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
For Open Tenders for Works invited through e-tendering					
1	Rs 50,000 to and including Rs50 lakhs	--	--	--	Direct acceptance by SG/JAG or Sr. Scale holding independent charge subject to conditions in the Note from S.No.1 to 4.
2	Rs.50 lakhs to Rs.1 Cr	Jr. Scale	--	Jr. Scale	Sr. Scale holding independent charge or JAG/SG
3	Rs.1 Cr to Rs.2 Cr.	Sr. Scale	--	Sr. Scale	SG/JAG
4	Rs. 2 Cr to Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
5	Rs. 4 Cr to Rs. 20 Cr	JAG/SG	JAG/SG	JAG/SG	SAG/DRM/ADRM/CWM(in SAG), including ADRM in NFSAG
6	Rs. 20 Cr to Rs. 300 Cr (Open line)	SAG	SAG	SAG	PHOD/CHOD/AGM
7	Rs. 20 Cr to Rs.500 Cr (Construction)	SAG	SAG	SAG	CAO/Construction in HAG
8	Full Powers	HAG	HAG	HAG	GM
For Open/Limited/Spl. Limited Tenders (other than e-tendering)					
9	Rs 50,000 to and including Rs.20 lakhs	Jr. Scale	--	Jr. Scale	Sr. Scale
10	Rs.20 lakhs to Rs.1 Cr	Jr. Scale	Jr. Scale	Jr. Scale	Sr. Scale
11	Rs.1 Cr to Rs.4 Cr	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
12	Above Rs.4 Crs, Tender Committee composition shall be same as for e-tendering mentioned above from S.No.5 to 8.				

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Authority:

1. Board's Letter No.2015/CE-I/CT/O/20/1 dated 03.04.2017
2. Board's Letter No.F(X)II-2015/PW/7 dated 12.06.2017
3. Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017
4. Board's Letter No.2015/CE-I/CT/O/20/1 dated 14.09.2017
5. Board's Letter No.2017/Trans/01/Policy dated 18.10.2017
6. Board's letter No. 2017/Trans/01/Policy dated 26.12.2017
7. Board's Letter No. 2017/Trans/01/Policy/Pt-S dated 02.02.2018
8. Board's letter No. 2018/TF/Civil/works dated 12.06.2018.

Notes for Annexure:

For Direct Acceptance of Tenders: (1 to 4 below):

1. Letter of Acceptance shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities as accepted by the Accepting authority.
2. The Accepting authority while accepting the tender shall record a reasoned note with regard to tender evaluation and acceptance in the form of detailed speaking order. If required, the Accepting Authority may conduct negotiations with the lowest tenderer.
3. The Accepting authority shall be responsible to ensure that:
 - (a) No splitting has been done while inviting tender to bring it within the ambit of power of direct acceptance of tender.
 - (b) Sanctioned detailed estimate is available.
 - (c) The tender schedule has been prepared as per rates, items and quantities provided within the sanctioned detailed estimate.
4. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; direct acceptance of tender is not allowed in the tender up to and including Rs.50 lakhs. Such tenders shall be dealt by an appropriate Jr.Scale TC and to be accepted by JAG/SG/SS independent charge.
5. The existing practice of three-member tender committee shall be applicable for works tender of value more than Rs.2 Crs each.

For Open/Limited/Special Limited tenders not invited though 'e' tendering (6 & 7 below)

6. The two-member committee shall be constituted one from Executive Department and other from Finance Department for works up to and including Rs 20 lakhs as mentioned in the above table.
7. For tenders above Rs.20 lakhs, three members committee shall be constituted as stipulated in the above table.
8. The level of TC to be decided based on the lowest valid offer.
9. In case of Two packet system of tendering, for Packet-I Technical Bid, the level of TC to be decided based on Face value of the tender and for Packet-II Financial Bid, the level of TC to be decided based on the face value of the Tender or the lowest valid offer whichever is higher.
10. Where the department is not headed by HAG Officer, AGM shall be the Accepting Authority. Where no AGM is posted, such tenders shall be accepted by GM.
11. In case of JAG finance officer not being posted in workshops, WAO will be the Finance member for both Sr.Scale and JAG level Tender Committees.
12. In a particular Division/Department/Unit where Jr. Scale/Group-B post does not exist or is vacant, a Sr. Scale officer can associate in the tenders and in such a case, the tender needs to be accepted by JAG/SG. Similarly, where Sr. Scale post does not exist or is vacant, a JAG/SG officer can associate in the tenders and in such case, the tender needs to be accepted by ADRM/SAG officer.
13. For Engineering Department (Open Line)
 - A. Asst/JS tenders have to be dealt by the concerned ADEN only within the jurisdictional distribution made which are to be accepted by the relevant DEN/Sr.DEN as per distribution made.
 - B. Wherever Sr. Scale post does not exist in a territorial jurisdiction of Sr.DEN, such tenders may be dealt by concerned Sr.DEN (JAG/SG officer) as convener and to be accepted by ADRM.
14. It shall be ensured that the accepting authority, CHOD (in SAG) shall not be junior to TC members in SAG. In case, any member of tender committee is senior in rank or pay than the tender accepting authority, AGM shall be the accepting authority.

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15. 16. In respect of S&T projects (open line), for which the associate finance is FA&CAO/C, the SAG finance member in the tender committee above Rs.20 crores upto Rs.300 crores shall be FA&CAO/C (SAG) concerned with the acceptance of PHOD in HAG / AGM. Similarly, for tenders above Rs.300 crores FA&CAO/C in HAG (if available) will associate as a finance member in tenders. In case FA&CAO/C is not HAG, PFA in HAG will associate in tenders above Rs.300 crores.
16. In the event of non-availability of HAG officer in Construction Accounts, PFA (Open Line) in HAG will associate in tender committees. In the event of non-availability of HAG officer in Sister Department, a suitable officer of the rank of HAG of the same sister department in Open Line will be associated in the tender committee.
17. At S.No.7 in table, when the CAO/C is below the rank of HAG, then the TAA shall be AGM.
18. **Single Tender:** Constitution of Tender Committee and Accepting Authority should be at least one step (level) higher than the members nominated in case of open tender/limited tender except where GM is the accepting authority. (Authority: Rly Bd's Letter No.94/CE-1/CT/4 dt.17.09.1997).

Item No.5(A)(i)

S.No	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5.	Contract for approved and sanctioned works- or supplies related to sanctioned works or zonal contracts. A) Calling of Tenders: i) Open Tenders.	PHOD/HOD Full Powers	DRM/ADRM/CWM Full Powers	JAG Full Powers	Authority: 1. Railway Board's letter No. 2007/CE-I/ CT/18 Pt. II dated 30.07.2010. 2. Board's letter No 2007/CE-I/CT/18 Pt.XII dated 31.12.2010 (Para No 4). 3. Board's letter No. 94/CE-I/ CT/4/Pt.17 dated 13.08.2012. 4. Board's letter no.2017/CE-I/CT/10-Procurement Cycle dated 23.10.2017. 5. Board's letter No.2017/Trans/01/Policy dated 08.02.2018

	<p>Notes for Item 5(A)(i):</p> <ol style="list-style-type: none"> 1. For all works contract tenders requiring techno-economic evaluation, 'Two Packet System' of tendering shall be the norm as far as possible. 2. For inviting Works Tenders valuing more than Rs.10 crores, Two Packet System, shall mandatorily be followed. However, for all works contract tenders within the Tender Acceptance Powers of SAG/DRM/ADRM/CWM valuing more than Rs.10 Crores, 'Two packet System shall mandatorily be followed, except in cases where it is decided by an executive not below SAG level for reasons to be recorded in writing and with the concurrence of associate Finance, that it would be advantageous to follow 'Single Packet System'. For Tenders valuing beyond the tender acceptance powers of SAG/DRM/ADRM/CWM, and costing more than Rs.10 Crores, decision of executive not below HAG in consultation with PFA/FA&CAO(C) shall be required to adopt Single Packet System of tendering in case of works tenders. (Authority : Board's letter No.2017/Trans/01/Policy dated 26.12.2017). 3. For Tenders valuing up to Rs.10 Crs, decision to adopt two-packet system shall be taken by the tender inviting authority with the concurrence of associate finance. 4. The Minimum Eligibility/qualifying criterion/criteria in the Tender Document for selecting the Tenderer should be precisely defined as per extant Railway Board guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA/FA&CAO(C) (associate finance) and approval of GM/CAO(C) should be taken.
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5. Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. In cases of urgency, open tenders may be called, before sanction of detailed estimates, with the approval of DRM/PHOD/CHODs. However, the letter of acceptance shall be issued only after the sanction of detailed estimate.
6. For inviting tender for consultancy works, prior approval of competent authority has to be obtained as per Annexure 'D'.
7. All zonal contracts should be open tenders.
8. Powers to call tenders by JAG is restricted up to the value of tenders to be accepted at SAG level.
9. Eligibility criteria need not be stipulated for open tenders up to Rs.50 lakhs each. For relaxation in the prescribed eligibility for open tenders costing above Rs.50 lakhs, personal approval of GM is required with PFA's personal concurrence in case of Open Line. In cases of Construction Organization, personal approval of CAO/C is required with personal concurrence of FA & CAO/C. However, for inserting eligibility criteria in specialized tenders, decision of PHOD shall be final in all cases.
- 10 For Service Contracts, GCC for Services shall be followed.
- 11
 - (i) **Tender Notice:** As per Para 1238 of Engineering Code , sufficient notice period should be given for the submission of tenders, which in the case of large works **should not be less than 21 days**. The above prescribed tender notice period may be reduced from 21 days in the exceptional circumstances in consultation with the Principal Financial Adviser.
 - (ii) For tenders valued up to and including **Rs. 2 Crore** invited through e-tendering, the tender notice period can be reduced up to 14 days in consultation with Associate Finance.
 - (iii) For works in remote locations or of specialized nature or amount higher than **Rs.50 crore**, adequate tender notice period (**not less than 21 days**) should be given for preparation to the potential bidders in order to ensure competitive and well informed bidding.
 - (iv) The tender validity period shall be kept three times the tender notice period. However, the tender validity period in case of self certification of credentials will continue as per Railway Board's letter no.2017/Trans/01/Policy, dated 08.02.2018.
 - (v) The minimum tender notice period shall be reckoned from the date, the tender is published on the e-tendering website.
 - (vi) The requirement of newspaper advertisement of works tenders invited through IREPS is dispensed with. (Authority : Railway Board's letter No.2018/CE-I/CT/8 dated 09.08.2018)

(Authority: for (i) to (v) above, Railway Board's letter No.2018/Trans.Cell/S&T/NIT Period dated 26.07.2018)

This issues with the concurrence of Finance and the approval of the General Manager.

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14/11/2018

(प्रसून चक्रवर्ती PRASUN CHAKRABORTY)
उप महाप्रबंधक/सा Dy. General Manager/G

To - All Concerned