

The stores department is the procurement and disposal agency for entire GUNTUR division. The entire activity of recoument, procurement, inspection, accounting, stocking and distribution of stores is looked after by the stores department. Stores are procured for the maintenance of rolling stock (locomotives, coaches, wagons) and Infrastructure (track, signalling systems, building etc) Operation of assets (lubricating oils etc., and procurement of stores is being done on-line through IREPS website: www.ireps.gov.in and GeM.gov.in and the divisional stores set up also coordinates with Branch officers for scrap Mobilization and e-auction to be entrusted to Sr.DMM, Guntur division.

Methods of Procurement :

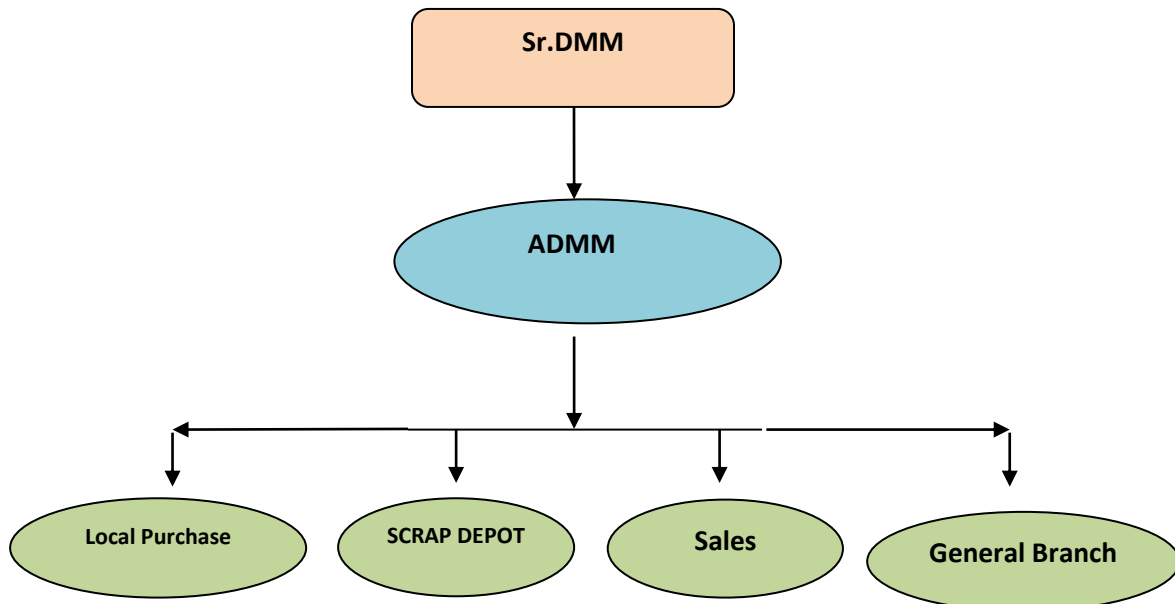
Through IREPS(www.ireps.gov.in) and www.gem.gov.in

Sales activity is done through IREPS and TMS

| Sl No. | English | Hindi |
|--------|---|--------------------------------------|
| 1 | Organization Chart | संगठन चार्ट |
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ORGANISATION CHART

STORES/GUNTUR DIVISION ORGANISATION CHART



GNT Division- Gazetted Officers of Stores Department

| Sl No. | Name of the Officer | Designation | Railway Phone Number | CUG Phone Number | Mail Address |
|--------|----------------------------|-------------|----------------------|------------------|-----------------------|
| 1 | NITESH VINAYAK RAO MULE | Sr.DMM | 32018 | 9701379009 | dmmguntur@gmail.com |
| 2 | K.PRAKASH | ADMM | 32020 | 9701370784 | admmgnt2021@gmail.com |

GNT Division- Section in Charges of Stores Department

| Sl No. | Name of the in Charge | Designation | Railway Phone Number | CUG Phone Number | Mail Address |
|--------|-----------------------|-------------|----------------------|------------------|---------------------|
| 1 | Y.SUDHAKARA RAO | CDMS | 32047 | NIL | dmmguntur@gmail.com |
| 2 | V.RAMA SESHAREDDY | CDMS | 32019 | NIL | dmmguntur@gmail.com |
| 3 | V.D. RAJKUMAR | Ch.OS | 32026 | NIL | dmmguntur@gmail.com |

STORE ACTIVITIES

Sr. DMM / GNT is the officer in-charge of Materials Management Branch in Guntur Division.

- a. Materials Management Branch in Guntur division is engaged in compliance of non-stock demands – primarily required for train operation, rolling stock maintenance, passenger amenity items, items required for ART & ARMU, cleanliness, Railway Hospital items as per powers delegated in SOP through e-tendering.**
- b. Monitoring of timely supply of stationery items to various offices / units in the division.**
- c. Monitoring generation of P/way scrap and other released / condemned items of scrap and arranging expeditious disposal through e-auction sale by Sr.DMM.**
- d. e-tendering and e-sale as per existing guidelines have been implemented.**
- e. Miscellaneous items as and when entrusted by DRM/ADRM.**
- f. Service tender available over GeM.**
- g. In charge of the General Administration Branch.**

DIVISIONAL STORES DEPOT:

The Stores Branch of Guntur Division is headed by Senior Divisional Materials Manager.

The Sr.DMM has dual responsibilities:

1) As head of General Branch of DRM Office

The General Branch functions as a secretariat of DRM and includes Receipt and Dispatch Section, Confidential Reports Cell.

2) As a head of Stores Branch.

The functions of Stores Branch are:

I) Procurement of various items of all executive Departments of entire Guntur Division are done

by on line mode through GeM (General goods and services), /IREPS/IMMS by the Divisional stores /purchase officers as per the latest eligibility of purchase powers / Schedule of Powers amended from time to time .

(II) Sale of Condemned and obsolete stores of GUNTUR Division which are decided for ex-site disposal done through Divisional Stores Depot,Nallapadu.

Procurement of various items (Goods and Services) will be done as per the latest eligibility of. Shedule of Power amended time to time for Divisional stores officers.

Vendors & Tenderors

Vendor registrations are done through on line for inclusion in IREPS/IMMS shall be dealt at HQ , ie PCMM Office ,6th floor Rail Nilayam ,Secunderabad.500071

The credentials required are

1.PAN

2.TIN

3.GSTIN

4.Income Tax (ITCC)returns pertaining to the firm/Individual certificate issued under shop and establishment act

5.MSME registration number (OPTIONAL)

6. Postal Address of the contact person with Cell Phone Number, email ID etc.

Our tenders can be seen at the following site.

scr.indianrailways.gov.in under section Tenders. . .

NB: The Stores Branch purchases stores through e-tenders on Indian Railway e-procurement platforms namely IREPS (URL: www.ireps.gov.in) & through GeM (Government e Market) <http://www.gem.gov.in> .All current and prospective vendors are advised to get themselves registered on IREPS/GeM website in order to be able to bid for supply tenders. All the required procedure and other resources may be found on the websites mentioned above. All the likely goods and services providers may please enrol in GeM also.

II. Scrap Sales: Disposal of various kinds of Scrap such as released/obsolete permanent way scrap like rails, track-fittings, wooden and pre-stressed concrete sleepers, MS and Cast Iron and all sorts of released/obsolete scrap, structures, Tower cars , coaches, wagons and locomotives etc through e-auction.

Stores Branch is conducting two to four e-auction sales every month to sell obsolete and/or condemned materials of GUNTUR Division. All high value sales are done exclusively through e-auction. Therefore every purchaser desirous of bidding in our auctions must be registered on IREPS web site. Necessary information may be obtained on internet site www.ireps.gov.in where detailed instructions are available to prospective buyers. Besides this a number of low-value scrap like broken/released furniture, oil and paint drums etc are done through conventional auctions. The dates of all auctions are published well in advance in all major dailies and should be noted by prospective purchasers.

Way to get instructions in the above site is:

Click <http://www.ireps.gov.in/> where all desired information can be obtained.

Click <http://www.gem.gov.in/> where all desired information can be obtained

Click on E-AUCTION and select view auction schedule of this Division by choosing

South Central Railway and GUNTUR Division.

PERFORMANCE HIGHLIGHTS

2019-20

Purchase Activity

| IREPS | | GEM | |
|-------------------------------|-------------------|-------------------------------|-------------------|
| No. of Purchase Orders | Value (Cr) | No. of Purchase Orders | Value (Cr) |
| 5590 | 6.3955 | 51 | 0.4668 |

Sale Activity

| P.Way | | Others | | Total | |
|-----------------------|--------------------|-----------------------|--------------------|-----------------------|--------------------|
| Quantity (Mts) | Amount (Cr) | Quantity (Mts) | Amount (Cr) | Quantity (Mts) | Amount (Cr) |
| 1482.375 | 3.562 | nil | nil | 1482.375 | 3.562 |

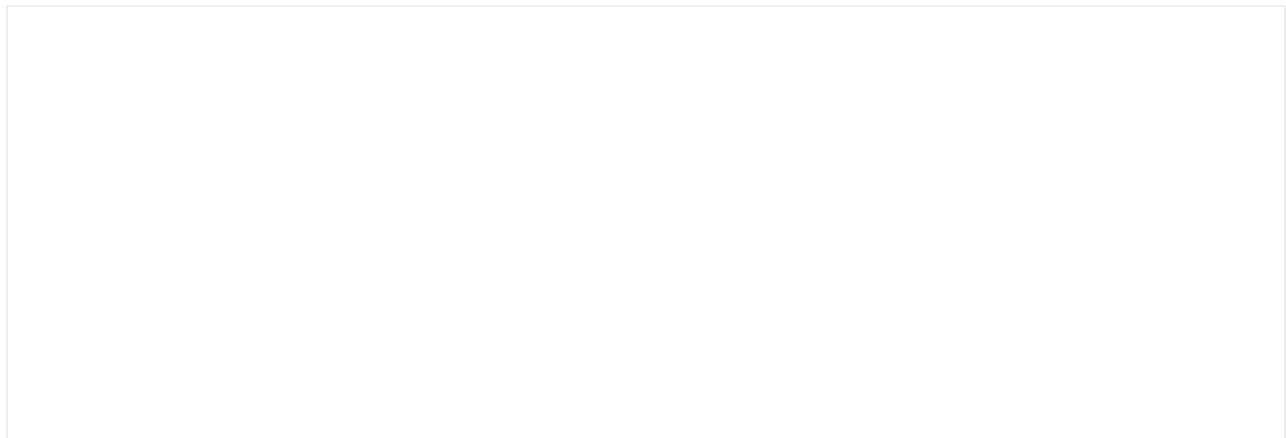
2020-21

Purchase Activity

| IREPS | | GEM | |
|-------------------------------|-------------------|-------------------------------|-------------------|
| No. of Purchase Orders | Value (Cr) | No. of Purchase Orders | Value (Cr) |
| 288 | 5.5271 | 116 | 0.8857 |

Sale Activity

| P.Way | | Others | | Total | |
|-----------------------|--------------------|-----------------------|--------------------|-----------------------|--------------------|
| Quantity (Mts) | Amount (Cr) | Quantity (Mts) | Amount (Cr) | Quantity (Mts) | Amount (Cr) |
| 2330.327 | 6.422 | nil | nil | 2330.327 | 6.422 |



RAILWAY BOARD POLICIES, CODES & MANUALS

<https://indianrailways.gov.in/railwayboard>