

SOUTH CENTRAL RAILWAY



**General Manager's Office,
Secunderabad – 500 025.**

No. G. 203/Policy/Tans/Vol. V (41402)

Date: 02.06.2022.

MEMORANDUM

Sub: **Correction Slip No. 12** to the Model Schedule of Powers 2018 – Delegation of powers to Zonal Railways under Part 'A' Works Matters.

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Item Nos. 5, 8, 37, 43 & 46 of Part 'A' - Works Matters of Model SOP 2018 are revised as under:

5.	<p>Works Contract for approved and sanctioned works- or supplies related to sanctioned works or zonal contracts.</p> <p>1. Calling of Tenders:</p> <p>(i) Open Tenders.</p>	<p><u>PHOD/HOD</u> Full Powers</p>	<p><u>DRM /ADRM/ CWM (in SAG)</u> Full Powers</p>	<p><u>JAG</u> Full Powers</p>	<p><i>Authority:</i></p> <ol style="list-style-type: none"> 1. Railway Board's letter No. 2007/CE-I/CT/18 Pt. II dated 30.07.2010. Railway 2. Board's letter No 2007/CE-I/CT/18 Pt. XII dated 31.12.2010 (Para No 4). 3. Railway 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 dtd 23.10.2017. 5. Railway Board's letter No 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 Crs, 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 Crore, '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 Crore, decision of executive not below HAG in consultation with FA& CAO shall be required to adopt Single packet system of tendering in case of works tenders. Authority (RB ltr 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 Railway Board guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA / FA&CAO/C/RE (Associate Finance) and approval of GM/PHOD/ CAO/Con/CAO/RE should be taken. (Rly.Bd.Lr.No.2018/Trans/01/Policy dtd.12.12.2018) (Corrigendum Slip No.2) 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 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 DRM/PHOD/CHODs. However, the letter of acceptance shall be issued only after the sanction of detailed estimate. 				

<p>6. For inviting tender for consultancy works, prior approval of competent authority has to be obtained as per Annexure'D'</p> <p>7. All zonal contracts should be open tenders.</p> <p>8. Powers to call tenders by JAG is restricted up to the value of tenders to be accepted at SAG level.</p> <p>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 concurrence in case of Open Line. In cases of Construction/RE Organization, personal approval of CAO/C/CAO/RE is required with personal concurrence of FA & CAO/C/RE. However, for inserting eligibility criteria in specialised tenders, decision of PHOD shall be final in all cases. (Rly.Bd.Lr.No.2018/Trans/01/Policy dtd.12.12.2018)</p> <p>10. . Sufficient notice period should be given for the submission of tenders, which in the case of large works should not be less than a month. The above prescribed tender notice period may be departed from in the most exceptional circumstances only and then too in consultation with the Principal Financial Adviser. However:</p> <p>1. For tenders valued up to and including Rs. 1 Crore invited through e-tendering, the tender notice period can be reduced up to 21 days by CAO/PHOD/CHOD/DRM/CWM (in SAG) without finance concurrence and up to 14 days with the concurrence of Associate Finance</p> <p>ii) For tenders valued above Rs. 1 Crore and up to & including Rs. 2 Crore invited through e-tendering, the tender notice period can be reduced up to 14 days by CAO/DRM/CWM (in SAG) with the concurrence of Associate Finance</p> <p>11. For Service Contracts GCC for Services shall be followed.</p>					
(ii) Limited Tenders from approved list for Works Contracts.	<p><u>PHOD/ CHOD</u> More than Rs.1.5 Cr. and up to Rs.7.5 Cr.</p> <p><u>HOD</u> More than Rs.37.5 lakhs and up to Rs.1.5 cr.</p>	<p><u>DRM/ADRM/CWM (in SAG)</u> More than Rs.37.5 lakhs and Up to Rs.1.50Cr.</p>	<p><u>JAG /JAG(SG)</u> Up to Rs. 37.5 lakhs</p>	<p>Authority:</p> <p>1. No.2013/CE-I/CT/0/20/PO/Pt. II (ii) dated 26.11.2013.</p>	
<p>Notes for Item 5(A)-(ii):</p> <p>1) 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.</p> <p>2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE- I/CT/4 dt.17.10-02, 12/16-5-06 and No. 2007/CE/ I/CT/18 dt. 28-9-2007 and subsequent revisions on the subject shall be followed.</p> <p>3) At least 10 names should be on the approved list of contractors.</p> <p>4) Tender Notice period should not be less than 14 days.</p>					
(iii) Special Limited Tender				<p>Authority:</p> <p>1. (Rly. Bd's letter No. 94/CE-I/CT/4 dated 22.10.2001 and 17.10.2002</p> <p>2. Rly. Bd's Ltr. No. F(X) II/2006/RW3 dt. 27-2-2006 and 16-05-2006 and F(X)II/2006/PW/13 dt. 9-8-2006.</p> <p>3. Rly. Bd's. Lr. No. 2007/CE/I/CT/18 dt. 28-9-2007.</p>	
(a) Works of specialized nature	<p><u>PHOD/CAO/C</u> Full Powers.</p>	Up to Rs. 10 lakhs	Nil		
(b) Works of urgent nature	<p><u>CAO/C</u> Full Powers</p>	Up to Rs. 10 lakhs	Nil		

					4. Rly Bd's Lr No. 2022/F(X)II/PW/1 dated 10.05.2022.
	<p>Notes for Item 5 A(iii) Special Limited Tender:</p> <ol style="list-style-type: none"> 1) Associate Finance concurrence is necessary. 2) As per Rly. Bd's Lr. No. 2007/CE/I/CT/18 dt. 28-9-2007 CAO/C with the concurrence of FA&CAO/C may invite special limited tenders not only for specialized nature of work but all types of works depending upon the merit of the case. 3) Special Limited Tenders may be invited from specialised and reputed contractors/organisations/agencies. (Rly. Bd's letter No. 94/CE-I/CT/4 dated 17.10.2002) 4) Tenderers from whom Special Limited Tenders are to be invited should preferably be more than Six but not less than Four (Rly. Bd's letter No. 94/CE-I/CT/4 dated 17.10.2002) 5) Tender Notice period should not be less than 14 days. 				
5.	<p>(B) Consultancy</p> <p>(i) Consultancy works for other than property development schemes from outside bodies including PPP projects</p> <p>(ii) Consultancy works for property development schemes i.e., for commercial exploitation from outside bodies</p> <p>GM – Full powers in consultancy contracts with the concurrence of PFA.</p>	<p><u>CAO/Constrution</u> Full powers with concurrence of FA&CAO/C</p> <p><u>PHOD/CHOD</u> Upto Rs 20 Lakh per case with an annual ceiling of Rs 1.5 Crore with concurrence of PFA.</p> <p>Powers to CAO/Con are in addition to powers delegated to General Managers</p>	<p><u>DRM</u> Upto Rs 10 Lakh per case with annual ceiling of Rs 1.5 Crore.</p> <p>These powers will be exercised by DRMs in consultation with associate finance. In cases where JAG/SG level officers are not available from Finance side in the Division, DFM may be nominated as Finance Member of the committee.</p>	NIL	<p>For item 5(B) (i) & (ii):</p> <ol style="list-style-type: none"> 1. No contracts should be awarded by the Railways for activities which can be carried out in-house. 2. Details of consultancy contracts awarded by each Zonal Railways for commercial exploitation should be endorsed to all other General Managers to avoid duplication. 3. For consultancy tenders in HQ, the minimum level of TC shall be of JAG/SG level. For consultancy tenders in Divisions, TC shall be of JAG/SG level and acceptance by DRM. For all single tenders for consultancy, TC shall be of SAG level. 4. Minimum level of Tender acceptance shall be SAG level. 5. All cases decided by the Zonal Railways should be reported to Board through the PCDOs to CRB and MF. 6. The agency/consultant should be renowned/government approved and should have sufficient experience in the relevant field.

					<p>7. If the consultancy contract is to be fixed only on a single tender basis, due to special circumstances, GM's personal approval would be required irrespective of the value of the contract.</p> <p><i>Authority:</i></p> <ol style="list-style-type: none"> 1. Item No.30(a) of GM's delegation. Bd's Letter No. F(X)II-2016/PW/ 3 dt.14.09.2016. 2. Railway Board's letter no. F(X)-II/2015/PW/7 dated 12.06.2017. 3. Railway Board's Letter no. 2017/Trans/01/ Policy dt. 18.10.2017. 4. Railway Board's Letter no. 2017/Trans/01/ Policy dt. 27.11.2017. 5. Railway Board's Letter no 2021/F(X)/II/PW/4 dt: 10.08.2021 & 12.08.2021. 6. Railway Board's Letter no. 2022/F(X)II/PW/1 dated 10.05.2022
	<p>(iii) To accord administrative approval for engaging consultants as part of the already sanctioned works for Station Development.</p> <p>GM – Rs 10 Crore per case without annual ceiling.</p>	<p><u>AGM/CAO(C)/ PCE</u></p> <p>Up to Rs. 5 Crore per case with annual ceiling of Rs. 25 Crore.</p>	Nil	Nil	<p>For item 5(B) (iii):</p> <ol style="list-style-type: none"> 1. Finance concurrence is necessary. 2. Terms and conditions of consultancy tenders shall be approved by SAG officer. 3. The tender committee will have three SAG members, one of which will be from Finance department and Tender Accepting Authority shall be PCE/CAO(C). 4. The powers and procedure for Single Source Selection will continue as per Railway Board's letter No. 2017/Trans/01/Policy

					<p>dated 27.11.2017 read with RB letter no. 2021/F(X)/II/PW/4 dt: 10.08.2021</p> <p>5. Instructions issued by Railway Board from time to time on award of consultancy contracts for station development shall be followed.</p> <p>Authority: Rly Bd Lr No. 2021/SD-II/22/07/11 dated 06.04.2022.</p>
5.	(D) (ii) Invitation of Single tender for construction projects, which are targeted for completion in the current financial year.	CAO/C – Rs. 60 Cr	Nil	Nil	<p>Authority:</p> <ol style="list-style-type: none"> 1. Para – 1214-A of Engineering code. 2. Rly Bd's Lr No. 2007/CE-I/CT/18 dtd 07.03.2008. 3. Rly Bd's Lr No. 2007/CE-I/CT/18 Pt.XII dated 31.12.2010 (Para-3). 4. Rly Bd's Lr No. 2011/CE I(Spl)/CT/0/4 dated 27.06.2011 and 11.10.2012 & Letter No. 2011/CE-I/CT/0/4 dated 14.11.2013 followed by 02.05.2017. 5. Railway Board's Letter no. 2022/F(X)II/PW/1 dated 10.05.2022
	<p>Notes for Item 5 (D):</p> <ol style="list-style-type: none"> 1. Personal concurrence of PFA/FA & CAO/C is required. 2. Powers to be exercised only in respect of Plan Heads and Projects targeted for completion by awarding Single Tender as per the instructions of Railway Board for specific Financial year. 3. Prudence and transparency shall be maintained in the exercise of these powers. 4. These powers shall be exercised judiciously and sparingly with extreme caution. 5. Cases finalized under these powers shall be reported to Board through GM. 				
5	(F) (i) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	<p><u>JAG/SG & SS officers</u> <u>(Independent charge)</u></p> <ol style="list-style-type: none"> 1. Works directly related to safe running of trains: <p>Up to and including Rs.2 lakhs per case without finance</p>	<p>Authority: Board's Letters Nos.</p> <ol style="list-style-type: none"> 1. 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 3. 2007CE-I/CT/18/Pt.13 dt.11.09.17

				<p>concurrence subject to annual ceiling limit of Rs. 10 Lakhs.</p> <p>(ii) All other works including works directly related to safe running of trains:</p> <p>Up to Rs.5 lakhs per case with annual limit of Rs.60 lakhs (including (i) above). SG and JAG in workshop – same as above</p>	
	<p>Notes for Item 5 F (Quotations):</p> <ol style="list-style-type: none"> 1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded. 2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation 6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence. 12. The powers delegated are specific to the department/division concerned. 13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed. 14. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation 				
5	(F) (ii) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	<p>CAO/C –</p> <p>Rs. 4 Cr. Per case for construction projects with annual limit of</p> <p>Rs. 25 Cr.</p>	Nil	Nil	<p>Authority:</p> <p>Rly. Bd's Lrs. No.</p> <ol style="list-style-type: none"> 1. 2007/CE/-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18Pt.13 dt. 06.09.2010. 3. 2007/CE-I/CT/18/Pt.13 dt. 11.09.2017. 4. Railway Board's Letter no. 2022/F(X)II/PW/1 dated 10.05.2022.

	Notes for Item 5 (F) (ii): 1. The power given in 5(F) (ii) is to be used for last mile connectivity of projects. 2. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation. 6. The reasonableness of rates should be gone objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence. 12. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation. 13. The notitice inviting quotations should be given wide publicity.				
8	(A) (i) Introduction of new non-schedule items in contract for works Without Finance Concurrence	<u>PHOD/HOD</u> Up to Rs 5 Lakh in a contract (or 10% of the original value of the contract whichever is less.	<u>DRM/ADRM/CWM (in SAG)</u> Up to Rs 5 Lakh in a contract (or 10% of the original value of the contract whichever is less	<u>SG/JAG/SS (independent Charge)</u> Up to Rs 5 Lakh in a contract (or 10% of the original value of the contract whichever is less)	<i>Authority:</i> 1. Board's letter No. 87/WI/CT/10 dated 17.3.1988 and No.94/CE-I/CT/37 dated 6.6.95. 2. Railway Boards Letter No. 2007/CE-I/CT dated 31.8.2007 and CS no dtd 04.01.08 3. Board's, letter no 2017/Trans/01/Policy dated 18.10.2017 4. Board's Lr No.2018/TF/Civil/Works Dtd.12/06/2018. 5. Board letter No. 2022/F(X)II/PW/1 dated 10.05.2022.
	(A) (ii) Introduction of new non-schedule items in contract for works without Finance Concurrence	CAO/C – Up to Rs. 5 Cr or 1% of the contract value, whichever is less for targeted works.			
	(B) (i) Introduction of new non-schedule items in contract for works with finance Concurrence	Full Powers	Full Powers	Full Powers	
	(B) (ii) Introduction of new non-schedule items in contract for works with finance concurrence	CAO/C – Full powers			

	(C) Introduction of new non-schedule items in Consultancy Contract with finance concurrence.	CAO/C – Rs. 5 Cr or 10% of the contract value, whichever is less.			
Note for item 8: 1. It should be ensured that the rates sanctioned for such non- schedule items, are comparable to the rates for similar works executed in the area. 2. Rates should be derived from Last Accepted rates of SOR/NS items of similar conditions and where new items can not be derived from such SOR/NS items, market rates should be taken. Rates of such NS items accepted without finance concurrence cannot be quoted as Last accepted rate (LAR) for justifying similar rates in future tenders. 3. The variation shall be governed as per notes in item no 9 of this SOP works matters Part-A for item 8 (A) (ii) & C. 4. 70% payment can be released of approved NS item after approval of Competent Authority pending processing by Finance & sanction of Competent Authority.					
37.	Sanction of the proposals for Outsourcing of the following				1. Board, letter no 2017/Trans/01/Policy dated 18.10.2017. 2. Board Ir No. 2022/F(X)II/PW/1 dated 10.05.2022.
	(F) Rendering services: Services for prepaion of drawing, field survey, estimate, land acquisition, forest clearance, collection of data.	CAO/C – Full Powers			
43	(i) To sanction expenditure on testing charges of steel, concrete cubes, ballast, soil, drinking water etc. from Govt. Institutions/ Govt. approved laboratories	<u>PHOD</u> Full Powers <u>HOD</u> Up to Rs. 50,000/- in each case	<u>DRM/ CWM (in SAG)/ SAG</u> Up to Rs. 50,000/- in each case <u>ADRM</u> Rs. 35,000/- in each case	<u>JAG/SG/SS independent charge</u> Rs. 25,000/- in each case.	<i>Authority:</i> 1. From reputed institutes Like IIT/NIT/ Shriram Institute for Industrial Research/ MSME etc 2.Rates, Finance concurrence required For cases in excess of Rs 25000/ 3. Board Ir No. 2022/F(X)II/PW/1 dated 10.05.2022.
	(ii) To sanction expenditure on testing charges of steel, concrete cubes, ballast, soil, drinking water etc. from Govt. Institutions/ Govt. approved laboratories	CAO/C – Full powers			
	<i>Note for 43 (ii):</i> 1. <i>Testing of the materials shall be carried out from Engineering Institute like IITs, NITs, Natinal Test House, or any other NABL (National Accreditation Board for Testing and Calibration Laboratories) accredited Laboratories.</i> 2. <i>In case of institutions of Nation repute like IIT, NIT, NTH etc- Advance payment can be made if demanded.</i>				
46	(i) Entering into contracts/formal understanding in the prescribed forms for performance/ provision of the agreed services, etc., by Departments/Statutory Bodies of the Central, State or Local Bodies (Municipalities, etc.) for Railway’s use and payment of fees and other amount there for as per the scale prescribed by the respective Authority.	Full Powers	<u>DRM/ADRM/CWM (SAG)</u> Full Powers	<u>JAG</u> Up to Rs. 20 lakhs <u>Sr. Scale</u> Upto Rs. 5 lakhs	1. Format of MOU to be vetted by Law Branch. 2. Finance concurrence is necessary along with vetting of Draft MOU. 3. Board Ir No. 2022/F(X)II/PW/1 dated 10.05.2022.

	(ii) Entering into contracts/formal understanding in the prescribed forms for consultancy services on technical matter on nomination basis such as proof checking of design and drawing by Engineering Institute of National/ International repute like IITs/ NITs etc..	CAO/C – Full powers			
	<i>Note for 46 (ii)</i> <i>Provision of Advance Payment up to Rs. 1 Cr with the personal concurrence of FA&CAO/C & approval of CAO/C can be made.</i>				

Note: The above powers delegated to CAO/C are not to be further delegated to the subordinate officers.

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

**K MUTYALA
NAIDU**

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MUTYALA NAIDU
Date: 2022.06.02 10:50:27
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Dy. General Manager/G

To - All Concerned