

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

दि Dt. 29.01.2017

सं.No: S. (Z)/20/II (VOL.III)

OFFICE PROCEDURE ORDER NO: 01/2018

All Depot/Division/ Hqrs Purchase Officers.

विषय :Sub:- Nomination of Sr.Scale of Accounts Department for 2 member tender Committee of Stores Department.

संदर्भ :Ref:- FA&CAO/S&W/SC Lr.No. ASA/A/GAZ/113 dt. 08.01.2018.

The following is the distribution of Stores Tender Work, between the 2 Sr.Scale Officers of Accounts Department with immediate effect.

Stores Officers Tender, nominated for Sr.AFA/M&P		Stores Officers Tender, Nominated for Sr.AFA/SF.	
1	SMM/C&W	1	SMM/S&T
2	SMM/DSL	2	SMM/G
3	SMM/ELECT.	3	XEN/Track
4	Medical tenders of Senior Scale	4	XEN/Track Machine
5	-----	5	XEN/TS.

This is issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy :- PS to PCMM for kind information of PCMM.
CMM/M. CMM/G & CMM/E for kind information,
All Section In-charges.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

विसमूलेधि (भंडार & कारखाना) का कार्यालय, पहली मंजिल लेखा भवन,सिकंदराबाद-71
FA&CAO (S&W)'s OFFICE, 1st FLOOR, LEKHA BHAVAN SECUNDERBAD-

सं.एA/एसएASA/A/GAZ/113

12 JAN 2018

दिDate:08.01.2018

Dy.CMM/GP&S

Sub: Nomination of Sr.Scale Officer of Accounts Department for
2 Member Tender Committee of Stores Department.

The following is the distribution of Stores Tenders Work,
between the 2 Sr.Scale Officers of Accounts Department with immediate
effect:

Stores Officers Tenders, nominated for Sr.AFA/M&P		Stores Officers Tenders, nominated for Sr.AFA/SF	
1	SMM/C&W	1	SMM/S&T
2	SMM/ DSL	2	SMM/ G
3	SMM/ELECT.	3	XEN/Track
4	Medical tenders of Senior Scale	4	XEN/Track Machines
5	-----	5	XEN/TS

This issues with the approval of PFA.

(B.VIJAYNATH)

Dy.CAO/S&W

for FA&CAO/S&W/SC

Copy to :1) PCE, CMM/G & CMD for kind information.

2) SMMs/ C&W, DSL, ELECTRICAL, SMM/S&T, SMM/G, XEN/Track,
XEN/Track Machines, XEN/TS for information and necessary action.

3) Dy. FA/Finance, Secy. To PFA for kind information of PFA.

4) Sr.AFA/M&P, Sr.AFA/SF for information and necessary action.

for FA&CAO/S&W/SC



दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad

सं. No: S. (Z)/20/II (VOL.III)

दि Dt. 29.01.2017

OFFICE PROCEDURE ORDER NO: 02/2018

All Depot/Division/ Hqrs Purchase Officers.

विषय :Sub:- Nomination of Sr.Scale Officer to deal with finalization of Open tenders/AMCs of Track Machine Tenders of Civil Engg. Dept.

संदर्भ :Ref:- PCMM Ir.No. S/Z/19/GAZ/17-18 dt. 23.01.2018.

With reference to the above, PCMM has nominated SMM/S&T as the Sr.Scale Officer to deal with finalization of Open tender/AMCs of Track machine Tenders of Civil Engg. Department.

This is issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy :- PS to PCMM for kind information of PCMM.
CMM/M. CMM/G & CMM/E for kind information,
All Section In-charges.

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY



प्रधान कार्यालय/Headquarters Office
भंडार विभाग/ Stores Branch
रेल निलयम्/"Rail Nilayam"
सिकंदराबाद/Secunderabad -071.

No.S/Z/19/GAZ/17-18

Dated: 23.01.2018

DY.CMM/GP&S/HQ:

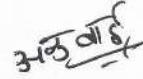
Sub: Nomination of Sr. Scale Officer to deal with finalization of
Open tenders/AMCs of Track Machine Tenders of Civil
Engg. Dept.

Ref: XEN/TM note on file No.W.501/TMC/AMC-Policy

Reference above, PCMM has nominated SMM/S&T as the Sr. Scale
Officer to deal with finalization of Open tenders/AMCs of Track Machine Tenders
of Civil Engg. Dept. Copy of nomination is enclosed pl.

This may please be communicated to all concerned.

Encl: as above


प्र.मु.सा.प्र.के निजी सचिव (राजपत्रित)
PS (Gaz) to PCMM
कृते प्र.मु.सा.प्र./For PCMM

NOTE -12

Dt: 08.01.2018

Sub: Nomination of Sr. Scale Officer to deal with finalization of Open tenders/ AMCs of Track Machine Tenders of Civil Engg. Dept.

Ref: 1) Stores Tenders: Item no. 3.1 of Model SOP at Page D-17.F/89/
2) AMCs : Item no. g of Model SOP at Page A-41 read F/93/
with note no.10 under remarks at Page A-43.F/91

As per Model SOP, the composition of Tender Committee at Sr.Scale level is given hereunder (F/88):-

For track Items/ AMCs: Constitution of TC at Sr. Scale level will be three member committee as under:- (F/88 & F/91)

Sr. Scale from Engineering Department	- CONVENOR
Sr. Scale Officer from Accounts Department	- MEMBER
Sr. Scale Officer from Stores Department	- MEMBER

At present for Track Machine Tenders, third member is Secretary to PCMM and for AMCs the third member is Production Engineer/S&T/Mettuguda.

As per Model SOP, for both Track Machine Spares Procurement and AMCs one member should be from Stores Department.

In view of the above, PCMM is requested to nominate one Sr. Scale Officer to deal with Track Machine Spares procurement as well as AMCs on regular basis.

M. S. S. S.
8/1/2018
XEN/TM

Dy. CE/TM *H. S. S. S.*
09/1/18.

CE/TM *R. S. S. S.*
09/01/2018

PCE *h*
10/01

PCMM

This may be put up to PCMM.
PS to PCMM SMT/SPT is
noted 23/1

सं. No. S.232.Tender & Purchase Procedure.

OFFICE PROCEDURE ORDER NO: 03/2018

All Depot/Division/ Hqrs Purchase Officers.

Sub: Guidelines for Electronic Reverse Auction.

Ref: Dy.DRS(G)-I Railway Board's letter No. RS(M)/2011/EPS/01 Pt. dated 18/23.01.2018..(F/355-352).

With reference to the above, the following procedure will be adopted for procurement through e-RA on Indian Railways for eligible cases as General Tender conditions(GTC) Para. 20.

Tender Conditions for Electron^e Reverse Action(e.RA).

Existing Clause Para No. Nil.

Revised Clause Para No. 20 of General Tender Condition.

1. Technical Bid and Initial Price Offer:

- Bidder Will be simultaneously required to submit a Technical & Commercial Bid and Initial Price Offer. Offers found eligible for bulk order shall be categorised as qualified for bulk order for the purpose of RA, offers found eligible for developmental order shall be categorized as Qualified for Developmental order for the purpose of RA.
- Offers not complying with essential technical & commercial requirements of the tender shall be declared as Ineligible for any Order.
- Initial Price Offer of only those bidders categorized as Qualified for Developmental Order or Qualified for Bulk Order, shall be opened and tabulated by system separately, category wise. Extent instructions for tabulation shall apply for tabulation of Initial Price Offers.

2 Financial Bid: Financial Bid shall comprise of Final Price Offer obtained through Reverse Auction.

Following conditions and procedure Will be followed in selecting the bidders for conduct of Reverse Auction:

a. Selection of vendors for Reverse Auction for bulk ordering:

Number of vendors Qualified for Bulk Order	Number of vendors to be selected for Reverse Action.	Remarks.
Less than or equal to 5	All	The bids disallowed from participating in the Reverse Action shall be the highest bidder(s) in the tabulation of initial Price Offer. In case the highest bidders quote the same rate. The initial Price Offer received last, as per time log of IREPS, shall be removed first, on the principle of last in first out, by IREPS system itself.
More than 5 and up to 10	Number of Vendors Qualified for Bulk Orders minus 2 highest subject to minimum 5.	
More than 10	50% of Vendors Qualified for Bulk Order (rounded off to next integer) subject to minimum 8.	

- b. Selection of vendors for Reverse Auction for developmental ordering: All bids found Qualified for Developmental Order shall participate in Reverse Auction for developmental ordering.
 - c. Maximum time allowed for Reverse Auction, both for bulk ordering or developmental ordering shall be 05 days.
 - d. During Reverse Auction process, bidders shall not be allowed to bid a rate higher than their lowest Initial Price Offer.
3. Reverse Auction among bids categorized as Qualified for Developmental Order and Qualified for Bulk Order shall be conducted concurrently on IREPS. Bidders shall only be able to see the auction screens relevant to them for each category. Purchaser shall be permitted to see all the auction screens for both categories on line.
 4. Developmental order upto 20% of NPQ can be placed by Zonal Railways/ PUs, on eligible vendors, without waiting for capacity/capability assessment by nominated centralized agency. Capacity/ capability assessment by nominated centralized agency shall be done subsequent to placement of developmental order, if not already done. In case a developmental order is placed prior to capacity/ capability assessment by nominated agency, developmental order shall be issued with a condition that the developmental order is subject to outcome of capacity/ capability assessment.
 5. Quantity to be covered on developmental orders shall be limited to 20% of the net Procurable quantity. The quantity covered on developmental orders may be within or outside NPQ.
 6. After obtaining the final bids of the Reverse Auction, tenders shall be finalized as per existing procurement Policy and procedures based on the eligibility and quantity distribution criteria as defined in the tender document.

This issues with the approval of the PCMM.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to COS for kind information of PCMM
CMM/G, CMM/E & CMM/M.

Dy.CMM/IC- to incorporate the above in IREPS in GTC and earlier JPO of Reverse action needs to be modified quickly.

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD
नई दिल्ली New Delhi

No. RS(M)/2011/EPS/01 Pt.

Dated: 18.1.2018

23

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS

Sub.: Guidelines for Electronic Reverse Auction.

Ref.: i. Railway Board's letter No. RS(M)/2011/EPS/01 dated 03/01/2013.
ii. Railway Board letter no. 99/RS(G)/709/1/Pt. dated 13/01/2015.

1.0 Railway Board, vide letter No. RS(M)/2011/EPS/01 dated 03/01/2013 had advised all Zonal Railways and Production Units to procure suitable items through Reverse Auction method. Procedure required to be followed for reverse auction, formulated in consultation with IT Directorate and concurred by Finance Directorate, was also provided as an annexure to that letter.

2.0 Hon'ble MR has desired that Indian Railways should adopt e-Reverse Auction (e-RA) as a method for procurement of all goods. In this regard, system of Reverse Auction adopted in allocation of Coal Mines for Power Sector has been studied and proposed for adoption, with minor changes as required to suit Railway requirements.

3.0 Accordingly, following procedure shall be adopted for procurement through e-RA on Indian Railways for eligible cases:

3.1 Selection criteria for tender cases proposed through Reverse Auction (e-RA) route:

- I. In the first phase, following method of purchase through Reverse Auction shall be the preferred method for procurement for tenders valued more than Rs. 10 cr, in each case
- II. The process of procurement through Reverse Auction shall be followed only in cases where there are **at least five approved vendors** (where bulk procurement is to be from vendors approved by RDSO/CORE/PUs etc.) or **at least five likely competitive sources**, prima facie competent for bulk ordering.
- III. Financial Bids in single currency (INR) only shall be allowed.
- IV. For cases on Zonal Railways/ PUs, personal approval of the PCMM/PCE shall be required for any exception in procurement method for cases otherwise eligible to be procured through the method of procurement detailed in this letter.

3.2 Procedure proposed for procurement through Reverse Auction:

- I. The procedure discussed herein shall be fully implemented through IREPS. Any reference to Reverse Auction in this proposal shall imply e-RA.
- II. Conduct and reporting of Reverse Auction shall be with the same conditions as circulated vide Railway Board letter No. RS(M)/2011/EPS/01 dated 03/01/2013, with changes as indicated in this letter.
- III. Each tender should clearly specify essential technical and commercial parameters in a transparent manner. No deviation to such essential Technical & Commercial conditions shall be permitted to the vendors in the electronic bid form.

3.2.1 Technical Bid and Initial Price Offer:

- I. Procuring authority shall decide the bid evaluation criteria in the tender itself, i.e. whether the evaluation shall be item wise, consignee wise or overall tender value wise.
- II. Bidder shall be simultaneously required to submit a Technical & Commercial Bid and Initial Price Offer. Offers found eligible for bulk order shall be categorised as **Qualified for Bulk Order** for the purpose of RA, offers found eligible for Developmental order shall be categorised as **Qualified for Development Order** for the purpose of RA.

Santosh K. Patel

A. मजु

- III. Offers not complying with essential technical & commercial requirements of the tender shall be declared as **Ineligible for any Order**.
- IV. Technical & Commercial evaluation of bids shall be done by a Tender Committee, as per extant guidelines, delegation and the estimated value of tender. Recommendations of Tender Committee shall be considered by Tender Accepting Authority, as per existing guidelines.
- V. Initial Price Offer of only those bidders categorized as Qualified for Developmental Order or Qualified for Bulk Order, shall be opened and tabulated by system separately, category wise. Extant instructions for tabulation shall apply for tabulation of Initial Price Offers.

3.2.2 Financial Bid: Financial Bid shall comprise of Final Price Offer obtained through Reverse Auction.

Following conditions and procedure shall be followed in selecting the bidders for conduct of Reverse Auction:

a. Selection of vendors for Reverse Auction for bulk ordering:

Number of vendors Qualified for Bulk Order	Number of Vendors to be selected for Reverse Auction	Remarks
Less than or equal to 5	All	The bids disallowed from participating in the Reverse Auction shall be the highest bidder(s) in the tabulation of Initial Price Offer. In case the highest bidders quote the same rate, the Initial Price Offer received last, as per time log of IREPS, shall be removed first, on the principle of last in first out, by IREPS system itself.
More than 5 and upto 10	Number of Vendors Qualified for Bulk Order minus 2 highest subject to minimum 5.	
More than 10	50% of Vendors Qualified for Bulk Order (rounded off to next integer) subject to minimum 8.	

- b. **Selection of vendors for Reverse Auction for developmental ordering:** All bids found Qualified for Developmental Order shall participate in Reverse Auction for developmental orders.
 - c. Maximum time allowed for Reverse Auction, both for bulk ordering or developmental ordering shall be 05 days.
 - d. During Reverse Auction process, bidders shall not be allowed to bid a rate higher than their lowest Initial Price Offer.
- 3.2.3** Reverse Auction among bids categorized as Qualified for Developmental Order and Qualified for Bulk Order shall be conducted concurrently on IREPS. Bidders shall only be able to see the auction screens relevant to them for each category. Purchaser shall be permitted to see all the auction screens for both categories on line.
- 3.2.4** Developmental order upto 20% of NPQ can be placed by Zonal Railways/ PUs, on eligible vendors, without waiting for capacity/ capability assessment by nominated centralized agency. Capacity/ capability assessment by nominated centralized agency shall be done subsequent to placement of developmental order, if not already done. In case a developmental order is placed prior to capacity/ capability assessment by nominated agency, developmental order shall be issued with a condition that the developmental order is subject to outcome of capacity/ capability assessment.
- 3.2.5** Quantity to be covered on developmental orders shall be limited to 20% of the net procurable quantity. Developmental orders shall be placed in terms of Railway Board letter no. 99/RS(G)/709/1/Pl. Dated 13/01/2015. The quantity covered on developmental orders may be within or outside NPQ, which may be decided by TC/TAA. This aspect has to be decided before conduct of Reverse Auction.
- 3.2.6** After obtaining the final bids of the Reverse Auction, tenders shall be finalized as per existing procurement policy and procedures based on the eligibility and quantity distribution criteria as defined in the tender document.
- 3.2.7** The level of Tender Committee to consider the Final Price Offers shall be determined on the basis of **lowest Initial Price Offer** of bid Qualified for Bulk Order as opened prior to Reverse Auction. In case the level of Tender Committee which evaluated technical & commercial bids as per para 3.2.1 (IV) was higher than the level of TC

Santosh Mittal

R. Mittal

competent to consider lowest Initial Price Offer of bid. Qualified for Bulk Order, the higher level TC shall continue to finalize such tender cases.

- 3.2.8 For specific high value cases centralized at Railway Board such as procurement of Wagons, HSD oil, Track Machines, Steel, Rail and such other procurements, separate Reverse Auction conditions regarding para 3.2.2 (a) may be formulated and incorporated in the tender conditions duly vetted by Associate Finance.
- 4.0 Considering the fact that availability of items is of paramount importance, Zonal Railways should resort to procurement through other appropriate method of procurement to meet any exigency, as mentioned in Para 1.1 above.
- 5.0 Reverse Auction criteria and procedure as laid down above shall also apply for procurement of items covered under Railway Board's letter No. 2017/Trans/01/Policy dated 09/12/2017.
- 6.0 The above guidelines will apply prospectively. Tenders already opened shall continue to be dealt as per existing guidelines.
- 7.0 Zonal Railways/ PUs shall incorporate appropriate conditions in the tender document.

This is issued with the approval of competent authority and concurrence of Finance Directorate of Railway Board.

Santosh Mittal
(Santosh Mittal)
Dy. Dir. Rly. Stores(G)-I
Railway Board

No. RS(M)/2011/EPS/01 Pt.

Dated: 18.1.2018
23

1. PFAs, All Indian Railways & Production Units
2. The ADAI(Railways), New Delhi
3. The Directors of Audit, All Indian Railways

A. Mittal
For Financial Commissioner/Railways

No. RS(M)/2011/EPS/01 Pt.

Dated: 18.1.2018
23

1. PCMMs, PCEs, CMEs, CEEs, CSTE, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors—
 - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c. Indian Railway Institute of Elect. Engg., Nasik
 - d. Sr. Prof. (Material Management), NAIR, Vadodara
 - e. Indian Railway Institute of Civil Engg., Pune
 - f. Indian Railway Institute of Traffic Management, Lucknow
3. MD, CRIS, Chanakya Puri, New Delhi
4. MD, RITES, RITES Bhavan, Sector-29, Gurugram
5. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata
6. Executive Director (Stores), RDSO, Lucknow
7. Chief Commissioner, Railway Safety, Lucknow
8. Zonal Railway Training Institute, Sukadia Circle, Udaipur

Santosh Mittal
(Santosh Mittal)
Dy. Dir. Rly. Stores(G)-I
Railway Board

No. RS(M)/2011/EPS/01 Pt.

Dated: 18.1.2018

23

Copy to :

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Santosh Mittal

(Santosh Mittal)

Dy. Dir. Rly. Stores(G)-I
Railway Board

Copy to:- Sr. PPSs / PPS / PS to :

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T), DG(Personnel), DG (RHS), DG (RPF)
3. All AMs, PEDs & Executive Directors of Railway Board

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad.71

सं. No. S.232.Tender & Purchase Procedure

Dt. 07.02.2018.

OFFICE PROCEDURE ORDER NO. 04/2018

विषय Sub:-1) Public procurement(Preference to Make In India) order 2017.

2) Implementation of Public Procurement (Preference to Male In India)
Order 2017 provision of mandatory tab on local content on IREPS.

संदर्भ :Ref:-1) Railway Board letter from DRS (IC)Lr.No. 2015/RS(G)/779/5
dt.27.12.2017.

2) EDRS(G) ler No. Lr.No. 2015/RS(G)/779/5 dt. 13.01.2018.

With reference to the above Railway Board letter, regarding "Public procurement(Preference to Make In India) order-2017 the following conditions to be incorporated as Para 33.5 Instruction to Tenderers .

Item no.	Existing	Item no.	Revised
33.5	<u>Indication of Local Content %</u> NIL	33.5	<u>Indication of Local Content %</u> All the Tenderers have to indicate local content % invariably in the tender at the time of submitting their offers. In case the local contents are not declared, it will be presumed the minimum local contents is 50% for the items pertaining to Railways .For items controlled by other ministries, minimum local content of respective ministries as published will be applicable unless or otherwise specifically the local content is indicate in the tender.

This issues with approval of the Competent Authority.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of PCMM

CMM/G, CMM/E & CMM/M

Dy.CMM/IC- to incorporate the above in Instructions to Tenderers.

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

No. 2015/RS(G)/779/5

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
CMDs of PSUs, RVNL, KRCL

Dated: 27.12.2017

Sub.: Public Procurement (Preference to Make in India) Order 2017
Ref.: (i) Rly Bd. Letter No. 2015/RS(G)/779/5, dt 03.08.2017
(ii) Rly Bd. Letter No.2011/RS(G)/779/9, dt 06.12.2017

- 1.0 Vide letter referred at (i) above, instructions for implementation of Public Procurement (Preference to Make in India) Order 2017, were issued for compliance. Some of the Railways/ PUs have submitted the compliance also.
- 2.0 The subject order provides for constitution of a Standing Committee to oversee its implementation. The Standing Committee, while reviewing implementation of the order, during its meeting held on 6th December, 2017, observed that "some of the government institutions/ autonomous bodies/ PSUs/ JVs/ companies etc. had included certain restrictive conditions in the bid documents, which were highly discriminatory against the domestic manufacturers."
- 3.0 Secretary, Department of Industrial Policy and Promotion, has conveyed the following message from the Office of Prime Minister:
"It is very disturbing that the broad message has not been appreciated by various Departments. It should be the responsibility at the highest level in each Department to ensure that the tender conditions are strictly in sync with the public procurement order and each tender must be examined from the point of view of the interest of Indian manufacturers."
- 4.0 The Standing Committee has further clarified the following:
"It is clarified that Public Procurement (Preference to Make in India) Order 2017 is not limited in its scope to mere supply of either goods or services alone, and that the contracts for **procurement of works** are also covered by this order as construction contracts entail rendering of both goods and services during course of execution."
- 5.0 Regarding restrictive and discriminating terms and conditions against domestic manufacturers, attention is drawn to para 3.9.1(c) of Standing Committee minutes which is reproduced below:
"3.9.1 c) Evolve an internal system of vetting the restrictive and discriminating terms & conditions against domestic manufacturers especially included in tenders or pre-qualification bids or expressions of interest floated by them or their Attached/ Subordinate Offices, Autonomous Bodies, PSUs, JVs with State Governments and JVs formed among Central PSUs."
- 6.0 In the light of above, it is reiterated that the instructions as contained in the subject order, as circulated by Railway Board, may be followed in letter and spirit, duly modifying tender conditions, where considered necessary. Compliance should be reported to Railway Board.

No. 2015/RS(G)/779/5

1. PFAs, All Indian Railways & Production Units
2. The ADAI(Railways), New Delhi
3. The Directors of Audit, All Indian Railways

Kanwalpreet
(Kanwalpreet)
DRS/IC
Railway Board

Dated: 27.12.2017

Kanwalpreet
(Kanwalpreet)
DRS/IC
Railway Board

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड / RAILWAY BOARD

MM/G, DY.GP&S, DY IC

461

No. 2015/RS(G)/779/5

Dated: 12.01.2018

General Manager/MMIS
Centre for Railway Information Systems (CRIS)
New Delhi

Sub.: Implementation of Public Procurement (Preference to Make in India) Order
2017- Provision of mandatory tab on local content on IREPS.

Ref.: Railway Board Letter No. 2015/RS(G)/779/5 Dtd. 03.08.2017 and 27.12.2017.

Railway Board vide letters under reference has issued instructions for implementation of
Public Procurement (Preference to Make in India) Order 2017 in Zonal Railways/Production Units.

In order to ensure the compliance of above policy, in addition to other measures, it has
also been decided that an additional field on local content (in percentage) may be provided on
the IREPS system in the offer form for all type of tenders, which may be made **mandatory** for the
bidder to fill before quoting the rates in the tender.

It is requested that CRIS may kindly develop suitable field/tab at the earliest possible.

(Mahesh Chandra)
Executive Director RS(G)

Copy to:

PSO/Sr.PPS/PPS to CRB, FC, ME, MTR, MRS, MS, MT, SECY.,
DG(RS), DG (S&T), DG(Personnel), DG (RHS), DG (RPF)
All AMs, PEDs & Executive Directors of Railway Board

General Manager, All Indian Railways/PUs, NF(C), CORE
DG/RDSO/Lucknow and NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/New Delhi, IROAF/New Delhi
CMDs/MD All Railway PSUs, KRCL, MRVC

Managing Director/CRIS

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

सं. No. S.232.Tender & Purchase Procedure

Dt. 19.02.2018.

OFFICE PROCEDURE ORDER NO. 05/2018

विषय Sub:- Correction Slip No. 3 to Model Schedule of Powers-2017- Amendment to item 1.1(a), 2.1(a), 3.1(Composition of TC) , 3.2(a), item 3 along with Note, 6(B) under Part "D" Stores Matters.

संदर्भ :Ref:-1) Correction slip No. 03 to M.SOP-2017 dt.16.02.2018.

2) Rly Bd Ir.No.2017/Trans/01-1/Policy /Stores dt. 29.12.2017.

3) Rly Bd Ir.No.2017/Trans/01-1/Policy /Stores dt. 08.01.2018.

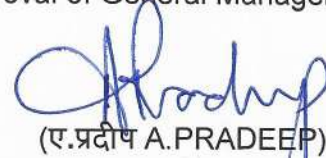
Based on Railway Board's letters mentioned above, the existing provision of Model SOP is amended for Item nos. 1.1(a), 2.1(a), 3.1(Composition of TC) , 3.2(a), item 3 along with Note, 6(B) under Part "D" Stores Matters vide GM's Office C.S.No. 03 dt. 16.02.2018 are enclosed for necessary implementation as mentioned below:

The Powers shall effect prospectively, i.e., for tenders invited after the issue of Railway Board Letter dt. 29.12.2017.

Soft copies of the revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder.

All are advised to ensure compliance of the above amendments.

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



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/G, CMM/E & CMM/M for kind information

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges



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

SOUTH CENTRAL RAILWAY

General Manager's Office,
Secunderabad - 500 025.

Date: 16.02.2018.

MEMORANDUM

Sub: Correction Slip No.3 to Model Schedule of Powers 2017 - Amendment to Item 1.1(a), 2.1(a), 3.1 (Composition of TC), 3.2 (a), item 3 along with Note, 6(B) under Part 'D' Stores Matters.

<><><>

The following amendments/modifications are issued to Item 1.1(a), 2.1(a), 3.1 (Composition of TC), 3.2 (a), item 3 along with Note, 6(B) under Part 'D' Stores Matters.

The revised Items are enclosed

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

Prasun
16/02/2018

(प्रसून चक्रवर्ती PRASUN CHAKRABORTY)
34 आयुक्त/प्रमुख Dy. General Manager/G

To - All Concerned



Sl. No.	Nature of Powers	C.O.S.	C.M.M.	Dy.CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
1. APPROVAL OF QUANTITIES FOR PROCUREMENT								
1.1	a) For purchase through tender/placing indents in the normal course for Stock and Non-stock items.	Full Powers	Rs.10 Crs.	Rs.1 Crore	Rs.10 lakhs	Rs.5 lakhs	Nil	<p><i>Authority:</i></p> <ul style="list-style-type: none"> Items 1 and 2 of Para 132-and 701 of-Stores Code(S). 76/RS(G)/779/36 of 6.1.1979 2001/F (S)/I/PW/7/2 dt 12.10.2001. 2007/F(S)/I/PW/7/1 dt.7.12.2007 2007/RS(G)/779/1 dt 04.04.08 & 28.07.08 2007/RS(G)/779/1 dt 16.02.2009. 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 88/RS(G)/779/14Pt dt 06.01.2017 <p>[Para 2.0 Sl. No.1 & 1.0 B]</p> <p>Rly Bd Ir.No.2017/Trans/01-1/Policy /Stores dt. 29.12.2017</p>
2	INVITATION OF TENDERS FOR INDIGENOUS PROCUREMENT							
2.1	a) Open Tenders for non-GeM items in the normal course. (including medical and surgical items) (refer Note i & ii below)	Full Powers	Rs.10 Crs.	Rs.1 Crore	Rs.10 lakhs	Rs.5 lakhs	Nil	<p><i>Authority:</i></p> <ul style="list-style-type: none"> 1. 324-S-S-226/1 of 21.6.1971 1. 2001/F(S)/I/PW/7/2 dt 12.10.2001. 2. 2007/F(S)/I/PW/7/1 dt.7.12.2007 3. 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 4. 88/RS(G)/779/14Pt dt 06.01.2017 <p>[Para 1.2 & 1.0 B]</p> <p>5. 2017/Trans/01/Policy dtd 18.10.2017</p> <p>6. Rly Bd Ir.No.2017/Trans/01-1/Policy /Stores dt. 29.12.2017</p>

Phan
16/04/2018

3. CONSIDERATION OF OFFERS
3.1 COMPOSITION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR RAILWAYS/PUs/OTHER FIELD UNITS (INCLUDING DRUGS AND SURGICAL ITEMS (TRACK ITEMS ARE ITEMS DEFINED IN STORES CODE PARA 0702))

Sl.No.	TC LEVEL with Revised Value Limit	Composition of Tender Committee	Accepting Authority	REMARKS
(i)	<u>TC of Sr.Scale</u> Above Rs.50 Lakhs to Rs.1 Crore per case	Two Member TC: 1. SMM/DDM (Convenor) 2. Sr. Scale level of Accounts Deptt (to be specified as Sr. AFA for HQ and DFM for Division.	Dy.CMM/Sr.DMM	Authority: 85/F(S)/PW/7/1 dt.12.7.90 F(X)/H-9/1/PW/3 dt.13.12.91 85/F(S)/PW-7/1 dt.19.11.97 2001/F(S)/PW/7/2 dt.12.10.2001. 2001/F(S)/PW/7/1 dt.7.12.2007 2007/RS(G)/779/1 dt.4.4.2008 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 1.0 B (i) to (vi) & Para 2.0 Sl. No. 11]. Note : In case of only one SAG officer in any department (in Stores, Finance, User Department), a JAG level officer of respective department will be member of Tender Committee upto Rs.120 Crores.
(ii)	<u>TC of JAG</u> Above Rs.1 Crore to Rs.10 Crores per case	Dy.CMM/Sr.DMM (Convenor)*, Dy. Level Officer from indenting# and Dy. Level of Accounts Department (To be specified as Dy.FA&CAO for HQRS and Sr.DFM for Divisions) * Dy.CE for Track Items # Dy.CMM for Track items	CMM/ ADM/CMMs in SAG for Workshops where Stores Depot is attached	
(iii)	<u>TC of SAG</u> Above Rs.10 Crores and upto Rs.200 Crores per case	CMM (Convenor)*, SAG of indenting# and SAG of Accounts Department * CE for Track Items # CMM for Track items	COS^	
(iv)	<u>TC of PHOD/CHOD</u> Above Rs.200 Crores and upto Rs.500 Crores	COS (Convenor)*, PHOD/CHOD of indenting# and PHOD/CHOD of Accounts Department * PCE for Track Items # COS for Track items	AGM In case AGM is not there GM is the Accepting Authority	* For Track items # • Officers of the same level from Civil Engg. Department shall act as Convenor of the Tender Committee. • Officers of the Stores Department of the same level as Convenor shall be the third member of the Tender Committee. • Officers of the same level from Civil Engineering Department will be the Accepting Authority.
(v)	<u>TC of PHOD/CHOD</u> Above Rs.500 Crores	COS (Convenor)*, PHOD/CHOD of indenting# and PHOD/CHOD of Accounts Department * PCE for Track Items # COS for Track items	GM	Rly Bd lt.No.2017/Trans/01-1 Policy /Stores dt. 29.12.2017 & 08.01.2018

Pharm 12/10/2018

Sl. No.	Nature of Powers	C.O.S.	C.M.M.	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
3.2	a) Acceptance of tenders vide Para 341-S (including drugs and surgical items) (refer Note- i to iv & xii Below & 0117S)	Rs.200 Crores	Rs.10 Crs.	Rs.1 Crore	Rs.10 lakhs	Rs.5 lakhs	For drugs and surgical items. Sr.DMM/DY.CMM (Depot) of attached unit upto *Rs. 1 Lakh	<p>1. The powers delegated under this item are generally referred to as the purchase powers of the respective authorities.</p> <p>2. The item includes Turnkey Work involving supply of Stores & performance of service on Turnkey basis.</p> <p><i>Authority:</i></p> <p>1. 85/F(S)/PW-7/1 dt.19.11.97</p> <p>2. 87/RS(G)/779/26/Pt. dt. 21.2.97</p> <p>3. 2001/F(S)/PW/7/2 dt.12.10.2001</p> <p>4. 2007/F(S)/PW/7/2 dt.7.12.2007</p> <p>5. 88/RS(G)/779/14Pt Dt. 27.02.2015 & 12.03.15</p> <p>6. 88/RS(G)/779/14Pt Dt. 06.01.2017 [Para 1.0 A& B]</p> <p>7. 2017/Trans/01/Policy dtid 18.10.2017</p> <p>* For Medicines & Surgical items - based on the list of items from vetted AMI circulated by CMD and authorized to MID/CMS of field units. No other medicine will be procured at Division/Depot level.</p> <p>1. All Direct purchase should be critically examined with the LARs of Open Tenders.</p> <p>2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores.</p> <p>3. For all direct purchases, e- Tendering (IREPS) should be followed.</p> <p>4. For all Medical items, technical scrutiny should be done by Medical Department before acceptance.</p> <p>Ry Bd - It.No.2017/Trans/01-1/Policy /Stores dt. 29.12.2017</p>

18/10/2018

Note under Item 3

- i. Tender Committees should invariably be constituted to deal with tenders over Rs 50 lakhs. Rly Bd Lr.No.2017/Trans/01-1/Policy /Stores dt. 29.12.2017.
 - ii. The lowest tender value * (including all taxes and duties) will be the criterion for the level of the Committee. If it is passed over and the next higher tender falls in the value range for the higher-level committee, the case should be remitted for consideration by the latter committee.
 - iii. The accepting authority should not be a member of the Tender Committee. If the officer competent to accept the tender has to be a member of the Tender Committee for any reason, the recommendations of the Tender Committee should be put up to his next superior officer for acceptance (Board's letter No.69/RS(G)/777/ dated 30.9.80).
 - iv. If the competent authority disagrees with the recommendations of the Tender Committee, he should invariably record his reasons (Para 342-S).
 - v. The powers under items 3.2(c) & (d) should be exercised where considered justified in the public interest with finance concurrence. Finance concurrence is not required for cases of exempted categories.
 - vi. The powers under item 3.2(g) are subject to obtaining the acceptance of the Indenting Officer for the shorter guarantee period.
 - vii. The powers under items 3.2(f) and 3(h) are to be exercised in consultation with Finance and Law Officer.
 - viii. The powers under item 3.2(h)(i) should be sparingly used, with finance concurrence and with safeguards like Bank Guarantee for protection against failure of supply, defective supply, short-receipt, etc.
 - ix. (1) Under Item 3.2(h)(ii): Standard Force majeure may be accepted by the competent authority for purchase but not lower than Sr. Scale. Consultation with Law Officer and Finance is not necessary. Non-Standard Force Majeure Clause may be accepted by the competent authority for purchase but not below the level of Dy. CMM, in consultation with Law Officer and Finance. As far as possible, Force Majeure Clause may not be included in respect of Contracts below Rs. 5,000 especially when orders are not placed on reputed firms/manufacturers.
 - (2) Advance payments may be allowed under items 3.2(n) and 3.2(o) only to well-known firms of commercial standing in terms of para 2815-S.
 - x. In indigenous stores, the variations admissible under item 3.2(j) may relate to - (i) Steel prices promulgated from time to time by main steel producers (ii) prices of non-ferrous metals (iii) excise duty (iv) wage escalation (v) special price adjustment of BEMA/IEMA Group. The powers of Dy. CMM and lower officers under this item are not applicable to cases of wage escalation. In imported stores, the variations admissible may relate to - (a) FOB cost of proprietary articles (b) cost of raw materials that are subject to sharp price fluctuations, (c) exchange rates (d) import duties (e) special price adjustment of BEMA/IEMA Group. Standard variation clause specified by the Board should be adopted. The powers of SNM and AMM under this item are not applicable to special price adjustment clauses of BEMA/IEMA. Finance concurrence is necessary. (Board's letter No. 70/RS(G)/779/46 dated 13.3.81).
 - Wherever a statutory variation clause has been incorporated in the purchase order, modifications to such purchase orders involving the statutory levies can be approved with finance concurrence, by the tender accepting authority in general and by COS where the tender accepting authority is AGM/GM so long as the proposed charges in statutory levies occurred within the original currency of the contract.
 - xi. If it is decided to drop the purchase after opening of tenders, the recommendation of the appropriate Tender Committee should be obtained. Where the value is less than Rs.25 lakhs the case should be put up to the authority higher than the one who authorized invitation of tenders. Rly. Bd's Letter No. 88/RS(G)/779/14Pt Dt. 06.01.2017 [Para1.2]
 - xii. The powers for permitting 100 percent advance payment based on proforma invoice as per item 3.2(k)(iii) are to be exercised subject to the following conditions:
 - a. The supplier, if not figuring in the list of reputed firms approved by AGM, should be a firm of good reputation or having good record of past performance with Railways.
 - b. The supplier should be prepared to honour Guarantee/Warranty clauses, in case the material taken delivery in good faith is later on found to be of sub-standard quality.
 - c. The supplier should be prepared to replace any material damaged during transit from his premises to the consignee's premises, in case the purchase order incorporates the term of free transport after taking delivery at firms' premises.
 - d. The specification of the material being procured should be such that on-the-spot consignee inspection is possible and adequate without requiring elaborate post-delivery testing.
 - e. Materials of reputed brand name or products of well-established manufacturers, preferably certified to ISI or any other standard specification may be procured so that the burden of consignee inspection can be minimized.
 - f. Notwithstanding inclusion of the supplier in approved list stated above their current performance should be verified before processing for 100 percent advance payment.
 - xiii. Purchase officers have full powers for calling supplies by road for tenders within their powers of purchase.
- Note: The total value of a Tender will be the criterion to decide the competent authority for acceptance where purchase proposals against the Tender which are put up in parts. The Stores member of the Tender Committee will put up the proceedings direct to the accepting authority.

Extent of powers delegated to										
		Divisional Officers					Divisional Officers			
Sl No.	Nature of Power	SAG	Jr. Admn	Sr. Scale/ Jr. Scale/ Asst. Officer	D.R.M.	A.D.R.M	Jr. Admn.	Sr. Scale/ Jr. Scale/ Asst. Officer	Remarks	
1	2	3	4	5	6	7	8	9	10	
6	(B) PURCHASE BY FIELD OFFICERS (Powers of Divisional Stores Officers and Depot Stores Officers for purchase of items through normal mode of Tenders (Open, Limited, Bulletin and Single tenders) in terms of Para 328-S of Stores Code Vol. I.	A. Procurement of Stock items including Safety items by field officers (in urgency, and also for those items identified by PCMM for regular purchase by field units. Direct acceptance by Depot/Divisional Stores officers through normal mode of tenders in terms of Para 328-S of Stores Code.							Per Case	Authority: 1. 2007/RS (G)/779/1 dt:04/04/2008 2. 88/RS(G)/779/14Pt.Dt: 27.02.2015 & 12.03.15 3. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.9] 4. 88/RS(G)/779/14 Pt, dt. 18.10.2017 5. Rly Bd dt.No.2017/Trans/01-1/Policy /Stores dt. 29.12.2017 & 08.01.2018
		Sr. DMM/Dy. CMM (Depot)							Rs. 50 Lakhs	
		DMM/SMM (Depot)							Rs. 10 Lakhs	
		ADMM/AMM (depot)							Rs. 5 Lakhs	
		1. These powers are to be exercised within annual ceiling limits which may be decided by PCMM in consultation with associate finance. 2. These powers to be exercised within available budgetary limits and each demand allocation and primary unit.								
		B) Procurement of Non Stock items by field Officers (Including Turnkey Contract)								
		a) Direct acceptance by Depot/Divisional Stores officers through normal mode of tenders in terms of Para 328-S of Stores Code.								
		Authority		Per case						
		Sr. DMM/Dy. CMM (Depot)		Rs. 50 Lakhs						
		DMM/SMM (Depot)		Rs. 10 Lakhs						
		ADMM/AMM (depot)		Rs. 5 Lakhs						
		b) Tender Committee by Depot/Divisional Stores officers through normal mode of tenders in terms of Para 328-S of Stores Code.								
		Authority		Purchase Power			Accepting Authority			
		Sr. DMM/Dy. CMM (Depot)		Rs. 1 Cr to Rs. 10 Cr per case			ADRM/CMMs in SAG for Workshops where Stores Depot is attached			
		DMM/SMM (Depot)		Rs. 50 Lakhs to 1 Cr per case.			Sr. DMM /Dy. CMM Depot..			
		*Funds availability certification to be given by indent or on each demand ensuring that liability during any financial year does not exceed the allotted budget 1. All Direct purchase should be critically examined with the LARs of Open Tenders. 2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores. 3. For all direct purchases, e- Tendering (IREPS) should be followed. 4. Liability Register must be maintained by each Unit to ensure funds availability								

Qm 19/07/2018

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

सं. No. S.248.Vig.Preventive check 2018.

Dt. 21.02.2018.

OFFICE PROCEDURE ORDER NO. 06/2018

All Purchase Officers of HQ/ Depots and Divisions

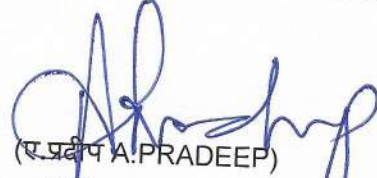
विषय Sub: Performance credentials as the eligibility criteria of the firm-etc.

संदर्भ Ref: Dy.CVO/Stores's Lr.No.G.265/C/2017/01017/S/GS/HQ.dt.26/09/2017.

During the preventive check Vigilance Department observed that a tender was floated with RDSO specification and there were no approved sources for the subject item and L1 firm had submitted the performance credentials along with the offer but these credentials were not discussed objectively/adequately for recommending the developmental order. Hence, the following instructions are issued for necessary action.

- 1) The performance credentials/capacity/capability credentials submitted by the firms have to be discussed for arriving the conclusions so as to recommend for a Developmental or Regular order as per the Railway Board guidelines(Ref. Ir.No. 99/RS(G)/709/1/pt.dt.13.01.2015).
- 2) The possibility of incorporating performance credentials as the eligibility criteria has to be explored, If the item (where there are no approved sources) has to be procured from the Proven sources (as adopted in C&W / Diesel Sections).

This issues with the approval of PCMM



(ए. प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/G, CMM/E & CMM/M

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges



गोपनीय//Confidential//

दक्षिण मध्य रेलवे/ SOUTH CENTRAL RAILWAY

महाप्रबंधक का कार्यालय /General Manager's Office,

सतर्कता शाखा/Vigilance Branch,

सिकंदराबाद / Secunderabad.

सं No.G.265/C/2017/02/01017/S/GS/HQ

दि//Dt.26.9.17

PCMM/SC

विषय/Sub.: Complaint from M/s. Atlantis Enterprises/Mumbai - reg.

संदर्भ/Ref: 1) PO Nos - 59.16.5056.1.20018 dt.06.03.17, 59.16.5056.1.20019
dt.06.03.17 & 59.16.5056.1.20020 dt.06.03.17
2) PO Nos - 59.16.5063.1.20022 dt.08.03.17, 59.16.5063.1.20023
dt.08.03.17 & 59.16.5063.1.20024 dt.08.03.17

-oOo-

On Based on a complaint, the reference files were scrutinised. The tenders were floated for procurement of Routers to RDSO specification and there were no approved sources for the subject item. It was noticed that TC had recommended the bulk quantity on proven sources. Accordingly TCR was accepted and reference POs were placed. On scrutiny it was noticed, L1 firm has submitted the performance credentials along with the offer. The credentials were not discussed objectively/adequately for recommending the developmental order. Hence it is requested to instruct/reiterate the concerned officials as a System Improvement on the following issues

- 1) To discuss the performance credentials / capacity / capability credentials submitted by the firms for arriving the conclusions so as to recommend for a Developmental or Regular order as per the Railway Board guide lines
- 2) To explore the possibility of incorporating performance credentials as the eligibility criteria if the item (where there are no approved sources) has to be procured from the proven sources (as adopted in C&W/Diesel Sections)

This letter is issued with approval of SDGM and to instruct the officials to intimate the actions taken in this regard to this office

(बी. विश्वनाथ)

(B. VISHWANATH)

उप मुख्याधि./अ. Dy.CVO/Stores

कृते वरि.उपमहाप्र/सि'बाद for SDGM/SC

सं. No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO. 07 /2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Security Deposit for Stores Tenders .

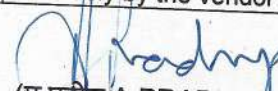
संदर्भ Ref: Rly Bd Ir.No.2004/RS(G)/779/11 dt. 21.02.2018.

Railway Board vide letter mentioned above, have reviewed the instructions regarding Security Deposit for Stores Tenders. Accordingly the following modifications in the Instructions to Tenderers are issued.

Clause No	Existing Clause	Clause No	Revised Clause
14.0	SECURITY DEPOSIT: Please note the following conditions of IRS Conditions of Contract:	14.0	SECURITY DEPOSIT: Please note the following conditions of IRS Conditions of Contract:
14.1	Para 0501: Unless otherwise agreed between the Purchaser and the contractor, the contractor shall, within 14 days of written notice of acceptance of the tender has been posted to the contractor, deposit with the Railway concerned (in cash or the equivalent in Government Securities or approved Banker's Guarantee Bond) a sum equal to 10 per cent of the total value of the stores detailed in the contract for which, the tender has been accepted, subject to upper ceiling of Rs.10 Lakhs for contracts valuing up to Rs.10 Crores & Rs.20 Lakhs for contract valuing above Rs. 10 Crores.	14.1	Para 0501: Unless otherwise agreed between the Purchaser and the contractor, the contractor shall, within 14 days of written notice of acceptance of the tender has been posted to the contractor, deposit with the Railway concerned (in cash or the equivalent in Government Securities or approved Banker's Guarantee Bond) a sum equal to 10 per cent of the total value of the stores detailed in the contract for which, the tender has been accepted, subject to upper ceiling of Rs.50 Lakhs
		14.2 (New)	The Security Deposit (SD) shall be taken from all vendors for contracts above Ra. 1 lakh subject to following exemption. a. Vendors registered with Railways upto the monetary limit of their registration for the items order /trade Groups for items ordered or vendors on approved list of RDSO/PUs/CORE/ Railways etc. for those specific items for which they are on approved list or other Railways, Govt Departments on the specific request. b. On merits of the case as considered by Tender Committee/ Tender Accepting Authority. The usual security deposit, should however be taken in case the contracts are placed on unregistered /unapproved firms or for items for which

			a particular firm is not registered/ Approved. The amount of SD to be taken, wherever considered, shall be 10% of the total value of contract subject to upper ceiling of Rs. 50 lakhs.
14.2	SAFETY ITEMS: The Security Deposit (SD)/Performance Guarantee shall be taken from all firms for contracts for Safety Items placed against Advertised Tenders and Global Tenders wherever the contract value exceeds Rs.10 lakhs.	14.2 (Old)	DELETED
14.3	OTHER THAN SAFETY ITEMS: The Security Deposit (SD) shall be taken from all firms for contracts for items other than safety items placed against Advertised Tenders and Global Tenders subject to following exemptions:	14.3 (Old)	DELETED
14.3.1	Vendors registered with MSEs upto the monetary limit of their registration for the items ordered. If the vendor is registered with MSEs/in the approved list of RDSO/ PUs/ CORE/ Rlys. etc. for manufacture & supply of fasteners to Drg.No. upto a monetary limit of Rs.40 lakhs, SD is exempted upto Rs.40 lakhs only.	14.3.1 (Old)	DELETED
14.3.2	Vendors registered with Railways upto the monetary limit of their registration for the items ordered/trade groups for items ordered or vendors on approved list of RDSO/PUs/CORE/Railways etc. for those specific items for which they are on approved list or other Railways, Govt. Departments on their specific request and on merits of the case as considered by tender committee. Tenderers seeking waiver of Security Deposit on this ground shall have to submit requisite documentary evidence. If the vendor is registered with MSEs/in the approved list of RDSO/ PUs/ CORE/ Rlys. etc. for manufacture & supply of fasteners to Drg.No. upto a monetary limit of Rs.40 lakhs, SD is exempted upto Rs.40 lakhs only.	14.3.2	DELETED
14.3.3	NIL	14.3 (New)	In case of failure of vendor approved for the item under procurement, approved by RDSO/PU/CORE/Railways etc, failure report shall be forwarded to the approving agency. Such failures shall be viewed seriously by the vendor approving agency.

This issues with the approval of PCMM


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to PCMM for kind information of PCMM
CMM/E & CMM/M.

Dy.CMM/IC- to incorporate the above in IREPS in Instructions to Tenderers
Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

490
23/2/18

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD
नई दिल्ली New Delhi

CMM/E, 22/4/18, 03(60)

474

No. 2004/RS(G)/779/11

Dated: 21.02.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
CMDs of PSUs, RVNL, KRCL

Sub.: Security Deposit for Stores Tenders

- Ref.: i. Rly Bd. Letter No.2004/RS(G)/779/11, dated 24.07.2007
ii. Rly Bd. Letter No.2004/RS(G)/779/11, dated 19.02.2008
iii. Rly Bd. Letter No.2004/RS(G)/779/11, dated 06.08.2008
iv. Rly Bd. Letter No.2004/RS(G)/779/11, dated 15.10.2008

- 1.0 Vide above referred letters instruction for consideration of Security Deposit/Performance Security (SD) in stores tenders (other than M&P), except in case of PSUs were issued. Railways have represented for review of the instructions as the same cause delay in formalizing contracts for Safety items.
- 2.0 In view of above following instructions are issued:-

Replace Para 2 letter No. 2004/RS(G)/779/11 dated 24.07.2007, with the following:-

2.	Security Deposit	<p>The Security Deposit (SD) shall be taken from all vendors for contracts above Rs. 1 lakh subject to following exemptions:</p> <p>a. Vendors registered with Railways upto the monetary limit of their registration for the items ordered / trade groups for items ordered or vendors on approved list of RDSO/PUs/CORE/Railways etc. for those specific items for which they are on approved list or other Railways, Govt. Departments on their specific request.</p> <p>b. On merits of the case as considered by Tender Committee/ Tender Accepting Authority.</p> <p>The usual security deposit, should however be taken in case the contracts are placed on unregistered/unapproved firms or for items for which a particular firm is not registered/approved.</p> <p>The amount of SD to be taken, wherever considered, shall be 10% of the total value of contract subject to upper ceiling of Rs. 50 lakhs.</p>
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- 3.0 Railway Board's letters No.2004/RS(G)/779/11, dated 19.02.2008, 06.08.2008, dated 07.08.2008 and dated 01.02.2010, stand superseded to the extent of disagreement with above instructions.
- 4.0 In case of failure of vendor approved for the item under procurement, approved by RDSO/PU/CORE/Railways etc, failure report shall be forwarded to the approving agency. Such failures shall be viewed seriously by the vendor approving agency. Record of administrative action taken on defaulting vendor should be maintained. This is apart from other action contractually available to procurement agency.

This is issued with the concurrence of Finance Directorate of Railway Board.

सि. मजि

J. C. Taneja
(J.C. Taneja)
Dy. Dir. Rly. Stores(G)/I
Railway Board

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

Dt. 27.02.2018.

सं.No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO. 08 /2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Dispensation of Cost of tender documents.

(Circulated vide Serial Circular No.19/2017 dt.02.08.2017).

संदर्भ Ref: Rly Bd Ir.No.95/RS(G)/796/1 dt. 31.07.201

Railway Board vide letter mentioned above, have decided henceforth to dispense with the cost of tender documents downloaded by bidders. Accordingly the following modifications in the Instructions to Tenderers are issued.

Clause No	Existing Clause	Clause No	Revised Clause
12.0	TENDER DOCUMENTS AND TENDER COST: Manual payment facility for submitting Tender cost shall be withdrawn for Indian Vendors for all tenders that will be published on or after 01.09.2016. Manual payment option will however continue to be available for foreign Firms Against Global Tenders.	12.0	Deleted.
12.1	Tenderers are expected to upload their bids after depositing the requisite cost towards tender documents.		
12.2	Cost of Tender document can be paid on-line system only with effect from 01.09.2016, through payment gate way facility provided on the IREPS web-site.		
12.3	Vendors can remit cost of Tender document online using their own valid/debit/ credit card. Vendors can use the payment gateway option by filling and submitting the required data about amount, bank, credit/debit card details in the proper screens.		
12.4	Exemption from payment of Cost of Tender document: (a) Firms registered with MSEs for the tendered item are exempted from payment of cost of tender document. However, such firms must upload legible scanned copy of current and valid MSE certificate for the tendered item in support of their claim failing which the cost of tender document will be recovered from firms first bill. (b) PSUs and other Government Departments are also exempted from paying Cost of Tender document. (c) Wherever the offers are received without Tender Cost, then the tender cost will be deducted from the successful bidder from their first Bill.		

This issues with the approval of PCMM

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to PCMM for kind information of PCMM
CMM/E & CMM/M.

Dy.CMM/IC- to Delete the above in IREPS in Instructions to Tenderers

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

दक्षिण मध्य रेलवे **SOUTH CENTRAL RAILWAY**

479

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad -71

दि Dt.02.08.2017

सं.No. S.232.Tender & Purchase Procedures.

ALL Hqrs/Depots/Divisions Officers

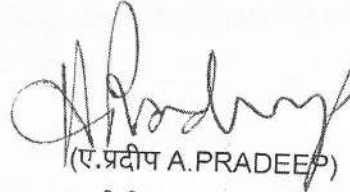
SERIAL CIRCULAR NO. 19/2017

विषय :Sub:- Cost of Tenders documents.

संदर्भ :Ref:- Railway Board Lr. No.95/RSRS(G)/796/1dt.20.07.2017

Letter received from Railway Board regarding Cost of Tenders documents to be dispensed with for tender documents downloaded by bidders is enclosed herewith for information and compliance please.

Encl: a.a



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

PCMM/G, CMM/E & CMM/M for kind information.

477

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD
नई दिल्ली New Delhi

No: 95/RS(G)/796/1

Dated: 31.07.2017

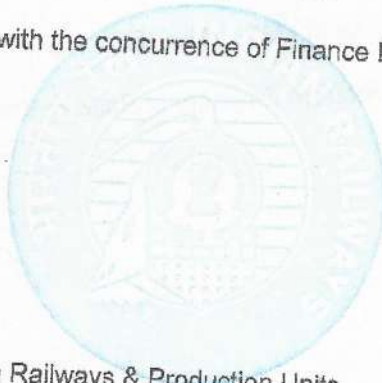
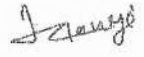
The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
All MD/CAO of Railway PSUs, autonomous units

Sub: Cost of the tender documents.

Ref: Railway Board letter No. 95/RS(G)/796/1dt. 30.4.2014

In view of enabling provision incorporated under Para 161(iv) of GFR 2017, matter regarding deposition of tender documents cost by tenderer in supply tenders, has been reviewed in Board office and accordingly in supersession to existing instructions on the subject, it has been decided that, henceforth, the cost of tender document may be dispensed with for tender documents downloaded by bidders.

This is issued with the concurrence of Finance Directorate of Ministry of Railways.

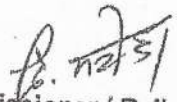


(J.C. Taneja)
Dy. Director Railway Stores (G)II
Railway Board

No: 95/RS(G)/796/1

Dated: 31.07.2017

Copy to:

1. PFAs, All Indian Railways & Production Units
2. The ADAI(Railways), New Delhi
3. The Directors of Audit, All Indian Railways


for Financial Commissioner / Railways

No: 95/RS(G)/796/1

Dated: 31.07.2017

Copy to :

1. PCMMs, PCEs, CMEs, CEEs, CSTE's, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors—
 - a) Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b) Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c) Indian Railway Institute of Elect. Engg., Nasik
 - d) Sr. Prof. (Material Management), NAIR, Vadodara
 - e) Indian Railway Institute of Civil Engg., Pune
 - f) Indian Railway Institute of Traffic Management, Lucknow
3. MD, CRIS, Chanakya Puri, New Delhi

4. MD, RITES, RITES Bhavan, Sector-29, Gurugram
5. Director, Iron & Steel, 3, KollaGhat Street, Kolkata
6. Executive Director (Stores), RDSO, Lucknow
7. Chief Commissioner, Railway Safety, Lucknow
8. Zonal Railway Training Institute, Sukadia Circle, Udaipur

J.C. Taneja
(J.C. Taneja)
Dy. Director Railway Stores (G)II
Railway Board

No: 95/RS(G)/796/1

Dated: 31.07.2017

Copy to :

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

J.C. Taneja
(J.C. Taneja)
Dy. Director Railway Stores (G)II
Railway Board

Copy to:- Sr. PPSs / PPS / PS to :

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T), DG(Personnel), DG(RHS), DG(RPF)
3. All AMs, Advisors & Executive Directors of Railway Board

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

सं. No. S.232. Tender & Purchase Procedure

Dt. 06.03.2018.

CORRIGENDUM to OPO No. 08/2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Dispensation of Cost of tender documents.

(Circulated vide Serial Circular No.19/2017 dt.02.08.2017).

संदर्भ Ref: 1) This Office OPO No. 08/2018 dt. 27.02.2018.

2) Rly Bd Ir.No.95/RS(G)/796/1 dt. 31.07.201

Railway Board vide letter mentioned above, have decided henceforth to dispense with the cost of tender documents downloaded by bidders. Accordingly the following modifications in the Instructions to Tenderers are issued.

Clause No	Existing Clause	Clause No	Revised Clause
12.0	TENDER DOCUMENTS AND TENDER COST: Manual payment facility for submitting Tender cost shall be withdrawn for Indian Vendors for all tenders that will be published on or after 01.09.2016. Manual payment option will however continue to be available for foreign Firms Against Global Tenders.	12.0	Deleted.
12.1	Tenderers are expected to upload their bids after depositing the requisite cost towards tender documents.	12.1	Deleted
12.2	Cost of Tender document can be paid on-line system only with effect from 01.09.2016, through payment gate way facility provided on the IREPS web-site.	12.2	Deleted
12.3	Vendors can remit cost of Tender document online using their own valid/debit/ credit card. Vendors can use the payment gateway option by filling and submitting the required data about amount, bank, credit/debit card details in the proper screens.	12.3	Deleted
12.4	Exemption from payment of Cost of Tender document: (a) Firms registered with MSEs for the tendered item are exempted from payment of cost of tender document. However, such firms must upload legible scanned copy of current and valid MSE certificate for the tendered item in support of their claim failing which the cost of tender document will be recovered from firms first bill. (b) PSUs and other Government Departments are also exempted from paying Cost of Tender document. (c) Wherever the offers are received without Tender Cost, then the tender cost will be deducted from the successful bidder from their first Bill.	12.4	Deleted

(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to PCMM for kind information of PCMM
CMM/E & CMM/M.

Dy.CMM/IC- to Delete the above in IREPS in Instructions to Tenderers

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

सं. No. S.232.Tender & Purchase Procedure

Dt. 27.02.2018.

OFFICE PROCEDURE ORDER NO.09 /2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Digital submission/processing of Vendor's bill.

संदर्भ Ref: RLy.Bd.Lr.No. 2017/RS(M)/Paperless Working Dt: 20.02.2018

In reference to the above, Railway Board have modified the existing system to align with the online bill submission process on IREPS, iMMS and iPass system, Accordingly following additions in the Instructions to Tenderers are issued.

Existing : Nil.

New SI.No. 35: the Following procedure will be adopted once Digital submission/processing of Vendor's bill is implemented.

1. CRIS is in the process of creating the module of online bill submission by vendors on IREPS.
As iMMS and IPAS have already been integrated, digitally signed bill/supplementary bill submitted by vendor on IREPS in 'Bill submission utility' will be used by IPAS along with other digitally signed documents like Receipted Challan/Receipt note/Inspection Certificate etc for registering vendors bill (CO-6). The bill payment by the bill paying authority will hereafter be done through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc. available on iMMS without insisting on hard copies of same either from depot/consignee or from supplier.
2. This will be applicable for Purchase Order/Contracts of both Stock, Non-stock items and services. Later on, payment against Works Contracts may also be brought under purview of digital bill submission.
3. It shall cover bills for advance payment and final payment to be chosen by Vendor.
4. It shall cover bills with GST as well as excise duty applicability to be chosen by vendors.
5. Bills shall be Purchase order wise i.e. one bill shall include items of only one Purchase order which shall automatically make it Paying authority wise. There can be multiple supplies in a bill related to same purchase order. Some supplies can be by road and some by rail/courier etc.
6. Vendor shall select the PO item serial number and go on for submitting the bill details for that PO item serial, therefore can submit data for more than one supplies in one bill.
7. IREPS shall generate unique bill registration number for each bill which shall be passed on to IPAS and IPAS and IREPS shall communicate through this unique number. Vendor can also enquire and track their bill status based on this number.
8. Vendor can prepare a bill for advance payment for road dispatches for those supplies only whose challan number is registered in IREPS, DRR number is allotted and Receipted challan is digitally signed by competent authority in depot. Vendor will only select from the list. Receipted challan quantity for bill shall be auto filled by the system and vendor cannot edit the

- same. Once digitally signed receipted challan with Inspection Certificate is made available online to Bill passing/paying authority, need for original copy of IC from vendor to Bill/passing/paying authority should not be insisted for advance bill passing.
9. For advance payment for supplies against RR/PWB (which are still not digital), as none of the documents are available with depot at the time of claim of advance payment by vendor, the verification process for RR/PWB and IC against the online submitted bill shall continue to be manual by bill passing/paying authority as is the existing process.
 10. For final payment, bill can be prepared only for Digitally signed RO available in the system for selection by vendor against the P0 serial of the item and only for the RO quantity.
 11. Bill rate shall be calculated after adjusting PVC amount and discount in purchase order rate.
 12. Various expense amounts and taxable value shall be worked out for bill percent (i.e. 95%, 5%, 100%). In other words, vendor will raise bill accordingly to the prescribed percentage payment and CGST/SGST-UTGST or IGST shall be worked out on the taxable value, in commensurate with the HSN code of the supply of material as per the Purchase Order/Contract.
 13. Bill amount shall be calculated as per bill percent.
 14. Digitally Signed Receipted Challan, Receipt Note, RO, Inspection Certificate etc. shall be available for view in IPAS.
 15. Documents can be uploaded by vendor for each supply in a bill, All the uploaded documents with the bill shall be digitally signed by the vendor.
 16. Vendor can save the bill, edit the bill, add/delete supplies to the bill, and delete the bill before signing and submitting the bill. Once bill is digitally signed and submitted, it can neither be amended nor withdrawn/cancelled.
 17. Summary of bills and status of bills submitted against each purchase order shall be available to vendor for managing his bills.
 18. The bill data shall be taken by IPAS from IREPS/iMMS database and digitally signed bill and vendor documents shall be available to IPAS for use.
 19. After this, bill shall be processed by bill passing system of IPAS as per their process.
 20. Progress of bill at different stages shall also be shown to vendor in his IREPS login account.

This issues with the approval of PCMM

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&\$

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to PCMM for kind information of PCMM
CMM/E & CMM/M.

Dy.CMM/IC- to incorporate the above in IREPS in Instructions to Tenderers

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

473

New Delhi, dated: 28/02/2018

Sub: Digital submission/processing of Vendor's bill.

A. Indian Railway is making efforts to adopt end-to-end paperless working in contract management.

- As iMMS and IPAS have already been integrated, digitally signed bill/supplementary bill submitted by vendor on IREPS in "Bill submission utility" will be used by IPAS along with other digitally signed documents like Receipted Challan/Receipt note/Inspection Certificate etc for registering vendor's bill (CO-6). The bill payment by the bill paying authority will hereafter be done through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc. available on iMMS without insisting on hard copies of same either from depot/consignee or from supplier.

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2. This will be applicable for Purchase Order/Contracts of both Stock, Non-stock items and services. Later on, payment against Works Contracts may also be brought under purview of digital bill submission.
 3. It shall cover bills for advance payment and final payment to be chosen by Vendor.
 4. It shall cover bills with GST as well as excise duty applicability to be chosen by vendors.
 5. Bills shall be Purchase order wise i.e. one bill shall include items of only one Purchase order which shall automatically make it Paying authority wise. There can be multiple supplies in a bill related to same purchase order. Some supplies can be by road and some by rail/courier etc.
 6. Vendor shall select the PO item serial number and go on for submitting the bill details for that PO item serial, therefore can submit data for more than one supplies in one bill.
 7. IREPS shall generate unique bill registration number for each bill which shall be passed on to IPAS and IPAS and IREPS shall communicate through this unique number. Vendor can also enquire and track their bill status based on this number.
 8. Vendor can prepare a bill for advance payment for road dispatches for those supplies only whose challan number is registered in IREPS, DRR number is allotted and Receipted challan is digitally signed by competent authority in depot. Vendor will only select from the list. Receipted challan quantity for bill shall be auto filled by the system and vendor cannot edit the same. Once digitally signed receipted challan with Inspection Certificate is made available online to Bill passing/paying authority, need for original copy of IC from vendor to Bill/passing/paying authority should not be insisted for advance bill passing.
 9. For advance payment for supplies against RR/PWB (which are still not digital), as none of the documents are available with depot at the time of claim of advance payment by vendor, the verification process for RR/PWB and IC against the online submitted bill shall continue to be manual by bill passing/paying authority as is the existing process.
 10. For final payment, bill can be prepared only for Digitally signed RO available in the system for selection by vendor against the PO serial of the item and only for the RO quantity.
 11. Bill rate shall be calculated after adjusting PVC amount and discount in purchase order rate.
 12. Various expense amounts and taxable value shall be worked out for bill percent (i.e. 95%, 5%, 100%). In other words, vendor will raise bill accordingly to the prescribed percentage payment and CGST/SGST-UTGST or IGST shall

be worked out on the taxable value, ~~in~~ commensurate with the HSN code of the supply of material as per the Purchase Order/Contract.

13. Bill amount shall be calculated as per bill percent.
14. Digitally Signed Receipted Challan, Receipt Note, RO, Inspection Certificate etc. shall be available for view in IPAS.
15. Documents can be uploaded by vendor for each supply in a bill. All the uploaded documents with the bill shall be digitally signed by the vendor.
16. Vendor can save the bill, edit the bill, add/delete supplies to the bill, and delete the bill before signing and submitting the bill. Once bill is digitally signed and submitted, it can neither be amended nor withdrawn/cancelled.
17. Summary of bills and status of bills submitted against each purchase order shall be available to vendor for managing his bills.
18. The bill data shall be taken by IPAS from IREPS/IMMS database and digitally signed bill and vendor documents shall be available to IPAS for use.
19. After this, bill shall be processed by bill passing system of IPAS as per their process.
20. Progress of bill at different stages shall also be shown to vendor in his IREPS login account.

Other instructions contained in Railway Board's circular dtd. 27.09.2016 under reference will continue to hold good.

Necessary modifications over the existing system to align with the online bill submission process to be done by CRIS on IREPS, IMMS and IPAS systems.

This is issued with the concurrence of Finance Directorate of Railway Board and approval of DG(RS).



(Vinod Kumar)
Director Railway Stores(M)



(G. Kabui)
Director Finance(CCA)

Copy to: As per distribution list attached.

470
Distribution List for circular No. 2017/RS(M)/Paperless Working dated:
20/02/2018

1. PSO/Sr. PPS/PPS/PS to MR, MoS(S) & MoS(G)
2. PSO/Sr. PPS/PPS/PS to CRB, ME, MT, MTR, MRS, FC, MS and Secretary/Railway Board
3. All AMs, PEDs & EDs of Railway Board
4. PCMMs, PCMEs, PCEEs, PCSTEs, PCEs All Indian Railways & PUs, COFMOW, CORE, IROAF, WPO and RWP/Bela
5. PFAs, All Indian Railways & PUs, COFMOW, CORE, IROAF, WPO and RWP/Bela
6. The ADAI(Railways), New Delhi
7. The Director of Audit, All Indian Railways
8. The Directors—
 1. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 2. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 3. Indian Railway Institute of Elect. Engg., Nasik
 4. National Academy of Indian Railways, Vadodara
 5. Indian Railway Institute of Civil Engg., Pune
 6. Indian Railway Institute of Traffic Management, Lucknow
9. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata
10. Executive Director (Stores), RDSO, Lucknow
11. Chief Commissioner, Railway Safety, Lucknow
12. Zonal Railway Training Institute, Sukadia Circle, Udaipur
13. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
14. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan
15. Director, Finance Accounts, Railway Board
16. Joint Director, Accounts, Railway Board

delivered
by
Rudra

सं. No. S.232. Tender & Purchase Procedure.

Dt. 27.02.2018.

OFFICE PROCEDURE ORDER NO. 10/2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Publication of Advertisement in News paper for Tenders.

संदर्भ Ref: Rly.Bd. Lr.No.2014/RS(G)/779/12 Dt: 21.02.2018

-o0o-

Railway Board vide letter mentioned above, have reviewed the instructions regarding Publication of Advertisement in News paper for Tenders, that henceforth, for Tenders published through E-Procurement website (i.e IREPS) the following may be followed:

1. The time of 21/30 days as referred in the Rly Bd. Letter No. 2014/RS(G)/779/12 Dt: 03.12.2014 shall be reckoned from the date the tender is published on e-Procurement website.
2. Any instruction requiring minimum number of days for tender opening from the date of publication of tender invitation in print media/bulletin/journal shall now apply to require same minimum number of days from the date of publication on e-procurement website.
3. Railways shall only publish of fortnightly advertisement in newspapers, selected as per relevant rules/instructions, regarding the website address on which tenders are published and tender documents are available.
4. These instructions shall not apply to procurement through Government e-Marketplace (GeM).

Hence, a fortnightly advertisement in newspapers, selected as per relevant rules/instructions, regarding the website address on which tenders are published and tender documents are available will be published i.e. www.ireps.gov.in.

The following will be incorporated in the Instructions to Tenderers.

Existing : Nil

Sl. No. 34: Suppliers are requested to visit Indian Railway Website www.ireps.gov.in in which the tenders pertaining to this Railway are published and tender documents are available.

This issues with the approval of PCMM.



उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to PCMM for kind information of PCMM
CMM/E & CMM/M.

Dy.CMM/IC- to incorporate as Sl. No. 34- Suppliers are requested to visit Railway website www.ireps.gov.in in which the tenders pertaining to this Railway are published and tender documents are available: in IREPS in Instructions to Tenderers"

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

(476)

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD
नई दिल्ली New Delhi

No: 2014/RS(G)/779/12

Dated : 21.02.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Publication of Advertisement in Newspaper for Tenders

Ref: Railway Board's letter No. 2014/RS(G)/779/12 dt. 3.12.2014

The issue of publication of advertisement in newspaper for procurement of stores through tenders was raised during "Sampark, Samanvay, Samvad conclave" held on 16.12.2017 at New Delhi.

A letter was issued by Railway Board on 3.12.2014 for uploading of complete tender document on IREPS system (www.ireps.gov.in).

In this regard, it has been decided that, henceforth, for tenders published through e-procurement website (i.e. IREPS):

1. The time of 21/30 days as referred in the Railway Board's letter no. 2014/RS(G)/779/12 dated 03.12.2014 shall be reckoned from the date the tender is published on e-Procurement website.
2. Any instruction requiring minimum number of days for tender opening from the date of publication of tender invitation in print media/bulletin/journal shall now apply to require same minimum number of days from the date of publication on e-Procurement website.
3. Railways shall only publish a fortnightly advertisement in newspapers, selected as per relevant rules/instructions, regarding the website address on which tenders are published and tender documents are available.
4. These instructions shall not apply to procurement through Government e- Marketplace (GeM).

This is issued with the concurrence of Finance Directorate of Railway Board.

[Signature]

[Signature]
(J.C. Taneja)
Dy. Director Railway Stores (G)II,
Railway Board

475

No: 2014/RS(G)/779/12

Dated : 21.02.2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI(Railways), New Delhi
3. The Directors of Audit, All Indian Railways


for Financial Commissioner/Railways

No: 2014/RS(G)/779/12

Dated : 21.02.2018

1. PCMMs, PCEs, CMEs, CEEs, CSTE's, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors—
 - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c. Indian Railway Institute of Elect. Engg., Nasik
 - d. Sr. Prof. (Material Management), NAIR, Vadodara
 - e. Indian Railway Institute of Civil Engg., Pune
 - f. Indian Railway Institute of Traffic Management, Lucknow
3. MD, CRIS, Chanakya Puri, New Delhi
4. MD, RITES, RITES Bhavan, Sector-29, Gurugram
5. Director, Iron & Steel, 3, KoilaGhat Street, Kolkata
6. Executive Director (Stores), RDSO, Lucknow
7. Chief Commissioner, Railway Safety, Lucknow
8. Zonal Railway Training Institute, Sukadia Circle, Udaipur

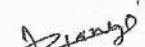

(J.C. Taneja)
Dy. Dir. Rly. Stores(G)II
Railway Board

No: 2014/RS(G)/779/12

Dated : 21.02.2018

Copy to :

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan


(J.C. Taneja)
Dy. Dir. Rly. Stores(G)II
Railway Board

Copy to: PSOs, Sr. PPSs / PPS / PS to:

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T), DG(Personnel), DG (RHS), DG (RPF)
3. All AMs, PEDs & Executive Directors of Railway Board

सं. No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO. 11 /2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Paperless working in e-tender opening and comparative statement of rates.
संदर्भ Ref: JDRS(G)/Rly Bd's Lr.No. 88/RS(G)/779/43 Pt. 2 dt. 01.03.2018.

><><><><><><

As per Railway Boards letter mentioned above, in order to facilitate paperless the working following instructions should be followed for tender opening.

- i) Dealing official (supervisor) in the tender opening section shall be the custodian of encryption certificate of the concerned Railway unit. This official shall, using the encryption key and his/her own digital signature, open the tenders as per schedule.
- ii) Process of tender opening, as stated above, shall be witnessed by an officer of the tender issuing department, who shall also digitally sign on the report/Statement generated by IREPS during the tender opening process.
- iii) All reports/Statements, including comparative statements, generated through IREPS system after tender opening and in the process of e-tendering, should be put up to the tender Committee /Tender Acceptance authority in direct acceptance cases directly. No vetting of such reports /Statements shall be required.

This issues with the approval of PCMM.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:- PS to PCMM for kind information of PCMM
CMM/E & CMM/M.
PFA /SC, FA&CAO/S&W/SC, for kind information.
Dy.CMM/IC for information and necessary action please.
Dy.CVO/Stores/SC and All Purchase Sections.

भारत सरकार/BHARAT SARKAR
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

No: 88/RS(G)/779/43 Pt.2

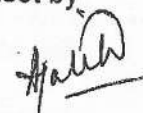
Dated: 01-03-2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara.
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS

Sub: Paperless working in e-tender opening and comparative statement of rates.

- 1.0 Paperless working in supply chain for supply of goods on Indian Railways has been repeatedly emphasized by Railway Board. However, certain elements related to e-tendering, specifically e-tender opening and vetting of comparative statements of rates (on certain Railway units) are still replicating the manual system requiring printouts.
- 2.0 In order to facilitate paperless working, following instructions should be followed:
 - i. Dealing official (supervisor) in the tender opening section shall be the custodian of encryption certificate of the concerned Railway unit. This official shall, using the encryption key and his/her own digital signature, open the tenders as per schedule.
 - ii. Process of tender opening, as stated above, shall be witnessed by an officer of the tender issuing department, who shall also digitally sign on the report/statement generated by IREPS during the tender opening process.
 - iii. All reports/ statements, including comparative statements, generated through IREPS system after tender opening and in the process of e-tendering, should be put up to the Tender Committee (Tender Acceptance authority in direct acceptance cases) directly. No vetting of such reports/statements shall be required.
- 3.0 This issues with the concurrence of Finance Directorate of Railway Board.
- 4.0 Necessary code correction will follow.
- 5.0 The instructions in paras 2(i) & 2(ii) above will become effective once CRIS has made requisite changes in the IREPS programme (latest by 15.03.2018).




(Anshu Malik)
Jt. Director Rly.Stores(G)
Railway Board

No: 88/RS(G)/779/43 Pt.2

Dated: 01-03-2018

1. PFAs, All Indian Railways & Production Units.
2. The ADAI(Railways), New Delhi
3. The Director of Audit, All Indian Railways.

for Financial Commissioner/Railways

No: 88/RS(G)/779/43 Pt.2

Dated: 01-03-2018

- 4 The PCMMs, PCEs, CMEs, CEEs, CSTE's, All Indian Railways & Pus, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
- 5 The Directors-
 - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad.
 - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur.
 - c. Indian Railway Institute of Elect. Engg., Nasik.
 - d. Sr. Prof. (Materials Management), NAIR, Vadodara.
 - e. Indian Railway Institute of Civil Engg., Pune.
 - f. Indian Railway Institute of Traffic Management, Lucknow
- 6 MD, CRIS, Chanakya Puri, New Delhi.
- 7 MD, RITES, RITES Bhawan, Sector -29, Gurugram
- 8 Director, Iron & Steel, 3, Koila Ghat Street, Kolkata.
- 9 Executive Director (Stores), RDSO, Manak Nagar, Lucknow.
- 10 Chief Commissioner, Railway Safety, Lucknow.
- 11 Zonal Railway Training Institute, Sukadia Circle, Udaipur

(Anshu Malik)
Jt. Director Rly. Stores (G)
Railway Board

No: 88/RS(G)/779/43 Pt.2

Dated: 01-03-2018

Copy to :

1. The Genl. Secretary, AIRF (Room No.248) & NFIR (Room No. 256-C), Rail Bhawan
2. The Genl. Secretary, IRPOF (Room No. 268), FROA (Room No. 256-D) & AIRPFA (Room No. 256-D), Rail Bhawan,

(Anshu Malik)
Jt. Director Rly. Stores (G)
Railway Board

Copy to:- PSOs/Sr. PPSs / PPSs / PSs to :

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T), DG(Personnel), DG (RHS), DG (RPF)
3. All AMs and PEDs & All Executive Directors of Railway Board.

OFFICE PROCEDURE ORDER NO.12/2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Inclusion of mode of payment through Letter of Credit (LC) as option in Supply/Works contracts.

संदर्भ Ref: DF/CCA/Railway Board Lr.No. 2017/AC.II/9/10 Pt.1 dt. 20.02.2018.

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With reference to the above, Inclusion of mode of payment through Letter of Credit (LC) as option in Supply/Works contracts, in the General Tender Condition are as follows.

Existing : Nil.

New Sl.No. 6.8. Mode of payment through Letter of Credit (LC) as option in Supply/Works contracts:

1. Ministry of Railways has decided that henceforth, all Tenders invited by Zonal Railways and Production Units, both for Supplies/ Works (including all service and maintenance contracts), having estimated value of Rs 10 lakhs and above, shall include in tender conditions, an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement. This would be subject to the following:
 - (i) The bidder, at the time of bidding itself, shall exercise an option in writing, in favour of taking payment due against the said tender, through LC arrangement.
 - (ii) The option so exercised, shall be an integral part of the bidder's offer. Option once exercised shall be final and no change shall be permitted, thereafter, during the course of execution of contract.
 - (iii) The incidental cost towards issue of LC and operation thereof (LC operating charges, including bank charges for opening of LC) shall be borne by the supplier/contractor.
 - (iv) The above arrangement should be made a part of the Tender conditions and Contract conditions.
 - (v) The LC will be a sight LC.
2. The Banker for Railways for the ensuing one year, for opening domestic letters of credit shall be State Bank of India through its branches. The arrangement would cover all such contracts finalized against tender issued in the said year and shall extend till final execution of these contracts.
3. The schedule of payment liability arising in the contract shall be established by the Railways based on the prescribed delivery schedule/stages of supply/work, in consultation with supplier/contractor. The Railway's Banker should also be involved in the process to assess value of LC and terms and conditions of LC.
4. The LC condition of Railways shall inter-alia provide that Railways will issue a Document of Authorization (format enclosed as Ann 1) on claims preferred by supplier/contractor, for completed Work/Supply to enable them to claim the authorized amount from their Banker. The Document of Authorization will be issued against each Bill submitted for payment by supplier/contractor, after exercising laid down checks as per Railways' Codes and Manuals, in executive and accounts branches. The Accounts Officer responsible for passing the claim will

issue the Document of Authorization. Issue of Document of Authorization will be captured in IPAS and IREPS to ensure that there is no duplicate payment against the said Bill and also to enable the supplier/contractor to view status of the claim. The Letter of credit signed between the bank and Railway should specifically mention that any excess/wrong payment made by the bank and later detected by the Railways, will be recovered from the bank.

5. The Railways will ensure that Document of Authorization is generated well within the time prescribed. Non issue of Document of Authorization must be communicated, with reasons thereof, to concerned supplier / contractor electronically.
6. The supplier/contractor will present the Document of Authorization to his/her Banker for necessary payments as per LC terms and condition. After release of payment to the supplier, the banker of the supplier/Contractor will send this Document to the Railways' Banker for release of payment to them (supplier's Banker). The Railway's Banker will reimburse, claim made by Banker of supplier/contractor, against original Document of Authorization after verifying signatures of authorized signatory of Railways and Bill of Exchange issued by contractor/supplier.

7. The LC charges paid by the Railways for opening and operation of LC shall be charged to the relevant expenditure head:

Misc Advance (LC charges paid to bank) Dr.

Misc. Adv GST (IGST/CGST/ SGST) Dr

Cheques & Bills Cr

The amount of GST paid shall be available for set off against output liability.

8. On issue of Document of Authorization, following accounting entries shall be made:-

Relevant Expenditure head Dr.

Misc. Adv. Cr

(Clearance of LC charges paid to bank from LC operating charges collected from party GST on incidental charges shall be paid by the party on reverse charge basis)

Sundry Other Earnings - Cr

(Amount recovered over and above LC charges paid to Bank)

Demands Payable/ Misc Advance Cap* Cr.

(As the case may be- as per letter authorization - *Demands Payable for Revenue and Misc Advance Cap for capital transaction)

An invoice shall be issued against party for collecting the incidental charges at the time of issue of Document of Authorization.

9. The reimbursement procedure in case of accredited banks selected as Railways' banker will be directly debiting the amount to the government account through scrolls. In case of non-accredited banks, the Accounts Officer concerned while authorizing a non-accredited bank to open LC will send copy of their letter to RBI/ Public Accounts Department / Mumbai and after verification/checks regarding authorization, RBI/ PAD will forward the papers to RBI/ CAS/ Nagpur with appropriate instructions for debiting Govt. account and make reimbursement to the paying bank on demand. After making the payment, the non-accredited bank authorized to open LC will send documents and also Accounts Officer's letter in original to RBI/CAS /Nagpur for debiting Govt account and getting reimbursement. After making payment to the party, the paying bank will also send a copy of the scrolls/documents to the PAO who issued the authorization for opening of LC. A copy of the scroll will also be sent to Local Point Branch of the bank for settlement and reporting as per extant system in vogue. The scroll should contain LCDA no. on scroll to facilitate reconciliation. Daily MIS thereof shall also be sent to CRIS.
10. On receipt of debit scrolls /documents, the Accounts Office will conduct necessary checks and debit Demands Payable /Misc. Advance (Cap) by credit to suspense head 8660-PSB Suspense. This suspense will be cleared by the Accounts Officer on receipt of the clearance memo from CAS/Nagpur.

11. The Railways will get confirmation from their Banker once the payment is released to supplier's/contractor's Banker. Acknowledgment will be placed in Purchase Order/Contract file and Contractors ledger and works Register/ Purchase Suspense Ledger will be updated accordingly.
12. It is expected that Railways would see reduction in rates offered in works and supply contract. The impact of release of payment through LC should, therefore, be evaluated after a year and reported to Board for appraisal.
13. Necessary modifications in General Conditions of Contract and IRS condition of contract, relevant Railway Codes will follow. Relevant applications viz IREPS, IPAS including integration with SBI software and protocol thereof are being carried out. Once these modifications are made, this pilot initiative will apply on all Notice inviting Tenders (NIT) of stores/ works/ services for tenders having value of Rs.10 lakh and above, w.e.f. April/ 2018.

This issues with the approval of PCMM.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GR&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:-

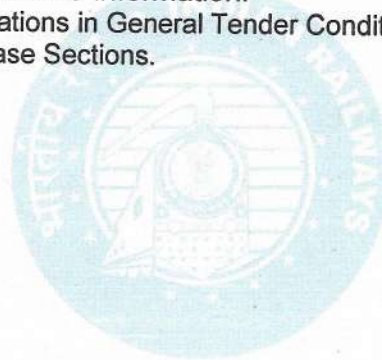
PS to PCMM for kind information of PCMM

CMM/E & CMM/M.

PFA /SC, FA&CAO/S&W/SC, for kind information.

Dy.CMM/IC for necessary modifications in General Tender Conditions SI.No.6.8.

Dy.CVO/Stores/SC and All Purchase Sections.



LC/DA No. _____/1*
Dated: _____

Document of Authorization

1. It is certified that Work Job assigned in Contract No.
dated..... under Inland Letter of Credit No.
dated.....

Or

Goods received / Works order completed Stage – Phase 1/2/3/4/5.

2. The beneficiary of Letter of Credit M/s is entitled to
receive payment aggregating INR..... out of a total LC amount of
INR..... against the first/second* commercial Invoice No. dated
_____ for INR raised against the above contract on the strength of this Certificate.

3. PAYMENTS ALREADY MADE :

1. Invoice No.
2. Invoice No.
- .& so on
- Total

4. THIS PAYMENT:

5. LC BALANCE AFTER THIS PAYMENT:

Signature & Seal of Applicant
(Railway Authority)

*As applicable

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad
दि Dt. 02.04.2018.

No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO.13/2018

All Purchase Officers of HQ/ Depots and Divisions.

Sub: Guidelines for Electronic Reverse Auction for Works, Stores and Service Contracts.

Ref: EDA/Transformation Cell Rly Bd's Lr.No. 2017/Trans/01/Policy/Pt-S
New Delhi, dated: 28-03-2018.

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Vide letter under reference, Board has issued detailed guidelines/procedure to be followed for Electronic Reverse Auction for procurement of Stores, Works, Services and Earnings tenders also.

In supersession of all earlier guidelines of procurement of Stores through RA, revised guidelines vide letter enclosed are accordingly issued for implementation.

This issues with the approval of PCMM

Encl; a.a



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/E & CMM/M for kind information.

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 28-03-2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Guidelines for Electronic Reverse Auction for Works, Stores and Service Contracts.

Ref: RB letter No. RS(M)/2011/EPS/01 Pt. dt. 18.01.2018

Vide letter under reference, Board had issued detailed guidelines / procedure to be followed for Reverse Auction for procurement of Stores. With the approval of Board (ME, FC, CRB) it has been decided to follow similar practice of Auction/Reverse Auction for Works, Services and Earnings tenders also. In supersession of all earlier guidelines for procurement of Stores through KA, following revised guidelines are accordingly issued for implementation.

A. Tenders for Works, Services and Stores Contracts

1.0 Selection criteria for tender cases of Works, Stores and Services proposed through Reverse Auction (e-RA) route:

- a) In the first phase, following method of purchase through Reverse Auction shall be the preferred method for procurement for Stores tenders valued more than Rs. 10 Cr. in each case and for Works and Services for tenders valued more than Rs. 50 Cr, in each case.
- b) The process of procurement through Reverse Auction shall be followed only in case of tenders where there are at least three approved vendors (where work to be executed/service to be provided/ bulk procurement is to be from vendors approved by RDSO/CORE/ PUs etc.) or at least three proven/likely competitive sources, prima facie competent for execution of work/provision of service/bulk ordering.
- c) Financial Bids in single currency/parameter only shall be allowed.
- d) For cases on Zonal Railways/ PUs, personal approval of the PHOD/CHOD duly vetted by associate finance shall be required for any exception in tendering method for cases otherwise eligible to be processed through the method of procurement detailed herein.
- e) Even for cases which do not satisfy the selection criteria as detailed above, Railways may follow the process of Reverse Auction, as detailed herein if they so desire, with vetting of associate finance and approval of competent authority.

2.0 Procedure for award of contracts through Reverse Auction:

- a) The procedure discussed herein shall be fully implemented through IREPS. Any reference to Reverse Auction in these instructions shall imply e-RA.
- b) Conduct and reporting of Reverse Auction shall be as per Annexure I to this letter.
- c) Each tender should clearly specify essential technical and commercial parameters in a transparent manner. No deviation to such essential Technical & Commercial conditions shall be permitted to the vendors in the electronic bid form.

2.1 Technical Bid and Initial Price Offer:

- a)
 - (i) In case of Works and Services related tenders E-RA shall be adopted only for those cases where evaluation is on the basis of single parameter/currency.
 - (ii) In case of Stores Tenders procuring authority shall decide the bid evaluation criteria in the tender itself, i.e. whether the evaluation shall be item wise, consignee wise or overall tender value wise.
- b) Bidder shall be simultaneously required to electronically submit a Technical & Commercial Bid and Initial Price Offer.
 - i. In case of Works and Services tenders, offers found eligible for award of contract/meeting eligibility criteria shall be categorized as Qualified for Award of Contract for the purpose of e-RA.
 - ii. In case of Stores tenders, offers found eligible for bulk order shall be categorised as Qualified for Bulk Order for the purpose of RA and offers found eligible for Developmental order shall be categorised as Qualified for Development Order for the purpose of RA.
- c) Offers not complying with essential technical & commercial requirements of the tender shall be declared as Ineligible for award of contract.
- d) Technical & Commercial evaluation of bids shall be done by a Tender Committee, as per extant guidelines, delegation and the estimated value of tender. Recommendations of Tender Committee shall be considered by Tender Accepting Authority, as per existing guidelines.
- e) Initial Price Offer of only those bidders categorized as Qualified for Award of contract in case of Works and Services Tenders shall be opened and tabulated by system separately. In case of Stores tenders Initial Price Offer of only those bidders categorized as Qualified for Developmental Order or Qualified for Bulk Order, shall be opened and tabulated by system separately, category wise. Extant instructions for electronic tabulation shall apply for tabulation of Initial Price Offers.

2.2 Financial Bid:

Financial Bid shall comprise of Final Price Offer obtained through Reverse Auction. Following conditions and procedure shall be followed in selection of bidders for conduct of Reverse Auction:

- a. Selection of vendors for Reverse Auction for award of Contract in Works and Services tenders and bulk ordering in Stores tenders :

Number of tenderers Qualified for Award of contract/ Bulk Order	Number of tenderers to be selected for Reverse Auction	Remarks
< 3	NIL*	The bids disallowed from participating in the Reverse Auction shall be the highest bidder(s) in the tabulation of Initial Price Offer. In case the highest bidders quote the same rate, the Initial Price Offer received last, as per time log of IREPS, shall be removed first, on the principle of last in first out, by IREPS system itself.
3 to 6	3	
More than 6	50% of Vendors Qualified for Bulk Order/award of contract (rounded off to next higher integer).	

Note:

- i. * If the number of tenderers qualified for Bulk Order / Award of Contract is less than 3, RA shall not be done and tender may be decided on the basis of Initial Price Offer(s).
 - ii. In case of Stores tenders, selection of vendors for Reverse Auction for developmental ordering: All bids found Qualified for Developmental Order shall participate in Reverse Auction for developmental orders.
 - iii. **MSE Criteria (Not applicable for Works):** All MSEs (Micro & Small Enterprises) found Qualified for Bulk Order/Award of Contract but could not be selected for Reverse Auction as per criteria stipulated in para 2.2 a. above, but are within the range of 15% of lowest Initial Price Bid shall be permitted to participate in the Reverse Auction, irrespective of their inter-se ranking on the basis of Initial Price Bid. Such MSEs shall be over and above the number of vendors selected for Reverse Auction, as per para 2.2 a. In case of Stores tenders, lowest initial price bid shall mean lowest initial price bid of vendor qualified for bulk order.
 - iv. **Make in India criteria:** All bidders eligible for benefits under Public Procurement (Preference to Make in India) Order – 2017, found Qualified for Bulk Order/Award of Contract and are within the specified range of price preference of lowest Initial Price Bid shall be permitted to participate in the Reverse Auction, irrespective of their inter-se ranking on the basis of Initial Price Bid. Such bidders shall be over and above the number of vendors selected for Reverse Auction, as per para 2.2 a.
- b. During Reverse Auction process, bidders shall not be allowed to bid a rate higher than the lowest Initial Price Offer.
- 2.3 (i) Reverse Auction among bids categorized as Qualified for award of contract in case of Works and services tenders shall be conducted on IREPS/Suitable Platform. Bidders shall be able to see the auction screens.
- (ii) Reverse Auction among bids categorized as Qualified for Developmental Order and Qualified for Bulk Order shall be conducted concurrently on IREPS/Suitable Platform in Stores tenders. Bidders shall only be able to see the auction screens relevant to them for each category. Purchaser shall be permitted to see all the auction screens for both categories on line.
- 2.4 In case of Stores Tenders, quantity to be covered on developmental orders shall be limited to 20% of the net procurable quantity. Developmental orders shall be placed in terms of Railway Board letter no. 99/RS(G)/709/1/Pt. Dated 13/01/2015. The quantity covered on developmental orders may be within or outside NPQ, which may be decided by TC/TAA, before conduct of Reverse Auction.
- 2.5 After obtaining the final bids of the Reverse Auction, tenders shall be finalized as per existing policy (including price preference to MSEs and Make in India Order, 2017, (wherever applicable) and in case of Stores tenders, procedures based on the eligibility and quantity distribution criteria, as pre-defined in the tender document. All the relevant policies of Government of India at the relevant time shall be applicable.
- 2.6 The level of Tender Committee to consider the Final Price Offers shall be determined on the basis of lowest Initial Price Offer of bid Qualified for award of contract in case of Works and services tenders and qualified for Bulk Order in case of Stores tenders, as opened prior to Reverse Auction. In case the level of Tender Committee which evaluated technical & commercial bids as per para 2.1(d) was higher than the level of TC competent to consider

lowest Initial Price Offer of bid Qualified for award of contract/Bulk Order, the higher level TC shall continue to finalize such tender cases.

- 2.7 For specific high value cases centralized at Railway Board such as procurement of Wagons, HSD oil, Track Machines, Steel, Rail and such other works/services/procurements, specific e-RA conditions, may be formulated and incorporated in the tender conditions duly vetted by Associate Finance and approved by competent authority.
- 3.0 Considering the fact that execution of works, delivery of services and availability of items is of paramount importance, Zonal Railways should resort to tendering through other appropriate methods to meet any exigency.
- 4.0 The above guidelines will apply prospectively, i.e. for tenders published subsequent to roll out of Reverse Auction module, incorporating above policy, by CRIS.
- 5.0 Zonal Railways/ PUs/ PSUs/Other Bodies shall incorporate appropriate conditions in the tender document.

B. Tenders for Earning Contracts

Competent authority has decided that all earnings tenders shall henceforth be done using electronic mode only (E-Tendering) and manual tendering may be discontinued. Further, for all Earning Tenders, e-auction method may be followed. This shall however apply only after successful proving out of appropriate module for Earning Contracts by CRIS. Any Earning Tender to be done manually after roll out of Earning Tender module by CRIS shall require personal approval of PHOD/CHOD.

C. For PSUs and Other Bodies/Organizations of Railways

These instructions are also applicable to all Railway PSUs like IRCON, RVNL, RAILTEL, RITES, IRCTC, MRVC and their subsidiaries and other bodies like CRIS. It is however, not mandatory for them to use IREPS module for this purpose. They may choose any proven software tool for this purpose which is suitable to function in compliance with these guidelines for Zonal Railways/PUs.

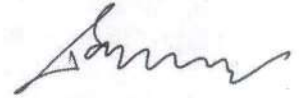
D. Other Instructions

1. E-Tendering is to be followed for all types of tenders on Indian Railways, PUs and Railway PSUs.
2. Two Packet Single Stage system of tendering is to be followed for:
 - a. Stores – Through e-R.A. tenders above Rs 10 Crore.
 - b. Works – For all tenders above Rs 10 Crore.
 - c. Services – For tenders above Rs 50 lakh.
 - d. Earnings – For all tenders.
3. MSME criteria of considering offers from MSEs quoting within L-1 + 15% for 20% of NPQ is to be followed for all Goods and Services tenders.
4. Make in India Preference order is to be followed for all Goods, Services and Works tenders wherever applicable as per guidelines. Copies of the Order No. P-45021/2/2017-B.E.-II dated

15-06-2017 and RB letter no. 2015/RS(G)/779/5 dt. 27.12.2017 are enclosed as Annexure-II & III for ready reference.

5. Withdrawal of L-1 Offer: In case of withdrawal of offer of L-1 bidder, the tender need not necessarily be discharged in case of tenders for procurement of Goods and Services (Other than Consultancy) subject to the conditions mentioned in RB letter no. 2017/Trans/01/Policy dt. 17-11-2017 being fulfilled.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.



(V. Arun Kumar)
Director / Transformation Cell

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 28-03-2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways



(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

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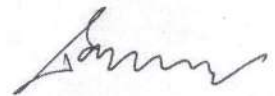
1. The CMDs, All IR PSUs.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, PEDs & Executive Directors of Railway Board



(V. Arun Kumar)
Director / Transformation Cell

Procedure for Conduct and Reporting of R.A.

1. The tendering authority shall solicit bids through an invitation to the electronic Reverse Auction to be published or communicated in accordance with the provisions similar to e-procurement.
2. Convener of the tender committee shall fix the following, on case to case basis, depending upon the nature of item/work/service and complexity of case on hand. **These shall be indicated in the tender for e-RA itself.**
 - a. Initial e-RA period: This shall be the initial time interval for e-RA. e-RA shall be open for this duration.
 - b. Auto extension period: In case any offer is received in the time period equal to auto extension period before close of initial e-RA period, the e-RA shall be extended for time equal to auto extension period from the time of last bid. There shall be no upper limit on number of auto extensions. When no offer is received in the last auto extension period, e-RA shall close.
 - c. Minimum decrement in percentage of value of the last successful bid.
3. Date and time for start of e-RA shall be communicated to qualified tenderers by the convener after evaluation of the Technical Bids.
4. After submission of Initial Price Bid, tenderers will not be allowed to revise the taxes and other levies.
5. During auction period, identities of the participating tenderers will be kept hidden.
6. Minimum admissible bid value will be last bid value minus minimum decrement as specified by the tendering authority before starting of reverse auction. Starting point for reverse auction shall be the lowest Initial Price Bid of the tenderer eligible for award of contract.
7. After close of the RA, tabulation of last (minimum) bids received from all the tenderers will be generated and made visible to Railways and participating tenderers.
8. Railway users can also view the bidding history in chronological order.
9. Bidders not be allowed to withdraw their last offer.
10. L-1 will be defined as the lowest bid obtained after the closure of R.A. session for Goods, Works and Services tenders.

(Ref: RB Letter no. 2017/Trans/01/Policy/Pt-S dated 28-03-2018)

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad

दि Dt. 13.04.2018.

No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO.14 /2018

Sub: Dispensation of vetting of Non-Stock requisitions against sanctioned works and that of Purchase Orders generated directly by iMMS.

Ref: ED/Transformation cell Lr.No. 2017/Trans Cell/S&T/Processes dt. 06.04.2018.
><><><><><

Railway Board vide letter under reference, has issued the following guidelines to reduce the time of procurement of materials for "Dispensation of Vetting of Non-Stock requisitions against sanctioned works and that of Purchase Orders generated directly by iMMS."

1. The vetting of requisitions in case of sanctioned works may be dispensed with where detailed estimate has been sanctioned subject to the condition that the sanctioned details estimate should include item, quantity and total estimated value.

The **indenter** should **certify the availability of fund** on the indent itself for the corresponding financial year.

The indents sent by the executive for procurement of any item will include an **attested** copy of the sanctioned detailed estimate showing item, quantity and estimated value of that item.

The **Technical Member** of the Tender Committee/Tender Case will be **responsible** for confirming the quantity of the item to be procured against such requisitions. A collective view will also be taken by the member of the Tender Committee.

2. The vetting of Purchase Orders may be done away with in cases where Purchase Orders are generated directly by iMMS based on electronically accepted TC recommendations.
3. The Official issuing the Purchase Order will be responsible for the correctness and compliance of provisions relating to issue of Purchase Orders.

This issues with the approval of PCMM.



(D.C.Venkaiah)

उपमुसाप्र स व माडि Dy.CMM/IC/HQ/SC

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:- PS to PCMM for kind information of PCMM,
FA&CAO/SC, FA&CAO/S&W/SC For information please.
CMM/E & CMM/M For Information.
Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC for information,
All purchase officers of Hqrs, All Depots and Divisional Stores offices.

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2017/Trans Cell/S&T/Processes

New Delhi, dated: 06.04.2018

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

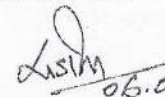
Sub: Dispensation of vetting of Non-Stock requisitions against sanctioned works and that of Purchase Orders generated directly by iMMS

To reduce the time of procurement of materials, Board (FC, CRB) have decided the following

1. The vetting of requisitions in case of sanctioned works may be dispensed with where detailed estimate has been sanctioned subject to the condition that the sanctioned detailed estimate should include item, quantity and total estimated value.
The **indenter** should **certify the availability of fund** on the indent itself for the corresponding financial year.
The indents sent by the executive for procurement of any item will include an **attested copy** of the sanctioned detailed estimate showing item, quantity and estimated value of that item.
The **Technical Member** of the Tender Committee/Tender Case will be **responsible** for confirming the quantity of the item to be procured against such requisitions. A collective view will also be taken by the members of the Tender Committee.
2. The vetting of Purchase Orders may be done away with in cases where Purchase Orders are generated **directly by iMMS** based on electronically accepted TC recommendations.
3. The official issuing the Purchase Order will be responsible for the correctness and compliance of provisions relating to issue of Purchase Orders.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.

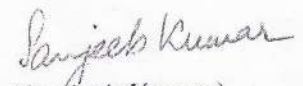

(Mahesh Chandra)
Executive Director
Rly. Stores (G)


(Rajesh Gupta)
Executive Director
Transformation Cell

No. 2017/Trans Cell/S&T/Processes

New Delhi, dated: 04.2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy- As per list enclosed

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dt.17.04.2018.

No.S.320/IMMS/EDP Reports

OFFICE PROCEDURE ORDER No.15/2018

Sub:- A,B,C Categorization of Stores (based on percentage of Total Consumption).

In partial modification of the existing instructions on the subject a review has been made on the A,B,C Categorization of Stores.

After review of the list of items as per the value of consumption during 2017-18, A,B,C Categories have been revised as under :

Category	Annual Consumption Value
A	Above Rs.40 lakhs
B	Between Rs.6 Lakhs & up to Rs.40 Lakhs
C1	Between Rs.25000 & up to Rs. 6 Lakhs
C2	Below Rs.25000.

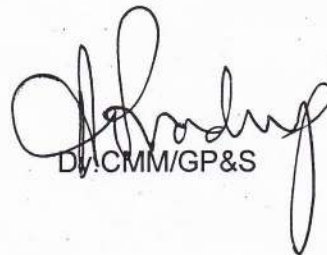
The categorization is based on consumption for the entire Railway and will be uniform for the Railway irrespective of their value of consumption in individual depot.

EDP Centre will give list of A, B, C1 & C2 items of all depots to the Headquarters based on the limits given above and the same will be circulated to all the depots. A consolidated copy of PL wise A, B, C1 & C2 items will be given for use of Purchase Officers.

The Purchase Officers are requested to note the above change for periodical review of the items at Headquarters level.

This should be implemented with immediate effect.

This has approval of the competent authority.



DI/CMM/GP&S

C: PS to PCMM for kind information of PCMM please
CMM/E & CMM/M for kind information please
Sr.MPS/SC, Dy.CVO/Stores/SC
All Purchase Officers, Depot & Divl. Officers
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY
All Sections Heads at Hqrs.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad.71

Dt. 25.04.2018.

सं.एस No: No.S.150 M - SOP.2017

OFFICE PROCEDURE ORDER NO. 16/2018

विषय Sub:- Correction Slip No. 5 to Model Schedule of Powers-2017- Amendment to item nos 1.3(a) to (c), 2.2(c), 2.4 (d) and notes under item 6 of Part "D" Stores Matters.

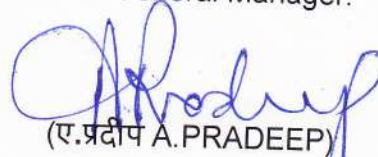
संदर्भ :Ref:-1) Correction slip No. 05 to M.SOP-2017 dt. 23.04.2018. (F/15-18)
2) Rly Bd Ir.No.2017/Trans/01-1/Policy dt. 28.11.2017. (F/11)
3) Rly Bd Ir.No.2017/Trans/01/Policy /Pt-S dt. 06.02.2018. (F/7)

Based on Railway Board's letters mentioned above, the existing provision of Model SOP is amended for Item nos. 1.3(a) to (c), 2.2(c), 2.4 (d) and notes under item 6 of Part "D" Stores Matters vide GM's Office C.S.No. 05 dt. 23.04.2018 are enclosed for necessary implementation.

Soft copies of the revised SOP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder.

All are advised to ensure compliance of the above amendments.

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


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/G, CMM/E & CMM/M for kind information

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges

SOUTH CENTRAL RAILWAY

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

General Manager's Office,
Secunderabad – 500 025.
Date: 23.04.2018

MEMORANDUM

Sub: **Correction Slip No 5 to the Model Schedule of Powers 2017 – Amendment to Item No.1.3 (a) to (c), 2.2 (c), 2.4 (d) and notes under Item 6 of Part 'D' Stores Matters.**

<<<<<<

The following amendments/modifications are issued to item No. 1.3 (a) to (c), 2.2 (c), 2.4 (d) and notes under item 6, Part 'D' Stores Matters.

The revised items are as follows:-

Sl. No.	Nature of Powers	C.O.S.	C.M.M	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
1.3	(a) Vetting of Non-Stock requisitions	1. Safety/Passenger Necessity items – above Rs. 10 lakhs 2. Other than Safety/Passenger Necessity items – above Rs. 2.5 lakhs						Authority: 1. 99/RS(C)/165/SRC dt. 25.02.03 2. 2007/Trans/01/Policy dt. 18.10.17 3. 2017/Trans/01-1/Policy dt. 28.11.2017.
1.3	(b) Vetting of purchase orders	1. The limit for vetting of purchase orders is above Rs. 15 lakhs for Safety/Passenger Necessity items as defined in Rly. Bd. Lr. No. 88/RS(G)/779/14Pt dt. 06.01.2017 subject to 10% test check by Accounts and Rs.8 lakhs for other than Safety/Passenger Necessity items including Medicines 2. Powers of finance deptt: A) JAG above Rs. 5 Crores and B) Sr. Scale up to Rs. 5 Crores 3. However, all purchase orders, which do not require vetting, may also be got noted in the liability register for strict budgetary control 4. Funds availability register in IMMS should be regularly updated						Authority: 1. 88/RS(G)/779/43Pt dt. 21.10.2002 2. Rly. Bd. Lr. No. 2001/F(S)/P/W/72 dated 09.01.2003 3. Lr.No.2007/RS(G)/779/1 dated 28.07.08, 16.10.2008, 16.02.2009 4. 2014/F(S)/1/Misc./12 dt. 24.12.2014 5. 88/RS(G)/779/14Pt dt. 27.02.2015 & 12.03.2015 & 88/RS(G)/779/14Pt dt. 06.01.2017 6. 2017/Trans/01-1/Policy dt. 28.11.2017.
1.3	(c) Vetting of indents by Associate finance for indents to be placed on centralized procurement agencies by COS Safety/Passenger Necessity items & Other than Safety/Passenger Necessity items)	1. The limit for vetting of indent is above Rs.15 lakhs for Safety/Passenger Necessity items and Rs.8 lakhs for other than Safety/Passenger Necessity items including Medicines 2. Powers of finance deptt: A) PHOD – above Rs. 20 Crores, B) SAG – above Rs. 3 Crores up to Rs. 20 Crores, C) JAG/SG – above Rs. 1.5 Crores up to Rs. 3 Crores, D) SS – above Rs. 15 lakhs up to Rs. 1.5 Crores for Safety/Passenger Necessity items and above Rs. 8 lakhs up to Rs. 1.5 Crores for other than Safety/Passenger Necessity items For Drugs and Surgical Items: 1. All annual indents are to be processed by Medical Department. 2. All annual indents are to be pre-vetted by Associated Finance. 3. Medical Branch should consolidate such demands and if the value exceeds Rs.5 Lakhs should obtain Hqs Finance vetting & such vetted indents shall be forwarded to Stores Department for procurement						Authority: 1. 2014/F(S)/1/Misc./12 dt. 24.12.2014 2. Procedure order No. 15/2003 & Railway Board's Ltr No.88/RS(G)/779/43/Part dt. 21.10.2002; 3. 88/RS(G)/779/14Pt dt.06.01.2017 [Para 2.0 S.No.4] 4. 88/RS(G)/779/14Pt dt.06.01.2017 [Para 2.0 S.No.3 & 4] 5. 2017/Trans/01-1/Policy dt. 28.11.2017.

Chow
24/04/2018

Contd..2

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Sl. No.	Nature of Powers	C.O.S.	C.M.M	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
2.2	Limited Tenders / Bulletin Tenders							
	(a) In normal course (including drugs and surgical items) for non-GEM items (refer Note- iii & vi)	Rs.25 lakhs	Rs.25 lakhs	Rs.25 lakhs	# Rs.8 lakhs	# Rs.3 lakhs	--	# LTs to be issued simultaneous to BT. LT panel shall include RDSO/CLW/DLW/CF/Zonal Railway approved firms or likely sources certified by user department and last suppliers Authority: 1. 706-S & 328-S. 2. ACS No.28 to Para S-706. 3. 81/F(S)/PW-7/1 dated 28.04.81 4. 2001/F(S)/PW/7/2 dt 12.10.2001 & 5.9.03. 5. 2007/F(S)/PW/7/1 dt 07.12.2007 6. 2007/RS/G/779/1 dt 4/4/2008. 7. 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 8. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.1 A&B] 9. 88/RS(G)/779/14Pt Dt: 22.09.2017 {All the conditions/ guidelines laid down in this letter is applicable.}
	(b) In emergencies including items available in GeM portal	Up to Rs.10 Crores	Up to Rs.5 Crores	Rs.1.5 Crores	Nil	Nil	Nil	1. AGM approval for value of tenders above Rs.10Crs and Up to Rs.20Crs. 2. For Emergencies including items available in GeM portal, purchase should be limited to the quantity required to tide over the emergencies. 1. AGM Approval for value of tenders above Rs.10Crs and Up to Rs.20Crs.
	c) Safety/Passenger Necessity items	Up to Rs.10 Crores	Up to Rs.5 Crores	Up to Rs.1.5 Crores	Up to Rs.8 Lakhs	Up to Rs.3 lakhs	Nil	Authority: 1. 328-S 2. 83/F(S)/PW-7/1 dated 4.4.83 3. 83/F(S)/PW-7/1 dated 14.9.87 (S.226/1/Vol. 14 dated 23.10.87/12.11.87) 4. 83/F(S)/PW-7/1 dt 2.3.94 2007/RS/G/779/1 dt 28/07/2008. 5. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 6. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.1 C] 7. 2017/Trans/01-1/Policy dt. 28.11.2017
	(d) For items for which approved list is issued by centralized agency/RDSO/PUCORE	Up to Rs.10 Crores	Up to Rs.5 Crores	Up to Rs.1.5 Crores	Up to Rs.8 Lakhs	Up to Rs.3 lakhs	Nil	

P. 2017/Trans/01-1/Policy dt. 28.11.2017

Sl. No.	Nature of Powers	C.O.S. *	C.M.M.	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
Invitation of Single Tenders for non-proprietary articles without Finance concurrence:								
2.4	(a) Normal circumstances (refer Note- X below) (b) Drugs and Surgical Item # (c) In Emergencies affecting maintenance, out turn, operation etc. (refer Note – X below) (d) Safety/Passenger Necessity items below two months stock (e) Existence of single approved source on list issued by RDSO/PLS	Rs. 8 lakhs Rs. 1 Lakhs Rs. 45 lakhs Rs. 1 Crore	Rs. 8 lakhs Rs. 1 Lakhs Rs. 45 lakhs Rs. 1 Crore	Rs. 50,000/- - do - -- - do -	Rs. 25,000/- - do - -- - do -	Rs. 25,000/- - do - -- - do -	DRM Rs. 5,000/- NA DRM Rs. 7,500/- (In Consultation with associate finance) -- --	Authority: 1. 83/F(S)/PW-711 dt. 2.3.94 2. 2001/F(S)/PW/712 dt. 27.01.2003 3. 2007/RS/G/779/1 dt. 4/4/2008 4. ACS No.20 to S-330 5. 88/RS(G)/779/14Pt Dt. 27.02.2015 & 12.03.15. 6. 88/RS(G)/779/14Pt dt. 06.01.2017 [Para 2.0 S.No.2 (a) & (b)] 7. 2017/Trans/01/Policy dt. 18.10.2017 8. 2017/Trans/01-1/Policy dt. 28.11.2017. Note: 1. Where the Tenders are invited on Single tender basis with Competent Authority's approval, the offer can be considered under normal purchase powers of the Purchase Officer. 2. For item 2.4 (e), preference should be given to invite Advertised Tender 3. # As adopted by SCR

Note: (Under Item 6 – Local purchase)

1. Stock Items:

(i) Local Purchase by Stores Officers in Head Quarters and Depot Officers of Stores Department. The normal annual recoupment quantity does not exceed Rs. 1,00,000/- in value or the stock of the item is precariously low and item is urgently required (ACS No.31 to Para S-771)

(ii) Local Purchase of stock items by Divisional Stores Officers: Non-availability Certificate shall be obtained from stockholders.

PhD
24/09/2018

2. Stock & Non-Stock Items:

Limit of Local Purchase Powers against single quotation is Rs. 25,000/- per item. Rly. Bd. Lr no. 88/RS(G)/779/14Pt Dt. 06.01.2017 [Para 2.0 Sl. No.13]

Note:

Earlier Notes 2 & 4 of item 6: May be treated as deleted.

This is however subject to the condition that appropriate sanctions as per extant policy for purchase of the items concerned having been obtained.

(Authority: Director/Transformation Cell/Railway Board letter no. 2017/Trans/01/Policy/Pt-S dt.06.02.2018)

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


24/04/2018

(प्रमुख चक्रवर्ती PRASUN CHAKRABORTY)

34 अतिरिक्त/मि Dy. General Manager/G

To All Concerned

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

सं.एस No: No. No. S.232.Tender & Purchase Procedure

Dt. 27.04.2018.

OFFICE PROCEDURE ORDER NO.17/2018

विषय Sub:- Registration of Udyog Aadhar Memorandum(UAM) Ministry of Micro, Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP).

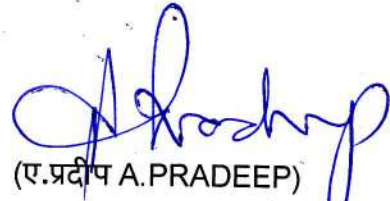
संदर्भ :Ref:- Rly Bd Ir.No.2010/RS(G)/363/1 dt 25.04.2018.

As per Railway Board letter mentioned above regarding "Registration of Udyog Aadhar Memorandum (UAM) Ministry of Micro, Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP)", it has been decided that for effective implementation of the propose system, all procurement entities have been requested to suitably modify the Tender conditions.

In view of the above, the following condition has been included as a Special Tender Condition at Sl.No. 36 in the Instruction to Tenderers for E-Tenders.

Sl.no. 36: **Special Tender Condition**: " The declaration of Udyog Aadhar Memorandum (UAM) number by the vendors on Central Public Procurement Portal (CPPP) is mandatory from 01.04.218. The bidder who fails to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order, 2012 issued by MSME".

This issues with the approval of PCMM



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-PS to PCMM for kind information of PCMM,
CMM/E & CMM/M For Information.

Dy.CMM/IC : To incorporate the above condition as Special Tender Condition at
Sl.No. 36 in the Instruction to Tenderers for E-Tenders.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC for information,

All purchase officers of Hqrs, All Depots and Divisional Stores offices.

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad.71
Date:10.05.2018

सं.एस No: No.S.236.Genl.Misc.

OFFICE PROCEDURE ORDER NO. 18/2018

विषय Sub:- Office Procedure Order for acceptance of pre-inspected materials.

संदर्भ :Ref: 1. This office letter No.S.151.P.Vol.5 dated 28.01.2004.
2.Railway Board letter No.2000/RS(G)/379/2 dated 18.1.2018.

1. Procedure order for acceptance of pre-inspected materials supplied by Part-I approved sources of RDSO, DLW, ICF, RCF and CME/S.C.Railway (Regular Order) was issued vide letter No. S.151.P.Vol.5 dated 28.01.2004 as per which the system of final check/inspection at the consignee's end of the material pre-inspected by RITES/RDSO was dispensed with the approval of the then CME.
2. However, despite issue of the above instructions, Shed Incharges of the Elec & Diesel Loco Sheds continue to test the material even for the pre-inspected materials.
3. Railway Board has issued a number of procedure orders for streamlining the process of dealing with the pre-inspected material and joint inspection thereafter in case of rejections. At present, Railway Board is insisting on early accountal of material since the delay in accountal leads to increase in the out-of-stock percentage of the item as well as non-availability of the item.
4. Lot of transformational changes are taking place in the recent past and Railway Board is also necessitating delays should be avoided wherever it is feasible.
5. In order to avoid delays in acceptance of materials, it is decided that all the pre-inspected materials inspected by RITES/RDSO should be accepted and R.Notes be issued within 3 days from the date of receipt of such pre-inspected materials unless or until some abnormalities like breakage / damage of materials etc. are noticed. However, this excludes cases where formal extension of delivery period is required. Such cases should be dealt on priority for issue of amendment if any from Hqrs. and acceptance of materials should be done latest within 5/7 days.
6. If such pre-inspected materials are required to be tested by consignee again, the Inspection demand notes can be sent to ultimate consignee for inspection parallelly. If no rejection advice received in the depot in 7days, the material may be treated as finally accepted.
- 6.1 If the material gets rejected in such inspections by Consignee,. Accounts department may be advised immediately to with hold payment and a Joint inspection has to be conducted immediately In this regard, Railway Board letter No.2000/RS(G)/379/2 dated 18.01.2018 envisages the following regarding handling of rejection of pre-inspected items and warrantee rejections/consignee's rights:

Para 1.1 A(iii) reads as "if the firm desires to have joint inspection, joint inspection of rejected material will be held with pre-inspecting agency and the firm. In case of failure of either of the two parties to associate with joint inspection, the joint inspection should be held by the consignee with whichever of the two parties comes for joint inspection. Irrespective of whether the party(ies) attend joint inspection or not, the modality of joint inspection etc will have to be completed within 21 days of communication of rejection advice to the supplier (in line with IRS Conditions of Contract clause 703). For imported material, the time limit will be 45 days.

- 6.2 Further it was clarified that "desire" of the firm is relevant only to the extent the firm wishes to participate in the joint inspection. Such "desire" of the firm cannot decide whether joint inspection has to be carried out or not. In fact the paragraph clearly states "in case of failure of either of the two parties to associate with joint inspection, the joint inspection **should** be held by the consignee with whichever of the two parties comes for joint inspection". Hence the instruction makes it amply clear that the "desire" of firm can only affect firm's decision to participate in joint inspection or otherwise. Such unilateral "desire" cannot impact conduct of a transparent joint inspection procedure.
- 7 In case the material is finally rejected, the firm should be advised by the depot to supply the replacement material. At the same time, advance payment if any made should also be recovered by the Depot by coordinating with Associate Accounts/Hqrs. Finance. In such cases, Stores Department will take necessary suitable action for arranging alternate supplies if need be by following extant procedure.
- 7.1. Once the material is accepted, the warranty liabilities should be dealt suitably as per the instructions issued by Railway Board vide letter No. 2000/RS(G)/379/2 dt:07.08.2015.
- 8 A complaint regarding poor quality etc. also to be sent to RITES/RDSO for further action.
- 9 The aforesaid changes in the system of accountal of stores will be without prejudice to the consignees right of rejection as legislated in Clause 1502 of IRS Conditions of Contract. This will expedite the accountal of materials, at the same time will also safeguard the ultimate consignee's right of rejection as envisaged in Para-1502 of IRS conditions of contract.
- 10 This issues with the approval of PCMM, PCME and PCEE.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

All PHODs/DRMs for kind information.

CMM/E & CMM/M for kind information

CWM/LGD, RYPS, TPTY ; FA&CAO/S&W/SC, for information please.

Sr.DME/DSL/MLY, GY, KZJ, GTL, BZA : Sr.DEE/ELS/LGD, KZJ, BZA, Car Shed/MLY

Dy.CVO/Stores/SC; Dy.FA&CAO/S&W/SC; Dy.FA&CAO/WS/LGD; WAO/CRS, RYPS, DEE/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED;

Dy.Ch.Manager/P&S/SC,

All Purchase Officers/HQrs, Depot & Divisions

All Section-in-charges

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad.71

Date:14.05.2018

No. No. S.232.Tender & Purchase Procedure

All Depots and Divisional Stores offices.

OFFICE PROCEDURE ORDER NO: 19 /2018

विषय Sub:- :- Procurement of Stock items through Local Purchase.

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It is seen that local purchase for stock items are resorted to for items even if stocks are available in other Depots. Such incidences are to be avoided.

Hence, it is once again reiterated that:

Local Purchase of stock items are to be resorted only in emergencies that too after verifying the availability of stock for these items in sister Depots & If stocks are available in sister Depots efforts should be made to collect the same on DTF first.

This issues with the approval of PCMM.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:- PS to PCMM for kind information of PCMM,
FA&CAO/SC, FA&CAO/S&W/SC For information please.
CMM/E & CMM/M For Information.
Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC for information,
All purchase officers of Hqrs,

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

दि Dt. 15.05.2018.

सं. No. S.248.Vig.Preventive Check 2018

All Purchase Officers of HQ/ Depots and Divisions

Office Procedure Order No. 20 /2018

विषय Sub: Timely release of Receipt Notes – reg.

संदर्भ Ref: Dy.CVO/Stores's Lr.No.G.265/PC/2017/11/02287/S/N/SC dt.23/04/2018.

During Preventive Check conducted by Vigilance Branch in various Depots it is revealed that the Receipt Notes were released after a gap of 3/6 weeks etc in a few random cases. As per the codal provisions there shall not be any delay between the Receipt of material in the Depot and its accountal in the Ledgers and the material shall not be allowed to lie in the Receipt shed indefinitely.

Hence, it is advised for timely release of Receipt Notes. In this connection, OPO NO.09/2018 dt.27/02/2018 on Digital submission/processing of Vendor's bill may also be referred and followed.


(ए. प्रदीप A. PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/M, CMM/E

Dy.CVO/Stores w.r.t. letter dated 23/04/2018.

OFFICE PROCEDURE ORDER NO: 21/2018

विषय :Sub:- Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience - Prior Turnover Criteria.

संदर्भ Ref:- Rly Bd Lr No. 2010/RS(G)/363/1 dt.04.05.2018.

The following conditions under Benefits of MSE/Startups as per Public Procurement Policy in the General Tender Conditions regarding "Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience - Prior Turnover Criteria" are as under:

Para no.	Existing Clause	Para no.	Revised Clause
15.	<u>Benefits of MSE as per Public Procurement Policy:</u>	15	<u>Benefits of MSE/ Startups (whether Micro & Small Enterprises (MSEs) or otherwise as per Public Procurement Policy:</u>
15.C	In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises order 2012, the condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all Public Procurement is relaxed subject to meeting of quality and technical specifications.	15.C (i)	In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises order 2012, the condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all Public Procurement is relaxed subject to meeting of quality and technical specifications.
		C (ii)	Prior turnover and prior experience in Public Procurement to all Start-ups (whether Micro & Small Enterprises (MSEs) or otherwise) is relaxed, subject to meeting of quality and technical specifications in accordance with the relevant provisions of GFR, 2005.

This is issued with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GR&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 30.05.2018

OFFICE PROCEDURE ORDER NO: 22/2018

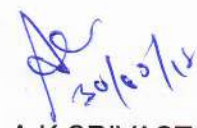
विषय :Sub:- Dealing of Security Deposit

संदर्भ Ref:- This office OPO No.3/2009 dt.20.03.2018.

It has been observed that the procedure relating to Security Deposit (SD) in Supply Contracts issued vide OPO no. 3/2009 is not being followed.

It is once again reiterated that the procedure laid down in OPO no. 3/2009 has to be scrupulously followed.

Both the registers mentioned in OPO No. 03/2009 shall be put up in the first week of every month by section in-charge for counter signature by respective officers.


(ए के. श्रीवास्तव A.K.SRIVASTAVA)

प्रमुख मुख्य सामग्री प्रबंधक/ यां
CHIEF MATERIALS MANAGER/M

Copy to:-

PS to PCMM for kind information of PCMM
All CMMs, Sr.System Manager,
Dy.CVO/Stores/SC
All Purchase Officers /Hqrs, Dy.CMM/C at CAO/C/SC
Sr.MPS/P&S/SC, and all Ch.OSs/OSs of purchase sections

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date 20/3/2009

No.S.76/I

OPO NO. 3/2009

Sub: Return of Security Deposit.

- Ref: 1. Railway Board's letter No.2004/RS(G)/779/1 dated 24/7/2007 circulated vide Serial Circular No.12/2007 vide letter No.S.314.2).Vol.V.48 dated 30/7/2007.
2. OPO No.2/2009 issued vide letter No.S.76/I dated 19/2/2009.

In supercession of OPO No.2/2009, issued vide letter No.S.76/I dated 19/2/2009 the following procedure is to be adopted for the matters relating to Security Deposit (SD) in Supply Contracts.

- (i) Each Purchase section shall maintain a register in the format given under for monitoring of SD submitted by the firms for execution of purchase orders. Few pages in the register should be earmarked for every month of each calendar year for entering the SD details as per the month of the terminal delivery date.

Sl. No.	PO No.	Date	Firm Name	Security deposit details	Terminal delivery date as per contract	Validity date of BG	Remarks

- (ii) As soon as the purchase order is released duly collecting SD, entry shall be made in the corresponding month (depending on the month of terminal delivery date) of the register. It should be ensured that the validity date of BG submitted towards SD is ahead of the terminal delivery date by atleast 2 months.

- (iii) In the first week of every month, the register shall be reviewed for all the POs for which DD has already expired and is expiring in the month. If supply is not received at the consignee end and if there is no request from firm regarding extension of D.P. along with extension of BG validity, firm shall be addressed with performance notice to be replied within 15 days. If there is no reply, the BG to be encashed as per para (vii) below.

- (iv) If the firm requests for extension of DP either on their own or again: performance notice, simultaneously extending the validity of BG, then such extension request can be examined in normal course. Action taken shall be recorded in the remarks column of the register.

- (v) Extension of delivery date shall be considered only after submission of revalidated BG duly extending the validity for sufficient period i.e., atleast 2 months beyond the proposed extended delivery date.

(vii) If the firm does not seek extension of DD within 15 days duly extending the validity of BG, finance shall be addressed for encashment of BG with the approval of Competent Authority. By all means, encashment of BG should be ensured within the validity period in case of failure of the firm to execute the PO.

(viii) Further, to review the request for return of security deposit from the firms, a separate register in the following format should be maintained by each purchase section.

Sl. No.	Firm Name	PO No.	Date	Request letter dated	Action taken	Remarks

The above register should be reviewed every month by the section and consolidated position should be put up to the Dy.CMMs concerned through Controlling Officers.

All concerned are hereby advised to follow the instructions scrupulously for returning the security deposit without delay and as per relevant instructions

(K.V.SUBBARAYUDU)
DY.CMM/GP&SALES
For Controller of Stores

Copy to :
PS to COS for kind information of COS
CMM/M&S, CMM/E&S, CMM/G&A for kind information.
All Purchase Officers, SMM/Sales, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAOWST/SC, Sr.AFA/SF/SC
All Chief OSs/OSs of Purchase Sections
OS/Regn. Section, OS/Computer Cell, All CTCs.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad.71

दिDt. 20.06.2018.

सं.No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO.23/2018

All Purchase Officers of HQ/ Depots and Divisions.

विषय Sub: Implementation of payment through Letter of Credit (LC)
as option in domestic Supply/Works contracts.

संदर्भ Ref: Rly Bd's Lr.no. 2018/RS(G)779/4 dt. 04.06.2018

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Please refer to Railway Board letter mentioned above, regarding Scheme of Letter of Credit for Domestic Supplies (including all service and maintenance contracts) tenders, having estimated value of Rs 10 lakhs and above for implementation of payment through Letter of Credit (LC) as option in domestic Supply/Works contracts in the General Tender Condition are as follows.

Existing : Nil.

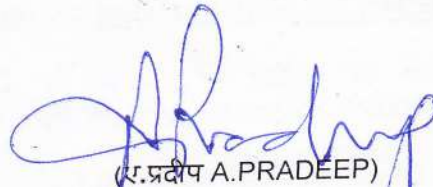
New Sl.No. 6.9.14 Instructions for tenderers on LC mode of Payments (Annexure-1)

Scheme of Letter of Credit for Domestic Supplies (including all service and maintenance contracts) tenders, having estimated value of Rs.10 lakhs and above:

- All Tenders invited by Zonal Railways and Production Units, having estimated value of Rs.10 lakhs and above, shall have an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement.
- The LC will be a sight LC.
- The bidder, at the time of bidding itself, shall exercise an option, in favour of taking payment due against the said tender, through LC arrangement, The option so exercised, shall be an integral part of the bidder's offer.
- Option once exercised shall be final and no change shall be permitted, thereafter, during execution of contract.
- The incidental cost @ 0.15% of LC value, towards issue of LC and operation thereof shall be borne by the supplier/contractor and shall be recovered from their bills.

- f. State Bank of India through its branches shall be the Banker for Railways for opening domestic letters of credit for ensuing year. The arrangement would cover all such contracts finalized against tender issued during the said period and shall extend till final execution of these contracts.
- g. The schedule of payment liability arising in the contract shall be established by the Railways based on the prescribed delivery schedule/stages of supply.
- h. The acceptable, agreed upon document for payments to be released under the LC so opened; shall be a Document of Authorization.
- i. The supplier/contractor shall submit their bills for completed supply to the bill processing authority mentioned in supply/ contract agreement to issue Document of Authorization to enable supplier/ contractor to claim the authorized amount from their Banker.
- j. Accounts Officer responsible for passing the claim will issue the Document of Authorization.
- k. The supplier/ contractor shall take print out of the Document of Authorization available on IREPS portal and present his claim to his banker (advising bank) for necessary payments as per LC terms and condition. The claim shall comprise LC Document of Authorization, Bill of Exchange and Invoice.
- l. The bank shall also recover any amount as may be advised by Railway against the contractor/ supplier.
- m. The Contractor/vendor shall indemnify and save harmless the Railway from and against all losses, claims and demands of every nature and description brought or recovered against the Railways by reason of any act or omission of the Contractor/Vendor, his agents or employees, in relation to the Letter of Credit (LC). All sums payable/borne by Railways on this account shall be considered as reasonable compensation and paid by Contractor / Vendor.

This issues with the approval of PCMM.



उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy to:-

PS to PCMM for kind information of PCMM
CMM/E & CMM/M.

PFA /SC, FA&CAO/S&W/SC, for kind information.

Dy.CMM/IC for necessary modifications in General Tender Conditions SI.No.6.9.14.

Dy.CVO/Stores/SC and All Purchase Sections.

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD
नई दिल्ली New Delhi

No. 2018/RS(G)/779/4

Dated: 04.06.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
MD/CRIS, GM/VIMS/CRIS

Sub.: Implementation of payment through Letter of Credit (LC) as option in domestic Supply contracts.

Ref.: i. Railway Board's letter No. 2017/AC-II/9/10 Pt 1 dated 20.02.2018 (RBA No. 10/2018)
ii. Railway Board's letter No. 2017/AC-II/9/10 Pt 3 dated 09.05.2018 (RBA No. 48/2018)

- 1.0 Railway Board vide letters under reference, has communicated the decision of Ministry of Railways that henceforth, all Tenders invited by Zonal Railways and Production Units, both for Supplies/ Works (including all service and maintenance contracts), having estimated value of Rs 10 lakhs and above, shall include in tender conditions, an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement. Accordingly **inter-alia** conditions indicated in **Annexure 1** should be made part of the tender and contract conditions.
- 2.0 The Banker for Railways for the ensuing one year, for opening domestic letters of credit shall be State Bank of India through its branches. The arrangement would cover all such contracts finalized against tender issued in the said year and shall extend till final execution of these contracts.
- 3.0 The schedule of payment liability arising in the contract shall be established by the Railways based on the prescribed delivery schedule/stages of supply/work, in consultation with supplier/contractor.
- 4.0 **Opening of LCs**
 - a) In the case of those contracts, which have been finalized on IREPS, and selected contractor/vendor has exercised option of payment through Letter of Credit, the nominated officers of Executives Department concerned, shall send request letter to Associate Accounts Office in prescribed format (**Annexure-2**) and Accounts Office will open the LC accordingly on the e-portal of SBI.
 - b) The request letter will indicate the stage wise payment expected and the initial LC amount will correspond to first stage of payment. The SBI will raise LC opening charges on Railways accordingly. The concerned Executives Department officers are expected to exercise full due diligence while settling the amount of Letter of Credit. This amount will be amended as the contract/supply progresses. Since the ultimate charges are to be borne by contractor/vendor, consultation as necessary may be recorded.
 - c) The request for opening of LC shall be made under maker-checker protocol. The maker makes the request, which is validated and approved by the checker. Both the makers and checkers shall be from Accounts Department only.
- 5.0 CRIS will provide suitable system on IREPS, wherein the vendor opting for payments through Letter of Credit, should be prompted to unconditionally accept special tender conditions relating specifically to payments through Letter of Credit (**Annexure 1**).
- 6.0 This is issued with the concurrence of Finance Directorate of Railway Board.




(Anshu Malik)
Jt. Dir. Rly. Stores(G)
Railway Board

No. 2018/RS(G)/779/4

Dated:04 .06.2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI(Railways), New Delhi
3. The Directors of Audit, All Indian Railways


for Financial Commissioner / Railways

No. 2018/RS(G)/779/4

Dated:04 .06.2018

1. PCMMs, PCEs, PCMEs, PCEEs, PCSTEs, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors--
 - a) Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b) Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c) Indian Railway Institute of Elect. Engg., Nasik
 - d) Sr. Prof. (Material Management), NAIR, Vadodara
 - e) Indian Railway Institute of Civil Engg., Pune
 - f) Indian Railway Institute of Traffic Management, Lucknow
3. MD, CRIS, Chanakya Puri, New Delhi
4. MD, RITES, RITES Bhavan, Sector-29, Gurugram
5. Director, Iron & Steel, 3, KoilaGhat Street, Kolkata
6. Executive Director (Stores), RDSO, Lucknow
7. Chief Commissioner, Railway Safety, Lucknow
8. Zonal Railway Training Institute, Sukadia Circle, Udaipur

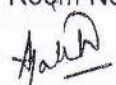

(Anshu Malik)
Jt. Dir. Rly. Stores(G)
Railway Board

No. 2018/RS(G)/779/4

Dated:04 .06.2018

Copy to :

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan


(Anshu Malik)
Jt. Dir. Rly. Stores(G)
Railway Board

Copy to:- Sr. PPSs / PPS / PS to :

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T), DG(Personnel), DG(RHS), DG(RPF)
3. All AMs, Advisors & Executive Directors of Railway Board

Instructions for tenderers on LC mode of Payments

Annexure 1

Scheme of Letter of Credit for Domestic Supplies (including all service and maintenance contracts) tenders, having estimated value of Rs 10 lakhs and above:

- a. All Tenders invited by Zonal Railways and Production Units, having estimated value of Rs 10 lakhs and above, shall have an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement.
- b. The LC will be a sight LC.
- c. The bidder, at the time of bidding itself, shall exercise an option, in favour of taking payment due against the said tender, through LC arrangement. The option so exercised, shall be an integral part of the bidder's offer.
- d. Option once exercised shall be final and no change shall be permitted, thereafter, during execution of contract.
- e. The incidental cost @ 0.15% of LC value, towards issue of LC and operation thereof shall be borne by the supplier/contractor and shall be recovered from their bills.
- f. State Bank of India through its branches shall be the Banker for Railways for opening domestic letters of credit for ensuing year. The arrangement would cover all such contracts finalized against tender issued during the said period and shall extend till final execution of these contracts.
- g. The schedule of payment liability arising in the contract shall be established by the Railways based on the prescribed delivery schedule/stages of supply.
- h. The acceptable, agreed upon document for payments to be released under the LC so opened, shall be a Document of Authorization.
- i. The supplier/ contractor shall submit their bills for completed supply to the bill processing authority mentioned in supply/ contract agreement to issue Document of Authorisation to enable supplier/ contractor to claim the authorized amount from their Banker.
- j. Accounts Officer responsible for passing the claim will issue the Document of Authorization.
- k. The supplier/ contractor shall take print out of the Document of Authorisation available on IREPS portal and present his claim to his banker (advising bank) for necessary payments as per LC terms and condition. The claim shall comprise LC Document of Authorisation, Bill of Exchange and Invoice.
- l. The bank shall also recover any amount as may be advised by railway against the contractor/ supplier.
- m. The Contractor/Vendor shall indemnify and save harmless the Railway from and against all losses, claims and demands of every nature and description brought or recovered against the Railways by reason of any act or omission of the Contractor/Vendor, his agents or employees, in relation to the Letter of Credit (LC). All sums payable/borne by Railways on this account shall be considered as reasonable compensation and paid by Contractor/Vendor.

[Handwritten signature]

[Handwritten signature]

Format of letter from Executive branch to Accounts Office for opening of LC

Office of----

----Railway

No. _____

Dated _____

The PFA/ Sr.DFM/ Dy. FA
HQ/ Division/ Workshop/ Cost

Sub: Opening of LC

Ref: Supply Order/ Contract Agreement No.

It is requested to open a sight LC against the above referred Supply Order/ Contract Agreement in favour of _____. The details of beneficiary are as under:

- (i) Name of Contractor/Supplier
- (ii) Vendor Code
- (iii) Address
- (iv) Tender No.
- (v) Contract Agreement No.
- (vi) Description of Goods/ Service
- (vii) Value of Contract
- (viii) Stages of payment
- (ix) Validity Period of LC
- (x) Expected payment within 6 months (LC Amount)
- (xi) Beneficiary bank details:
 - a) Bank name
 - b) Address
 - c) Account No.
 - d) IFSC code

It is certified that the supplier/ contractor has exercised the option of taking payment due against the tender, through LC arrangement in IREPS portal at the time of bidding itself and the option has been flagged in the IREPS. This has the approval of _____.

(Signature)

Name: _____

Designation: _____

(Official Seal)

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 26.06.2018

OFFICE PROCEDURE ORDER NO: 24 /2018

विषय :Sub:- Relaxation of Norms for Startups and Micro & Small Enterprises in
Public Procurement on Prior Experience - Prior Turnover Criteria.

संदर्भ Ref:- Rly Bd Lr No. 2010/RS(G)/363/1 dt.04.05.2018.

The following condition under Benefits of MSE/Startups as per Public Procurement Policy in the General Tender Conditions regarding "Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience - Prior Turnover Criteria" are as under:

Para no.	Existing Clause	Para no.	Revised Clause
15	<u>Benefits of MSE/ Startups (whether Micro & Small Enterprises (MSEs) or otherwise as per Public Procurement Policy:</u>	15	<u>Benefits of MSE/ Startups (whether Micro & Small Enterprises (MSEs) or otherwise as per Public Procurement Policy:</u>
C(iii)	NIL	15 C (iii)	However, there may be circumstances (like procurement of items related to public safety, health, critical security operation and equipments, etc) where procuring entities may prefer the vendors to have prior experience rather than giving orders to new entities. For such procurement, wherever adequate justification exists, the procuring entities may not relax the criteria of prior experience/turnover for the Startups.

This is issued with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

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भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड)/(RAILWAY BOARD)

No. 2010/RS(G)/363/1

New Delhi, dated: 04.05.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara.
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS
MD/All Railway PSUs, KRCL, MRVC

Sub: Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience – Prior Turnover criteria.

Ref: Board's letter no. 2010/RS(G)/363/1 dated 04.07.2017.

Please find enclosed two circulars, one each from Ministry of Micro, Small & Medium Enterprises and Ministry of Finance (Deptt. of Expenditure) regarding relaxation of norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience – Prior Turnover criteria.

It has been brought to notice that many of these norms are not being followed at lower levels of procurement. Accordingly, it is requested that these norms may be given wide publicity and their compliance may be ensured.

DA : As above

(Anshu Malik)
Jt. Director Rly.Stores(G)
Railway Board

No. 2010/RS(G)/363/1

New Delhi, dated: 04.05.2018

1. PFAs, All Indian Railways & Production Units.
2. The PCMMs, PCEs, CMEs, CEEs, CSTE's, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
3. The Directors-
 - a) Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad.
 - b) Indian Railway Institute of Mech. & Elec. Engg., Jamalpur.
 - c) Indian Railway Institute of Elect. Engg., Nasik.
 - d) Indian Railway Institute of Civil Engg., Pune.
 - e) Indian Railway Institute of Traffic Management, Lucknow
4. Sr.Prof. (Materials Management), NAIR, Vadodara.
5. MD, CRIS, Chanakya Puri, New Delhi.
6. MD, RITES, RITES Bhawan, Sector -29, Gurugram
7. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata.
8. Executive Director (Stores), RDSO, Manak Nagar, Lucknow.
9. Chief Commissioner Railway Safety, Lucknow.

160

Government of India
Ministry of Micro, Small & Medium Enterprises
O/o the Development Commissioner (MSME)
Nirman Bhavan, A-Wing, 7th Floor
Maulana Azad Road,
New Delhi-110108
Tel. 011-23061091
Fax No.011-23060536

Policy Circular No. 1(2)(1)/2016-MA

Dt. 10th March 2016

To

All Central Ministries/Departments/CPSUs/All Concerned

Subject: Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience – Prior Turnover criteria.

- (1) The Government of India has notified Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 with effect from 1st April, 2012 and 20% procurement from Micro & Small Enterprises of the total procurement by Central Ministries/Departments/CPSUs has become mandatory with effect from 1st April, 2015.
- (2) The Government of India has announced 'Startup India' initiative for creating a conducive environment for Startups in India.
- (3) The Startups are normally Micro and Small Enterprises which may not have a track record. These will have technical capability to deliver the goods and services as per prescribed technical & quality specifications, and may not be able to meet the qualification criterion relating to prior experience-prior turnover.
- (4) In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012, it is clarified that all Central Ministries/Departments/ Central Public Sector Undertakings may relax condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications.
- (5) This issues with the approval of Union Minister of Micro, Small and Medium Enterprises.


(Surendra Nath Tripathi)
Additional Secretary & Development Commissioner-MSME
Ministry of Micro, Small & Medium Enterprises.

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Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi
Dated the 20th September, 2016

OFFICE MEMORANDUM

Subject: Relaxation of Norms for Startups Medium Enterprises in Public Procurement regarding Prior Experience - Prior Turnover criteria.

The undersigned is directed to refer to this Department O.M. of even number dated 25th July, 2016, wherein it was clarified that all Central Ministries/ Departments may relax condition of (prior turnover and prior experience in public procurement to all Start-ups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of quality and technical specifications in accordance with the relevant provisions of GFR, 2005.)

2. A doubt has arisen if it makes optional for Central Ministries/ Departments to relax condition of prior experience and prior turnover in public procurement to Startups. In this regard, it is again clarified that normally for all public procurement, the Central Ministries/ Departments have to ensure that criteria of prior turnover and prior experience for all Startups is relaxed subject to their meeting of quality and technical specifications.

3. However, there may be circumstances (like procurement of items related to public safety, health, critical security operations and equipments, etc.) where procuring entities may prefer the vendors to have prior experience rather than giving orders to new entities. For such procurements, wherever adequate justification exists, the procuring entities may not relax the criteria of prior experience/ turnover for the Startups.

4. This issues with the approval of Finance Secretary.


(Vinayak T. Likhari)
Under Secretary (PPD)
Tel/Fax - 24621305
E-mail - vinayak.likhar@nic.in

To

The Secretaries of all Central Government Ministries/ Departments.

Copy to. -

- (i) Financial Advisors of all Central Government Ministries/ Departments.
- (ii) The Secretary, Department of Public Enterprises, Room No.305, Block No 14, CGO Complex, New Delhi-110 003 with a request to issue appropriate instructions to Central Public Sector Undertakings (CPSUs) to implement #5 of "Action Plan for Startup India".

OFFICE PROCEDURE ORDER NO. 25 /2018

विषय Sub:- Correction Slip No. 6 to Model Schedule of Powers-2017- Amendment for procurement through Spot Purchase and other guidelines under Annexure 'A' (Item No.2.3) of Part "D" Stores Matters.

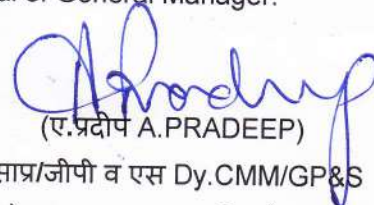
संदर्भ :Ref:- GM/O/SC Correction Slip No. 06 dt. 05.07.2018.
(Lr.no. G.203/Policy/Trans/Vol. II Dt.05.07.2018)

Amendment for procurement through Spot Purchase and other guidelines under Annexure 'A' (Item No.2.3) of Part "D" Stores Matters vide GM's Office C. S. No. 06 dt. 05.07.2018 is enclosed for necessary implementation.

Soft copy of the Amendment for procurement through Spot Purchase and other guidelines under Annexure 'A' (Item No.2.3) Part 'D' Stores Matters (GM's Office C. S. No. 06 dt. 05.07.2018) has been uploaded in the GM's Folder & PCMM common folder.

All are advised to ensure compliance as per the above Amendment.

This issues with the Concurrence of Finance and Approval of General Manager.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E for kind information

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Sr.MPS/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges



SOUTH CENTRAL RAILWAY

MEMORANDUM

General Manager
Secunderabad
Date: 05.07.201

Sub: Correction Slip No.6 to the Model Schedule of Powers 2017 – Amendment for procurement through Spot Purchase and other guidelines under Annexure 'A' (Item No.2.3), Part 'D' of Model SOP – Stores Matters.

◇◇◇◇◇

The following Amendments/Modifications are issued for Procurement through Spot Purchase and other guidelines under Annexure 'A' No.2.3), Part 'D' of Model SOP The revised Items are as follows:-

Annexure 'A'
Procurement through Spot Purchase
(Only for Emergent Non-Stock items including furniture etc)

I. Model guidelines and delegation of powers for spot purchase are as under:

1. There may be occasions to purchase materials on the spot without following the formal tendering system but by collecting offers through ph visit of the premises of the firm/agency by the nominated officers. This mode of purchase is commonly known as 'Spot Purchase'.
2. Keeping the instructions contained in Railway Board's L.No.2002/RS(G)/779/12 did. 14/12/2011 in view, the following instructions/ guidelines issued in supersession of all earlier orders issued on this subject.
3. The concept of Spot Purchase, for the purpose of purchase, will be followed in very exceptional circumstances and should be supported by justification. Invariably the need to resort to spot purchase shall fulfill conditions as laid down below:
 - a. The stock item shall not be procured through spot purchase.
For purchase of non-stock items where demand could not be foreseen in advance and material is required urgently for safe operation where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to considerable time.
 - b. For purchasing of non-stock items which are required occasionally and making the detailed specification for the same is not considerable/economical or items of consumable nature where the quality available in the market is rapidly changing hence, it is not possible to finalize the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furn cutleries, linens, carpets and other furnishing items etc.
 - c. Spot purchase shall not be resorted to for purchasing such items which have got detailed specifications and drawings and are required purchased only from approved sources.
 - d. Since Spot Purchase is one of the modes of purchase, therefore there should be a proper requisition for non-stock items signed/approved and vetted by competent authority as per SOP and following extant guidelines on the subject of allocation of expenditure.

The proposal for Spot Purchase of 'Non-stock' items shall be submitted for the specific approvals of the authorities detailed in the table at II, of the consuming department concerned after obtaining the concurrence of Associate finance and ensuring adequate availability of funds.

1. CONSTITUTION OF PERMANENT STANDING COMMITTEE FOR SPOT PURCHASE

The Administrative arrangement of spot purchase shall be exercised under inescapable circumstances duly recording reasons at the level of DRM/GM.

Sl. No.	Level of Spot Purchase Committee	Competent Authority	Remarks
1	AT DIVISIONAL LEVEL For Purchases up to Rs.5 lakhs (i) Junior Scale/Sr.Scale/JAG Officer of Consuming Department (ii) Junior Scale/Sr.Scale/JAG Officer of Stores Department (iii) Junior Scale/Sr.Scale/JAG Officer of Accounts Department	DRM	<p>Note:</p> <p>1) Where more than one Sr.Scale/Assistant S Officer is available, the Officer looking after tenders of the particular Department/Branch/Section will be the Standing Member.</p> <p>2) The concerned Associate Finance Officer looking after the Tenders of a particular Department Branch/Section will be the Standing Member from Accounts Department.</p> <p>3) Where Assistant Scale Post does not exist or vacant, Senior Scale Officer will associate Committee.</p> <p>4) Where Senior Scale Post does not exist or is vacant a JAG Officer will be the Member of the Committee and vice-versa.</p> <p>5) Where Accounts/Stores Department is Consuming Department, the third member will be the Engineering Department.</p> <p>6) In the event of non-availability of an Officer Stores Department in Division/Workshop, alternate Member from Stores/Headquarters may be drafted from the Consuming Department, in consultation PCMM.</p>
2	AT HQRS LEVEL/ CONSTRUCTION ORGANIZATION/ WORKSHOPS. For Purchases up to Rs.5 lakhs (i) Assistant Scale Officer of Consuming Department (ii) Assistant Scale Officer of Stores Department (iii) Assistant Scale Officer of Accounts Department	GM	
3	AT HQRS LEVEL/ CONSTRUCTION ORGANIZATION/ WORKSHOPS/ DIVISIONS: (a) For Purchases above Rs.5 lakhs and up to Rs.20 lakhs. (i) Senior Scale/JAG Officer of Consuming Department (ii) Senior Scale/JAG Officer of Stores Department (iii) Senior Scale/JAG Officer of Accounts Department (b) For Purchases above Rs.20 lakhs. (i) JAG of Consuming Department (ii) JAG of Stores Department (iii) JAG of Accounts Department	<p>DRM upto Rs.10 lakh.</p> <p>Above Rs.10 lakh - GM</p> <p>GM</p>	

DRM
05/10/2018

2. The Spot Purchase would invariably be made by a Spot Purchase Committee consisting of 03 officers, one from Stores Department nominated by DRM/PCMM), one from Accounts Deptt. (to be nominated by DRM/PFA) and one from indenting department (to be nominated concerned co-ordinating PHOD/DRM). The Stores officer will act as the Convenor to the committee.
3. After the proposal is approved by competent authority as mentioned above, proper file will be opened in convenor's office against the request for Non-stock items.
4. If there is more than one item to be purchased at one time, the total value of all the items will be the guiding criteria for deciding the level committee and the competent authority to sanction.

III. Procedure for Spot Purchase

1. The Spot Purchase Committee will first make a market survey including GeM and then duly considering the sources indicated by the indent shall obtain quotations from suitable sources and while obtaining the quotations for items to their specification, normal rules laid down in the Canons of Financial Propriety, while doing Spot Purchase.
2. Inspection of materials, if required/called for, shall be done by Member of Indenting department or his authorized representative.
3. The committee will draw proceedings duly covering all the aspects listed below:
 - i. Authority for constitution of the Spot Purchase Committee.
 - ii. Description of the item
 - iii. Tabulation statement
 - iv. Brief discussion of the offers obtained.
 - v. Recommendations/Acceptance with certification on reasonability of recommended rates.
 - vi. Unusual terms & conditions and deviations, if any, accepted.
 - vii. Consignee.
 - viii. Delivery terms & delivery period.
 - ix. Paying authority and bill Passing Officer.
4. The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and minutes of the committee shall be kept on the file.
5. All decisions in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be However in case of dissent by any one of the members, the case should be put up to the officer nominating the SPC in case of Division and the concerned CMM (dealing the item) in Stores HQ for SPC of JAG/SG level and to PCMM for SPC comprising of SAG level, for final decision.
6. Formal communication (in the form of PO) detailing the description/specification of the item, terms & conditions, inspection clause, delivery period, payment terms & paying authority etc shall be issued, duly signed by the convenor of SPC for placing order on the firm.

7. Field Units i.e., Division/Workshops as well as HQRS & Construction organization shall maintain proper record of such Spot Purchase nomination by them.
8. The material purchased will be accounted for as is being done for material received against regular purchase orders.
9. The Spot Purchase Committee shall ensure that the purchase is completed within 45 days of appointment of the committee, failing which free approval of GM/ DRM (as the case may be should be obtained for purchase of the items through Spot Purchase).

IV. Payments:

1. Cash payment should be avoided, unless payment is made through cash imprest.
2. Payment to the suppliers may be made generally through cheque to be issued by Accounts officer. In case of cheque payment, the Pay order against a Proforma Invoice will be prepared by the Indenting department's representative in the Spot Purchase committee. Alternatively, payment through Sr.DFM / PFA may also be made depending upon the agreed terms & conditions.

(Authority: Rly. Bd's letter no. 2002/RS(G)/779/12 dated 14-12-2011 & Transformation Cell/Rly Bd Lt.no.2017/Trans/01/Policy dt.08.12.2017

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

Prasun
05/07/2018

(प्रसून चक्रवर्ती PRASUN CHAKRABORTY)
अधीक्षक/प्रमुख Dy. General Manager/G

- All Concerned

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

दि Dt. 11.07.2018

OFFICE PROCEDURE ORDER NO: 26/2018

विषय :Sub:- Performance of RDSO Approved Sources in Tender Committee.

संदर्भ Ref:-Railway Board Ir.No. 2001/RS(G)/779/7 pt. 2 dt. 25.06.2018.

The following procedure shall be adopted while procuring materials from RDSO approved sources and for reporting the performance of RDSO approved sources:

1) Recording performance of RDSO Approved Sources in Tender Committee :

In regard to procurement of materials from RDSO approved sources a Para should be incorporated in the Tender Committee with regard to the following:

- (i) How many RDSO approved sources are there for the items under procurement
- (ii) How many approved vendors have participated in the tender.
- (iii) Confirmation regarding reporting of non-participation of firms to RDSO.

2) Report of poor performance to RDSO:

Further all the poor performers of RDSO approved sources like

- (i) Non adherence to contractual delivery period etc.
- (ii) Non compliance of warranty obligation by firms etc.
- (iii) Any other issue relating to performance should be reported to RDSO through separate letter as well as uploaded in their portal.

This issues with the approval of the Competent Authority



(ए.प्रदीप A. PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

PFA /SC, FA&CAO/S&W/SC, for kind information.

Dy.CVO/Stores/SC, All Purchase Officers/HQrs, Depot & Divisions

All Purchase Sections.

OFFICE PROCEDURE ORDER NO: 27/ 2018

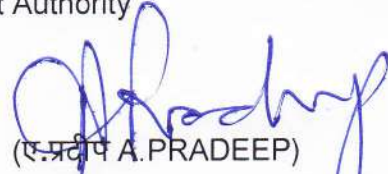
विषय :Sub:- Procedure Order for decanting of Oils/ Lubricants in storage tanks..

The following procedure should be adopted while decanting oils/ lubricants/ fuels etc from tanker lorries to storage tanks.

In addition to the readings taken at present while receiving and unloading of Oil tankers, the scale reading of storage tankers before unloading and after unloading of Oil tankers should be taken and recorded and signed by all concerned.

The difference in dip reading of tanker lorry before decanting & after decanting (i.e. total quantity received in tanker lorry) should tally with the difference in reading of oil storage tanks (before decanting & after decanting from tanker lorry). Differences if any should be booked while certifying the challans without fail. This procedure has to be strictly followed.

This issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

PFA /SC, FA&CAO/S&W/SC, for kind information.

Dy.CVO/Stores/SC

All Purchase Officers/HQrs, Depot & Divisions

All Purchase Sections.

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY



प्रधान कार्यालय/ Headquarters Office
भंडार विभाग/Stores Branch
रेल निलयम्/"Rail Nilayam"
सिकंदराबाद/Secunderabad -071.

No.S.G&P.35.Outstanding Stock Sheets.2018

Dated: 13.07.2018

Office Procedure Order No.28/2018

Sub:- Accountal of Oils, Lubricants received in truck – reg.

It is once again reiterated that the following procedure should be invariably followed:

- (1) The Depot Officer should obtain copy of RGC issued by Railway Board/S.C.Railway (as applicable) and study all the terms and conditions of RGC concluded by Railway Board/S.C.Railway (as applicable) and verify the RGC terms and conditions and ensure proper accountal of material as per the RGC terms and conditions. Conditions like temperature variation etc. and the accountal should be done duly considering the temperature variation clause if any apart from other conditions.
- (2) It has to be ensured that the position sheets are invariably maintained in receipt ward for each case file as is being maintained in G&S/MFT depot as per the format enclosed. This position sheets should clearly indicate the details of the inspection marks, verification of the quantity challaned, actuals received and the name of the persons who have verified the quantity, etc.

This issues with the approval of Competent Authority.

Encl: as above.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:

PS to PCMM for kind information of PCMM

CMM/M, CMM/E

PFA/SC, FA&CAO/S&W/SC for information

DY.CVO/Stores/SC

All Purchase Officers/Hqrs., Depot & Divisionis

All Purchase Sections.

POSITION SHEET

P.O .No. _____ Date _____ PO Sl. No. _____

Firm's Name: _____

P.L .No. _____ Description _____

DRR No. _____ L.R. / P.W.B No _____ Challan No _____
Date _____ Date _____ Date _____

FOR _____

Original D/D as per PO _____

Inspection by RITES
RDSO
DQA
Consignee

Extended D/D: _____ at F/

Date of Actual supply _____ as per FOR

Supply received within Original DD { }
Extended DD { }
Depot officer powers { }
DD Required from COS/SC { }

I/C No . _____ Dt: _____

I/C Validity Yes / No

Receipt particulars:

Quantity Shortage _____

Broken _____

in Sound Condition _____

Remarks: _____

Challan Quantity _____ at F/
Quantity Received Damage _____

Ordered Quantity _____
Quantity Excess _____
within 5% of P.O valve Yes/ No

DMS / Consignment _____

Recovery Details

1. Any wharfage charges _____

2. Any recoveries _____

Distribution of PO Qty. details

Accountal details

Ordered Quantity :

Already accounted:

Now accounted :

Total Quantity accounted:

Balance Quantity: Ignored Yes /No

Please Issue rejection advice first, if any /then prepare R/NOTE

R Note No. _____ Date _____ for _____

(+)S.R. No _____ Date _____ for _____

(-) S.R No. _____ Date _____ for _____

ACCEPTANCE NO ()

Pa cking details/ weighment details:

Total packing details	Material Location	Material Qty counting	Inspection Mark

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 17.07.2018

OFFICE PROCEDURE ORDER NO: 29 /2018

विषय :Sub:- Public Procurement (Preference to Make in India) Order -2017

संदर्भ Ref:- Rly Bd Lr No. 2015/RS(G)/779/5 dt.26.06.2018.

As per Railway Board letter mentioned above, guidelines for Public Procurement (Preference to Make in India) Order -2017 have been modified as follows in IREPS (Instructions to Tenderers for e-Tenders).

Para no.	Existing Clause	Para no.	Revised Clause
33	This tender complies with Public Procurement Policy Order-2017 dt. 15.06.2017.	33	This tender complies with Public Procurement Policy Order-2017 dt. 15.06.2017.
33.1	<p>a) Local content: The minimum local content shall be 50% or as indicated in the tender enquiry.</p> <p>(b) Margin of Purchase Preference: The margin of purchase preference is 20%.</p> <p>c) Fee for complaints: Fee for filing a complaint under the order shall be Rs.10,000/- per case. The complaint shall be filed in the office of the PCMM/SCR. The fee shall be deposited with the office of the PFA/S.C.R.</p>	33.1	<p>a) Local content:</p> <p>(i) The minimum local content shall be 50% or as indicated in the tender enquiry.</p> <p>(ii) Local content means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.</p> <p>(b) Margin of Purchase Preference:</p> <p>(i) The margin of purchase preference is 20%.</p> <p>(ii) It Means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference.</p> <p>(c) Fee for complaints:</p> <p>Fee for filing a complaint under the order shall be Rs.10,000/- per case. The complaint shall be filed in the office of the PCMM/SCR. The fee shall be deposited with the office of the PFA/S.C.R.</p> <p>d) Local supplier:</p> <p>Means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under this Order or by the competent Ministries I Departments in pursuance of this order.</p> <p>e) L1:</p> <p>Means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.</p>

<p>33.2 Verification of local content:</p> <p>a. The local supplier at the time of tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.</p> <p>b. In case of procurement for a value in excess of Rs.10 Crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (In respect of suppliers other than companies) giving the percentage of local content.</p> <p>c. False declarations will be in breach of the Code of integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.</p> <p>d. A Supplier who has been debarred by any procuring entity for violation of this order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment.</p> <p>e. Debarment of bidders: In respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on CPPP so that ongoing procurements are not disrupted.</p>	<p style="text-align: right;">254</p> <p>f) Procuring entity: Means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.</p> <p>33.2 Verification of local content:</p> <p>a. The local supplier at the time of tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.</p> <p>b. In cases of procurement for a value in excess of Rs. 10 Crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.</p> <p>c. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.</p> <p>d. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph (e) below.</p> <p>e. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:</p> <p>i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convener of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;</p> <p>ii. Debarment of bidders: on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);</p> <p>iii. In respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted.</p>
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Requirement of Purchase Preference

Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to local suppliers in all procurements undertaken by procuring entities in the manner specified hereunder:

- a. In procurement of goods in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs.50 Lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of such goods is more than Rs.50 Lakhs, the provisions of sub-paragraph b or c as the case may be, shall apply.
- b. In the procurements of goods which are not covered by paragraph (a) above and which are divisible in nature, the following procedure shall be followed:
 - i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
 - ii) If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1 thereafter. The lowest bidder among the local suppliers will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- c. In procurements of goods not covered by sub-paragraph (a) above and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:
 - i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
 - ii) If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference,

Requirement of Purchase Preference:

Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to local suppliers in all procurements undertaken by procuring entities in the manner specified hereunder"

- a. "In procurement of goods, services or works in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of such goods or services or works is more than Rs. 50 lakhs, the provisions of sub-paragraph b or c, as the case may be, shall apply";
- b. "In the procurements of goods or works which are not covered by paragraph 33.3(a) and which are divisible in nature, the following procedure shall be followed"
 - i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
 - ii) If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- c. "In procurements of goods or works not covered by sub-paragraph 33.3(a) and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed"
 - i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
 - ii) If L1 is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price

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and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

iii) In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

33.4

Exemption of small purchases:

Notwithstanding anything contained in paragraph 33.3, procurements where the estimated value to be procured is less than Rs.5 Lakhs is exempted.

iii) In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

33.4

Exemption of small purchases:

Notwithstanding anything contained in paragraph 33.3, procurements where the estimated value to be procured is less than Rs 5 lakhs shall be exempt from this Order.

This issues with the approval of the Competent Authority

(ए.प्रदीप A. PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

Dy.CMM/IC- to incorporate the above in IREPS (Instructions to Tenderers for e-Tenders).

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;
CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;
Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.
Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions
Sr.MPS/P&S/SC, Dy.CMM/Con/SC

All Purchase Sections

Office of the COS/S.C. Rly
Receipt & Dispatch Section

Date of Receipt

Date of Dispatch

15/05/2017

15/05/2017

OFFICE PROCEDURE ORDER NO: 30 /2018

विषय :Sub:- Ordering on sources Assessed / Developed / Approved by RDSO
for various Safety / Vital items.

संदर्भ Ref:- Rly Bd Lr No. 2001/RS(G)/779/7 Pt.2 dt.25.06.2018.

As per Railway Board letter mentioned above, guidelines for Ordering on sources Assessed / Developed / Approved by RDSO for various Safety / Vital items have been modified as follows.

Para no.	Existing Clause	Para no.	Revised Clause
3.1	<u>Approved by RDSO:</u>	3.1	<u>Approved by RDSO:</u>
3.1.1	Wherever necessary, as per policy of procurement, bulk purchases will be made only from those firms who have been approved by RDSO for such ordering before opening of tender. The tenderers are to attach scanned copies of RDSO approval letters along with their offer. The status of the firm will be reckoned as on the date of tender opening and not thereafter.	3.1.1	Wherever necessary, as per policy of procurement, bulk purchases will be made only from those firms who have been approved by RDSO for such ordering before opening of tender. The tenderers are to attach scanned copies of RDSO approval letters along with their offer. The status of the firm will be reckoned as on the date of tender opening and not thereafter.
3.1.2	But, in case of downgrading/removal/suspension/banning etc. After opening of tender, such changes shall be taken in to account While considering the offers. Minimum 80% of Net procurement Quantity (NPQ) shall be ordered on approved vendors..	3.1.2	However, cases of downgrading /removal / suspension/banning etc. after opening of tender shall be taken in to account while considering the offers.
	Developmental orders:	3.1.3	Wherever, RDSO has assessed the capacity cum capability of the firm and has cleared the source as RDSO vendors for placement of developmental orders, developmental order upto 20% of NPQ may be placed on such sources.
	(a) Wherever, RDSO has assessed the capacity cum capability of the firm and has cleared the source as RDSO vendors for placement of developmental orders, developmental order upto 20% may be placed on such sources.		(a) Developmental Vendors shall be eligible for developmental order of 20% of NPQ in regular tenders. Total quantity to be ordered on developmental sources shall be limited up to 20% of NPQ in regular tenders
	(b) Wherever the vendor approving agency has not classified any of the vendors for placement of development order, developmental order may be placed upto 20% of the NPQ on unregistered/untried firms about whom Railway is prima facie satisfied that they		(b) Approved Vendors shall be eligible for bulk order, as per predefined tender conditions.

are capable of executing the order. This 20% quantity will be within the NPQ. However, there may be some case of procurement of materials where Railways may not be willing to undertake the risk of failure on the part of the supplier on whom the development orders have been placed. In such cases, Railway may go in for increased purchase quantity and keeping in view budgetary and other aspects so that 100 percent order could be placed on approved suppliers and quantity not more than 20% of NPQ could be placed as a developmental order outside the NPQ. This is subject to:-

(i) Such tendering firms which are not approved by RDSO for placement of developmental orders must submit their credentials details i.e., Machinery & plant, Testing facilities, QAP, Technical Manpower etc.

(ii) Such offers are technically suitable.

(iii) Credential of the firms i.e. firms who have submitted adequate evidence towards their capacity- cum-capability, past performance etc.. and prima-facie the Railways are satisfied that the Tenderer is capable of executing the orders but whose capacity to supply bulk quantity has not been established in the past, the capacity-cum capability claimed/exhibited in their offers submitted, will be verified by the Railways wherever considered necessary before placement of Purchase Order on unapproved firms, either by deputing their representative or by engaging agencies of RDSO/RITES etc., at the discretion of Railways.

(iv) Failure to furnish requisite credentials, details i.e., machinery and plant, testing facilities, QAP, technical manpower etc., will make the offer liable to be ignored.

3.1.4

(c) Where there is only single approved vendor for an item, developmental order may be given upto 50% of NPQ on one or more vendors approved as developmental vendors.

(d) Where there is no approved vendor for an item, developmental vendors can be considered for placement of bulk order without any quantity restrictions. However, while considering such vendors, factors including past performance, capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc. shall be considered in a transparent manner, subject to rates being reasonable. Quantity allocation among eligible vendors shall be based on pre decided tender criteria.

Wherever the vendor approving agency (Other than RDSO) has not classified any of the vendors for placement of development order, developmental order may be placed upto 20% of the NPQ on unregistered/untried firms about whom Railway is prima facie satisfied that they are capable of executing the order. This 20% quantity will be within the NPQ. However, there may be some case of procurement of materials where Railways may not be willing to undertake the risk of failure on the part of the supplier on whom the development orders have been placed. In such cases, Railway may go in for increased purchase quantity and keeping in view budgetary and other aspects so that 100 percent order could be placed on approved suppliers and quantity not more than 20% of NPQ could be placed as a developmental order outside the NPQ. This is subject to:-

a) Such tendering firms which are not approved by vendor approving agency (Other than RDSO) for placement of developmental orders must submit their credentials details i.e., Machinery & plant, Testing facilities, QAP, Technical Manpower etc.

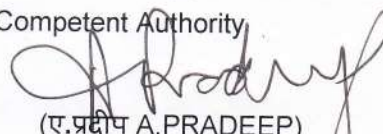
(b) Such offers are technically suitable.

(c) Credential of the firms i.e. firms who have submitted adequate evidence towards their capacity- cum-capability, past performance etc.. and prima-facie the Railways are satisfied that the Tenderer is capable of executing the orders but whose capacity to supply bulk quantity has not been established in the

	<p>3.1.3 Wherever there is no Approved Vendor for an item in vendor list/directories and where tender conditions stipulate bulk ordering on approved sources only, in such cases, the same tender conditions would apply for placement of bulk orders to firms not in approved list without any quantity restrictions, However, while considering such firms, past performance capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc. will be taken into consideration subject to rates being reasonable and firms otherwise considered capable.</p>	<p>3.1.3 (Existing)</p>	<p>past, the capacity-cum capability claimed/exhibited in their offers submitted, will be verified by the Railways wherever considered necessary before placement of Purchase Order on unapproved firms, either by deputing their representative or by engaging agencies of RDSO/RITES etc., at the discretion of Railways.</p> <p>(d) Failure to furnish requisite credentials, details i.e., machinery and plant, testing facilities, QAP, technical manpower etc., will make the offer liable to be ignored.</p> <p>Deleted.</p>
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This instruction shall be applicable for tenders invited after the date of issue of this instruction.

This is issued with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM
CMM/M & CMM/E

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;
CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;
Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Sr.MPS/P&S/SC, Dy.CMM/Con/SC

All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 06.08.2018

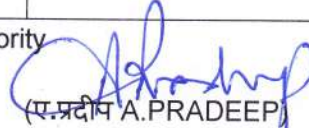
OFFICE PROCEDURE ORDER NO: 31 /2018

विषय :Sub:- Modification to Bank account details of South Central Railway.

The bank account details of South Central Railway is modified as follows.

Para no.	Existing Clause		Para no.	Revised Clause	
15.0 (vi)	If the SD is submitted in the form of Bank Guarantees, the Bank Guarantee for SD should be submitted in the prescribed format. No other format will be acceptable. If SD is submitted under structured Financial Management system (SFMS) the Bank account details of South Central Railway are as following:		15.0 (vi)	If the SD is submitted in the form of Bank Guarantees, the Bank Guarantee for SD should be submitted in the prescribed format. No other format will be acceptable. If SD is submitted under structured Financial Management system (SFMS) the Bank account details of South Central Railway are as following:	
	Name of the Bank	State Bank of Hyderabad		Name of the Bank	State Bank of India
	Place	Himmatnagar, Secunderabad		Place	Himmatnagar, Secunderabad
	Account Number	6233713116		Account Number	6233713116
	Bank Code	SBHY		Bank Code	SBIN
	IFSC code	SBHY0020244		IFSC code	SBIN0020244
	Name of the Railway Account	FA CAO SC 01		Name of the Railway Account	FA&CAO/SC 01
	(This account is to be operated for HEADQUARTERS UNITS ONLY) The Bank Guarantees are to be sent directly by the Bank to the Controller of Stores, Stores Department, 6th floor, Rail Nilayam, Secunderabad-71 in Bank's letter head only and no BG submitted by the firm will be entertained.			(This account is to be operated for HEADQUARTERS UNITS ONLY) The Bank Guarantees are to be sent directly by the Bank to the Principal Chief Materials Manager, Stores Department, 6th floor, Rail Nilayam, Secunderabad-71 in Bank's letter head only and no BG submitted by the firm will be entertained.	

This is issued with the approval of the Competent Authority


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

Dy.CMM/IC- to modify the above in IREPS (Instructions to Tenderers For E-Tenders).

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Sr.MPS/P&S/SC, Dy.CMM/Con/SC, All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.26.4.1.PI..2017

दि Dt. 27.08.2018

OFFICE PROCEDURE ORDER NO: 32/2018

विषय :Sub:- 100% advance Payment against Proforma Invoice- Sanction of AGMto 7 firms.

The validity of the facility of 100% Payment against Proforma Invoice circulated vide this office OPO No.25/2017 dt.14.07.2017 expired on 14.07.2018.

AGM has accorded Sanction for 100% Payment against Proforma Invoice for ONE year to 7 Firms given below and is valid upto 26.08.2019:

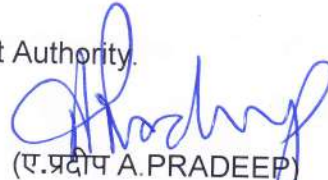
- 1) M/s. BHEL
2. M/s. Indian Oil Corporation Ltd
3. M/s. BPC Ltd
4. M/s. HPC Ltd
5. M/s. Balmer Lawrie & Co
6. M/s. Ordnance Factory
7. M/s. G. E. Transportation.

The following conditions should be incorporated in Purchase Orders where 100% payment is made to the supplier against Proforma Invoice.

1. The Vendor should send the Proforma Invoice to the Consignee as per terms and conditions of the Purchase Order, when the materials are ready.
2. Consignee should collect the cheque from the Accounts immediately after receipt of the Proforma Invoice duly assessing the requirement of the material.
3. Consignee should arrange to collect the material as per terms and conditions of the Purchase Order, it is sole responsibility of the consignee for proper collection and receipt of the material.
4. A technical representative of the consignee will have to be deputed to the firms premises with the cheque and the same will be given to the firm on acknowledgment, after inspection and receipt of the full quantity /dispatch documents for the full quantity for which the cheque is drawn.
5. Availability of funds under MAR should be got certified by the associated finance before entering into commitments.

6. A separate register to note the rejections if any should be maintained in each purchase section and if it is found in any case that the material supplied by any of the firms mentioned in the enclosed Annexure is rejected, the same should be recorded in this register and the facility of 100% proforma invoice payment withdrawn.
7. The consignee should immediately report to PCMM office as soon as the cheque is presented to the firm and the material has been collected duly giving the accountal particulars.
8. Model SOP-2018 conditions/Extant instructions of the Railway Board on the Subject shall be complied.

This issues with the approval of the Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/W&S/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC.

All Section-in-Charges of PCMM Office.

OFFICE PROCEDURE ORDER NO: 33 /2018

विषय :Sub:- Public Procurement (Preference to Make in India) Order -2017

संदर्भ Ref:- Rly Bd Lr No. 2015/RS(G)/779/5 dt.07.08.2018.

As per Railway Board letter mentioned above, guidelines regarding Local Content for Public Procurement (Preference to Make in India) Order -2017 for complains is as follows.

Local content:- The Minimum local content shall ordinarily be 50% for all the items. All cases requiring variation of minimum local content from 50% shall be considered only by the Ministry of Railway (Railway Board) on case to case basis for which detailed justification shall be submitted by field units to Stores Directorate, Railway Board.

This issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Sr.MPS/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

OFFICE PROCEDURE ORDER NO: 34 /2018

विषय :Sub:- Inadequacies in Local Purchase - reg

संदर्भ Ref:- Dy.CVO/SC Lr No. G.265/C/2018/06/02655/GS/G/SC dt.26.09.2018.

During a preventive Check conducted by Vigilance Department in a division, the following inadequacies were noticed on scrutiny of tender files pertaining to procurement of certain items:

- 1) Tenders were floated without any standard specifications though IS specifications are available for the said items.
- 2) It was noticed that some local makes are included in the tender description, though some standard makes are available in the market.
- 3) A Tender was accepted based on the tenderer's commitment to submit proof of purchase from Authorised Dealer along with supplies. This is not in complete compliance of the tender condition-"Only OEM/Authorised Dealers to participate along with Authorisation Certificate".

In view of the above, the instructions are reiterated as a System Improvement on the following issues.

- 1) Rly.Bd.Ltr.No.99/RS(G)/709/4 dtd 05.11.15 shall be strictly complied with regarding quality procurement of materials.
- 2) In cases where the indent description does not include reference to any standard specifications issued by BIS/RDSO/PUs etc., the indenter has to certify that the indented item is not covered under any IS specifications.
- 3) Regarding handling the tender based on Authorised Dealership Certificates the extent guidelines/instructions should be strictly adhered without fail..

This issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Sr.MPS/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 17.10.2018

OFFICE PROCEDURE ORDER NO: 35 /2018

विषय : Sub:- Inspection of Branded Items - reg

संदर्भ Ref:- Rly Bd Lr No. 2017Trans/01/Policy/Pt-S dt.16.08.2018

Railway Bd's letter mentioned above is enclosed herewith for information and compliance.

The existing instructions by Railway Board in regard to Inspection of Branded Items are summarized as under:

1. Pre- inspection of supplies by third parties is mandatory for all Purchase Orders valuing more than Rs. 5 Lakhs.
2. However, for ISI marked products, if the order is placed on ISI certified Manufacturer, the material can be accepted on Firms's WTC.
3. In other cases, Consignee inspection can be considered at the tender stage, duly deliberating and justifying the need with the approval of Tender Accepting Authority (not below JAG).
4. For change in Inspection Clause at the post contract stage, approval of Authority Competent to approve post contract amendments (not below SAG) must be obtained duly deliberating and justifying the need.
5. In case of SS/JS Stores officers working as independent in-charges, approval for consignee inspection may be obtained from ADRM/CWM concerned. These powers may be exercised by Tender Accepting Authorities after arriving at a reasoned decision to exempt items (branded or otherwise) from third party inspection.

This issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

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भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 16-08-2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Inspection of Branded Items

Ref: (i) RB letter no. 2000/RS(G)/379/2 dt. 27-05-2008
(ii) RB letter no. 2000/RS(G)/379/2 dt. 30-09-2009
(iii) RB letter no. 99/RS(G)/709/4 dt. 05-11-2015
(iv) RB letter no. 2000/RS(G)/379/2 dt. 06-09-2017

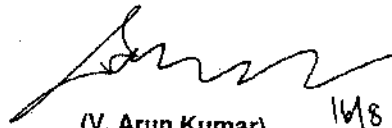
During interactions with field officers, the need for exemption from third party inspection irrespective of value for procurement of items like air conditioners, televisions, computers, refrigerators etc. has been expressed.

The matter has been considered and it has been decided with the approval of Board (CRB) that even within the framework of existing rules and procedures, purchase officers are competent to procure items on consignee inspection provided adequate justification is recorded and due diligence is exercised. The existing instructions in this regard are summarized as under:

Pre-inspection of supplies by third parties is mandatory (Ref: i) for all purchase orders valuing more than Rs 5 lakh (Ref: iv). However, for ISI marked products, if the order is placed on an ISI certified manufacturer, the material can be accepted on firm's WTC (Ref: iii). In other cases, consignee inspection can be considered at the tender stage, duly deliberating and justifying the need with the approval of Tender Accepting Authority (not below JAG). For change in inspection clause at the post contract stage, approval of authority competent to approve post contract amendments (not below SAG) must be obtained duly deliberating and justifying the need(Ref: ii).

In case of SS/JS stores officers working as independent in-charges, approval for consignee inspection may be obtained from ADRM/CWM concerned. These powers may be exercised by tender accepting authorities after arriving at a reasoned decision to exempt items (branded or otherwise) from third party inspection.


16-08-18
(Mahesh Chandra)
Executive Director / RS(G)


(V. Arun Kumar)
Director / Transformation Cell

Copy - As per list enclosed

Dy. GP&S

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad – 71.
Dt. 26.10.2018

No. S.23.IC.Policy

OFFICE PROCEDURE ORDER NO. 36/2018

Sub: Inventory Control – Planning of requirement of materials.

- 1.0. As there is no increase in the holdings of ICF Coaches, no increase in the EAC for ICF coach items should be accepted. Any exception will require the approval of PCMM.
- 2.0. While procuring the items for ICF coaches, the shop projected EAC should not be given cognizance and the procurement should be done only based on the past consumption. Any deviation for 'B' & 'C' category items will require the approval of CMM and for 'A' category items the same will require the approval of PCMM.
- 3.0. The procurement of all newly stocked items should be done initially for 6 months only and the next procurement cycle should be initiated based on the trend of consumption. Any deviation for 'B' & 'C' Category items will require approval of concerned CMM and for 'A' Category items, the same will require approval of PCMM.
- 4.0. Wherever increase in EAC is approved initially, 6 months qty., considering the difference between the increased EAC and the old EAC should only be procured extra. The new EAC for full contract period should be considered only after watching the trend of consumption. Any deviation will require approval of CMM for B & C category items and for 'A' category items, it will require approval of PCMM.

This has the approval of PCMM.


(A. Pradeep)
Dy.CMM/GP&S

C. PS to PCMM for kind information of PCMM please.

- : CMM/E CMM/M for kind information please.
- : FA&CAO/W&S/SC, Sr.AFA/SC, WAO/RYPs, LGD & CRS/TPTY.
- : Dy.CVO/Stores/SC, Dy.CM/SC.
- : All Purchase Officers, Depot & Divisional Officers.
- : Principal/STC/SC
- : All Purchase Section-Incharges at Hqrs.

सं.No. S.232.Tender & Purchase Procedure

Dt. 17.10.2018

OFFICE PROCEDURE ORDER NO: 37 /2018

ALL DEPOTS/ DIVISIONS OFFICERS

विषय:Sub:- Process reforms - procurement.

संदर्भ Ref:- 1) Rly Bd Ir.No.2017/Trans/01-1/Policy /Stores dt.29.12.2017.

2) Director/Transformation Cell/Rly Bd.No.
2017/Trans/01/Policy/Pt-S dt.06.02.2018.

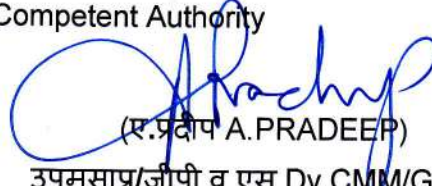
As per Railway Board letter dt. 29.12.2017, the powers of Divisional Stores officers have been enhanced, and M.SOP-2018 has been issued accordingly.

To maintain uniformity in all Depots and Divisions, the following documents in all tenders (Both below & above Rs.25 Lakhs) are to be uploaded:

- i) General Tender condition.
- ii) Instructions to Tenderers for e-tenders .

This issues with the approval of the Competent Authority

Encl:a.a


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs,

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं.No. S.232.Tender & Purchase Procedure

Dt. 01.11.2018

CORRIGENDUM TO OPO NO: 37 /2018

ALL DEPOTS/ DIVISIONS OFFICERS

विषय:Sub:- Process reforms - procurement.

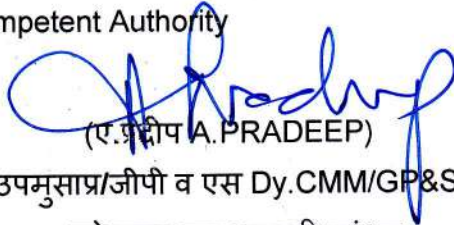
- संदर्भ Ref:- 1) Rly Bd Ir.No.2017/Trans/01-1/Policy /Stores dt.29.12.2017.
2) Director/Transformation Cell/Rly Bd. No.
2017/Trans/01/Policy/Pt-S dt.06.02.2018.
3) This office OPO No.37/2018 dt.17.10.2018

In supersession to this office OPO No.37/2018 dt.17.10.2018, the following documents are to be uploaded in all tenders to maintain uniformity in all Depots and Divisions.

- i) General Tender condition.
- ii) Instructions to Tenderers for e-tenders.

This issues with the approval of the Competent Authority

Encl:a.a


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM
CMM/M & CMM/E

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;
CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;
Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.
Dy.CVO/Stores/SC; All Purchase Officers of HQrs,
Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 31.10.2018

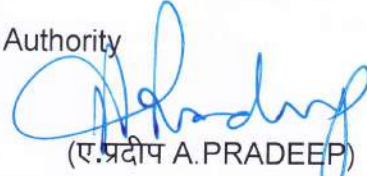
OFFICE PROCEDURE ORDER NO: 38 /2018

विषय :Sub:- Proforma for Authority from Manufacturers in General
Tender Conditions - reg

Proforma for Authority from Manufacturers have been incorporated as follows in General Tender Conditions in IREPS

Para no.	Existing Clause	Para no.	Revised Clause
14	<u>Procurement from Manufacturers authorized agents/ Distributors:</u>	14	<u>Procurement from Manufacturers authorized agents/ Distributors:</u>
5 (e)	NIL	5(e)	The Proforma for Tender Specific Authorisation from Manufacturers to be uploaded as per Annexure - II

This issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

Dy.CMM/IC to incorporate the same in General Tender Conditions.

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;
CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;
Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.
Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions
Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

PROFORMA FOR TENDER SPECIFIC AUTHORISATION FROM MANUFACTURERS

This letter of Authority should be on the Letter - Head of the manufacturing business concern and should be signed by a person competent and having the power of attorney to bind the Manufacturer.

Ref No: _____

Date: _____

To,
THE PRESIDENT OF INDIA, acting through
THE PRINCIPAL CHIEF MATERIALS MANAGER,
SOUTH CENTRAL RAILWAY,
MINISTRY OF RAILWAYS,
SECUNDERABAD 500071, TELANGANA

Dear Sir,

Subject: South Central Railway e - tender no. _____ due on _____
For supply of _____

We, _____ (full address with PAN number) established Manufacturer
of _____ having factory / factories
at _____ do hereby authorize M/s. _____

(Company's name, full address with PAN number) to represent us, to bid, negotiate and conclude the contract on our behalf with you against your the subject tender. _____

It is also confirmed that:

- a) No Company /Firm or individual other than M/s. _____ is authorized to represent us in regard to this business against this specific tender.
- b) Inspection by RITES/RDSO/Consignee/your authorized representative will be allowed at our manufacturing premises and not in the ware house /godown shop of the Dealer.
- c) Inspected and accepted material will be directly despatched from our manufacturing premises to Consignees of South Central Railway.
- d) We stand guarantee for the material supplied against each lot of supply.
- e) We stand guarantee for successful execution of the Contract.

Yours faithfully,

(Signature, Name & Designation)

For and on behalf of M/s. _____

(Name and address of the Manufacturer)

OFFICE PROCEDURE ORDER NO: 39 /2018

विषय :Sub:- Ordering on RDSO approved vendors.

संदर्भ Ref:-1) Rly Bd Lr.No. 2001/RS(G)/779/7 Pt.2 dt.06.11.2018

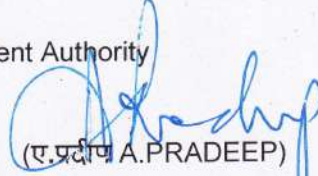
2) Rly Bd Lr No. 2001/RS(G)/779/7 Pt.2 dt.25.06.2018.

As per Railway Board letter mentioned above, guidelines for Ordering on RDSO approved vendors have been modified as follows in the General Tender Conditions.

Para no.	Existing Clause	Para no.	Revised Clause
3.1	<u>Approved by RDSO:</u>	3.1	<u>Approved by RDSO:</u>
3.1.3	(c) Where there is only single approved vendor for an item, developmental order may be given upto 50% of NPQ on one or more vendors approved as developmental vendors.	3.1.3 (C)	1) Where there are not more than three Indian Suppliers categorized as Approved Vendor for a particular item, developmental vendors can be considered for placement of bulk order without any quantity restrictions. However, while considering such vendors, factors including past performance, capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc. shall be considered in a transparent manner, subject to rates being reasonable. Quantity allocation among eligible vendors shall be based on pre decided tender criteria. Such orders shall be treated as bulk orders.
	(d)Where there is no approved vendor for an term, developmental vendors can be considered for placement of bulk order without any quantity restrictions. However, while considering such vendors, factors including past performance, capacity, delivery requirements, quantity under	3.1.3 (d)	2) A supplier or bidder shall be considered to be from India if (i) The entity is incorporated in India, or ii) A Majority of its shareholding or effective control of the entity is exercised from India, or (iii) more than 50% of the value of the item being supplied has been added in India.
			Deleted

procurement, nature of item, outstanding order load etc. shall be considered in a transparent manner, subject to rates being reasonable. Quantity allocation among eligible vendors shall be based on pre decided tender criteria.	
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This is issued with the approval of the Competent Authority


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM
CMM/M & CMM/E

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad.71

सं. No. S.232.Tender & Purchase Procedure

Dt. 14.11.2018.

OFFICE PROCEDURE ORDER NO. 40 /2018

विषय Sub:- Correction Slip No. 1 to Model Schedule of Powers-2018- Amendment to item 3.2(K)(iii) & 9(B) Part 'D' Stores Matters.

संदर्भ :Ref:- GM/SCR Correction slip No. 01 to M.SOP-2018 dt.14.11.2018.

Amendments/Modifications were issued to item 3.2(K)(iii) & 9(B) Part 'D' Stores Matters and are enclosed for necessary implementation.

Soft copies of the revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder – G&P Folder – OPOs for HQrs (SCR) – OPO- 2018.

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

Encl:a.a


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E for kind information

All PHODs/DRMs, PFA/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges



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.1 to the Model Schedule of Powers 2018 – Amendment to Item No.3.2(k)(iii) & 9(B), Part 'D' of Stores Matters.



The following Amendments/modifications are issued to Item No.3.2 (k)(iii) & 9 (B), Part 'D' Stores Matters of Model SOP'2018.
Item No.3.2 (K) (iii).

Sl. No.	Nature of Power	PCMM	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
3.2 (k)	iii) 100% advance payment against Proforma Invoice with Finance concurrence (refer Note-xii below)							Authority: 1. 2000/F(S)/I/PW/7/2 dt.12.10.01 2. 2007/RS(G)/779/1 dt:04/04/2008 & 28.07.08 3. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 4. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.24] 5. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0] 6. 88/RS(G)/779/14 Pt. dt:24.05.2017.
	a) Direct Acceptance with finance concurrence	Rs.45 lakhs	Rs.15 lakhs	Nil	Nil	Nil	Personal sanction of DRM/CWM for PAC items only: upto Depot/Divisional Stores officers powers of purchase .	

Contd..2

Pranav
14/11/2018

S. No	Nature of powers	PCMM	C.M.M.	Dy.CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
9(B)	Hiring of Transport for carrying material, hiring material handling equipment, Contracts for material/scrap handling, loading /unloading, Shipping clearance/export contracts, other works like repair, maintenance and other Miscellaneous contracts through Tender/quotation.	Powers as given under items No. 2(C) and 5, Part-A - Works Matter shall be applicable. Wherever Assistant Scale Officers are available, they shall get these cases processed through respective Sr.DMM of the Division.						

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

Prasun Chakraborty
14/11/2018

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

To - All Concerned

सं. No. S.248.Vig Preventive Check.2018

Dt. 19.11.2018

OFFICE PROCEDURE ORDER NO: 41 /2018

All Depots/ Divisions/HQrs

विषय :Sub:- Inadequacies in Local Purchase - reg

संदर्भ Ref:- Dy.CVO/SC Lr No. G.265/C/2018/07/02157/GS/G/HYB dt.25.10.2018.

On a complaint based investigation conducted by Vigilance Department in a Division, the following inadequacies were noticed on scrutiny of tender files pertaining to procurement of certain items:

- 1) Modification of tendered description vis-à-vis the indent description without record of prior consultation with User Department
- 2) Deficiency in the format of Authorisation Certificate.

In view of the above, the instructions are reiterated as a System Improvement on the following issues.

- 1) Any modification of tendered description vis-à-vis the indent description should be made in consultation with the User Department.
- 2) Regarding Proforma for Tender Specific Authorization from Manufacturers (Annexure-II), OPO No.38 /2018 dt.31.10.2018 has been issued and the same maybe referred.

This issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

All PHODs/DRMs, PFA, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.248.Vig Preventive Check.2018

Dt. 19.11.2018

OFFICE PROCEDURE ORDER NO: 42 /2018

All Depots/ Divisions/HQrs

विषय :Sub:- Inadequacies in Purchase Case files - reg

संदर्भ Ref:- Dy.CVO/SC Lr No. G.265/C/2018/07/02178/2230/S/N/SC
dt.08.11.2018.

On a preventive check was conducted by Vigilance Department on Purchase Case files, some inadequacies were noticed and the following instructions are reiterated as a System Improvement:..

- 1) For discussing the credentials of the firms, instructions issued vide OPO no.06/2018 dt.21.02.18 shall be strictly adhered to.
- 2) Relevant documents based on which decisions have been taken, must invariably be available in the case files.

This issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

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CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad.71

सं.एस No: No.S/150/M - SOP (2017)/2018

Dt. 20.11.2018.

OFFICE PROCEDURE ORDER NO. 43 /2018

विषय Sub:- Correction Slip No. 3 to Model Schedule of Powers-2018- Procurement through Spot Purchase and other guidelines (Item No.2.3) of Part "D" of Model SOP-2018 Stores Matters.

संदर्भ :Ref:- GM/O/SC Correction Slip No. 03 dt. 16.11.2018.
(Lr.no. G.203/Policy/Trans/Vol. III Dt.16.11.2018)

Procurement through Spot Purchase and other guidelines (Item No.2.3) of Part "D" of Model SOP-2018 Stores Matters vide GM's Office C. S. No. 03 dt. 16.11.2018 is enclosed for necessary implementation.

Soft copy of the Procurement through Spot Purchase and other guidelines (Item No.2.3) of Part "D" of Model SOP-2018 Stores Matters vide GM's Office C. S. No. 03 dt. 16.11.2018 has been uploaded in the GM's Folder & PCMM common folder.

This issues with the Concurrence of Finance and Approval of General Manager.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E for kind information

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges



SOUTH CENTRAL RAILWAY

**General Manager's
Secunderabad – 50**

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

Date: 16.11.20

MEMORANDUM

Sub: Correction Slip No.3 to the Model Schedule of Powers 2018 –Procurement through Spot Purchase and other guidelines (Item No.2.3), Part 'D' of Model SOP 2018, Stores Matters.

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The following Amendments/Modifications are issued for Procurement through Spot Purchase and other guidelines (Item No.2.3), Part 'D' of Model SOP 2018. An Annexure 'A' shall be included to Part 'D' of Model SOP 2018 as follows:-

Annexure 'A'

Procurement through Spot Purchase (Only for Emergent Non-Stock items including furniture etc)

I. Model guidelines and delegation of powers for spot purchase are as under:

1. There may be occasions to purchase materials on the spot without following the formal tendering system but by collecting offers through physical visit of the premises of the firm/agency by the nominated officers. This mode of purchase is commonly known as 'Spot Purchase'.
2. The concept of Spot Purchase, for the purpose of purchase, will be followed in very exceptional circumstances and should be supported by proper justification. Invariably the need to resort to spot purchase shall fulfill conditions as laid down below:
 - a. The stock item shall not be procured through spot purchase.
For purchase of non-stock items where demand could not be foreseen in advance and material is required urgently for safe operation a where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to take considerable time.
 - b. For purchasing of non-stock items which are required occasionally and making the detailed specification for the same is not considered practicable/economical or items of consumable nature where the quality available in the market is rapidly changing hence, it is not possible to finalize the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furniture, cutleries, linens, carpets and other furnishing items etc.
 - c. Spot purchase shall not be resorted to for purchasing such items which have got detailed specifications and drawings and are required to be purchased only from approved sources.
 - d. Since Spot Purchase is one of the modes of purchase, therefore there should be a proper requisition for non-stock items duly signed/approved and vetted by competent authority as per SOP and following extant guidelines on the subject of allocation of expenditure

Pranav
16/11/2018

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3. The proposal for Spot Purchase of 'Non-stock' items shall be submitted for the specific approvals of the authorities detailed in the table at II, by the consuming department concerned after obtaining the concurrence of Associate finance and ensuring adequate availability of funds.

II. CONSTITUTION OF PERMANENT STANDING COMMITTEE FOR SPOT PURCHASE

1. The Administrative arrangement of spot purchase shall be exercised under inescapable circumstances duly recording reasons at the level of DRM/GM.

Sl. No.	Level of Spot Purchase Committee	Competent Authority	Remarks
1	AT DIVISIONAL LEVEL For Purchases up to Rs.5 lakhs (i) Junior Scale/Sr.Scale/JAG Officer of Consuming Department (ii) Junior Scale/Sr.Scale/JAG Officer of Stores Department (iii) Junior Scale/Sr.Scale/JAG Officer of Accounts Department	DRM	<p>Note:</p> <p>1) Where more than one Sr.Scale/Assistant Scale Officer is available, the Officer looking after the tenders of the particular Department/Branch/Section will be the Standing Member.</p> <p>2) The concerned Associate Finance Officer looking after the Tenders of a particular Department Branch/Section will be the Standing Member from the Accounts Department.</p> <p>3) Where Assistant Scale Post does not exist or is vacant, Senior Scale Officer will associate with Committee.</p> <p>4) Where Senior Scale Post does not exist or is vacant a JAG Officer will be the Member of the Committee and vice-versa.</p> <p>5) Where Accounts/Stores Department is the Consuming Department, the third member will be from the Engineering Department.</p> <p>6) In the event of non-availability of an Officer from Stores Department in Division/Workshop, alternatively Member from Stores/Headquarters may be drafted to the Consuming Department, in consultation with PCMM.</p>
2	AT HQRS LEVEL/ CONSTRUCTION ORGANIZATION/ WORKSHOPS. For Purchases up to Rs.5 lakhs (i) Assistant Scale Officer of Consuming Department (ii) Assistant Scale Officer of Stores Department (iii) Assistant Scale Officer of Accounts Department	GM	
3	AT HQRS LEVEL/ CONSTRUCTION ORGANIZATION/ WORKSHOPS/ DIVISIONS: (a) For Purchases above Rs.5 lakhs and up to Rs.20 lakhs. (i) Senior Scale/JAG Officer of Consuming Department (ii) Senior Scale/JAG Officer of Stores Department (iii) Senior Scale/JAG Officer of Accounts Department (b) For Purchases above Rs.20 lakhs . (i) JAG of Consuming Department (ii) JAG of Stores Department (iii) JAG of Accounts Department	DRM upto Rs.10 lakh. Above Rs.10 lakh - GM GM	

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16/11/2018

2. The Spot Purchase would invariably be made by a Spot Purchase Committee consisting of 03 officers, one from Stores Department (to be nominated by DRM/PCMM), one from Accounts Deptt. (to be nominated by DRM/PFA) and one from indenting department (to be nominated concerned co-ordinating PHOD/DRM). The Stores officer will act as the Convenor to the committee.
3. After the proposal is approved by competent authority as mentioned above, proper file will be opened in convenor's office against the requisition for Non-stock items.
4. If there is more than one item to be purchased at one time, the total value of all the items will be the guiding criteria for deciding the level of committee and the competent authority to sanction.

III. Procedure for Spot Purchase

1. The Spot Purchase Committee will first make a market survey including GeM and then duly considering the sources indicated by the indente shall obtain quotations from suitable sources and while obtaining the quotations for items to their specification, normal rules laid down in obtaining the quotations (as in the case of cash purchase) will be followed. In conducting their business, the Committee shall give due regard to the Canons of Financial Propriety, while doing Spot Purchase.
2. Inspection of materials, if required/called for, shall be done by Member of Indenting department or his authorized representative.
3. The committee will draw proceedings duly covering all the aspects listed below:
 - i. Authority for constitution of the Spot Purchase Committee.
 - ii. Description of the item
 - iii. Tabulation statement
 - iv. Brief discussion of the offers obtained.
 - v. Recommendations/Acceptance with certification on reasonability of recommended rates.
 - vi. Unusual terms & conditions and deviations, if any, accepted.
 - vii. Consignee.
 - viii. Delivery terms & delivery period.
 - ix. Paying authority and bill Passing Officer.
4. The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and 1 minutes of the committee shall be kept on the file.
5. All decisions in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be final. However in case of dissent by any one of the members, the case should be put up to the officer nominating the SPC in case of Division and to the concerned CMM (dealing the item) in Stores HQ for SPC of JAG/SG level and to PCMM for SPC comprising of SAG level, for final decision.
6. Formal communication (in the form of PO) detailing the description/specification of the item, terms & conditions, inspection clause, delivery period, payment terms & paying authority etc shall be issued, duly signed by the convenor of SPC for placing order on the firm.

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16/11/2018

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7. Field Units i.e., Division/Workshops as well as HQRS & Construction organization shall maintain proper record of such Spot Purchase nominated by them.
8. The material purchased will be accounted for as is being done for material received against regular purchase orders.
9. The Spot Purchase Committee shall ensure that the purchase is completed within 45 days of appointment of the committee, failing which fresh approval of GM/ DRM (as the case may be should be obtained for purchase of the items through Spot Purchase).

IV. Payments:

1. Cash payment should be avoided, unless payment is made through cash imprest.
2. Payment to the suppliers may be made generally through cheque to be issued by Accounts officer. In case of cheque payment, the Pay order against a Proforma Invoice will be prepared by the Indenting department's representative in the Spot Purchase committee. Alternatively, payment through Sr.DFM / PFA may also be made depending upon the agreed terms & conditions.

(Authority: Rly. Bd's letter no. 2002/RS(G)/779/12 dated 14-12-2011 & Transformation Cell/Rly Bd Lr.no.2017/Trans/01/Policy dt.08.12.2017)

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

(Signature)
16/11/2018

(प्रसून चक्रवर्ती PRASUN CHAKRABORTY)
अधीक्षक/अधीक्षक Dy. General Manager/G

To - All Concerned

OFFICE PROCEDURE ORDER NO. 44/2018

विषय Sub:- Correction Slip No. 2 to Model Schedule of Powers-2018- Amendment to Constitution of Tender Committee and Accepting Authority for Works Tender for Open Line and Construction and Item No.5(A)(i) along with Notes under Part 'A' Works Matters.

संदर्भ :Ref:- GM/SCR Correction slip No. 02 to M.SOP-2018 dt.14.11.2018.

Amendment to Constitution of Tender Committee and Accepting Authority for Works Tender for Open Line and Construction and Item No.5(A)(i) along with Notes under Part 'A' Works Matters is enclosed for necessary implementation.

This shall be read along with item 9(B) - of Part "D" of Model SOP-2018 Stores Matters - Hiring of Transport for carrying material, hiring material handling equipment, Contracts for material/scrap handling, loading /unloading, Shipping clearance/ export contracts, other works like repair, maintenance and other Miscellaneous contracts through Tender/ quotation. (GM/SCR Correction Slip No. 01 dt. 14.11.2018 and PCMM/SCR OPO No. 40/2018 dt.14.11.2018)

Soft copies of the revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder – G&P Folder – OPOs for HQrs (SCR) – OPO- 2018.

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

Encl:a.a


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E for kind information

All PHODs/DRMs, PFA/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,

All Purchase Officers, Depot & Divisional Officers

Principal/STC/SC

All Section-in-charges



SOUTH CENTRAL RAILWAY

CMH/E, DROPS

Pcm

General Manager's Office
Secunderabad - 500

Date: 14.11.2018

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

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 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:

		Composition of Tender Committee			
Sl. No	Value of Tender (Above Rs. and up to Rs.)	Executive Dept.	Sister Dept.	Accounts Dept.	
For Open Tenders for Works invited through e-tendering					
1	Rs 50,000 to and including Rs.50 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	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	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.				



14/11/2018

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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 through '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/SAO officer.
13. For Engineering Department (Open Line)
 - A. Ass/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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14/11/2018

15. 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 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 exc 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

Notes for Item 5(A)(i):

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 Cts, 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 Boarding 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.

Signature
14/11/2018

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-1/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.

(प्रसून चक्रवर्ती PRASUN CHAKRABORTY)
 ३५ अहमदाबाद/एम Dy. General Manager/G

Prasun
 14/11/2018

To - All Concerned

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 28.11.2018

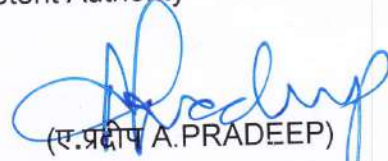
OFFICE PROCEDURE ORDER NO: 45/2018

All Depots/ Divisions/HQrs

विषय :Sub:- DRRP entries-Reg

It has been observed there has been delay in entering DRRPs in some Depots.
It is re-iterated that DRRPs should be entered immediately on receipt of material without delay.

This issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/M & CMM/E

Dy.CVO/Stores/SC; All Purchase Officers of HQrs,

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All Purchase Sections

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad – 71.
Dt. 30.11.2018

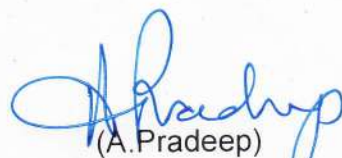
No. S.23.IC.Policy

OFFICE PROCEDURE ORDER NO.46/2018

Sub: Procurement of material for ICF Coach under Group-30.

1. There has been continuous condemnation of ICF Coaches due to which the holding of ICF Coaches is going down. This is due to introduction of more and more LHB Coaches into the system. It is being observed that Shops are very reluctant to draw the material for ICF Coaches under Group-30.
2. Accordingly, there is a need to have control on the receipt of ICF Coach items and also the trend of consumption needs to be kept under watch. Hence, there is a need to control the Inventory of ICF Coach items. Therefore the following procedure is to be followed for procurement of ICF Coach items under Group-30.
 - i. Tenders against all future procurement of ICF Coach items under Group-30 should be settled only for one EAC or the actual NPQ whichever is less.
 - ii. Even if the requirement is up to the end of next CP works out to more than one EAC, the NPQ should be restricted to only one EAC.
 - iii. The delivery should be planned suitably in installments duly considering the existing stock, trend of consumption and pending Covered Dues.
 - iv. Under no circumstances, the procurement of ICF Coach items in a Tender case of procurement should exceed one EAC quantity.
 - v. Any Deviation will require approval of PCMM.

This issues with the approval of PCMM.


(A. Pradeep)
Dy.CMM/GP&S

C: PS to PCMM for kind information of PCMM please.

: CMM/E CMM/M for kind information please.

: FA&CAO/W&S/SC, Sr.AFA/SF/SC, Dy.FA&CAOWS/LGD, WAO/RYPs & CRS/TPTY.

: Dy.CVO/Stores/SC, Dy.CM/Press/SC.

: All Purchase Officers, Depot & Divisional Officers.

: Principal/STC/SC

: All Purchase Section-Incharges at Hqrs.