

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad
Dt: 07/01/2021.

सं.No: S.348.Vig.Preventive heck/19

सभी मुख्यालय अधिकारी All Headquarters Officers
सभी डिपो / डिवीजन अधिकारी All Depot/Division officers

OFFICE PROCEDURE ORDER No. 01/2021

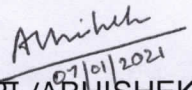
विषय :Sub: Irregularities noticed in GeM procurement – reg.

संदर्भ :Ref: Dy.CVO/Stores Ir.no.G.265/C/2019/11/01236/GS/HQ1 Dt.02/12/2020.

On a complaint based investigation, pertaining to GeM procurement cases, certain deficiencies were noticed by Vigilance Department and in view of this, following system improvements to be followed:

- Purchase officers shall always procure goods and services through RA/Bidding on GeM.
- In case of urgency, Direct L-1 purchase on GeM is to be processed. Purchase officer should always record cogent reasons personally for not processing the case through RA/Bidding before processing for purchase through Direct/L-1 purchase mode on GeM.
- In any case, Direct Purchase/L-1 purchase on GeM is to be resorted in case of urgencies only. For this purpose, the urgency has to be certified as per the extant provisions available for certification of urgency as in case of single offers received against LT/BT tenders. Purchases below Rs.25000/- may however be exempted from this condition.

This issues with the approval of GM/SCR


(अभिषेक पांडेय /ABHISHEK PANDEY)
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
प्रमुख मुख्य सामग्री प्रबंधन के लिए
For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-
PS to PCMM for kind information of PCMM.
CMM/M, CMM/S, CMM/T & CMM/G.
Dy.CVO/Stores/SC, 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 – 25
Dt.07.01.2021

No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO: 02 /2021

विषय :Sub:- Public Procurement (Preference to Make in India) Order -2017-Revision.
संदर्भ Ref:- Rly Bd Lr No.2020/RS(G)/779/2/Pt-1 dt. 25.09.2020.

With reference above, letter received from Railway Board's regarding "Public Procurement (Preference to Make in India) Order -2017-Revision", the Following addition/ revision/Deleted is to be incorporated in ITC for e-Tenders.

S.No	Existing	S.No	Revised
33.0	This tender complies with Public Procurement Policy Order-2017-Revision dt. 12.06.2020	33.0	This tender complies with Public Procurement Policy Order-2017-Revision dt. 25.09.2020.
33.1 (A)	a) Local content: i) Minimum local content:- The local content requirement to categorize a supplier as 'Class-I local supplier' / 'Class-II local supplier' / Non-local supplier' shall be as defined in the para "33.1(d) below" of the Order. No change is permissible on this account. However, if any nodal Ministry/Department finds that for any particular item, pertaining to their nodal ministry/department, the definition of Local Content, as defined in the Order, is not workable/ has limitations, it may notify alternate suitable mechanism for calculation of local content for that particular item.	33.1 (A)	a) Local content: i) Minimum local content:- The local content requirement to categorize a supplier as 'Class-I local' supplier is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. Nodal Ministry/ Department may prescribe higher percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier' / 'Class II local supplier' from time to time for various items.

	d) Local Supplier:- 'Class-I local supplier' means a supplier or service provider whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under this order. 'Class-II local supplier' means a supplier or service provider whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under this Order. Non-Local Supplier' means a supplier or service provider, whose goods services or works offered for procurement, has local content less than or equal to 20%, as defined under this Order		d) 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order and as per para 33.1,(A), 'a' above. 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier' but less than that prescribed for 'Class-I local supplier' under this Order as per para 33.1, (A), 'a' above. 'Non – Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' under this Order
33.1 (B)	b) In Procurement of all goods services or works not covered by sub-Para 33.1 (B)(a) above, and with estimated value of purchases less than Rs.200 Crore, in accordance with Rule161(iv) of GFR, 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure. Only 'Class-1 local supplier' and 'Class-II local supplier', as defined under the Order, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries. 'Non –local suppliers' shall also be eligible to bid along with 'Class-1 local suppliers' and 'Class-II local suppliers'.	33.1 (B)	b) Only 'Class-I local supplier' and 'Class-II local supplier', as defined under the Order, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'. In Procurement of all goods services or works not covered by sub-para.33.1,(B), 'a' above, and with estimated value of purchases less than Rs. 200 Crs, in accordance with Rule.161(iv) of GFR- 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure.

33.2	(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 (f) below	33.2	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 the procurement made by the entity debarred and 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.
33.2	(e)(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.	33.2	e) The debarment shall be as decided by Department of Expenditure from time to time and debarment in respect of procuring entities other than the one which has carried out the debarment and 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.
33.3	<u>Purchase Preference</u>	33.3 (A)	<u>Purchase Preference.</u>
33.3 (B)	NIL (Newly Added)	33.3 (B)	Applicability in tenders where contract is to be awarded to multiple bidders:- In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non local supplier', as per following procedure: a) In case there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only 'Class-I local suppliers' shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only 'Class-I Local suppliers'

		b) In other cases 'Class-II local suppliers' and 'Non local suppliers' may also participate in the bidding process along with 'Class-I Local suppliers' as per provisions of this Order. c) If 'Class-I Local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class-I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class-I local supplier' over 'Class-II local suppliers' / 'Non local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class-I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity. d) First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier' does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.
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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.	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 that the minimum local contents is as indicated in the tender subject to minimum 50% as per the requirement of the item tendered for the items pertaining to Railways.
33.6	<u>Specifications in Tenders and other procurement solicitations</u> a) If a Nodal Ministry is satisfied that Indian suppliers of an item are not allowed to participate and / or compete in procurement by any foreign government, it may, if it deems appropriate, restrict or exclude bidders from that country from eligibility for procurement of that item and/or other items relating to that Nodal Ministry. A copy of every instruction or decision taken in this regard shall be sent to the Chairman of the Standing Committee.	33.6	<u>Specifications in Tenders and other procurement solicitations</u> a) <u>Reciprocity Clause:-</u> i) Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation. ii) The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.

This issues with the approval of the Competent Authority


 (अभिषेक पांडेय / ABHISHEK PANDEY)
 (उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
 कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-PS to PCMM for kind information of PCMM

CMM/T, CMM/M,CMM/S & CMM/G

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

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

Ch.OS/e-TO incorporate the above in IREPS(Instructions to Tenderers for e-Tenders).

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प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25
Dt. 07.01.2021

No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO: 03 /2021

विषय :Sub:- Instruction of Rule 144(xi) in the General Finance Rules (GFR),2017
Order (Public Procurement No.1)-Reg

संदर्भ Ref:- Rly Bd's Lr.No. 2020/RS(G)/779/5(Vol. III) dt. 12.07.2020.

With reference to above, Ministry of Finance issued Public Procurement orders (Public Procurement No.1) regarding "Restrictions under Rule 144(xi) of GFRs-2017", the Following additions are to be incorporated at para-33.9 in 'Instruction to Tenderers' for e-Tenders.

S.No	Existing	S.No	Additional Condition
33.9	NIL (Newly added)	33.9	Restrictions under Rule 144(xi) of GFRs-2017:
33.9 (A)	NIL (Newly added)	33.9 (A)	Registration clause for bidders from country which shares a land border with India: i) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. ii) 'Bidder' (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process. iii) "Bidder from a country which shares a land border with India" for the purpose of this Order means:- a) An entity incorporated, established or registered in such a country; or b) A subsidiary of an entity incorporated, established or registered in such a country; or

			c) An entity substantially controlled through entities incorporated, established or registered in such a country; or d) An entity whose beneficial owner is situated in such a country; or e) An Indian (or other) agent of such an entity; or f) A natural person who is a citizen of such a country; or g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above. iv) The beneficial owner for the purpose of (iii) above will be as under: 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation— a. 'Controlling ownership interest' means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company; b. 'Control' shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements; 2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership; 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
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			4. Where no natural person is identified under '1' or '2' or '3' above, the beneficial owner is the relevant natural person who holds the position of senior managing official; 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership. v) An Agent is a person employed to do any act for another, or to represent another in dealings with third person. vi) The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
		33.9 (B)	i) All the bidders shall submit the following certificate regarding their compliance with this Order as below. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law. a) "I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India." b) "I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent authority." c) I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [where applicable, evidence of valid registration by the competent authority shall be attached]. ii) If the bidder fails to give such declaration as given in para 33.9 (B), 'i' along with the tender then it will be considered that the contents of above declaration have been read and unconditionally agreed and accepted by the tenderer. If the tenderer are not agreeable to this declaration they have to categorically mention about the disagreement in Techno Commercial Deviation.

		33.9 (C)	Notwithstanding anything contained therein; the said Order will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects.
		33.9 (D)	The lists of countries to which lines of credit have been extended or in which development projects are undertaken are as given in the website of the Ministry of External Affairs.
		33.9 (E)	Modalities in this regard are being updated from time to time by Railway Board and the modality as updated on the date of tender opening shall be applicable.

This issues with the approval of the Competent Authority


 (अभिषेक पांडेय / ABHISHEK PANDEY)
 उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
 कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-PS to PCMM for kind information of PCMM
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 Dy.CVO/Stores/SC; All Purchase Officers of HQrs, Depots & Divisions
 Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC and All Purchase Sections
 Ch.OS/e-TO incorporate the above in IREPS(Instructions to Tenderers for e-Tenders).

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प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25

Dt.09.02.2021

No.S.232.Tenders & Purchase Procedures.

OFFICE PROCEDURE ORDER NO.04/2021.

विषय / Sub : Quantity Option Clause –Reg.

संदर्भ / Ref : Stores General tender Conditions Para 2.7.

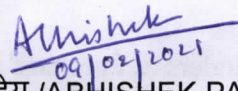
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With subject to the above, General Tender Condition Para 2.7 regarding Quantity Option Clause is modified for more clarity in the Option Clause as under:

Para No	Existing Clause	Para No	Revised Clause.
2.7	For tenders valuing Rs.75 Lakhs and above, the purchaser shall have the right to increase or decrease the ordered quantity by a quantity not exceeding 30% of the ordered quantity on the same price and terms and conditions during the currency of the contract, with suitable delivery schedule for the enhanced quantity. The purchaser can vary the order quantity by exercising the option clause during the currency of the contract giving reasonable time / notice for executing such increase or decrease. Option clause can be exercised up to last date of scheduled DP Mentioned in purchase order, even if the supply of original ordered quantity is completed before the last date of scheduled delivery.	2.7	For the tenders valuing Rs.75 Lakhs and above, the purchaser shall be entitled to vary the total order quantity upto +/- 30% anytime within the delivery period (including extended delivery period and even at the time of ordering) by giving suitable notice on the same price and terms and conditions, even if the supply of original ordered quantity is completed before the last date of scheduled delivery. The +/- 30% option clause can be operated in one or more than one installments as long as the total variation in quantity does not exceed the limit of 30% of ordered quantity. For operation of (+) 30% option clause, the increase in quantity with respect to the order quantity can be done by giving suitable delivery schedule for the enhanced quantity on the basis of his original offer and the tenderer/contractor shall be bound to accept the quantity so ordered. For operation of option clause, consequent to decrease in prices, subsequent to the placement of contract, a 'suitable notice' for exercise of (-) 30% option clause will be served to give a reasonable opportunity to the tenderer/contractor to unconditionally agree to accept such lower rates for the quantity unsupplied on the date of reduction/ decrease of prices or the (-) 30% quantity, whichever is less. Where the tenderer/contractor does not

		unconditionally agree to accept lower rate, no further consent from the tenderer/contractor is necessary for exercise of (-) 30% quantity option clause.
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This issues with the approval of Competent Authority.


 (अभिषेक पांडेय /ABHISHEK PANDEY)
 (उप मुख्य समग्री प्रबंधक/ Dy.CMM/GPS&IC)
 कृते प्रमुख मुख्य सामग्री प्रबंधक
 For PRINCIPAL CHIEF MATERIALS MANAGER

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

CMM/G, CMM/T, CMM/S & CMM/M.

Dy.CVO/Stores for information, All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All purchase section incharges.

Ch.OS/TO to modify the same in General Tender Conditions.



दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25.

Dt.09.02.2021

No.S.232.Tenders & Purchase Procedures

OFFICE PROCEDURE ORDER NO.05/2021.

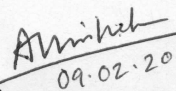
विषय / Sub: Format of letter for Operation of Option clause when lower rates is received in subsequent tender.

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Wherever option clause is available in the contract and lower rate is received in subsequent tender, a draft letter format for communication of operation for minus option clause is enclosed in Annexure A that may be followed.

However, the actual letter may be modified suitably if required on case to case basis.

This issues with the approval of competent authority.


09.02.2021
(अभिषेक पांडेय /ABHISHEK PANDEY)
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
कृते प्रमुख मुख्य सामग्री प्रबंधक
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CMM/G, CMM/T, CMM/S & CMM/M.

Dy.CVO/Stores for information, All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All purchase section incharges.

Annexure A

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

Letter No. _____

विषय Sub: Operation of Option clause for supply of _____.

संदर्भ Ref: This office LOA No. _____ DT _____ and subsequent

P.O. No(s) _____ DT _____ for supply of subject item.

1.0 Subsequent to issue of above referred LOA and subsequent purchase order(s) by this office, lower rate has been received in a new tender case _____ opened in SCR on _____ for the subject item _____. Consignee wise details of lower rates received in the tender opened on _____ are as follows:-

Consignee	Basic rate in Rs.	Frts. & other charges in Rs.	GST	All Inclusive Rate (AIR in Rs.)

Details of consignee wise qty. against LOA/P.Os placed on you are as follows:-

S No	CONSIGNEE	PO No. & Date	Qty (unit)	Rate per unit

2.0 As per the terms and conditions of LOA and subsequent purchase order(s), purchaser intends to reduce the ordered qty to the extent of unsupplied qty as on _____ (TOD of subsequent tender) or 30% of the total order qty whichever is less against the above mentioned LOA and subsequent purchase order(s) by exercising (-) 30% option clause.

3.0 However, an opportunity is given to you to accept lower rate received in subsequent tender opened on _____. You are requested to confirm unconditional acceptance for the above lower rate for the unsupplied qty as on _____ (TOD of subsequent tender) or 30% of the order qty whichever is lower against the above mentioned in LOA and subsequent purchase order(s). Further, in future, if any lower rate is received in any tender for the same item, then the same will be offered to you.

4.0 Your Reply by e-mail/registered post should reach to the undersigned latest by within 07 days. In case, you do not agree to accept the lower rate or your reply is not received, **(-) 30% option clause as per Para 2.0 above will be operated, without any further communication. Formal modification advice will follow.**

5.0 You are also requested not to dispatch unsupplied qty as on _____ (TOD of subsequent tender) or 30% of the order qty whichever is lower till further advice.

This is issued without any prejudice to rights of purchaser under IRS and other conditions of contract.

Signature
Designation

Copy to:

Consignees - (-) 30% option clause is under operation. You are advised not to accept any material against this PO till further advice.

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प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt. 04.03.2021

No.S.232.Tenders & Purchase Procedures

OFFICE PROCEDURE ORDER NO. 06 /2021.

विषय/ Sub: System Improvement regarding finalization of M&P tenders -reg.

संदर्भ/ Ref: 1) Dy.CVO/Stores letter no.265/PC/2019/11/01112/GS/G/SC dtd.12.02.21.
2) Railway Board letter no 98/RS(G)/709/1 dtd. 30.05.2006.
3) Railway Board letter no 98/RS(G)/709/1 part dtd. 08.09.2011.
4) Railway Board letter no 9S/RS(G)/709/1 part dtd 02.07.2018.

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1. In connection to ref.(1) Vigilance has suggested System Improvements regarding finalization of M&P tenders. The system Improvements given by Vigilance is mentioned below and should be invariably followed:
 - (a) Clause wise compliance statement to the tendered specifications should invariably be obtained from each bidder while quoting for supply of M&P items.
 - (b) Specific attention should be invariably invited in the tender documents about the CAMC charges for maintenance of M&P items after Post-Warranty period even though it was part of M&P terms & conditions wherever such conditions incorporated in the tenders.
- Further it is suggested that minor deviations, if any which are not specifically mentioned as "Essential" parameters in tendered document to be discussed and decided by Tender Accepting Authority (TAA).
2. In addition it is reiterated that, Railway Board vide letter mentioned in ref.(2) & (3) has clearly stated regarding terms and conditions of M&P procurement and applicability of M&P conditions. Vide letter in ref.(4) Railway Board clearly instructed that it should be ensured that clear criteria for evaluation of inter-se ranking for bidders should be incorporated in NIT. The same should be followed without fail.

This issue with the approval of the competent authority.


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For PRINCIPAL CHIEF MATERIALS MANAGER

C:/- PS to PCMM for kind information of PCMM

CMM/G, CMM/T, CMM/S & CMM/M.

Dy.CVO/Stores for information, All Purchase Officers of HQrs, Depots & Divisions

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All purchase section incharges.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.30.03.2021

No.S.232.Tenders & Purchase Procedures

All Depot / Divisional Officers

OFFICE PROCEDURE ORDER NO. 07 /2021.

विषय /Sub: Vigilance Preventive Check on adequate tender opening time for floating of tenders -reg.

संदर्भ /Ref : Dy.CVO/Stores letter no.265/PC/2020/07/00709/S/N/HQ dtd.12.02.21

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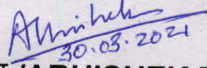
It has come to notice during vigilance check, that purchases through local purchase of depots/divisions are being done without giving adequate time for bidders to participate in tender. This is resulting in complaints from various suppliers.

It is instructed that purchase officers should ensure that adequate time is given to bidders to participate in the tenders except in proven urgency. This will improve participation and competition.

It is also seen that Open Tenders which are being floated for less than Rs.25 lakhs without giving the minimum tender notice period of 21 days, are being interpreted as "Open Tenders" and powers are being exercised accordingly.

It is instructed that in case the tender is less than 25 lakhs and floated without giving the minimum tender notice period of 21 days, it shall be treated as Limited/Bulletin/Single tenders (as the case may be) instead of open tender for the purpose of tender finalization/consideration/acceptance, irrespective of the type of tender in IREPS.

This issues with the approval of competent authority.


(अभिषेक पांडेय /ABHISHEK PANDEY)

(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

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

CMM/G, CMM/T, CMM/S & CMM/M.

Dy.CVO/Stores for information, All Purchase Officers of HQrs.

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC All purchase section incharges.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.25.05.2021

No.S.150.G&P.Policy Matters.2021-22

OFFICE PROCEDURE ORDER NO.08/2021.

विषय /Sub : Verification of Local Content in Public Procurement (Preference to Make in India).

संदर्भ /Ref : 1) Rly.Bd.'s ltr no.2020/RS(G)/779/2/Pt.1 dtd.21.05.2021
2) Rly.Bd.'s ltr no.2020/RS(G)/779/2/Pt.1 dtd.25.09.2020
3) Rly.Bd.'s ltr no.2015/RS(G)/779/5 dtd.03.08.2017

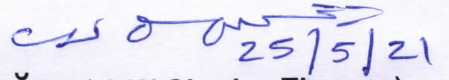
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1. Railway Board, vide above referred letters has advised to constitute a committee with internal or external experts for independent verification of self declarations and auditor's/accountant's certificates on random bases and in case of complaints.
2. Accordingly, the following SAG officers have been nominated by PHODs as committee members.

S.No	Department	SAG Officer nominated
01	Stores	CMM/T
02	Mechanical	CWE
03	Accounts	FA&CAO/S&WS

3. The committee shall verify complaints received for Local Content declared by firm / verify Local Content declared by firm randomly.

This issues with the approval of competent authority.


(सी.डब्ल्यू चार्ल्स थॉमस / C.W.Charles Thomas)
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C:/- PS to PCMM, Secy. to PCME & Secy. to PFA for kind information of PHODs.
CMM/G, CMM/M, CMM/S CMM/T, CWE & FA&CAO/S&WS for kind information please.
Dy.CVO/Stores for information, All Purchase Officers of HQrs, Depots & Divisions.
Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All purchase section incharges.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25
Dt.03.08.2021

No. S.232.Tender & Purchase Procedure/2021

OFFICE PROCEDURE ORDER NO:09 /2021

Sub: Recovery of Income Tax @ 0.1% from the suppliers

Ref: FA&CAO/S&W/SC/SCR Ir.No. ASA/Misc.Corr dt. 14.07.2021.

With reference to the above, FA&CAO/S&W/SC has circulated a letter regarding "Recovery of Income Tax @ 0.1% from the suppliers" as mentioned below.

Following addition is to be incorporated in ITC for e-Tenders.

Existing Para : Nil

Revised Para : 37.0 at INSTRUCTIONS TO TENDERERS FOR E-TENDERS

37.0. Recovery of Income Tax @ 0.1% from the suppliers under New Section 194 Q in the Income Tax Act of Finance Act of 2021 No.13 of 2021 dated 28.03.2021:

Finance Act of 2021 No 13 of 2021 dated 28.03.2021 has Inserted a new section 194Q in the Income Tax Act as per the newly introduced section, the following are to be ensured while passing the bills pertaining to purchase of goods.

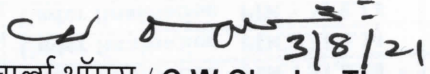
1. Income Tax to be deducted @ 0.1% on purchase of any goods from the seller, who is resident of India on the value or aggregate of such value exceeding INR 50 Lakhs in any previous year.
2. The provision is applicable from 1st July 2021.
3. The tax to be deducted at higher rate of 5%, if the seller doesn't hold a PAN in India.
4. Further higher rate of 5% has to be deducted if the seller has to be deducted if the seller has not filed the returns of income for both of the immediately preceding two years relevant to the year in which Tax is required to be deducted.

In the light of the above provisions of the ACT, to avoid ambiguity, it is decided to deduct the tax @ 0.1% on the stores bills excluding GST. The seller may claim, if any in case of any dispute, from the Income Tax Authorities.

All the suppliers are requested to submit the following documents along with ensuing bills through ON LINE.

1. Copy of PAN CARD of the supplier.
2. Latest certificate from the Chartered Accountant regarding turnover of the supplier.
3. Copies of the IT returns submitted by the supplier for the two preceding years to the year in which bill is being processed. For ex. while submitting the bills during the year 2021-22, tax returns for financial year 2019-20 and 2020-21.

This issues with the approval of PCMM


(सी.डब्ल्यू चार्ल्स थॉमस / C.W.Charles Thomas)
(उप मुख्य समग्री प्रबंधक/ Dy.CMM/GPS&IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

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

CMM/G, CMM/M, CMM/S CMM/T for kind information please.

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

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All purchase section incharges.

Ch.OS/e-TO incorporate the above in IREPS(Instructions to Tenderers for e-Tenders).

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.04.08.2021

No.S.150.G&P.Policy Matters.2021-22

OFFICE PROCEDURE ORDER NO.10/2021.

विषय /Sub : Verification of Local Content in Public Procurement (Preference to Make in India).

संदर्भ /Ref : 1) Rly.Bd.'s ltr no.2020/RS(G)/779/2/Pt.1 dtd.21.05.2021
2) Rly.Bd.'s ltr no.2020/RS(G)/779/2/Pt.1 dtd.25.09.2020
3) Rly.Bd.'s ltr no.2015/RS(G)/779/5 dtd.03.08.2017

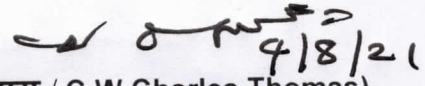
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1. Railway Board, vide above referred letters has advised to constitute a committee with internal or external experts for independent verification of self declarations and auditor's/accountant's certificates on random bases and in case of complaints.
2. Accordingly, the following JAG officers have been nominated by PHODs as committee members.

S.No	Department	JAG Officer nominated
01	Stores	Dy.CMM/C&W
02	Mechanical	Dy.CME/Workshop
03	Accounts	Dy.FA&CAO/S&W

3. The committee shall verify complaints received for Local Content declared by firm / verify Local Content declared by firm randomly.

This issues with the approval of competent authority.


(सी.डब्ल्यू चार्ल्स थॉमस / C.W.Charles Thomas)
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM, Secy. to PCME & Secy. to PFA for kind information of PHODs.

CMM/G, CMM/M, CMM/T & CMM/S for kind information please.

Dy.CMM/C&W, Dy.CME/Workshop & Dy.FA&CAO/S&W for information.

All Purchase Officers of HQrs, All Depot & Divisional Officers. All purchase section incharges.

Dy.CVO/Stores, Dy.CMM/P&S & Dy.CMM/Con/SC for information.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.10.08.2021

No.S.26.PI.4.1.2021

OFFICE PROCEDURE ORDER NO:11/2021

विषय: Sub:- 100% advance Payment against Proforma Invoice- Sanction of AGM to 5 firms.

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- 1.0 AGM has accorded Sanction for 100% Payment against Proforma Invoice for ONE year to 5 Firms given below and is valid up to 09.08.2022.
 1. M/s. BHEL
 2. M/s. Indian Oil Corporation Ltd
 3. M/s. BPC Ltd
 4. M/s. HPC Ltd
 5. M/s. Ordnance Factory
- 2.0 The following conditions should be incorporated in Purchase Orders where 100% payment is made to the supplier against Proforma Invoice.
- 2.1 The Vendor should send the Proforma Invoice to the Consignee as per terms and conditions of the Purchase Order, when the materials are ready.
- 2.2 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.
- 2.3 Availability of funds under MAR should be got certified by the associated finance before entering into commitments.
- 3.0 A mechanism should be put in place in depots to monitor the payment made on proforma invoice and material received. If any balance is due from the firm, shall be brought to the notice of the firm immediately and arrange to collect the material or take refund. The information should be sent to HQrs on monthly PCDO. Format should be as below.

[illegible]

- 4.0 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 above is rejected, the same should be recorded in this register and the facility of 100% proforma invoice payment withdrawn.
- 5.0 Model SOP-2018 conditions/Extant instructions of the Railway Board on the Subject shall be complied including extension of delivery period.

This issues with the approval of the Competent Authority.


19/08/2021

(एस. विजया भास्कर/S.VIJAYA BHASKAR)
(उप मुख्य समग्री प्रबंधक/ Dy.CMM/GPS&IC)
कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C/- PS to PCMM for kind information of PCMM.

CMM/G, CMM/M, CMM/T & CMM/S for kind information.

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

CWM/LGD, RYPS & TPTY for kind information.

Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL,

GNT & NED, Dy.CVO/Stores/SC, Dy.CMM/Con/SC, Principal/STC/SC for information.

All Purchase Officers, Depot & Divisional Officers, All Section-in-Charges of PCMM Office.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.20.08.2021

No.S.348.Vig.Preventive Check.21.

OFFICE PROCEDURE ORDER NO.12/2021.

विषय /Sub: Vigilance Preventive Check on adequate tender opening time for floating of tenders -reg.

संदर्भ /Ref : This Office OPO No.07/2021 issued vide ltr no. S.232.Tenders & Purchase Procedures dtd.30.03.2021.

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In supercession of Office Procedure Order No.07/2021 issued vide this office letter no. S.232.Tenders & Purchase Procedures dtd.30.03.2021, the following is advised:

1. The minimum tender notice period for Advertised tenders shall be 21 days.
2. Wherever the Advertised tenders floated with value less than Rs.25 Lakhs and tender notice period less than 21 days, the tenders shall be treated as Limited tenders and the rules for LT should be followed (for example if single offer is received against LT, urgency certificate should be obtained from competent authority for deciding the single offer, which is otherwise not required in Advertised tender cases. And all other rules relevant to LT shall be followed).
3. Minimum tender notice period for issuing of Limited tenders shall be 10 days. However, in case of urgency, with approval of JAG officer or above, Limited tenders can be floated with tender notice period less than 10 days.

This issues with the approval of competent authority.


(एस. विजया भास्कर/S.VIJAYA BHASKER)
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/GPS&IC)
कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM
CMM/G, CMM/M, CMM/T & CMM/S for kind information.
Dy.CVO/Stores, Dy.CMM/P&S, Dy.CMM/Con/SC for information
All Purchase Officers of HQrs, All Depot & Divisional Officers,
All purchase section incharges of PCMM Office.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.24.08.2021

No.S.348.Vig.Preventive Check.21.

OFFICE PROCEDURE ORDER NO.13/2021.

विषय/Sub: System Improvement on receipt & accountal of scrap materials – reg.

संदर्भ/Ref : Dy.CVO/S ltr no.265/V/PC/2020/08/00750/00751/S/G/GTL dtd.28.07.21

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The following system improvement is suggested on a preventive check conducted on receipt & accountal of scrap materials in the scrap depots and improper maintenance of records:

- (i) There should be no delay in accountal of scrap material received. As there is no testing etc. involved, the accountal should be done within one / two working days of receipt of material.
- (ii) Separate registers may be maintained for each bin available in the depot. If considered not prudent, separate set of pages should be earmarked for each bin in the register and entries of all unloading in the bin should made chronologically. Any lot formed and sold shall also be indicated in the bin register as being done presently. Bin/Lot register should be in the following format for each entry against the materials received under the headings of respective PL Numbers and Bin numbers.

Bin No. & Location				PL No.			
S. No	Date of receipt	Brief Description	Consignee	DS-8 No & dt	Qty received	Cumulative Qty	RO No & Dt
1	2	3	4	5	6	7	8

Once the lot is formed, then all the details should be mentioned at the end of formed lot qty. The details should be like:

- (a) Lot No: _____
- (b) Sold Date: _____
- (c) Sold Rate: _____
- (d) Firm Name: _____

As and when bin wise entries are enabled in iMMS, the same may be utilized for maintaining bin registers instead of manual registers.

- (iii) The supervisory officials must check the bin registers on a monthly basis and sign on the register as token of having checked the same. Depot officers should also make random checks on the bin registers.
- (iv) Till such time that bin register entries are being made in manual register, the custodian of scrap material shall consolidate the bin register entries for all bins pertaining to a single PL number and reconcile this consolidated quantity with the ledger balance of the item. This reconciliation must be conducted on a monthly basis and depot officer must scrutinize the same. Reconciliation should be recorded on the ledger card (Bin card) itself for future reference.

This issues with the approval of competent authority.


24/08/2021

(एस. विजया भास्कर/S.VIJAYA BHASKER)

(उप मुख्य समग्री प्रबंधक/ Dy.CMM/GPS&IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM
CMM/G, CMM/M, CMM/T & CMM/S for kind information.
Dy.CVO/Stores, Dy.CMM/P&S, Dy.CMM/Con/SC for information
All Purchase Officers of HQrs, All Depot & Divisional Officers,
All purchase section incharges of PCMM Office.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.
Dt.17.09.2021

No. S.236.Genl.Misc

OFFICE PROCEDURE ORDER NO.14/2021.

विषय / **Sub** : Procurement of low value single depot stock items -reg.

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- 1.0 **Procurement of single depot items of AAC value less than or equal to Rs.One Lakh** shall be procured at respective Depots only from 01.10.2021 onwards.
- 2.0 Same procedures and rules applicable at HQrs shall be applicable for depots for the procurement for these stock items. The monthly (from October-2021 onwards) AIS generated for all the said items shall be dealt for process of procurement by depot and the same shall not be submitted to HQrs for procurement.
- 3.0 In this regard, concerned CMM/Dy.CMM at HQrs will monitor the availability of these items with suitable reporting of figures in PCDO to avoid increase in out of stock %.
- 3.1 Timely procurement of above items by depots will be the responsibility of concerned Depot Officers and JAG officer at HQrs.
- 3.2 Concerned JAG officer at HQrs shall circulate the list of such items to Depots to ensure effective implementation of above procedure and monitoring.

This is issued with the approval of PCMM.

RUTTALA
SESHAGIRI RAO
(आर. शेषगिरि राव R.SESHAGIRI RAO)
(प्रमुसाप्र के सचिव Secy to PCMM)
कृते प्रमुख मुख्य सामग्री प्रबंधक

Digitally signed by
RUTTALA SESHAGIRI RAO
Date: 2021.09.17 15:25:12
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For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM
CMM/G, CMM/M, CMM/T & CMM/S for kind information.
Dy.CVO/Stores, Dy.CMM/P&S, Dy.CMM/Con/SC for kind information.
All Purchase Officers of HQrs, All Depot & Divisional Officers,
All purchase section incharges of PCMM Office.