

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25
Dt. 06.01.2022

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

All Purchase Officers/HQrs./Depot/Divisions.

OFFICE PROCEDURE ORDER NO: 01/2022

विषय / Sub : EMD and SD in stores Procurement.

संदर्भ / Ref : i) Rly Bd Lr.No.2020/RS(G)/779/16 dt. 31.12.2021

ii) This office OPO No. 15/2021 dt. 28.12.2021

iii) Rly Bd Lr.No.2020/RS(G)/779/16 dt.27.11.2020
(OPO No.26/2020, 27/2020 & 28/2020 Dt.08.12.2020).

iv) Rly Bd Lr.No.2004/RS(G)/779/11 Pt. Dt. 23.12.2019
(OPO No.04/2020 & Corrigendum of OPO No.04/2020).

v) Rly Bd Lr.No.2004/RS(G)/779/11 Pt.Dt.27.03.2019
(OPO No.16/2019 Dt.02.04.2019).

vi) Rly Bd Lr.No. 2018/Trans Cell/Stores Procurement dt.02.01.2019
(OPO No. 06/2019 Dt.23.01.2019).

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In supersession of Office Procedure Order No.15/2021 issued vide this office Lr.No. S.232.Tender & Purchase Procedure dt. 28.12.2021, and as per Railway Board letter vide referred at S.No.(i), regarding "Security Deposit (SD)/Performance Security for stores contracts" the following is issued with immediate effect.

All tenders/contracts issued/ concluded till 31/03/2023 shall have performance security as per existing instructions or 3% whichever is lower.

In all contracts where Performance Security has been reduced to 3% in view of above stipulations, the reduced percentage of Performance Security shall continue for the entire duration of the contract and there should be no subsequent increase of Performance Security even beyond 31/03/2023. Similarly, in all contracts entered into with the reduced percentage of Performance Security of 3%, there will be no subsequent increase in Performance Security even beyond 31/03/2023.

The EMD/SD conditions as per Annexure shall be applicable for tenders issued w.e.f 01.01.2022

This is issues with the approval of PCMM

DUVVORI LAKSHMI
NARASIMHA
PRABHAKAR

(D.L.N.PRABHAKAR)
(उप मुख्य समग्री प्रबंधक/ Dy.CMM/IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM

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

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

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

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

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All Section in-charges

Ch.OS/TO - to incorporate the above in IREPS (INSTRUCTIONS TO TENDERERS FOR E-TENDERS)

Para No:	MODIFIED CONDITIONS						
13.0	EARNEST MONEY DEPOSIT (EMD) FOR STORES TENDERS:						
13.1	There shall be no exemption from submission of EMD for any tender or by any tenderer subject to provisions under clause 13.7 below, except following: a) Limited tenders with estimated value upto Rs.25 Lakhs (Including single tenders, global limited tenders) & Open tenders with estimated value upto Rs.10 Lakhs-unless specially mentioned otherwise in the tender. b) Micro and Small Enterprises (MSEs) registered for the tendered item. c) Other Railways and Government. d) Indian Ordinance Factories. e) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them. f) Vendors registered with Railways for the trade group of the item tendered, upto their monetary limit of registration status being valid on the date of tender closing. g) Vendors appearing on the approved vendor lists of RDSO/Pus/CORE, subject to approval status being valid on the date of tender closing. h) Vendors registered with Railways for supply of medicine, medical equipments and consumables shall be exempted from submission of EMD for these items, subject to valid registration on the date of tender opening. i) In tenders issued against PAC, OEM in whose favour PAC has been issued shall be exempted from submitting EMD. KVIC and ACASH shall be exempted from EMD for items supplied by them.						
13.2	<u>AMOUNT OF EMD TO BE REMITTED:</u> a) <table border="1"> <tr> <td>Estimated value of tender</td><td>EMD(rounded off to nearest higher Rs.10(ten)</td></tr> <tr> <td>Upto Rs.50 Cr</td><td>@2% of the estimated value of the tender subject to Max.Rs.20 Lakh</td></tr> <tr> <td>Above Rs. 50Cr.</td><td>Rs.50 Lakh</td></tr> </table> b) Offers of the tenderers which does not qualify for exemption as indicated in Para 13.1 above and submitted without EMD shall be summarily rejected.	Estimated value of tender	EMD(rounded off to nearest higher Rs.10(ten)	Upto Rs.50 Cr	@2% of the estimated value of the tender subject to Max.Rs.20 Lakh	Above Rs. 50Cr.	Rs.50 Lakh
Estimated value of tender	EMD(rounded off to nearest higher Rs.10(ten)						
Upto Rs.50 Cr	@2% of the estimated value of the tender subject to Max.Rs.20 Lakh						
Above Rs. 50Cr.	Rs.50 Lakh						

13.3	Tenderers seeking exemption from payment of Earnest Money as per 13.1(b) i.e. Micro and Small Enterprises (MSEs) registered for the tendered item and 13.1(f) i.e. Vendors registered with Railways for the trade group of the item tendered, upto their monetary limit of registration status being valid on the date of tender closing shall have to attach scanned copy of requisite documentary evidence in support of their claim along with offer, failing which the offer will be considered invalid and will be summarily rejected. (NB: In two Packet Bidding system, such document must be uploaded at the time of techno-commercial bid)
13.4	Tenderers other than those who are exempted from paying Earnest Money or in whose favour Earnest Money Payment may be waived as detailed in the preceding paragraphs shall be required to pay Earnest Money online through Payment Gateway facility provided on the site (using debit/credit card or Internet banking), failing which, their offers shall be summarily rejected. No other mode of submission of EMD is acceptable.
13.5	<u>FORFEITURE OF EARNEST MONEY:</u> Railways have the right to forfeit the Earnest Money Deposit if the tenderer withdraws or revises his offer within the offer validity period.
13.6	<u>EMD shall be refunded when any one of the following conditions is satisfied.</u> a) After finalization of tender the bidder is an unsuccessful bidder. b) Validity of Offer expires and validity extension is not sought. c) Validity of offer expires and bidder refuses to extend validity of offer. d) After finalization of the tender successful bidder submits required SD.
13.7 (i)	a) All vendors exempted from submitting EMD, as per para 13.1 above irrespective of type of tender, i.e. single, limited or open, shall be required to sign a bid securing declaration as per Annexure-A enclosed with instruction to tenderers. By seeking exemption of EMD by the tenderer, it will be considered that the contents of Annexure-A have been read and unconditionally agreed and accepted by the tenderer. b) If the tenderer are not agreeable to this Bid securing declaration (Annexure-A) they have to categorically mention about the disagreement in Techno Commercial Deviation. In such cases their offer will be treated as commercially unresponsive offer and will be summarily rejected.
ii)	There shall be no exemption to such bidders from submitting EMD and SD for all tenders published during the period of time they are disqualified as detailed in the declaration signed by them.
iii)	The disqualification procedure and all correspondence thereof shall be online and digital.
iv)	This para shall be not be applicable for Govt. Departments/ordnance factories /other Railways/Railway PSUs/KVIC/ACASH and matter shall be taken up with them departmentally/administratively

14.0	<u>SECURITY DEPOSIT(SD)/PERFORMANCE SECURITY FOR STORES CONTRACTS EXCEPT M&P.</u>						
14.1	a) i) Amount of Security Deposit: Unless otherwise mentioned in the tender the amount of security deposit will be as given below <table border="1"> <tr> <td>Contract value</td><td>SD (rounded off to nearest higher Rs.10 (ten)</td></tr> <tr> <td>Above Rs.25 lakh and Upto Rs 50 cr.</td><td>@ 3% of contract value subject to Max. Rs.50 lakh</td></tr> <tr> <td>Above Rs.50 cr</td><td>Rs.1 cr.</td></tr> </table> ii) Wherever, there is compelling circumstances to ask for performance Security in excess of three percent as stipulated above, the same will be added in the tender as special condition. b) <u>Time for deposit of SD.</u> SD from successful tenderer should be received in purchase office within 21 days from the date of communication of acceptance with respect to the purchaser, failing which action as deemed fit as per Para 14.4 below.	Contract value	SD (rounded off to nearest higher Rs.10 (ten)	Above Rs.25 lakh and Upto Rs 50 cr.	@ 3% of contract value subject to Max. Rs.50 lakh	Above Rs.50 cr	Rs.1 cr.
Contract value	SD (rounded off to nearest higher Rs.10 (ten)						
Above Rs.25 lakh and Upto Rs 50 cr.	@ 3% of contract value subject to Max. Rs.50 lakh						
Above Rs.50 cr	Rs.1 cr.						
14.2	There shall be no exemption from submission of Security Deposit (SD) for any tender or by any tenderer except following: i) The Store contract cases of value upto Rs.25 (Twenty five) lakhs. ii) Other Railways and Government Departments. iii) Indian Ordinance Factories. iv) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them. v) In tenders issued against PAC, OEM in whose favour PAC has been issued shall be exempted for submitting SD. KVIC and ACASH shall be exempted from SD for items supplied by them. vi) Vendors registered with Railways for the trade group of the item tendered shall be exempted from SD for orders valued upto their monitory limit of registration subject to registration status being valid on the date of issue of L.O.A. vii) Vendors appearing on the approved vendor lists of RDSO/PUs/CORE, subject to approval status being valid on the date of tender closing. viii) Vendors registered with Railways for supply of medicine, medical equipments and consumables. Shall be exempted from submission of SD for these items subject to registration status being valid on the date of issue of L.O.A. Note: Apart from claiming damages from vendors, in case of failure to comply with the contractual obligations, Railways reserve the rights to record poor performance of the vendors for taking suitable penal action as per extant instructions.						

14.3	Security Deposit (SD) should remain valid for a Period of 60 days beyond the date of completion of all the contractual obligations.												
14.4	In the event of successful tender(s) failing to deposit/submit SD in acceptable form within the prescribed period as aforesaid, the EMD submitted by such successful tenderer(s) shall be automatically adjusted towards SD in view of the fact that in most of the cases, EMD amount would be adequate to meet the SD amount. In case where available EMD amount is less than required SD and the successful tenderer does not deposit the balance SD amount within stipulated time, then EMD shall be forfeited and case will be dealt with as that of withdrawal of offer by the tenderer as per extant instructions.												
14.5	Bidders seeking waiver of security deposit will have to submit requisite documentary evidence by uploading the same while submitting online bids.												
14.6	Wherever SD has been exempted, for any reason and the supplier fails to supply goods as per conditions of contract, as amended from time to time, Purchaser shall have right to levy damages from the supplier for failing to comply with contractual conditions, not by way of penalty, an amount equal to SD amount, as would have been applicable if the contract was with a non-exempted vendor. These damages shall be treated as recoveries outstanding against the vendor and dealt with accordingly.												
14.7	In severable contracts, in case of failure by contractor to meet deliveries for any lot, Railways may cancel the contract for defaulted part by forfeiting SD commensurate to that lot.												
14.8	Risk Purchase clause shall not be applicable.												
15.0	<u>Security deposit is to be paid in any of the manner prescribed below:</u> i. Government securities at 5 percent below the market value. ii. Deposit Receipts, Pay Orders, Demand Drafts and Guarantee Bonds (as per annexure 'B') of the State Bank of India or any of the Nationalized Bank. iii. Deposit Receipts, Pay Orders, Demand Drafts and Guarantee Bonds (as per annexure 'B') issued by any Scheduled Commercial Bank. iv. Deposit Receipts of the Post Office Saving Bank. v. The Bond of Indian Railway Finance Corporation (in case of bonds issued under non cumulative interest scheme, post dated interest warrants should be submitted along with the bonds and the interest warrants could be given back as and when the interest becomes due) and KRCL Bonds of Rs.1000 each. Payment of Security Deposit and Earnest Money in the form of Pay Order/Demand Draft should be drawn in favor of FA&CAO only. 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: <table border="1" data-bbox="509 1600 1421 1831"> <tr> <td>Name of the Bank</td><td>State Bank of India</td></tr> <tr> <td>Place</td><td>Himmatnagar/Secunderabad</td></tr> <tr> <td>Account Number</td><td>62337131167</td></tr> <tr> <td>Bank Code</td><td>SBIN</td></tr> <tr> <td>IFSC Code</td><td>SBIN0020244</td></tr> <tr> <td>Name of the Railway Account</td><td>FA& CAO/SC 01</td></tr> </table> (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 Material 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.	Name of the Bank	State Bank of India	Place	Himmatnagar/Secunderabad	Account Number	62337131167	Bank Code	SBIN	IFSC Code	SBIN0020244	Name of the Railway Account	FA& CAO/SC 01
Name of the Bank	State Bank of India												
Place	Himmatnagar/Secunderabad												
Account Number	62337131167												
Bank Code	SBIN												
IFSC Code	SBIN0020244												
Name of the Railway Account	FA& CAO/SC 01												

Annexure 'A'

Bid securing declaration to be signed by bidders availing exemption from submission of EMD

"I/We certify that my/our offer is eligible for exemption from submission of bid security/Earnest Money Deposit, in terms of the tender conditions.

In case my/our claim to exemption from submission of bid security/Earnest Money Deposit is not found valid as per terms of the tender. I/We understand and accept that Railways has unquestionable right to summarily reject my bid and my offer shall not be considered for ordering. Further, I/we hereby understand and accept that if I/We withdraw or modify my/our bids during period of validity, or if I/We are awarded the contract and on being called upon to submit the performance security/Security Deposit, fail to submit the performance security/Security Deposit before the deadline defined in the request for bid document/Notice Inviting Tender, I/We shall be debarred from exemption of submitting Bid Security/Earnest Money Deposit and performance security/Security Deposit for a period of 6(six) months, from the date I/We are declared disqualified from exemption from submission of EMD/SD, for all tenders for procurement of goods issued by any unit of Indian Railways published during this period."

PROFORMA FOR BANK GUARANTEE TOWARDS SECURITY DEPOSIT (SD)

To:
The President of India Acting through
PFA,
South Central Railway

GUARANTEE BOND

1. In consideration of the President of India (hereinafter called "the Government") having agreed to exempt ----- (hereinafter called "the said Contractor(s)") from the demand under the terms and conditions of an Agreement dated----- made between **Principal Chief Materials Manager**, South Central Railway, and----- -----for (hereinafter called "the said Agreement"), of security deposit for due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement on ----- production of a bank Guarantee for Rs ----- (Rupees ----- only), we (Indicate name of the bank) (hereinafter referred to as "the Bank") at the request of ----- contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs. -----against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said agreement.

2. We -----(Indicate name of the bank) do here by undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs - -----

3. We under take to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/Supplier(s) in any suit or proceeding pending before any Court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the Contractor(s)/ Supplier(s) shall have no claim against us for making such payment.

4. We -----(Indicate name of the bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till **Principal Chief Materials Manager, South Central Railway**, Ministry of Railway certifies that the terms and conditions of the said Agreement has been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the ----- we shall be discharged from all liability under this Guarantee thereafter.

5. We ----- (Indicate name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to

postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ Supplier(s).

7. We -----(indicate name of bank)lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.

Date the -----day of -----

For -----
(Indicate name of the Bank)
(Bank's common seal)

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 71
Dt. 13 .01.2022

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

All Purchase Officers/HQrs./Depot/Divisions.

OFFICE PROCEDURE ORDER NO: 02/2022

विषय :Sub:- Amendment in e-Reverse Auction policy to give impetus to Development of vendors.

संदर्भ Ref:-1) Rly Bd Lr No. 2020/RS(G)/779/17 dt.16.12.2021.

2) This office OPO No. 43/2019 dt. 22.11.2019 9 (Rly Bd. Lr.Dt.18.10.2019)

As per Railway Board letter mentioned above, In order to give further impetus to the development efforts of vendors, the following amendment is issued to e-RA.

Para. 20.2(b) To Be Modified as follows:

Para. No	EXISTING	Para. No	REVISED
20.2(b)	Selection of vendors for Reverse Auction for developmental ordering: Offers Qualified for Development Order, with initial price offer lower than the highest initial price offer of a vendor Qualified for Bulk Order and selected for Reverse Auction after elimination, shall be allowed to participate in RA.	20.2(b)	In case of stores tenders, selection of vendors for Reverse Auction for developmental ordering: i) Offers qualified for development order, with initial price offer lower than the highest initial price offer of a vendor Qualified for bulk order and selected for Reverse Auction after elimination, shall be allowed to participate in RA. ii) However, for the items where it is considered essential to also consider the offers for placement of developmental order from vendor categorized as qualified for development order, whose received rates are higher than the rate applicable for offers categorized as qualified for bulk order, all bids categorized as Qualified for Developmental order shall be allowed to participate in Reverse Auction. Suitable clause for applicability of one out of these two options for participation / elimination of vendors qualified for Development order shall be mentioned in the tender.

Existing Para 20.9: NIL

Revised Para 20.9: As follows.

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 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.
 - d) Declaration regarding e-RA participation/elimination criteria for vendors categorized as Qualified for Development order for the purpose of e-RA as per clause **20.2(b)** of the General Tender Conditions and setting the matching option in e-RA application.
- 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 the 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..

Note to Purchase Officers: Above changed rules are applicable for e-RA tenders and CRIS has already incorporated the changes. In tender page, under Auto elimination rules tab two options have been provided- **Applicable for Bulk/Developmental and Bulk only.** Purchase officers are advised to select by default- **Auto Elimination Rules applicable for both Bulk and Developmental sources.** If Auto Elimination rules have to be made applicable for only Bulk sources, same should be done with the approval of PCMM

This issues with the approval of PCMM.

DUVVORI
LAKSHMI
NARASIMHA
PRABHAKAR

Digitally signed by DUVVORI LAKSHMI NARASIMHA PRABHAKAR
DN: c=IN, ou=INDIAN RAILWAY, ou=South Eastern
RAILWAY, o=NARASIMHA STORES, postalCode=701005,
st=WB, email=L.N.Prabha@railway.gov.in, serial=100,
serialNumber=100, version=1
Reason: I am the signer of this document.
MD5: 8A55C3C13E3A8A8A8A8A8A8A8A8A8A8A
Date: 2022.01.13 13:04:20 +05'30'

(डी.एल.एन.प्रभाकर D.L.N.Prabhakar)
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

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

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

Dy.CVO/Stores/SC; Dy.CMM/P&S/SC, Dy.CMM/Con/SC All Purchase Sections.

Ch.OS/TO-to incorporate the above in IREPS (General Tender Conditions).

SOUTH CENTRAL RAILWAY

Headquarter Office,
Stores Branch,
Railnilayam,
Secunderabad.

No.S.232.Tender & Purchase Procedure

Date: 17.01.2022

All Purchase Officers/HQ/Depots/Divisions

OFFICE PROCEDURE ORDER NO. 03/2022

Sub: Vetting of "A" Category items by Headquarter Finance.

- Ref: 1. This Office OPO No.22/2017 dated 06.07.2017
2. This Office OPO No.24/2020 dated 24.11.2020.
3. Para 1.1 – Part- "D" of Model SOP-2018.

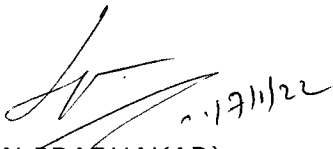
In supersession of earlier instructions on the subject, the following revised Office Procedure Order for vetting of "A" Category items is issued:

1. As per Office Procedure Order No.24/2020 dated 24.11.2020 mentioned under reference-2, the interim period has been reduced to 9 months, except for indent items & PU procured items.
2. The A, B & C categorization of the items will be based on the iMMS programme result run every year on 1st of April of the Financial year. As per the pre-defined programme available in iMMS, the categorization of items will be followed for that particular year.
3. As per Para-1.1 of Part-"D" Model SOP, the AAC vetting has to be done in Single Stage by Headquarter Finance for all "A" Category items and no Finance vetting is required for "B" & "C" category items.
4. The process of demand generation in headquarters for all "A" Category items shall be as under:
 - a) The case file should be opened three months prior to the date of generation of SRS.
 - b) The case file should be sent to the user department for vetting of Description, approved/likely sources, if any, Drawing/Specification, etc., apart from providing justification for AAC.

 17/1/22

- c) After receiving the file from the user department with all the details, the proposal for AAC vetting should be forwarded to Headquarter Finance. In normal circumstances, the tender for all "A" category items should be floated only after receipt of vetted AAC from the Finance. In exceptional circumstances, it can be done with the approval of concerned CMM. However, final procurement will be made only as per vetted AAC.
- d) After obtaining AAC vetting, the vetted AAC shall be updated in iMMS.
- e) All the above activities i.e. vetting of Description, approved/likely sources, if any, Drawing/Specification, etc., apart from providing justification for AAC from the user department and AAC vetting by HQ Finance should be completed by the due date of Demand Generation in iMMS.
- f) On schedule date of SRS generation, demand should be generated and the case file should be processed for further procurement action.

This issues with the approval of PCMM.



(D.L.N.PRABHAKAR)
DY.CMM/IC

For Principal Chief Materials Manager

Copy to:

PS to PCMM for kind information of PCMM.
CMM/G, CMM/T, CMM/E, CMM/M
FA&CAO/S&W
Dy.CVO/S
All purchase section incharges in HQ.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25.

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

Dt.24.01.2022

All Depot / Divisional Officers

OFFICE PROCEDURE ORDER NO.04/2022.

विषय/**Sub:** Maintenance of Registers in Stores Depots -reg.

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During the Vigilance check in the depots, it was noticed that the mandated registers which were to be maintained as per the Codal provisions/instructions issued by the PCMM/SC office were not being maintained properly.

In view of the above, the consolidated list of registers, which must essentially be maintained along with schedule of inspections by the depot officers are given below for compliance by all concerned.

a) The details of registers :

S. No	Section	Register/ Record	Reference & Format	Schedule of inspection by Depot Officer.
1	Receipt	DRRP Register	a) S-1219 (Stores Code Vol-2) b) S-1221 : Depot Officer to inspect this register once in fortnight.	Once in a fortnight and put his signature on these registers having a token of check.
2		Warranty Rejection Register	PCMM/SC ltr.no. S.348.Vig.Preventive Check/19 dtd.10.09.19	
3		Dump/ Unloading Register	a) OPO. No.12/2006 dtd.26.04.2006 b) OPO.No.25/2019 dtd.30.04.19	
4	Wards	Charged-off Stores / Custody Register	OPO. No.23/2020 dtd.14.10.20	
5		Dip reading register (in case of receipt of oils / lubricants / fuels etc.)	OPO. No.27/2018 dtd.11.07.18	
6	LP	Bill Register	OPO. No.14/2020 dtd.25.06.20	
7	Scrap	DRRP Register	S-1219 (Stores Code Vol-2)	
8	Depots	Lot/Bin Register	OPO. No.13/2021 dtd.24.08.21	

b) In addition, following registers which are significant in the depot functioning should also be maintained and to be monitored periodically by the depot officers once in a month.

S. No	Section	Register/ Record	Remarks	Schedule of Inspection by Depot Officer.
1	Receipt	Rejection Register	Depot Officer should review all the long pending cases once in a fortnight and to expedite the disposal process. He should also sign on the register having token of check.	Once in a month
2		LR/PWB Register		
3		Adv. Payment Register		
4		Test Report Register		

If such registers are being maintained on-line, a physical record of periodical inspection of the same by the depot officer must be maintained.

This issues with the approval of competent authority.

DUVVORI
LAKSHMI
NARASIMHA
PRABHAKAR

Digitally signed by DUVVORI LAKSHMI NARASIMHA PRABHAKAR
DN: c=IN, o=INDIAN RAILWAY, ou=SOUTH EASTERN
RAILWAY KHARAGPUR STORES, postalCode=801505,
st=BIHAR,
2.5.2.42=cdc826a77c148db389e1769b1d0c3ba80bb10,
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105DCBC,
serialNumber=89EFC8E71F45E97F9346E12CF3CB985
7AA6A59C5C15E8AB3AADA50E875D7AQ, cn=DUVVORI
LAKSHMI NARASIMHA PRABHAKAR
Date: 2022.01.24.16:55:15 +05'30'

(उप मुख्य समग्री प्रबंधक/ Dy.CMM/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/E & CMM/M.

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

All Purchase Officers of HQrs. All purchase section incharges.



दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

प्रधान कार्यालय/HEADQUARTERS OFFICE
भंडार विभाग/STORES BRANCH
रेल निलयम/RAIL NILAYAM
सिकंदराबाद/SECUNDERABAD – 71.

No.SP.240.GAZ.HQRS.Vol.II

Dt.09.02.2022.

OFFICE PROCEDURE ORDER No. 05/2022

Sub: Sanction of CL/LAP/Permission to leave Hqrs & approval of tour programme on home/Foreign Line for Stores Officers.

Ref: Office Procedure Order No. 06/2014, issued under letter No.SP.240.Gaz.HQRS.Vol.II, Dt. 13.03.2014.

<<<< >>>>

In Supersession of the Office Procedure order referred above, Authority Competent to sanction CL/LAP/Tour Programme and permission to leave Hqrs. in respect of officers of Stores Department are indicated below:

Officers	Authority to Sanction CL	Authority to Sanction LAP and Permission to leave Hqrs.
HEADQUARTERS OFFICE		
CMMs	PCMM	PCMM
Dy.CMMs/Hqrs.	Concerned CMM	Concerned CMM Full Powers
Secy to PCMM & PS (Gaz) to PCMM	PCMM	PCMM Full Powers
SMMs/AMMs	Concerned Dy.CMM	Concerned Dy.CMMs up to 21 days, Concerned CMM beyond 21 days
DEPOT OFFICERS		
Dy.CMM/M&E/LGD	CWM/LGD	CWM/LGD Full Powers
AMM/M&E/LGD	Dy.CMM/M&E/LGD	Dy.CMM/M&E/LGD up to 21 days, CWM/LGD beyond 21 days,
Dy.CMM/G&S/MFT	Concerned CMM	Concerned CMM Full Powers
AMM/G&S/MFT	Dy.CMM/G&S/MFT	Dy.CMM/G&S/MFT up to 21 days, Concerned CMM beyond 21 days
AMM/S&F/SC	Dy.CMM/G&S/MFT	Dy.CMM/G&S/MFT up to 21 days, Concerned CMM beyond 21 days
Dy.CMM/SD/LGD	Concerned CMM	Concerned CMM Full Powers
Dy.CMM/P&S/SC	Concerned CMM	Concerned CMM Full Powers
AMM/P&S/SC	Dy.CMM/P&S/SC	Dy.CMM/P&S/SC up to 21 days, Concerned CMM beyond 21 days
Dy.CMM/M&G/RYPs	CWM/RYPs	CWM/RYPs Full Powers
AMM/M&G/RYPs	Dy.CMM/M&G/RYPs	Dy.CMM/M&G/RYPs up to 21 days, CWM/RYPs beyond 21 days,

Dy.CMM/SD/RYPs	Concerned CMM	Concerned CMM Full Powers
AMMs/SMMs in DSD/KZJ,GY,GTL BZA& MLY	Sr. DMEs of the Shed concerned	Sr. DMEs of the Shed concerned up to 21 days, Concerned CMM beyond 21 days
AMMs/SMMs in ELS/BZA,LGD,KZJ, ECSD, MLY & RJY	Sr. DEEs of the Shed concerned	Sr. DEEs of the Shed concerned up to 21 days, Concerned CMM beyond 21 days
Dy. CMM/CRS/TPTY	CWM/TPTY	CWM/TPTY Full Powers
AMM/CRS/TPTY	Dy.CMM/CRS/TPTY	Dy.CMM/CRS/TPTY up to 21 days, CWM/TPTY beyond 21 days
DIVISIONAL OFFICERS		
Sr. DMMs	Concerned DRMs	Concerned DRM : up to 21 days Concerned CMM: beyond 21 days** ** OPO No. 24/2021 Dt.16.09.2021 should be followed for CMM's approval
ADMM/DMM's	Concerned Sr.DMM's	Concerned Sr. DMM: Up to 21 days Concerned DRM: beyond 21 days
CONSTRUCTION		
Dy.CMM-CON	CAO-Con	CAO-Con: Full Powers
AMM-Con	Dy.CMM-CON	Dy.CMM/Con: up to 21 days CAO-Con: beyond 21 days
RAILWAY ELECTRIFICATION (RE)		
AMM/SMM/RE	CPD-RE-SC	CPD-RE-SC: Full Powers

Note:

1. The Officers proceeding on leave should get their leave programme noted by their standing alternative officer.
2. Officers after obtaining sanction of their leave/station permission to leave HQrs. from authorities other than PCMM should send a copy of their Sanctioned leave application to **PS (Gaz) to PCMM** for kind information of PCMM through e-office.
3. Stores Department officers who are working in other branches viz., **Dy.CVO/Stores, Dy.CMM/Construction/CAO's Office/SC** should send a copy of their sanctioned leave application **PS (Gaz) to PCMM** for kind information of PCMM.
4. The sanctioning power shall not exceed the powers delegated to the respective authorities as per MSOP 2018, Sl. No. 1 (A) & (B) (i) of Part-F, Sub Part-I(Gazetted).

This has the Approval of PCMM.

DUVVORI LAKSHMI
NARASIMHA
PRABHAKAR

Digitally signed by DUVVORI LAKSHMI NARASIMHA PRABHAKAR
DN: cn=D.L.N. PRABHAKAR, ou=STORES, email=D.L.N. PRABHAKAR@PCMM.CO, c=IN
A: A, email=D.L.N. PRABHAKAR@PCMM.CO, o=PCMM, ou=STORES, email=D.L.N. PRABHAKAR@PCMM.CO
serialNumber=D.L.N. PRABHAKAR@PCMM.CO, cn=D.L.N. PRABHAKAR
c=IN, ou=STORES, email=D.L.N. PRABHAKAR@PCMM.CO, o=PCMM, ou=STORES, email=D.L.N. PRABHAKAR@PCMM.CO
Date: 2021.09.16 16:46:28 +05'30'

(D.L.N.PRABHAKAR)

Dy.CMM/IC

For Principal Chief Materials Manager

Copy to: for information

SDGM, FA&CAO/S&W, CAOR/SC, DRMs/SC, HYB, BZA, GTL, NED & GNT, CPO/Gaz, CWM/CRS/TPTY, LGDS, RYPs, Dy.CVO/Stores,

Sr.DMMs/SC, HYB, BZA, GTL, NED & GNT.

All officers of Stores Dept. in Hqrs., All Store Depot Officers, Dy.CMM/P&S/SC,

Dy.CMM/Con/CAO's Office, Sr.DEEs/Sr.DMEs of Electrical/DSL Loco sheds



दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

प्रधान कार्यालय/HEADQUARTERS OFFICE
भंडार विभाग/STORES BRANCH
रेल निलयम/RAIL NILAYAM
सिकंदराबाद/SECUNDERABAD – 71.

No.SP.240.Non .Gaz. Hqrs.Vol.II

Dt.08.02.2022.

OFFICE PROCEDURE ORDER No.06/2022

Sub: Sanction of CL/LAP/Permission to leave Hqrs for Non Gazetted Staff of Stores Department

<<<< >>>>

Authority Competent to sanction CL/LAP in respect of Non Gazetted staff (Group-C and Group-D(Erstwhile)) of Stores Department are indicated below:

Employees working in (HQ/Depot/Division)	Authority to Sanction CL	Authority to Sanction LAP and Permission to leave Hqrs
HQ	Concerned Sr. Supervisor	Concerned AMM up to 30days Concerned SMM up to 45 days Concerned Dy.CMM beyond 45 days
Dy.CMM/M&E/LGD	SMM/M&E/LGD	SMM up to 45 days Dy.CMM/M&E/LGD beyond 45 days
Dy.CMM/G&S/MFT	For Group-C: AMM	AMM up to 30days Dy.CMM/G&S/MFT beyond 30 days
	For Group-D: Concerned Sr. Supervisor	
ECSD/MLY	Concerned AMM	AMM up to 30days Dy.CMM/G&S/MFT beyond 30 days
DSL/MLY		
ELS/LGD	SMM/ELS/LGD	SMM up to 45 days Sr.DEE/ELS/LGD beyond 45 days
ELS/KZJ	AMM/ELS/KZJ	AMM up to 30days Dy.CMM/G&S/MFT beyond 30 days
DSL/KZJ	SMM/DSL/KZJ	SMM up to 45 days Dy.CMM/G&S/MFT beyond 45 days
DSL/GY	AMM/DSD/GY	AMM up to 30days SMM/DSD/GY up to 45 days Dy.CMM/G&S/MFT beyond 45 days
DSL/GTL	SMM/DSL/GTL	SMM up to 45 days Dy.CMM/G&S/MFT beyond 45 days
SD/LGD	Dy.CMM/SD/LGD	Dy.CMM/SD/LGD Full Powers
M&G/RYPs	AMM/M&G/RYPs	AMM up to 30days Dy.CMM/M&G/RYPs beyond 30 days

SD/RYPs	Dy.CMM/SD/RYPs	Dy.CMM/SD/RYPs Full Powers
CRS/TPTY	AMM/CRS/TPTY	AMM up to 30days Dy.CMM/CRS/TPTY beyond 30 days
ELS/BZA	Concerned AMM/SMM	AMM up to 30days
DSL/BZA		SMM up to 45 days Dy.CMM/M&G/RYPs beyond 45 days
ECS/RJY	AMM/ECS/RJY	AMM up to 30days Dy.CMM/M&G/RYPs beyond 30 days
Sr. DMM/SC	ADMM/SC	ADMM up to 30days Sr.DMM/SC beyond 30 days
Sr. DMM/HYB	ADMM/HYB	ADMM up to 30days Sr.DMM/HYB beyond 30 days
Sr.DMM/BZA	ADMM/BZA	ADMM up to 30days Sr.DMM/BZA beyond 30 days
Sr.DMM/GNT	ADMM/GNT	ADMM up to 30days Sr.DMM/GNT beyond 30 days
Sr.DMM/GTL	ADMM/GTL	ADMM up to 30days Sr.DMM/GTL beyond 30 days
Sr.DMM/NED	ADMM/NED	ADMM up to 30days Sr.DMM/NED beyond 30 days
S&F/SC, P&S/SC	Concerned AMM	AMM up to 30days Dy.CMM/P&S/SC beyond 30 days
CON/SC	AMM/Con/SC	AMM up to 30days Dy.CMM/Con/SC beyond 30 days
RE/SC	SMM/RE/SC	SMM up to 45 days CPD-RE-SC beyond 45 days

The sanctioning power shall not exceed the powers delegated to the respective authorities as per MSOP 2018, Sl. No. 12 (A) (i) & (B) (i) of Part-F, Sub Part-II (Non-Gazetted).

This has the Approval of PCMM.

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DN: c=IN, o=INDIAN RAILWAY, ou=SOUTH EASTERN RAILWAY KHARAGPUR STORES, postalCode=801505, st=BIHAR, 2.5.4.20=c8b26af77c148db839e1769b1d0c3ba80bb107c9a4fa4b665f945cbe757a56e, pseudonym=563E8831E30DA1059406E76FDD4CDE2E061026C6C, serialNumber=89EFC8EE71F459E7F9346E12CF3EC89857A6A55C5C13E5AB3AADA50E873D7A0, cn=DUVVORI LAKSHMI NARASIMHA PRABHAKAR
Date: 2022.02.09 16:47:26 +05'30'

(D.L.N.PRABHAKAR)
Dy.CMM/IC

for Principal Chief Materials Manager

Copy to: for information

CPD/RE/SC, All officers of Stores Dept. in Hqrs.

All Store Depot Officers. Dy.CMM/P&S/SC, Dy.CMM/Con/SC

Sr.DMMs/SC, HYB, BZA, GTL, NED & GNT, Sr.DEE/ELS/LGD

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25.

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

Dt.18.02.2022

All Depot / Divisional Officers

OFFICE PROCEDURE ORDER NO. 07/2022.

विषय/Sub: Vigilance Preventive Check on COVID related item tenders-reg.

संदर्भ /Ref : Dy.CVO/Stores letter no.265/PC/2020/12/00260/GS/G/GNT dtd.20.12.21

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During Vigilance Preventive check on scrutiny of purchase files related to procurement of COVID-19 related items, certain deficiencies were observed in acceptance of offers like 'Tender acceptance was not in strict compliance of tendered description'.

In view of the above, all the Purchase Officials shall ensure that **acceptance is made in conformity with the tender description only.**

This issues with the approval of competent authority.

**DUVVORI
LAKSHMI
NARASIMHA
PRABHAKAR**

Digitally signed by DUVVORI LAKSHMI
NARASIMHA PRABHAKAR
DN: c=IN, o=INDIAN RAILWAY, ou=SOUTH
EASTERN RAILWAY KHARAGPUR STORES,
postalCode=801505, st=BIHAR,
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, cn=DUVVORI LAKSHMI NARASIMHA
PRABHAKAR
Date: 2022.02.18 10:18:13 +05'30'

(उप मुख्य समग्री प्रबंधक/ Dy.CMM/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/E & CMM/M.

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

All Purchase Officers of HQrs. 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.

No.S.232.Tender& Purchase Procedure.

Dt. 08.03.2022

All Purchase Officers/HQrs./Depot / Divisions

OFFICE PROCEDURE ORDER NO. 08/2022.

**विषय/Sub: Revision of General tender Conditions-Public Procurement Policy
for MSE Order -reg.**

संदर्भ/ Ref: Railway Board letter no.2022/RS(G)/363/1 dtd.07.02.2022

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As per the Railway Board letter mentioned under reference for circulation of FAQ by Ministry of Micro, Small & Medium Enterprises, the following para in GTC (General Tender Conditions) is modified as follows:.

Para No.	Existing	Revised
15	The Public Procurement Policy envisages extending certain benefits / preferential treatment to MSEs and making efforts for development of appropriate vendors and enhancement of their participation in government procurements. In order to avail themselves of such benefits and preferential treatment, the MSEs must be registered with any of the following:- (i) District Industries Centers (ii) Khadi and Village Industries Commission (iii) Khadi and Village Industries Board (iv) Coir Board (v) National Small Industries Corporation (vi) Directorate of Handicraft and Handloom (vii) Any other body specified by Ministry of MSME.	The Public Procurement Policy envisages extending certain benefits / preferential treatment to MSEs and making efforts for development of appropriate vendors and enhancement of their participation in government procurements. In order to avail themselves of such benefits and preferential treatment, the MSEs must be registered with any of the following:- (i) Udyam Registration. (ii) Udyog Aadhar Memorandum (valid upto 31.03.2022 or as extended by Ministry of Ministry of Micro, Small & Medium Enterprises)

15 (iv)(b)(I)	MSEs who are interested in availing themselves of these benefits have to enclose with their offer the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSME as indicated below. (i) District Industries Centers (ii) Khadi and Village Industries Commission (iii) Khadi and Village Industries Board (iv) Coir Board (v) National Small Industries Corporation (vi) Directorate of Handicraft and Handloom (vii) Any other body specified by Ministry of MSME	MSEs who are interested in availing themselves of these benefits have to enclose with their offer the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSME as indicated below. (i) Udyam Registration. (ii) Udyog Aadhar Memorandum (valid upto 31.03.2022 or as extended by Ministry of Ministry of Micro, Small & Medium Enterprises)
15(iv) (b) (II)	The MSEs must also indicate the terminal validity date of their registration. Firm failing to submit the information as indicated in para b (i) and (ii) above, such offers will not be liable for consideration of benefits detailed in MSE Notification of Government of India dated 23.03.12.	Firm failing to submit the information as indicated in Para 15 (iv)(b)(I) above, such offers will not be liable for consideration of benefits detailed in Revised FAQs in respect of Public Procurement Policy for MSEs Order,2021 issued/circulated vide Ministry of Micro, Small & Medium Enterprises Office memorandum No.F.No.1(3)/2018-MA.Part-III dtd.27.01.2022.
15(c) (ii)	Prior turnover and prior experience in Public Procurement to all Startups (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.	Prior turnover and prior experience in Public Procurement to all Startups (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 2017 or as amended latest

This issues with the approval of competent authority.

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LAKSHMI
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PRABHAKAR

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DN: c=IN, o=INDIAN RAILWAY, ou=SOUTH EASTERN RAILWAY KANAKPUR STORES, postalCode=801505, st=BIHAR, 2.5.4.20=cd836d77c14b0b83e17699e1d3c3ba80b107c9a4f4b665f945cb757a56e, pseudonym=563E8B31E30DA105940676FDD4CDE2E0612D5C4E, serialNumber=89EFCHEE71F459E7F9346E13CF3EC998E7A8A55C3C1E5AB3AD4585B87927AD, cn=DUVVORI LAKSHMI NARASIMHA PRABHAKAR
Date: 2022.03.08 10:53:32 +05'30'

(उप मुख्य समग्री प्रबंधक/ Dy.CMM/IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM

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

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

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

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

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All Section in-charges

Ch.OS/TO - to incorporate the above in IREPS (General Tender Conditions).

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25.

No.S.232.Tender& Purchase Procedure.

Dt. 16.03.2022

All Purchase Officers/HQrs./Depot / Divisions

OFFICE PROCEDURE ORDER NO. 09/2022.

विषय/Sub: Operation of Quantity option clause in Stores Contract -reg.

संदर्भ/ Ref: Railway Board letter no.2021/RS(G)779/5 dtd.04.03.2022

As per the Railway Board letter mentioned under reference, consolidated instruction on the subject matter have been issued. Accordingly following modification is effected in General Tender Conditions with immediate effect.

Para No.	Existing	Para No.	Revised
2.7	Quantity Option Clause: 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.	2.7	Quantity Option Clause: For the tenders valuing Rs.1.5 Cr and above, The purchaser shall be entitled to vary the order quantity upto (+) 30% anytime within the delivery period (including extended delivery period) on the same terms and conditions. The increase in quantity with respect to the tender quantity can be done even at the time of ordering and the tenderer shall be bound to accept the quantity so ordered on the basis of his original offer. The purchaser shall be entitled to exercise (+) 30% option clause in one or more than one instalment as long as the total variation in quantity does not exceed the limit of 30% of ordered quantity.

This issues with the approval of competent authority.

**SUDAM RADHU
SHELKE**

Digitally signed by
SUDAM RADHU SHELKE
Date: 2022.03.16 13:35:42
+05'30'

(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/IC)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM

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

Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All Section in-charges

Ch.OS/TO - to incorporate the above in IREPS (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.23.03.2022

No.S.232.Tender & Purchase Procedure

All Purchase Officers/HQrs./Depot / Divisions

OFFICE PROCEDURE ORDER NO. 10 /2022.

विषय /Sub : Expeditious Settlement of Tenders -reg.

संदर्भ /Ref : AM (RS) DO Letter No.2001/RS(G)/779/3 dtd.01.02.2022.

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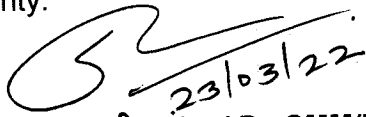
As advised vide letter under reference, it is critical for timely availability of items that the tenders are finalised as early as possible, without losing sight of efficiency in procurement. Accordingly, the following time schedules (after tender opening) shall be followed with immediate effect for regular cases:

S. No	Activity	Permissible Time	
		Direct Acceptance	Tender Committee
01	Diarasation of file in e-office	2 days	3 days
02	Technical Scrutiny of offers (wherever applicable)	3 days	5 days
03	Finalization of tender including negotiations (wherever applicable)	2 days	TCM preparation - 20 days (TC shall be called within 7 days of tenders opening for meeting)
			Scrutiny & Signature by other Members 10 days
			TAA 3 days
04	Letter of Acceptance & Counter offer confirmation	2 days	3 days
05	Preparation of PO	2 days	NA
06	Vetting of PO by Finance (wherever applicable)	3 days	NA
07	Release of PO	1 day	1 day

Note:

1. Wherever SD is applicable, then additional 21 days shall be allowed for release of PO.
2. All Railway Officers dealing with the tender cases are expected to extend cooperation on priority.
3. For any delays beyond the above time lines, it will be the responsibility of the Conveners to explain reasons beyond their control after having taken sufficient proactive actions.

This issues with the approval of competent authority.


23/03/22
(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/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/M & CMM/E

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

All purchase section incharges.

SOUTH CENTRAL RAILWAY

Headquarter Office,
Stores Branch,
Rail Nilayam,
Secunderabad.

No.S.289.Scrap Mgmt/2022-23

Date: 04.05.2022

All Sr.DMMs, All Scrap Depot Officers
All Depot Officers

OFFICE PROCEDURE ORDER NO.11/2022

Sub: **Mission Zero Scrap.**

Mission Zero Scrap is intended to make Railway premises clean and generate maximum possible revenue to the exchequer.

All Sr.DMMs and Workshop attached Depot Officers to comply with the following, with immediate effect.

- 1) In Monthly PCDOs it should be brought out whether 'Mission Zero Scrap' is achieved or otherwise i.e. **No scrap is accumulated for more than a month's time*** without processing for further disposal. If not achieved, reasons in brief may be brought out along with an action plan.
- 2) At the end of every quarter (i.e. as on 30th June, 30th September, 31st December & 31st March), a Joint Declaration must be made by both Stores Officers and user department officers that the Division/Workshop/Shed is scrap free, complying Mission Zero Scrap*, and a copy of the same should be forwarded to the Headquarter.

This issues with the approval of PCMM.


04/05/2022
(S.Vijay Bhasker)

DY.CMM/C/Mission Zero Scrap
For Principal Chief Materials Manager

Copy to:

PS to PCMM for kind information of PCMM.
CMM/G, CMM/T, CMM/E, CMM/M

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25

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

Dt.18.05.2022

All Purchase Officers/HQrs./Depot/Divisions.

OFFICE PROCEDURE ORDER NO. 12/2022

Sub:-Enhancement of SD amount for approved source procurements.

Ref:-i) Rly Bd Lr.No.2020/RS(G)/779/16 dt.27.11.2020

ii) Rly Bd Lr.No.2004/RS(G)/779/11 Pt. Dt. 23.12.2019

With reference to subject matter regarding procurement of materials from approved sources and wherever estimated cost of purchase is upto Rs.10 crores, the following shall be applicable with immediate effect:

- A)** Security Deposit for Stores Contracts for Vendors appearing on the approved vendor lists of RDSO/PU's/CORE for tendered item, subject to approval status being on the date of tender closing will be as under:

Contract Value	SD (Rounded off to nearest higher Rs.10(TEN))
UP to Rs.10 Cr.	@10 % of contract value subject to Max. Rs. 50 lakhs

B) Tender Condition to be incorporated in Tender Schedule wherever Bulk Procurement is restricted from Approved Sources:

Security Deposit (SD)/Performance Security for Stores Contracts will be applicable as under:

- (a) The Security Deposit amount for this tender shall be 10% of the value of the contract subject to Max. Rs. 50 lakhs.
- (b) There shall be no exemption from submission of Security Deposit (SD) for any tender or by Any tenderer except exemptions as per tender conditions attached with this tender:
- (c) In case of failure by contractor to meet deliveries for any lot, Railways may cancel the contract for defaulted part by forfeiting SD commensurate to that lot.
- (d) Wherever SD has been exempted, for any reason, and the supplier fails to supply goods as per conditions of contract, as amended from time to time, Purchaser shall have right to levy damages from the supplier for failing to comply with the contractual conditions, not by way of penalty, an amount equal to SD amount, as would have been applicable if the contract was with a non-exempted vendor. These damages shall be treated as recoveries outstanding against the vendor and dealt with accordingly.

C) Condition to be incorporated in PO wherever Procurement is restricted from Approved Sources:

SD amount of 10% of Contract value is exempted being RDSO/PUs/CORE approved source as per tender conditions. Wherever SD has been exempted, for any reason and the supplier fails to supply goods as per conditions of contract, as amended from time to time, Purchaser shall have right to levy damages from the supplier for failing to comply with contractual conditions, not by way of penalty, an amount equal to SD amount, as would have been applicable if the contract was with a non-exempted vendor. These damages shall be treated as recoveries outstanding against the vendor and dealt with accordingly.

Note:- SD of 3% will continue for all other tenderers as per existing tender conditions.

This issues with the approval of PCMM.

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कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C:- PS to PCMM for kind information of PCMM
CMM/M , CMM/E, CMM/G & CMM/T
Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC,
Dy.CMM/Con/SC, All Section in-charges

दक्षिणमध्यरेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad - 25.

No.S.348.Vig.Preventive Check/19

Dt.23.06.2022

All Purchase Officers/HQrs./Depot/Divisions

OFFICE PROCEDURE ORDER NO.13/2022

विषय /Sub : Inadequacies observed in purchase at Depot level -reg.

Vigilance Department during checks conducted at Stores Depots on Depot/Divisional purchases observed that procurement is being restricted to specific brands in many cases and due care is not being taken while selecting brands. Ordinarily purchase should not be restricted to specific brands, but where it is absolutely necessary following instructions are to be followed.

1. Against any indent, description where procurement is proposed to be restricted to particular brands, the user department must be asked to submit the following along with the indent:
 - a. Justification for restricting procurement to specific brands.
 - b. Certification that market survey has been done and no other reputed brands could be found.
2. The following conditions shall be added in the tender conditions:

"In all cases where procurement has been restricted to specific brands, competitive offers for equivalent item in other brands can be accepted for a developmental order of up to 20% of net procurable quantity against the tender. For consideration of the offers for such developmental order, the tenderer must submit proof of past performance with Railways for the brand quoted, or other documents (eg:BIS registration, NABL certified lab test report etc.) as evidence for the quality of product (brand) offered".
3. This condition shall not be applicable in cases where brands/makes have been restricted by any approving agency like RDSO, ICF, RCF, CLW and DLW.
4. To avoid infructuous small value developmental orders, the above conditions will be applicable only for tenders above Rs.5 Lakhs.

This is issued with the approval of competent authority.

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कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:

- i. **Secy to GM-SCR:** For kind information of GM please.
- ii. **PS (Gaz) to PCMM :** For kind information of PCMM please.
- iii. **CMM/G, CMM/T, CMM/E ;CMM/M; Dy.CVO/S/SC, Dy.CMM/P&S/SC, Dy.CMM/Con/SC:** For kind information please.
- iv. **All Purchase Section In-charges:** For information and necessary action.

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

All Purchase Officers/HQrs./Depot/Divisions.

OFFICE PROCEDURE ORDER NO:14/2022

विषय :Sub:- Procurement form approved sources – Vendor Directory.

संदर्भ Ref:-1) Rly Bd Lr No. 2021/RS(G)/779/7 dt.30.03.2022

2) Rly Bd Lr No. 2021/RS(G)/779/7 dt.18.01.2022

- I) As per Railway Board instructions issued vide letter mentioned under reference at 1 above, the existing General Tender Conditions indicated in Para 3 stands modified as under:

Para. No	EXISTING	Para. No	REVISED
3.1	Approved by RDSO:	3.1	Approved by RDSO/ CLW/ BLW/ RCF/ ICF/ MCF/ CORE etc. as available on UVAM.
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 there after.	3.1.1	Wherever necessary, as per policy of procurement, Bulk purchase will be made only from those firms who are appearing as Approved Vendors of RDSO/ CLW/ BLW/ RCF/ ICF/ MCF/ CORE etc.as available on UVAM only. The status of the firm will be reckoned as on the date of tender opening.
3.1.2	However, cases of downgrading/removal/suspension/ banning etc. after Opening of tender shall be taken into account while considering the offers.	3.1.2	However, cases of downgrading /removal /suspension / banning etc. after Opening of tender shall be taken into account while considering the offers.
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) Developmental Vendors shall be eligible for developmental order of 20% of NPQ in regular tenders. Total	3.1.3	(a) Wherever, Vendor Approving Agency has assessed the capacity cum capability of the firm and has cleared the source as Developmental Vendor for placement of developmental orders, developmental order up to 20% of NPQ may be placed on such sources subject to their name appearing as Developmental Vendors

	quantity to be ordered on developmental sources shall be limited up to 20% of NPQ in regular tenders. (b) Approved Vendors shall be eligible for bulk order, as per predefined tender conditions. (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. 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.		of RDSO/ CLW/ BLW/ RCF/ ICF/ MCF/ CORE etc. as available on UVAM as on date of opening. (b) Where there are not more than three Indian Suppliers categorized as Approved Vendors 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 and such orders shall be treated as Bulk orders. 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.
3.1.4	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.	3.1.4	The firms, who are not appearing in UVAM as Approved/Developmental Vendors of RDSO/ CLW/ BLW/ RCF/ ICF/ MCF/ CORE etc. will not be considered for ordering. However, such firms willing to supply the tendered item, are advised to approach the concerned Vendor Approving agency for getting their name registered as approved / developmental vendor.

	In such cases. Railway may go in for increased purchase quantity and keeping in view budgetary and other aspects so that 100 per cent order 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 Man power 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 facia 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. 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.		
3.2	<u>Approved by DLW/CLW/ICF/CORE/RCF/CME/CEE-S.C.RLY:</u> Same conditions shall apply as in the case of RDSO approved sources as detailed in Para 3.1 above with the exception that wherever "RDSO" is appearing, the same should be replaced by "DLW/ CLW/ ICF/ CORE/RCF/ CME/CEE-S.C.RLY." Procurement of materials falling in the category other than those in Para 3.1 and 3.2 above: In these cases, the Railways reserves	3.2	Deleted.

	the right to make bulk procurement from the tenderers who conform to/comply with the eligibility criteria (as detailed in the special conditions of tender) whereas developmental orders may be considered for placement on other sources whose offers are competitive and who have submitted adequate evidence towards their capacity-cum-capability and prima facie the Railways are satisfied they are capable of executing the orders but whose capacity to supply bulk quantity has not been established in the past.		
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II) Tender eligibility criteria to be incorporated in Tender Schedule as Special Conditions, wherever Item is reserved for procurement from Approved Sources:

Bulk purchase [minimum 80 percent of net procurement quantity] will be made only from those sources who are appearing as Approved Vendors of **RDSO/CLW/BLW/RCF/ ICF/MCF/CORE** etc. as available on UVAM. Wherever, Approving Agency has assessed the capacity cum capability of the firm and has cleared the source as Developmental vendor for placement of developmental order, developmental order up to 20% of NPQ may be placed on such sources subject to their name appearing as Developmental Vendors of **RDSO/CLW/BLW/RCF/ ICF/MCF/CORE** etc. as available on UVAM. The status of the firm will be reckoned as on the date of tender opening.

Where there are not more than three Indian Suppliers categorized as Approved Vendors for a particular item, Developmental Vendors can be considered for placement of Bulk orders 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 and such orders shall be treated as Bulk orders.

Note: For detailed instructions refer Para 3, General Tender Conditions (updated latest) attached with NIT and/or available as Public Document on IREPS website Goods and Services/South Central Railway.

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कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C:/- Secy to GM: For kind information to GM
PS (Gaz) to PCMM: For kind information of PCMM
CMM/M , CMM/E, CMM/G & CMM/T
Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All Section in-charges
Ch.OS/TO - to incorporate the above in IREPS (General Tender Conditions).