दक्षिणमध्यरेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office
भंडारशाखा Stores Branch
रेलनिलयमRail Nilayam
सिकंदराबादSecunderabad – 25
Dt.24.07.2023.

सं.No: No.S.249.Vig.preventive check

**All Purchase Officers/HQrs./Depot/Divisions.**

## OFFICE PROCEDURE ORDER No. 12/2023.

Sub:Technical Evaluation of Tenders-reg.

Ref: i) Dy.CVO/S&T Lr. No. G.265/PC/2023/04/01292 Dt.16.06.2023.
ii) Board's letter No. 99/RS(G)/709/1 Pt.II Dt.27.04.2017
iii) Board's letter No. 2003/RS(G)/777/4/Pt.I Dt.06.02.2004

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During a Preventive Check carried out in a Stores Depot/Division, Vigilance Department has observed that in one **Direct Acceptance** tender case on procurement of stores against a Non-stock indent, firm offered Technical Deviation in the offer against the RDSO drawing specified in the indent. In spite of the Technical Deviation submitted by the firm, acceptance was recorded by purchase officer as per tender description. Accordingly Purchase Order was issued in favour of the same firm without confirming Technical suitability from the concerned executive department towards suitability of the Technical Deviation.This ultimately lead to non-supply of material by firm and cancellation of PO. In this connection Railway Board letter under reference clearly defines the procedure for technical evaluation of the tenders and the same needs to be followed in true spirit. Copies of the letters are enclosed for ready reference.

Keeping in view of the above, the following system improvements are issued

1. All Purchase officers should send cases for technical scrutiny, where deviation to specification have been indicated by the bidder.
2. All Purchase officers will get the description, specification and drawings checked within the shortest possible time by the technical department before issue of tenders, wherever considered necessary.

This issues with the approval of Competent authority.

**Enclosed: a.a**

24/07/2023

(उपमुख्यसमग्रीप्रबंधक/ Dy.CMM/P&S)
कृतेप्रमुखमुख्यसामग्रीप्रबंधक
**For PRINCIPAL CHIEF MATERIALS MANAGER**

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

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

**No. 99/RS(G)/709/1 Pt. II**

**New Delhi, dated : 27 .4.2017**

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

**Sub: Technical Evaluation of Tenders.**

**Ref:** (i) Board's letter No. 87/RS(G)/777/3 dated 06.11.1987
(ii) Board's letter No. 2003/RS(G)/774/4 Pt. I dated 06.02.2004.

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The manner and procedure of handling tender cases have been laid down by Railway Board vide letters referred to at (i) and (ii) above. The issue of dealing with technical evaluation of offers received in tender cases has been deliberated by Board in the light of final recommendations of the "One Man (Sreedharan) Committee report". Based on the decision of Hon'ble MR thereupon, it has been decided that technical evaluation of offers in Tender Cases shall be governed by following guidelines:

(i) Technical evaluation in direct acceptance cases should not be a routine, it should be done only in selected cases, if considered necessary. In general, for developmental tenders, cases where offers require detailed and thorough technical scrutiny and all tender committee cases, appropriate technical evaluation may be needed.

(ii) In cases, where technical evaluation is needed, it should be carried out within the shortest possible time generally not exceeding two weeks in case of open tender and one week in case of limited tender from the date of such reference. However, in case of complex tenders, developmental tenders or tenders for turnkey contracts and project based procurement, time taken for technical evaluation should not be unreasonably long.

(iii) In tender committee cases, the responsibility for technical evaluation will be of the technical member of the tender committee. In direct acceptance cases, the technical evaluation (wherever necessary) will be done by the same level (or higher level) officer of the indenting department as that of accepting authority of tender. For example, a tender where the acceptance at JAG level officer, the technical comment will be given by a JA grade or higher level officer of indenting/technical department.

(iv) In tender cases related to procurement of general items used by more than one department, the department which is the major consumer should normally furnish the technical evaluation. To take care of cases which do not fit in this norm, suitable local decision may be taken.

(v) While considering offers for technical evaluation, the need for assistance required, if any, may be decided by concerned technical officer duly keeping in mind the overall time consumed in the process. Reference of cases for technical evaluation to organizations like RDSO etc. need to be an exception and only in certain complex cases. But in all such cases, the technical evaluation shall be endorsed by the technical member of TC and then sent by him under his signature/digital signature on IREPS to the convener of tender committee.

Santosh Mittal

(vi) Whenever considered necessary, description, specifications & drawings be got checked from the indenting departments before issue of tenders. Availability of latest specifications and drawings in digital format in iMMS/ERP/WISE/IREPS or their digital linkage etc. should be progressively enhanced.

(vii) With a view to enable the Railway administration to review the implementation of the instructions contained herein and also to formulate internal working procedures with respect to technical evaluation of offers, a yearly review should be conducted at the level of the DRM/CWM/PHOD/ED etc.

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

Santosh Mittal

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

**No. 99/RS(G)/709/1 Pt. II** **New Delhi, dated : 27 .4.2017**

1. FA&CAOs, All Indian Railways & Production Units
2. The ADAI(Railways), New Delhi (with 10 spares copies)
3. The Director of Audit, All Indian Railways

for Financial Commissioner / Railways

**No. 99/RS(G)/709/1 Pt. II** **New Delhi, dated : 27 .4.2017**

1. COSs, CMEs, CEEs, CSTEs All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela.
2. PCEs, All Indian Railways & PUs, WPO/Patna, RCF/RBL, COFMOW, DMW
3. The Directors--
   a) Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
   b) Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
   c) Indian Railway Institute of Elect. Engg., Nasik
   d) Sr. Prof. (Material Management), NAIR, Vadodara
   e) Indian Railway Institute of Civil Engg., Pune
   f) Indian Railway Institute of Traffic Management, Lucknow
4. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata
5. Executive Director (Stores), RDSO, Lucknow
6. Chief Commissioner, Railway Safety, Lucknow
7. Zonal Railway Training Institute, Sukhadia Circle, Udaipur

Santosh Mittal

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

**No. 99/RS(G)/709/1 Pt. II** **New Delhi, dated : 27 .4.2017**

Copy to :

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

Santosh Mittal

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