



SOUTH CENTRAL RAILWAY

General Manager's Office,
Secunderabad – 500 025.

No: G. 203/Policy/Trans/Vol. V (41402)

Date: 18.08.2023.

All concerned

Sub: Correction Slip No. 15 – Constitution of Tender Committee and Accepting Authority for **Service Contracts**.

- Ref: 1) Rly. Bd. letter No. 2018/TF/Civil/Works dated 12.06.2018.
2) Rly. Bd. letter No. 2017/ENHM/25/11 dated 13.02.2020
read with letter No. 2017/CE-1/CT/9 dated 08.01.2020.
3) Rly. Bd. letter No. 2015/CE-1/CT/0/20/1 dated 01.01.2020.
4) RB Lr. No. 2018/Trans Cell/S&T/Model SOP dtd 21.09.20.
5) Rly. Bd. letter No. 2023/F(X)II/PW/1 dated 24.02.2023.
6) Rly. Bd. letter No. 2023/F(X)II/PW/1 dated 24.03.2023.

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Railway Board vide letters quoted above has issued guidelines for constitution of Tender Committee and Accepting Authority for Service Contracts.

In this connection, Correction Slip No. 15 for Constitution of Tender Committee and Accepting Authority for Service Contracts (Annexure AII) is enclosed herewith for information and compliance please.

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

Encl: As above.

**K MUTYALA
NAIDU**

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Dy General Manager/Genl.

Sub: **Correction Slip No. 15** to the Model Schedule of Powers 2018 –Constitution of Tender Committee and Accepting Authority for Service Contract Tenders.

Annexure A-II

**CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR SERVICE CONTRACTS OF
DIVISION CONTROLLED UNITS:**

Sl. No	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
For Open Tenders for Service Contracts invited through e-tendering including GeM					
1	Up to Rs 50 Lakhs	--	--	--	Direct acceptance by SG/JAG or Sr. Scale holding independent charge subject to stipulations mentioned in RB letter No. 2017/CE-1/ CT/9 dated 11.09.2017.
2	Rs.50 Lakhs to Rs.1 Cr	Jr. Scale	--	Jr. Scale	SG/JAG
3	Rs.1 Cr to Rs.4 Cr.	Sr. Scale	--	Sr. Scale	SG/JAG
4	Rs. 4 Cr to Rs. 5 Cr	JAG/SG	--	JAG/SG	ADRM
5	Rs. 5 Cr to Rs. 20 Cr	JAG/SG	JAG/SG	JAG/SG	ADRM
6	Above Rs 20 Crore and up to Rs 100 Crore.	JAG/SG	JAG/SG	JAG/SG	DRM
7	Above Rs 100 Crore and up to Rs 500 Crore	SAG	SAG	SAG	PHOD/CHOD
8	Above Rs. 500 Crores	HAG	HAG	HAG	GM

**CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR SERVICE CONTRACTS OF
HEADQUARTERS CONTROLLED AND OTHER UNITS:**

Sl. No	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
For Open Tenders for Service Contracts invited through e-tendering including GeM					
1	Up to Rs 50 Lakhs	--	--	--	Direct acceptance by SG/JAG or Sr. Scale holding independent charge subject to stipulations mentioned in RB letter No. 2017/CE-1/ CT/9 dated 11.09.2017.
2	Rs.50 Lakhs to Rs.1 Cr	Jr. Scale	--	Jr. Scale	SG/ JAG
3	Rs.1 Cr to Rs.4 Cr.	Sr. Scale	--	Sr. Scale	SG/JAG
4	Rs. 4 Cr to Rs. 5 Cr	JAG/SG	--	JAG/SG	SAG
5	Rs. 5 Cr to Rs. 20 Cr	JAG/SG	JAG/SG	JAG/SG	SAG
6	Above Rs 20 Crore and up to Rs 500 Crore	SAG	SAG	SAG	PHOD/CHOD
7	Above Rs. 500 Crores	HAG	HAG	HAG	GM

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CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR SERVICE CONTRACTS OF WORKSHOPS:

Sl. No	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
For Open Tenders for Service Contracts invited through e-tendering including GeM					
1	Up to Rs 50 Lakhs	--	--	--	Direct acceptance by SG/JAG or Sr. Scale holding independent charge subject to stipulations mentioned in RB letter No. 2017/CE-1/ CT/9 dated 11.09.2017.
2	Rs.50 Lakhs to Rs.1 Cr.	Jr. Scale	--	Jr. Scale	SG/ JAG
3	Rs.1 Cr. to Rs.4 Cr.	Sr. Scale	--	Sr. Scale	SG/JAG
4	Rs. 4 Cr. to Rs. 5 Cr.	JAG/SG	--	JAG/SG	CWM
5	Rs. 5 Cr. to Rs. 100 Cr.	JAG/SG	JAG/SG	JAG/SG	CWM
6	Above Rs 100 Crores and up to Rs 500 Crores.	SAG	SAG	SAG	PHOD/CHOD
7	Above Rs. 500 Crores	HAG	HAG	HAG	GM

Authority: 1) Railway Board letter No. 2018/TF/Civil/Works dated 12.06.2018.
 2) Railway Board letter No. 2017/ENHM/25/11 dated 13.02.2020 read with letter No. 2017/CE-1/CT/9 dated 08.01.2020.
 3) Railway Board letter No. 2015/CE-1/CT/0/20/1 dated 01.01.2020.
 4) Railway Board letter No. 2018/Trans Cell/S&T/Model SOP dated 21.09.2020.
 5) Railway Board letter No. 2023/F(X)II/PW/1 dated 24.02.2023
 6) Railway Board letter No. 2023/F(X)II/PW/1 dated 24.03.2023.
 7) Railway Board letter No. 2023/F(X)II/PW/6 dated 11.07.2023.

Notes for Annexure A-II:

- 1) In terms of Railway Board's letter No. 2017/CE-1/CT/9 dated 11.09.2017, tender up to Rs. 50 Lakhs have to be finalized by direct acceptance subject to conditions mentioned. Tender Committee is to be constituted for cases falling in Para 1.1.2 of Railway Board letter. Further, in terms of RB's letter No. 2018/TF/Civil/Works dated 12.06.2018 Para No. 3, if the Accepting Authority in direct acceptance cases considers need for negotiation with the lowest tenderer, the negotiation may be conducted by the accepting authority himself/herself following the extant procedure for conducting negotiations and tender acceptance as applicable in works matters and applicable for normal tender committee cases.

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- 2) In case of JAG finance officer not being posted in workshops, WAO will be the Finance member for both Sr. Scale and JAG level Tender Committees. Similarly, in case Sr. Scale officer is not posted in Workshops, AWAQ/Jr. Scale officer will be the Finance member for both Jr. Scale and Sr. Scale Tender Committee. For JAG level Tender Committee in Workshop, PFA shall nominate the Finance member, if WAO in Sr. Scale is also not posted in the Unit.
- 3) In a particular Division/Department/Unit where Jr. Scale/Group-B post does not exist or is vacant, a Sr. Scale officer can associate in the tenders and in such a case, the tender needs to be accepted by JAG/SG. Similarly, where Sr. Scale post does not exist or is vacant, a JAG/SG officer can associate in the tenders and in such case, the tender needs to be accepted by ADRM/SAG officer. Further where JAG/SG Finance officer does not exist or is vacant, Sr. Scale Finance officer (Independent charge) can associate in JAG/SG level tenders to be accepted by ADRM/SAG officer.
- 4) In case of single Tender, the Tender Committee and Accepting Authority should be one stage higher than in case of open and limited tenders except where GM is the Accepting Authority.
- 5) For services available on GeM, procurement has to be done through GeM only. However any exception to this, which is justified due to specific reasons, requires personal approval of GM/DRMs. (Item 44 of Part 'A' of MSoP-2018 to be read with Railway Board's extant orders).
- 6) All departments are authorized by Railway Board to undertake direct e-procurement of Service contract through GeM and IREPS as officers of all departments have been delegated powers to invite and accept tenders for Service Contracts through GeM as being done through IREPS.
- 7) Executives may float tenders of all service contracts connected to their domain of working or may place indents on Stores Department (Ref: Letter No. G. 203/Policy/Tans/Vol. V dated 04.02.2022).
- 8) GCC for Services shall be the basis for tenders invited for all service contracts.

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

**K MUTYALA
NAIDU**

Dy General Manager (G)

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