

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम् Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S. 232. Tender & Purchase Procedure/26

Dt: 16.02.2026

ALL Purchase Officers/HQRS/Depots/Divisions

विषय Sub: Change of OPO Nos.- Reg.

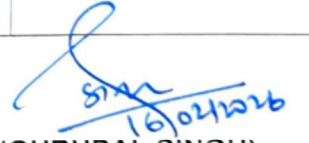
संदर्भ Ref:- 1) This office OPO No.14/2026 Dt: 16.02.2026

2) This office OPO No.15/2026 Dt: 16.02.2026

With reference to the above subject, following amendment in respect of Office Order No is given as under:

Sl No.	Subject	Earlier Officer Order No	Modified Office Order No
01	Ensuring uniformity and complaine in Tender Committee proceedings for procurement	14/2026 Dt: 16.02.2026	01/2026 Dt: 16.02.2026
02	System improvement for Uniformity/Consistency towards Inspection/Acceptance/Rejection report by consignee	15/2026 Dt: 16.02.2026	02/2026 Dt: 16.02.2026

All other terms and conditions will remain same.


16/02/2026

(GURUPAL SINGH)
DYCMM/M&P/HQRS

for Principal Chief Materials Manager.

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

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

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr. AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

क्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad

सं.No.S.232.Tender&Purchase Procedure/26

Dt: 16.02.2026

ALL Purchase Officers/HQRS/Depots/Divisions

OFFICE PROCEURE ORDER NO. 14/2026

विषय Sub: Ensuring uniformity and compliance in Tender Committee
Proceedings for Procurement.

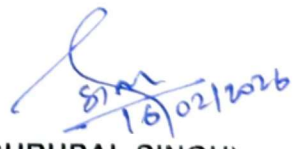
During Vigilance Investigation in one of the procurement cases, following irregularities were noticed:

1. Floating of parallel tenders on IREPS without finalizing the GeM bid.
2. While finalizing GeM bids, TC Members are recording their views on the Noting side of the file instead of discussing the views in physical TC meetings or TCP as well as getting the opinion from Law Officer without unanimous decisions Recommended and/or accepted by the TAA.

In view of the above irregularities, it has become necessary to ensure uniformity and consistency in dealing with Tender Committee cases related to GeM procurements, strictly in accordance with extant instructions issued on the subject. Accordingly, all concerned officials are advised to:

- Avoid floating parallel tenders on GeM and/or IREPS without finalizing an already opened tender on one of the portals; and
- Ensure due uniformity and consistency in handling Tender Committee cases related to GeM procurements, in the overall interest of the organization.
- Recording of views by tender committee members on correspondence side of the file shall be avoided and if any member records his/her views on the file, they shall be made a part of TC minutes and shall be duly signed.

This is issued with the approval of PCMM/SCR.


(GURUPAL SINGH)
DYCMM/M&P/HQRS

for Principal Chief Materials Manager.

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

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

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr.AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

4968752/2026/O/o CH.OS/GP/PCMM/SCR

मुख्यालय Headquarters Office

अंशुभाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad

स No S 232 Tender&Purchase Procedure/26

दद Dt. 16.02.2026

All Depot Officers/ All Divisional Officers

OFFICE PROCEURE ORDER NO. 15 /2026**विषय Sub: System improvement for Uniformity/Consistency towards
Inspection/Acceptance/Rejection Report by consignees-Reg.**

During a Preventive Check carried out by Vigilance Department, it has come to the notice that in one of the case in respect of receipt and accountal of material received against Purchase Order, the existing proforma being adopted by consignees for preparation of Inspection Reports is inadequate and is not commensurate with contractual requirements. The said proforma does not comprehensively cover the essential parameters required to be checked, verified, certified, and recorded during inspection, acceptance, or rejection of materials received against Purchase.

In order to address the above deficiency and to ensure systemic improvement, uniformity, consistency and strict adherence to contractual provisions, it has been decided that all concerned officials shall mandatorily adopt the revised Inspection Proforma (copy enclosed) for recording inspection, acceptance, or rejection of materials received against Purchase Orders./ Contracts.

● The revised proforma has been formulated to ensure that all critical contractual and technical aspects are duly examined, certified, and documented, thereby strengthening accountability and transparency in the inspection process.

All concerned officials are hereby directed to ensure strict compliance with the above instructions in routine working, with immediate effect. Any deviation from the prescribed procedure shall be viewed seriously

This is issued with the approval of PCMM/SCR.

Enclosed As above

(GURUPAL SINGH)
DYCMM/M&P/HQRS

for Principal Chief Materials Manager.

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

CMM/E, CMM/G, CMM/M & CMM/I: for kind information please.

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC, F&B CAO/W&S/SC, Sr.AIA/SE/SC, WAO/RYPs, LGD & CRS/TPTY.

(DRAFT)

Consignee - Inspection/Acceptance/Rejection Report

Name of the Office:

Place:

Date:

Sr	Description	Remarks
1	PO No./GeM Contract No. & Date	
2	Name of the Supplier/Contractor	
3	Description of the Material	
4	Date of Receipt – DRR/DMTR/UDM details	
5	All-inclusive PO/Contract Rate Rs	
6	MRP on the material Rs (available if any)	
7	Make/Brand Markings (available if any)	
8	Date of Manufacture (available if any)	
9	Whether Shelf Life item? (if applicable) If Yes, details of balance shelf life after receipt	
10	Pre-inspection Agency (Name of Inspecting Agency, IC No./Date, Test Reports with IC, Validity of IC etc.) OR Consignee inspection	
<u>Consignee Inspection Details</u>		
11	Hologram/Mark matching with Inspection Certificate of Inspecting Agency	
12	Visual Inspection (if any)	
13	Details of Physical Inspection (if any)	
14	Details of Fitment/Practical Tests (if any)	
15	Chemical Tests performed (if any)	
16	Details of Laboratory Reports (if any)	
<u>Conclusion</u>		
17	Quantity Received	
18	Qty Accepted	
19	Qty Rejected with reasoned Rejection Remarks in line with PO/Contract description, drawing specifications, Make/Model/Brand etc.	

Signature & Stamp
of Inspecting Official

Signature & Stamp
of the Controlling Officer

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office
भंडारशाखा Stores Branch
रेलनिलयम Rail Nilayam
सिकंदराबाद Secunderabad

सं.No.S.232.Tender&Purchase Procedure/26

दि Dt. 24. 02 .2026

All Depot Officers/All Divisional Officers
All Purchase Officers/HQRS

OFFICE PROCEDURE ORDER NO. 03/2026

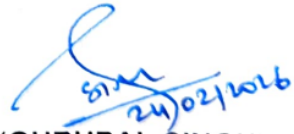
विषय Sub: Generation and Updation of AAC in IMMS – Reg.

In reference to the above cited subject, all Depots are hereby advised to propose their AAC in Advance Intimation Sheets(AIS) and forward the same in IMMS as per their SRS and in accordance with the recommendations of the Three-Member Committee/Competent Authority.

1. The Purchase Officers at Headquarters shall forward the AACs proposed by the Depots ("A category items) to Finance for vetting for the respective contract period. The concerned Purchase Officer shall forward the same to Finance through the online system for updation in IMMS within the stipulated period. After updation of the AAC in IMMS by Finance, the competent authority at Headquarters shall proceed with the necessary authorization.

2. No finance vetting is required for (" B & C") category items. The proposed AAC by depots in AIS of ("B & C") category items is approved by the competent authority upto their limit of powers of acceptance.

This is issued with the approval of PCMM/SCR.


(GURUPAL SINGH)
DYCMM/M&P/HQRS

for Principal Chief Materials Manager.

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

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

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr. AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

प्रधानकार्यालय Headquarters Office
भंडारशाखा Stores Branch
रेलनिलयम् Rail Nilayam
सिकंदराबाद Secunderabad-25

सं. No. S.232.Tenders & Purchases/2026

दि Dt. 23 . 03. 2026

All Purchase officers/HQRS
All Divisional Officers/ All Depot Officers

OFFICE PROCEDURE NO. 04 /2026

Sub: Compliance of procedures while placing indents and reporting rejection of materials- Reg.

**Ref: Dy CVO (S & M)/SCR's Letter No. G/265/C/2025/09/01214/GS/G/HQ/38
Dt: 31.12.2025**

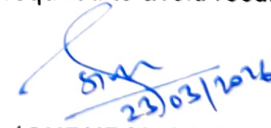
With Reference to the above subject, it is submitted that during a Vigilance Investigation, following irregularities have been noticed from both User Department and Procuring Entity in respect of repeated rejection of material supplied against Purchase Order placed by Stores Department.

- i) Failure in placing appropriate indent of the material with complete/proper description, Unit of Accountal (i.e. Sets, Numbers, or Set consisting of number of contact tips etc.), Drawings, Specifications, Special Conditions if any etc., by user department/indenting departments.
- ii) Failure in furnishing proper Technical Remarks with dimensions, specifications or special conditions, if any, towards non suitability and rejection of the material thereof by user department/indenting department.
- iii) Failure in scrutiny of the indent submitted by user department for complete/proper description, Unit of Accountal (i.e. Sets, Numbers, or Set consisting number of contact tips etc.), Drawings, Specifications, Special Conditions if any ,etc., by user departments/indenting departments.

In view of the above, all concerned officials are hereby instructed to exercise due diligence while placing indents and reporting rejections of materials. It should be ensured that all indents contain complete and precise details of the required materials, including specifications, drawings, unit of accountal , and special conditions, wherever applicable . Further, while reporting rejection of materials, clear and detailed technical remarks must invariably be furnished to justify the rejection.

Strict adherence to the existing procedures and instructions on the subject, is required to avoid recurrence of such discrepancies and to ensure smooth and efficient functioning .

This is issued with the approval of PCMM.


23/03/2026

**(GURUPAL SINGH)
DYCMM/M&P/HQRS**

for Principal Chief Materials Manager.

COPY to: All PHODS: for kind information please.

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

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

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr. AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

No.S.150.G&P.Policy /2026

All Purchase Officers HQRS

All Depot Officers

All Divisional Officers

Office Procedure Order No. 05 /2026**Sub: Strengthening of CCTV Surveillance Measures in Depots for Scrap Handling – Reg.**

In continuation of OPO No. 45 of 2019 issued vide letter no. S.150.G&P.Policy/2019 dated 16.12.2019, wherein Depot Officers were advised to maintain effective surveillance in wards and yards of depot for ensuring compliance, the following additional instructions are hereby issued to further strengthen CCTV surveillance for disposal of Non-Ferrous and Ferrous items.

All Depots are advised to strictly adhere to the following measures with regard to handling and disposal of Ferrous and Non-Ferrous scrap materials:

1. All activities pertaining to Non-Ferrous scrap items, including receipt, stocking, handling, and delivery/disposal, shall be mandatorily covered under comprehensive CCTV surveillance. For Ferrous items, maximum possible activities should also be brought under CCTV surveillance.
2. The complete cycle of operations from receipt of scrap material, stocking, weighment, to final delivery/disposal shall be recorded through CCTV systems. The footage must clearly capture weighment details, including front and rear views of the vehicle, along with clear visibility of the digital weighment display.
3. CCTV footage along with backup records shall be preserved and made available for a minimum period of 30 days for the purpose of surveillance audit and verification.
4. Live CCTV feed shall be accessible to the Depot Officer as well as the RPF for real-time monitoring.
5. Depot Officers shall ensure proper functioning, maintenance, and regular monitoring of CCTV systems on a day-to-day basis.

Further, all Depots shall strictly comply with the prescribed procedures for Indian Railways scrap disposal and auction processes, ensuring transparency and adherence to Railway Board guidelines/directives issued from time to time.

This issues with the approval of the Competent Authority.


25/03/2026
(GURUPAL SINGH)

DYCMM/M&P/HQRS

For Principal Chief Materials Manager.

C: /- PS to PCMM: for kind information of PCMM please
CMM/E, CMM/G, CMM/M & CMM/T: for kind information please.

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr. AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

क्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office
भंडारशाखा Stores Branch
रेलनिलयम Rail Nilayam
सिकंदराबाद Secunderabad

सं.No.S.232.Tender & Purchase Procedure/26

Dt: 31.03.2026

All Purchase Officers/HQRS
All Purchase Officers/Depots
All Purchase Officers/Divisions

OFFICE PROCEDURE ORDER NO.06/2026

विषय Sub: Procurement of C2 category items- Reg.

With reference to the subject cited above, it has been decided that items classified under the C2 category shall be procured for a period of two years at a time whenever the available stock falls below the requirement for six months. This arrangement is intended to prevent any disruption in supply, streamline the procurement process, and ensure that C2 category items remain readily available at all times.

All concerned officials are therefore advised to monitor the stock levels periodically and initiate procurement proposals in a timely manner in accordance with this decision.

This is issued with the approval of PCMM/SCR.



(GURUPAL SINGH)
DYCOMM/M&P/HQRS

for Principal Chief Materials Manager.

C:- PS to PCMM : for kind information of PCMM please.
CMM/E, CMM/G, CMM/M & CMM/T: for kind information please.
DYCOMM/IC: for implementation of the above changes in IMMS.
Dy.CVO/ Stores/ SC, All Purchase Officers, Depots & Divisional Officers.
Principal STC/SC. FA&CAO/W&S/SC, Sr. AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad

No. S.232.Tenders & Purchase/ Procedures/26

Dt. 13.05.2026

All Purchase officers HQRS

All Depot Officers

All Divisional Officers

OFFICE PROCEDURE ORDER NO. 07/2026

विषय Sub: Public Procurement (preference to Make in India):

Compliance regarding Local Content certification in tenders.

With reference to the subject cited above, it has been observed that the conditions relating to Local Content requirements along with supporting CA Certificate in tenders having value above Rs. 10 Crores are being incorporated differently by various Tendering Sections of the PCMM Office.

In order to ensure uniformity and compliance with Public Procurement (Preference to Make in India) Order, 2017 (as amended) and Railway Board Stores Circular dated 24.08.2024, the following instructions are issued for strict compliance while processing procurements through GeM / IREPS.:

The following provisions shall be incorporated at the appropriate stages of the tendering process.

1. PURCHASE PROPOSAL/ TENDERING STAGE:

(A) Procurement of all goods, services or works where Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition:

(i) Procurement Value upto Rs. 10 Crores.

"In terms of Railway Board's letter No.2020/RS(G)/779/2/Pt.1(E3322671) dated 20.08.2024 and in keeping with the Public Procurement (Preference to Make in India) Order, 2017 as amended, it has been found that there is sufficient local capacity and competition in supply of the tendered item of required quality and therefore public procurement of this tendered item is restricted to Class-I local suppliers only (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%). The vendors who do not qualify to be Class-I local suppliers should not quote in the tender as their offers shall not be considered for any ordering. In case any vendor who does not qualify to be a Class-I local supplier for the tendered item participates in the tender, it does so at its own risk and cost and Railways shall not be liable for any loss or damage caused to the vendor".

Bidders are mandatorily required to furnish a self certificate (duly specifying description of the item and certificate should be of the date later than the tender publishing date) to the effect of their being a 'Class-I local supplier' (as per PPP-MII order, 2017 as amended), for the tendered item, failing which their offer will be summarily rejected. In cases, where an authorized dealer/agent participates in the tender, the self certificate shall be submitted from OEM.

ii) Procurement Value above Rs. 10 Crores.

"In terms of Railway Board's letter No.2020/RS(G)/779/2/Pt.1(E3322671) dated 20.08.2024 and in keeping with the Public Procurement (Preference to Make in India) Order, 2017 as amended, it has been found that there is sufficient local capacity and competition in supply of the tendered item of required quality and therefore public procurement of this tendered item is restricted to Class-I local suppliers only (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%). The vendors who do not qualify to be Class-I local suppliers should not quote in the tender as their offers shall not be considered for any ordering. In case any vendor who does not qualify to be a Class-I local supplier for the tendered item participates in the tender, it does so at its own risk and cost and Railways shall not be liable for any loss or damage caused to the vendor".

As the estimated value of procurement is in excess of Rs. 10 Crores, the bidder shall give Cost/Chartered Accountant certification (duly specifying description of the item and the certificate should be of the date later than the tender publishing date) for local content in the quoted item (goods/works/services) at the time of submission of their offer, failing which the offer will be summarily rejected.

(B) Procurement of all goods, services or works where Nodal Ministry / Department has not communicated that there is sufficient local capacity and local competition:

(i) Procurement Value upto Rs. 10 Crores.

In terms of Railway Board's letter No.2020/RS(G)/779/2/Pt.1(E3322671) dated 20.08.2024 and in keeping with the Public Procurement (Preference to Make in India) Order, 2017 as amended only Class-I local supplier and Class-II local supplier, as defined under PPO, shall be eligible to bid in this procurement. Bidders are mandatorily required to furnish a self certificate (duly specifying description of the item and certificate should be later than the tender publishing date) to the effect of their being a 'Class-I local supplier/Class-II local supplier' (as per PPP-MII order, 2017 as amended), for the tendered item, failing which the offer will be summarily rejected. In cases, where an authorized dealer/agent participates in the tender, the self certificate shall be submitted from OEM.

(ii) Procurement Value above Rs. 10 Crores.

In terms of Railway Board's letter No.2020/RS(G)/779/2/ Pt.1(E3322671) dated 20.08.2024 and in keeping with the Public Procurement (Preference to Make in India) Order, 2017 as amended only Class-I local supplier and Class-II local supplier, as defined under PPO, shall be eligible to bid in this procurement.

In cases of procurement for a value in excess of Rs. 10 Crores, the bidder shall give Cost/Chartered Accountant certification (duly specifying description of the item and certificate should be of the date later than the tender publishing date) for local content in the quoted item (goods/works/services) at the time of tendering, failing which the offer will be summarily rejected.

Note: As per Public Procurement (Preference to Make in India) Order, 2017, procurements where the estimated value to be procured is less than Rs 5 lakhs shall be exempted from this Order.

2. DURING PURCHASE ORDER AND SUPPLY/EXECUTION STAGE:

Following conditions to be incorporated in PURCHASE ORDER:

(i) Procurement Value upto Rs. 10 Crores.

"The tenderer has submitted Self Certificate with _____ percent local content and secured the order. Firm is advised to submit the purchase order specific (mentioning the Purchase Order No and Date clearly) Self certificate for the same specifying the Local Content clearly along with the goods/materials. In case, if the contractor/supplier fails to meet the stipulated local content requirement and the supplier category changes from Class-I to Class-II / Non-local or Class-II to Non-local, a penalty upto 10% of the contract value shall be imposed".

(ii) Procurement Value above Rs. 10 Crores.

"The tenderer has submitted Cost/Chartered Accountant Certificate with _____ per cent local content and secured the order. Firm is advised to submit purchase order specific (mentioning the Purchase Order No and Date clearly) Cost / Chartered Accountant certificate for the same specifying the Local Content clearly along with the goods/materials. In case, if the contractor/supplier fails to meet the stipulated local content requirement and the supplier category changes from Class-I to Class-II / Non-local or Class-II to Non-local, a penalty upto 10% of the contract value shall be imposed".

Note: Depot Officers has to ensure the above compliance while receiving the goods.

All Purchase Officers shall ensure that the above eligibility criteria are incorporated uniformly in tender conditions without any deviations.

This issues with the approval of the competent authority.



13/05/2026

(GURUPAL SINGH)
DYCMM/M&P/HQRS

for Principal Chief Materials Manager.

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

CMM/E, CMM/G, & CMM/T: for kind information please.

DYCMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr.AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S. 232. Tenders & Purchase/Procedures/26

Dt: -25/05/2026

To All Purchase Officers HQRS/ Depot /Divisions

OFFICE ORDER NO.08/2026

विषय Sub: Force Majeure Clause (FMC)- reg.

संदर्भ Ref: Railway Board's letter No. No. 2026/RS(G)/779/5 Force Majeure Clause (FMC)- reg. dated 05.05.2026.

Copy of Railway Board's letter No. No. 2026/RS(G)/779/5 Force Majeure Clause (FMC)- reg. dated 05.05.2026 regarding **"Force Majeure Clause (FMC)"** is circulated herewith.

Standardized Form FM-1 – Application and Undertaking for Force Majeure Relief have also been circulated herewith for obtaining claims from firms in a uniform manner.

It is for ensuring strict compliance.

This has the approval of competent Authority.



25/05/2026

(Gurupal Singh)

Dy CMM/M&P/SC

For Principal Chief Materials Manager
South Central Railway

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

CMM/E, CMM/G, & CMM/T: for kind information please.

DY CMM/IC: for implementation of the above changes in IMMS.

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

Principal STC/SC. FA&CAO/W&S/SC, Sr.AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY

GOVERNMENT OF INDIA • MINISTRY OF RAILWAYS
SOUTH CENTRAL RAILWAY

Office of the Principal Chief Materials Manager
6th Floor, Rail Nilayam, Secunderabad – 500 025

No.

dated:

To,

M/s _____

**Sub: Force Majeure claim under MoF (DoE) OM No. 1/3/2026-PPD dt. 29.04.2026 read with
Railway Board Ltr. No. 2026/RS(G)/779/5 dt. 05.05.2026 — submission in Form FM-1.**

**Ref: Your communication dated _____ seeking FM relief in respect of P.O.
No. _____ dt. _____.**

Sir / Madam,

Your communication cited above pleading the prevailing West Asia situation as Force Majeure under the captioned Purchase Order has been received. For uniform and expeditious examination, you are advised as under:

1. Submit your claim in **Form FM-1 (Application and Undertaking)**, enclosed herewith, duly filled and signed by the authorized signatory of the Firm. **Claims not in Form FM-1 shall not be processed.**
2. All supporting documents shall be submitted together in one consolidated file / PDF.
3. This letter is **only a procedural communication** and does not constitute admission of admissibility. The claim shall be decided on merits by the Competent Authority. The contractual position, including running of Liquidated Damages, shall continue as per contract.

(_____)

Dy. Chief Materials Manager
For Principal Chief Materials Manager
South Central Railway

Encl.: Form FM-1 (2 pages).

**OFFICE OF THE PRINCIPAL CHIEF MATERIALS MANAGER
SOUTH CENTRAL RAILWAY • SECUNDERABAD**

Form FM-1

APPLICATION AND UNDERTAKING FOR FORCE MAJEURE RELIEF

Statutory Reference: MoF (DoE) OM No.1/3/2026-PPD dt.29.04.2026 read with
Railway Board Ltr.No.2026/RS(G)/779/5 dt. 05.05.2026.

To,

**The Principal Chief Materials Manager,
Office of the PCMM,
South Central Railway,
Secunderabad.**

**विषय Subject: Claim for re-fixation of Delivery Period under Force Majeure — Purchase
Order No. _____ dt. _____.**

Sir / Madam,

The Firm submits this Application along with the Undertaking at Part II below, for re-fixation of the Delivery Period under Force Majeure of the captioned OM.

A. Identification:

A.1	Name of Firm	
A.2	Original Delivery Period (date of completion)	

B. Quantum of Extension Sought:

B.1	Period of extension of contractual obligations requested.	
B.2	Reasons for seeking FMC duly enclosing supporting Documents and testimonies.	

UNDERTAKING BY THE FIRM

1. The Firm declares that —

- (a) The Firm was not in default of any contractual obligation under the said Purchase Order as on 27 February 2026;
- (b) The original date of completion under the said Purchase Order falls on or after 28 February 2026;
- (c) The non-performance is directly or consequentially attributable to the prevailing West Asia situation and to no other cause whatsoever;
- (d) Bonafide mitigation / re-routing / alternate sourcing was attempted diligently and has proved insufficient;
- (e) No compensation, escalation or insurance recovery has been or will be claimed for the same period of disruption from any other source;
- (f) The Firm solemnly declares and affirms that the representations made above, together with all documentary evidence submitted therewith, are true, authentic, and exhaustive. The Firm further affirms that no material fact, matter, or circumstance has been suppressed, misrepresented, or concealed.

2. If any of the above is later found to be false, or any document furnished is forged or fabricated, the Firm accepts that South Central Railway may, at its sole discretion and without prejudice to other remedies —

- (a) Cancel the FM relief granted, with retrospective effect;
- (b) Recover Liquidated Damages with interest, as if no relief had been granted;
- (c) Forfeit and encash the Security Deposit and Performance Bank Guarantee and in case of vendors under exempted category of Security Deposit, recover the equivalent Security Deposit amount as per contract conditions;
- (d) Terminate the said Purchase Order and suitable action under the Conditions of Contract;
- (e) Initiate suspension/banning/debarment of the firm and its proprietor/ partners/ directors/promoters/sister concerns under the extant Railway Board policy guidelines on debarment.

3. The Firm further agrees that —

- (a) The above consequences shall apply even if FM relief has already been availed; the Firm shall refund all benefits with interest on written demand, without contestation;
- (b) The Firm shall not plead inadvertence, clerical error or absence of mala fide intent as a defence;
- (c) The courts at Secunderabad shall have jurisdiction for any matter arising out of this Application and undertaking.

Signature for and on behalf of the Firm

This Application and Undertaking is signed at _____ on this ____ day of _____, 20____ by the authorised signatory of the Firm.

Signature: _____	Name: _____
Designation: _____	Date: _____ (Co. Seal)