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No.W.496/Policy/Vol.IX

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DRM/SC, HYB, BZA, GTL, GNT & NED
CPM/GS/SC, HYB, BZA, GTL, GNT & NED

Sub: Submission of Bid Security by the tenderer in the form of Bank Guarantee (BG) – System Improvement - Reg.

Ref: 1) Para 5(3)ii, Part I of IRSGCC – April'2022 issued by Railway Board.
2) Advance Correction Slip No.5 issued by Railway Board vide letter 2022/CE-I/CT/GCC-2022/Policy dt 20.10.2023
3) This office letter of even No. dtd. 06.11.2023.

In connection with the above subject, instructions to be followed in cases where bid security is in the form of Bank Guarantee are given under Para 5 (3) (i) to (viii) Part I of IRSGCC. Railway Board vide letter under reference (2) has modified Para No. 5(3) (ii) Part I of IRSGCC [circulated vide ref-3] as given under:

'The original Bank Guarantee should be delivered in person to the official nominated as indicated in the tender document before closing date for submission of bids (i.e., excluding the last date of submission of bids).'

As per the above stipulation, the original bank guarantee in physical form has to be necessarily delivered in person to the nominated Railway official in the Railway office before closing date for submission of bids (i.e., excluding the last date of submission of bids). In this connection, doubts have been expressed by few divisions as to whether the BGs sent through Courier / Post are to be considered as complying with the above condition. Therefore, following guidelines are issued for uniform adoption by all Divisions/Units:

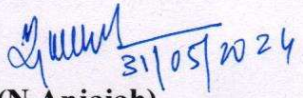
1. The instructions given under Para 5 (3) (i) to (viii) Part I of IRSGCC shall be strictly followed (incorporating ACS No.5 the modification of Para 5(3) ii, Part I of IRSGCC – April'2022).
2. The original BG can be sent by the tenderer through a person or through Post / Courier so as to reach the Nominated Railway official on any working day before the closing date of submission of bids (i.e., excluding the last date of submission of bids). Railway will not assume any responsibility for any delays in case the BG is sent through Courier / Postal department. Any BG received by Post/ Courier on or after the closing date of bid submission shall not be taken cognizance of while evaluating the tender and shall be returned back to the sender by Registered Post.
3. A Railway official should be nominated for receiving the original BG and the details of this Railway Official shall be clearly mentioned in the tender document. A register will be maintained by this official to record the details of original BGs received.
4. The nominated Railway official receiving the original BGs shall make the entries in a serial order in the register maintained for this purpose and will acknowledge the receipt of envelope containing the original BG. Office stamp having date shall invariably be affixed over the envelope along with the Serial entry number (as recorded in the register).

(contd..2)

5. The following details shall be entered in the register:

- a). Tender number & Work name
- b). Name and address of the tenderer.
- c). Name of the Nominee in case it is sent by a nominee of the tenderer. (The nominee should carry valid ID proof while submitting the original BG in person).
- d). Original BG received in person or by Post or by Courier
- i). Signature of the tenderer / nominee in case original BG is received in person.
 - ii). Date and time of receipt
 - iii). Signature of the official

This issues with the approval of PCE and supersedes the earlier instructions issued vide this office letter No. W.496/Policy/Vol.IX dated 28-06-2023.


(N.Anjaiah)
Dy.CE/Works/HQ
for Principal Chief Engineer

Copy to:

- 1) CAO/C/SC, PCME, PCSTE, PCEE & SDGM – for kind information and necessary action please.
- 2) All HOD's of PCE's office & CPOH/RYP – for kind information and necessary action.
- 3) Sr.DEN/Co-ord/SC, HYB, BZA, GTL, GNT & NED for information and necessary action please.
- 4) Dy.CE/EWS/LGD, Dy.CE/TM/Lines/BZA & Dy/CE/CPOH/RYP for information and necessary action.
- 5) Dy.CVO/E for kind information please. w.r.t. letter No.G.265/V/E/20240100643 dt 03.04.2024.