

Modification in Part 'E' Annexure-A Model SOP 2018
Commercial Department Correction Slip No. 02/2019 dt. 30.09.2019

S N	Value of contract (Rs.)	Level of Tender committee	Accepting authority		Remarks
			Division	Headquarter	
1	Upto and including 50 lakh.	---	Sr.DCM/DCM holding independent charge.	SG/JAG/Sr. scale holding independent charge looking after NFR working.	1. The accepting authority, while accepting the tender, shall record a reasoned note with regard to tender evaluation and acceptance in the form of detailed speaking order. 2. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than highest financial offer, direct acceptance of tender shall not be allowed in the tender upto and including Rs. 50 lakh. Such tenders shall be dealt by tender committee, constituted as per SN (ii) below. (Authority: RB's letter no. 2018/Transf. Cell/Tfc/Earnings Contract dt. 27.12.2018)
2	Above 50 Lakh and including upto 02 crores.	Sr. Scale	Sr.DCM	JAG/SG commercial officers looking after NFR working.	Authority: RB's letter no. 2018/Transf. Cell/Tfc/Earnings Contract dt. 27.12.2018.
3	Above 02 crores upto 05 crores.	Sr. Scale	Sr.DCM	JAG/SG commercial officers looking after NFR working as per letter no. 2018/Tran.cell/Tfc/Earning contract dt. 27.12.2018.	
4	Above 05 crores upto 10 crores.	JAG Tender Committee	ADRM	SAG commercial officers looking after NFR working.	
5	Above 10 crores upto 100 crores.	JAG Tender committee	DRM	PCCM	
6	Above 100 crores.	SAG Tender committee	PCCM(PHOD)/CCM(CHOD) or AGM in absence of PCCM (PHOD /CHOD)		
Note- <ul style="list-style-type: none">For contract tenders having value upto and including Rs. 50 lakhs, direct acceptance by officers as indicated above at SN 1.For value of contract above Rs. 50 lakhs and upto Rs. 02 crores Tender committee will be 02 member committee of Account and Commercial officers unless otherwise prescribed by the rules on the subject. Other committees will be a 3 member committee of Account, Commercial and one member as nominated by the competent authority.The items for which Tender/EOI have to be invited at the Headquarter level will be decided by PCCM (PHOD/CHOD).In absence of Sr. /Jr. Scale officer in HQ the committee would be of next higher level.					

DY. GM/G

Dy.CCM/C&PS

Sr.AFA/FK

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Commercial Department Correction Slip No. 02/2019 dt. 30.09.2019

TENDER COMMITTEE FOR DEALING WITH EARNING CONTRACTS (OTHER THAN CATERING AND PARCEL CONTRACTS)

S N	Value of contract (Rs.)	Level of Tender committee	Accepting authority		Remarks
			Division	Headquarter	
1	Upto and including 50 lakh.	---	Sr.DCM/DCM holding independent charge.	SG/JAG/Sr. scale holding independent charge looking after NFR working.	1. The accepting authority, while accepting the tender, shall record a reasoned note with regard to tender evaluation and acceptance in the form of detailed speaking order. 2. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than highest financial offer, direct acceptance of tender shall not be allowed in the tender upto and including Rs. 50 lakh. Such tenders shall be dealt by tender committee, constituted as per SN (ii) below. (Authority: RB's letter no. 2018/Transf. Cell/Tfc/Earnings Contract dt. 27.12.2018)
2	Above 50 Lakh and including upto 02 crores.	Sr. Scale	Sr.DCM	JAG/SG commercial officers looking after NFR working.	Authority: RB's letter no. 2018/Transf. Cell/Tfc/Earnings Contract dt. 27.12.2018.
3	Above 02 crores upto 05 crores.	Sr. Scale	Sr.DCM	JAG/SG commercial officers looking after NFR working as per letter no. 2018/Tran.cell/Tfc/Earning contract dt. 27.12.2018.	
4	Above 05 crores upto 10 crores.	JAG Tender Committee	ADRM	SAG commercial officers looking after NFR working.	
5	Above 10 crores upto 100 crores.	JAG Tender committee	DRM	PCCM	
6	Above 100 crores.	SAG Tender committee	PCCM(PHOD)/CCM(CHOD)or AGM in absence of PCCM (PHOD /CHOD)		
	Note- <ul style="list-style-type: none">For contract tenders having value upto and including Rs. 50 lakhs, direct acceptance by officers as indicated above at SN 1.For value of contract above Rs. 50 lakhs and upto Rs. 02 crores Tender committee will be 02 member committee of Account and Commercial officers unless otherwise prescribed by the rules on the subject. Other committees will be a 3 member committee of Account, Commercial and one member as nominated by the competent authority.The items for which Tender/EOI have to be invited at the Headquarter level will be decided by PCCM (PHOD/CHOD).In absence of Sr. /Jr. Scale officer in HQ the committee would be of next higher level.				

AMB
DY. GM/G

DY. CCM/C&PS

SR. AFA/EX
21/12/19