

Item No.	Particulars of Items	Authority	Extent of Powers Delegated to							
			Headquarters Officers of open line & construction				Divisional/Extra Divisional Units/Construction officers			
			PHODs/ CHODs	HODs/ SAG	SG/JAG	Sr.Scale Independent charge.	DRMs & CWMs	ADRMs	SG/ JAG	Sr.Scale Independent charge.
			4	5	6	7	8	9	10	11
10	TENDERS/CONTRACTS/ AGREEMENTS									
(i)	To invite and accept Advertised tenders in respect of sanctioned work on the recommendation s of the tender committee except in case where foreign exchange is involved.	Railway Board's letter No. F(X)II/2014/P W/1 dated 01.01.2015 & 2007/CE-I/CT/O/20/1 dated 08.10.2015 & 2007/CE-I/CT/O/20/1 dated 19.10.2016 & 2017/CE-I/CT/9 dated 11.09.2017	<u>AGM/PHOD in HAG</u> Above Rs. 20 crore and upto Rs. 100 Crore in each case. <u>CHOD in SAG</u> Above Rs. 20 crore and upto Rs. 75 Crore in each case. <u>CAO/Constn. in HAG</u> Above Rs. 20 crore and upto Rs. 500 Crore in each case.	Above Rs. 04 crore and upto Rs. 20 Crore in each case.	1. Upto Rs. 04 crore in each case. 2. <u>For open tender for works invited through e-tendering.</u> Where tender notice period is 21 days or more, direct acceptance of lowest financial offer of tender by concerned executive, subject to note no. (iv) for value upto and including Rs. 50 lakh.	<u>For open tender for works invited through e-tendering.</u> Where tender notice period is 21 days or more, direct acceptance of lowest financial offer of tender by concerned executive, subject to note no. (iv) for value upto and including Rs. 50 lakh.	Above Rs. 04 crore and upto Rs. 20 Crores in each case.	Above Rs. 04 crore and upto Rs. 20 Crores in each case.	1. upto Rs. 04 Crore in each case. 2. <u>For open tender for works invited through e-tendering.</u> Where tender notice period is 21 days or more, direct acceptance of lowest financial offer of tender by concerned executive, subject to note no. (iv) for value upto and including Rs. 50 lakh.	<u>For open tender for works invited through e-tendering.</u> Where tender notice period is 21 days or more, direct acceptance of lowest financial offer of tender by concerned executive, subject to note no. (iv) for value upto and including Rs. 50 lakh.
<p>Note:</p> <p>(i). Tender schedules are to be prepared with utmost care, following all the existing provisions in the code as also Administrative instructions without fail, after detailed site inspection and soil investigations, wherever necessary, eliminating as far as possible the need for bringing any new items during execution of works.</p> <p>(ii). These tender schedules may be approved by the JAG/SAG officers. Vetting of tender schedule should be necessary only in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting will also not be necessary in case of zonal works and revenue works in Open-Line for which detailed estimates are not to be framed.</p> <p>(iii) Estimate will generally not be split to bring the value of tender invitation within power of lower authority. For making tender packages on projects, approval of CHOD/PHOD shall be taken.</p> <p>(iv) Letter of acceptance shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities accepted by the accepting authority. 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. The accepting authority shall be responsible to ensure that :</p> <p>(a) No splitting has been done while inviting tender to bring it within the ambit of power of direct acceptance of tender.</p> <p>(b) Sanctioned detailed estimate is available.</p> <p>(c) The tender schedule has been prepared as per rates, items & quantities provided within the sanctioned detailed estimate.</p> <p>(d) In case the tender notice period is less than 21 days or accepting authority intends to accept offer other than lowest financial offer, direct acceptance of tender is not allowed In the tender upto and including Rs. 50 Lakh, such tenders shall be dealt by the Tender Committee.</p>										

18/9/17
Dy. General Manager/Genl.

(1)

MK 16.9.17
Executive Engineer/Genl.

16/9/17
Chief OS/Engg. catd. to Genl.

No. 04/2017 Dt. 10.9.2017 SOP on Works Matters 10 (i)

1. Following shall be the constitution of Tender committee for open tenders. (For SOP on Works matter Para 10 (i))				
Value For Divisions/Extra divisional units	Constitution of Tender Committee			Accepting Authority
	Executive	Accounts	Other Deptt.	
(A) For open tender for works invited through e-tendering.				
(i) In case tender notice is less than 21 days or accepting authority intends to accept offer other than lowest financial offer; in case of tender upto and including Rs. 50 lakh	Sr. Scale	Jr. Scale	--	JAG/SG
(ii) Above Rs. 50 Lakh and upto and including Rs. 2 Cr.	Sr. Scale	Jr. Scale	--	JAG/SG
(B) For works tenders other than (A) above				
Up to Rs. 20 lakhs	Sr. Scale	Jr. Scale	--	JAG/SG
Above Rs. 20 lakhs and up to 50 lakh	Sr. Scale	Jr. Scale	Sr. Scale	JAG/SG
Above Rs. 50 lakhs and upto Rs.04 Crore	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
Above Rs. 04 Crores and upto Rs. 20 Crores	JAG/SG	JAG/SG	JAG/SG	ADRM /DRM/CWM
Headquarters				
(A) For open tender for works invited through e-tendering.				
(i) In case tender notice is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; in case of tender upto and including Rs. 50 lakh	Sr. Scale	Jr. Scale	--	JAG/SG
(ii) Above Rs. 50 Lakh and upto and including Rs. 2 Cr.	Sr. Scale	Jr. Scale	--	JAG/SG
(B) For works tenders other than (A) above				
Up to Rs. 20 lakhs	Sr. Scale	Jr. Scale	--	JAG/SG
Above Rs. 20 lakhs and upto Rs. 50 lakhs	Sr. Scale	Jr. Scale	Sr. Scale	JAG/SG
Above Rs. 50 lakhs and upto Rs. 04 Crore	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
Above Rs. 04 Crores and upto Rs. 20 Crore	JAG/SG	JAG/SG	JAG/SG	SAG
Above Rs. 20 Crores and upto Rs.50 Crore	SAG	JAG/SG	SAG	CHOD/PHOD
Above Rs 50 Crore and upto Rs. 75 Crore	SAG	SAG	SAG	CHOD in SAG
(For department not headed by PHOD in HAG)				
Above Rs 50 Crore and upto Rs. 100 Crore	SAG	SAG	SAG	PHOD in HAG
(For department headed by PHOD in HAG)				
Above Rs. 75 Crore and upto Rs. 100 Crore	CHOD	SAG	CHOD/SAG	AGM
(For department not headed by PHOD in HAG)				
Above Rs 50 Crore and upto Rs. 500 Crore	SAG	SAG	SAG	CAO/C in HAG
(For Construction headed by CAO/C in HAG)				
Above Rs.100 Crore	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	GM
(Other than Construction Organisation)				
Above Rs.500 Crore	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	GM
(For Construction Organisation)				

Note: (i) Where no AGM is posted, such tenders shall also be accepted by General Manager.
(ii) The tender committee for tenders to be accepted by "CHOD in SAG" shall be of SAG level.

18/9/17
Dy. General Manager/Genl.

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16.9.17
Executive Engineer/Genl.

16/9/17
Chief OS/Engg.

add. to 16/9/17

No - 04/2017 Dt. 18.9.2017

SOP on works matters, 10(i)

Item No.	Particulars of Items	Authority	Extent of Powers Delegated to																													
			Headquarters Officers of open line & construction				Divisional/Extra Divisional Units/Construction officers																									
			PHODs/ CHOD	HODs/ SAG	SG/JAG	Sr.Scale/ Jr.Scale	DRMs & CWMs	ADRM s	SG/ JAG	Sr.Scale / Jr.Scale																						
1	2	3	4	5	6	7	8	9	10	11																						
	General Notes for Tender Committee:																															
	2. The third member of equal status of executive member shall be from Sister Deptt and in the event of an officer of required status is not available in Sister Deptt then third member may be nominated from other deptt. who deals with tender by DRMs in divisions and PHODs/CHODs in Head Quarter.																															
	<table border="1"> <thead> <tr> <th>SN.</th> <th>Department</th> <th>Sister Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Civil Engineering</td> <td>S&T Engineering</td> </tr> <tr> <td>2</td> <td>Electrical Engineering</td> <td>Mechanical Engineering</td> </tr> <tr> <td>3</td> <td>Mechanical Engineering</td> <td>Civil Engineering</td> </tr> <tr> <td>4</td> <td>S&T Engineering</td> <td>Electrical Engineering</td> </tr> <tr> <td>5</td> <td>Operating</td> <td>Commercial</td> </tr> <tr> <td>6</td> <td>Commercial</td> <td>Operating</td> </tr> </tbody> </table>											SN.	Department	Sister Department	1	Civil Engineering	S&T Engineering	2	Electrical Engineering	Mechanical Engineering	3	Mechanical Engineering	Civil Engineering	4	S&T Engineering	Electrical Engineering	5	Operating	Commercial	6	Commercial	Operating
SN.	Department	Sister Department																														
1	Civil Engineering	S&T Engineering																														
2	Electrical Engineering	Mechanical Engineering																														
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4	S&T Engineering	Electrical Engineering																														
5	Operating	Commercial																														
6	Commercial	Operating																														
	3. (i) The level of TC will be decided by the grade of executive member i.e. convener. Against any Tender value if any of the post of lower grades is not in operation i.e. if grade of executive member as mentioned against contract value is not in operation the executive member will be of one step higher but other members will be of the same status as mentioned against value.																															
	(ii) Similarly if grade as mentioned against the value of other department i.e. sister Deptt. or Accounts Deptt. is not in operation then member of other deptt. i.e. sister Deptt. or Accounts Deptt. will be one step higher and executive member i.e. convener shall be at least of the same status as of other Deptt. i.e. Sister Deptt. or Accounts deptt. in which officer of lower grade as mentioned against value is not available.																															
	(iii) Accepting authority will be one step higher than the executive member i.e. convener.																															
	4. In the divisions where JAG Finance officer is not available, a Sr. Scale Finance officer may be taken with the approval of DRM.																															
	5. The level of the tender committee shall be decided by the cost quoted by the valid lowest tenderer irrespective of the eligibility of that tenderer or otherwise.																															
(ii)	To sign the contract and supplementary agreement on behalf of President of India provided the award of contract had the sanction of the competent authority and vetted by finance.	Railway Board's letter No. F(X)II/2014/PW/1 dated 01.01.2015 & 2007/CE-I/CT/O/20/1 dated 08.10.2015 & 2007/CE-I/CT/O/20/1 dated 19.10.2016 Para- 1259-E	Full powers	Upto Rs. 100 crores in each case.	Upto Rs. 20 crores in each case	Sr. Scale up to Rs. 04 crores in each case.	Upto Rs. 20 crores in each case	Upto Rs. 20 crores in each case	Upto Rs. 20 crores in each case	Sr. Scale upto Rs 04 crores in each case																						
	<p>Note: 1. In case of works quotation also a suitable work order/agreement in incorporating all terms and conditions as specified in the letter calling quotations should in variably be issued by executive so as to safeguard the financial interest of the Railways. Measurement of the work completed, completion of work, penalty for sub-standard work, security deposit, maintenance period, tax deduction at source and payment terms etc. must be clearly defined without any ambiguity. Such work order/agreement is not require to be vetted by associates finance.</p> <p>2. While inviting and accepting quotations item no.12 (a) of SOP on works matters should be referred to and all the provisions mentioned there in followed.</p>																															

Dy. General Manager/Genl.

Executive Engineer/Genl.

Chief OS/Engg.

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