

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	DRMs & CWMs (SAG)	ADRM (SAG)	SG/ JAG	Sr. Scale
1	2	3	4	5	6	7	8	9	10	11
12 (a)	To dispense with tender and to invite and accept quotations per case for execution of works.	Railway Board's letter no. 2007/CE-I/CT/18/Pt.-13 dated 11.09.17 & Para 1211E	Upto Rs. 10 lakhs in* each case with finance concurrence subject to overall annual Ceiling limit of Rs. 1.20 Crores.	Upto Rs. 10 lakhs in each case with finance concurrence subject to overall annual Ceiling limit of Rs. 1.20 Crores.	Upto Rs. 5 lakhs in each case with finance concurrence subject to an overall annual Ceiling limit of Rs. 60 lakhs.	Sr.Scale (Independent charge) Upto Rs. 5 lakhs in each case with finance concurrence subject to an overall annual Ceiling limit of Rs. 60 lakhs.	Upto Rs. 10 lakhs in each case with finance concurrence subject to overall annual Ceiling limit of Rs. 1.20 Crores.	Upto Rs. 10 lakhs in each case with finance concurrence subject to overall annual Ceiling limit of Rs. 1.20 Crores.	1. Works directly related to safe running of Trains. Divisional JAG/SG officers Upto and including Rs. 2 lakhs per case without finance concurrence on a certificate by accepting authority that the work is of urgent nature and directly related to safe running of Trains in his jurisdiction, subject to an annual Ceiling limit of Rs. 10 lakhs. 2. All other works including works directly related to safe running of Trains: JAG/SG Officers Upto Rs. 5 lakhs in each case with finance concurrence subject to an overall annual Ceiling limit of Rs. 60 lakhs. (Ceiling limit including 1 above)	1. Works directly related to safe running of Trains. Divisional Sr. Scale Officers having Independent Charge Upto and including Rs. 2 lakhs per case without finance concurrence on a certificate by accepting authority that the work is of urgent nature and directly related to safe running of Trains in his jurisdiction, subject to an annual Ceiling limit of Rs. 10 lakhs. 2. All other works including works directly related to safe running of Trains: Sr. Scale Officers (Independent Charge) Upto Rs. 5 lakhs in each case with finance concurrence subject to an overall annual Ceiling limit of Rs. 60 lakhs. (Ceiling limit including 1 above)

Note: These powers will be exercised by the officers with their own administrative approval and no separate administrative approval is necessary subject to the following conditions:

- (i) Normally powers to dispense with calling of tenders should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.
- (ii) The work should not be split up for the purpose of bringing it within the ambit of this dispensation.
- (iii) The reasonableness of rates should be gone into objectively and in detail by the accepting authority.
- (iv) Quotations should not be for items, which can be executed through the existing contracts including zonal contracts.
- (v) Quotation should not be for fancy (expensive but of low utility) items.
- (vi) Quotations should only be for works, which are urgent in nature.
- (vii) Quotations should normally be invited from at least three well experienced contractors/agencies not necessarily borne on the approved list.
- (viii) Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).
- (ix) A Register showing the full particulars of works authorized through quotations will be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence.
- (x) DRM/ADRM should have a monthly review as a matter of control.

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