

**Amendment No. 001/2018 Dated 23.01.2018****Annexure 'A'**

Amendment in Provision of Model Schedule of Powers (Works Matter) Document for Zonal Railways vide Railway Board's letter no. 2007/Trans/01/Policy dated 26.12.2017

**I. CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS – OPEN LINE:**

(\* To be evolved afresh by the Railways as per the delegation of powers in Model SOP wherein the structure and composition will be decided by the respective GM)

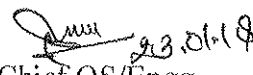
S. No.	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Department	Sister Department	Accounts Department	
<b>For Open Tenders for Works invited through e-tendering</b>					
1	Rs 50,000 to and including Rs 50 lakh.	--	--	--	Direct acceptance by SG/JAG or Sr. Scale holding independent charge subject to conditions in the Note from S.No.1 to 4.
2	Rs. 50 Lakh to Rs.2 Cr.	Sr. Scale	-	Sr. Scale	SG/JAG subject to Note-1 to 4
3	Rs. 2 Cr to Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
4	Rs. 4 Cr. to Rs. 20 Cr.	JAG/SG	JAG/SG	JAG/SG	SAG/DRM/ADRM/CWM
5	Above Rs 20 Cr. and upto Rs. 75 Cr. (For department not headed by PHOD in HAG)	SAG	SAG	SAG	CHOD
6	Above Rs 20 Cr. and upto Rs. 300 Cr. (For department headed by PHOD in HAG)	SAG	SAG	SAG	PHOD in HAG
7	Above Rs. 75 Cr. and upto Rs. 300 Cr. (For department not headed by PHOD in HAG)	CHOD/ SAG	CHOD/ SAG	SAG	*AGM
8	Above Rs. 300 Crore (Other than Construction Organisation)	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	GM
Note: * Where no AGM is posted, such tenders shall also be accepted by General Manager.					
<b>For Open/Limited/Spl. Limited Tenders (other than e-tendering)</b>					
9	Rs 50,000 to and including Rs 20 lakh	Sr. Scale	-	Jr. Scale	JAG/SG
10	Rs.20 lakh to Rs.1 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
11	Rs.1 Cr. to Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
12	Above Rs. 4 Cr. Tender Committee composition shall be same as for e-tendering mentioned above from SN.4 to 8.				

Authority:

1) Railway Board's letter no. 2007/Trans/01/Policy dated 26.12.2017

  
Dy. General Manager/General

  
Executive Engineer/Genl.

  
Chief OS/Engg.

**Notes for Annexure- 'A'**

**Amendment No. 001/2018 Dated 23.01.2018**

1. Letter of Acceptance shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities as accepted by the Accepting Authority.
2. 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.
3. The Accepting authority shall be responsible to ensure that:
  - (A) No splitting has been done while inviting tender to bring it within the ambit of power of direct acceptance of tender.
  - (B) Sanctioned detailed estimate is available.
  - (C) The tender schedule has been prepared as per rates, items and quantities provided within the sanctioned detailed estimate.
4. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; direct acceptance of tender is not allowed in the tender up to and including Rs 50 lakh. Such tenders shall be dealt by an appropriate Tender Committee as given at Sr. No. 2 of the above table.
5. The existing practice of three-member tender committee shall be applicable for works tender of value more than Rs. 2 Cr. each.
6. For other than open tenders and tenders not invited through 'e' tendering;
7. The two-member committee shall be constituted one from Executive Department and other from Finance Department for works up to and including Rs 20 lakh as mentioned in the above table.
8. For tenders above Rs 20 lakh, three members committee shall be constituted as stipulated in the above table.
9. The level of TC to be decided based on the lowest valid offer.
10. In case of Two packet system of tendering, for Packet-I- Technical Bid, the level of TC to be decided based on Face value of the tender and for Packet-II- Financial Bid, the level of TC to be decided based on the face value of the Tender or the lowest valid offer whichever is higher.
11. Where the department is not headed by HAG Officer, AGM shall be the Accepting Authority. Where no AGM is posted, such tenders shall be accepted by GM.
12. In case of JAG officer not being posted in workshops, WAO will be the Finance member for both Sr. Scale and JAG level Tender Committees.
13. In a particular Division/Department/Unit where Jr. Scale/Group-B post does not exist or is vacant, a Sr. Scale officer can associate in the tenders and in such a case, the tender needs to be accepted by JAG/SG. Similarly, where Sr. Scale post does not exist or is vacant, a JAG/SG officer can associate in the tenders and in such case, the tender needs to be accepted by ADRM/SAG officer.
14. Single Tender: Constitution of Tender Committee and Accepting Authority should be at least one step (level) higher than the members nominated in case of open tender/limited tender except where GM is the accepting authority. (Authority: Rly Bd's Letter No.94/CE-1/CT/4 dt.17.09.1997).
15. (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.

  
Dy. General Manager/General

  
Executive Engineer/Genl.

  
Chief OS/Engg.

**Amendment No. 002/2018 Dated 23.01.2018****Annexure 'B'**

Amendment in Provision of Model Schedule of Powers (Works Matter) Document for Zonal Railways vide Railway Board's letter no. 2007/Trans/01/Policy dated 26.12.2017

**II. CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS – Construction Organization**

(\* To be evolved afresh by the Railways as per the delegation of powers in Model SOP wherein the structure and composition will be decided by the respective GM)

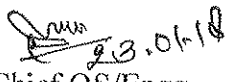
S. No.	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
<b>For Open Tenders for Works invited through e-tendering</b>					
1	Rs. 50,000 to and including Rs. 50 lakh.	--	--	--	Direct Acceptance by SG/JAG or Sr. Scale holding independent charge subject to conditions in the note from SN. 1 to 4.
2	Rs. 50 Lakh to Rs. 2 Cr.	Sr. Scale	-	Sr. Scale	SG/JAG subject to Note-1 to 4
3	Rs. 2 Cr to Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
4	Rs. 4 Cr. to Rs. 20 Cr.	JAG/SG	JAG/SG	JAG/SG	SAG
5	Rs. 20 Cr. to Rs. 500 Cr.	SAG	SAG	SAG	CAO/C in HAG
<b>In case, the CAO/C is below the rank of HAG</b>					
6	Rs. 20 Cr. to Rs.75 Cr.	SAG	SAG	SAG	CAO/C in SAG
7	Rs.75 Cr. to Rs.500 Cr.	CHOD/ SAG	CHOD/ SAG	SAG	* AGM
8	Above Rs.500 Cr.	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	GM
<b>Note: * Where no AGM is posted, such tenders shall also be accepted by General Manager.</b>					
<b>For Open/Limited/Special Limited Tenders (other than e-tendering)</b>					
9	Rs 50,000 to and including Rs 20 lakh	Sr. Scale	-	Jr. Scale	JAG/SG
10	Rs.20 lakh to Rs.1 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
11	Rs.1 Cr. to Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
12	Above Rs. 4 Cr. Tender Committee composition shall be same as for e-tendering mentioned above from SN. 4 to 8.				

Authority:

Railway Board's letter no. 2007/Trans/01/Policy dated 26.12.2017

  
Dy. General Manager/General

  
Executive Engineer/Genl.

  
Chief OS/Engg.

**Notes for Annexure- 'B'**

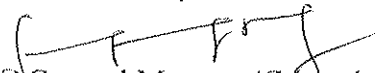
**Amendment No. 002/2018 Dated 23.01.2018**

1. 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.
2. 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.
3. The Accepting authority shall be responsible to ensure that:
  - (A) No splitting has been done while inviting tender to bring it within the ambit of power of direct acceptance of tender.
  - (B) Sanctioned detailed estimate is available.
  - (C) The tender schedule has been prepared as per rates, items and quantities provided within the sanctioned detailed estimate.
4. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; direct acceptance of tender is not allowed in the tender up to and including Rs 50 lakh. Such tenders shall be dealt by an appropriate Tender Committee as given at Sr. Nos. 2 & 3 of the above table.
5. The existing practice of three-member tender committee shall be applicable for works tender of value more than Rs.2 Cr. each.
6. (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.

**For other than open tenders and tenders not invited through 'e' tendering:**

1. Two-member committee shall be constituted one from Executive Department and other from Finance Department for works up to and including Rs 20 lakh as mentioned in the above table.
2. For tenders above Rs 20 lakh three members committee shall be constituted as stipulated in the above table.
3. (i) The level of TC to be decided based on the lowest valid offer.

In case of Two packet system of tendering, for Packet-I Technical Bid, the level of TC to be decided based on Face value of the tender and for Packet-II Financial Bid, the level of TC to be decided based on the face value of the Tender or the lowest valid offer whichever is higher.
4. In a particular Division/Department/Unit where Jr. Scale/Group-B post does not exist or is vacant a Sr. Scale officer can associate in the tenders and in such a case, the tender needs to be accepted by JAG/SG. Similarly, where Sr. Scale post does not exist or is vacant, a JAG/SG officer can associate in the tenders and in such case, the tender needs to be accepted by SAG officer.
5. In the event of non-availability of HAG officer in Construction Accounts, FA&CAO (Open Line) in HAG will associate in tender committees. In the event of non-availability of HAG officer in Sister Department, a suitable officer of the rank of HAG of the same sister department in Open Line will be associated in the tender committee.
6. S.No. 7 shall be considered only when the CAO/C is below the rank of HAG and for the stated values of tenders exceeding Rs.75 Cr. and not exceeding Rs. 500 Cr. then the TAA shall be AGM.
7. Single Tender: Constitution of Tender Committee and Accepting Authority should be at least one step (level) higher than the members nominated in case of open tender/limited tender except where GM is the accepting authority. (Authority: Railway Board's letter No.94/CE-1/CT/4 dt.17.09.1997).

  
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