

Model SOP on Works Matter.

Amendment No. 01/2018 Dated 17.../09/2018

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS AS PER MODEL SOP 2018
(For Open Line & Construction Organisation) Issued vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018

Annexure 'A'

S. No.	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Department	Sister Department	Accounts Department	
For Open Tenders for Works Tender with e-tendering					
1	Upto Rs. 50 lakh.	--	--	--	Selection grade/JA Grade/Sr. Scale holding independent charge, subject to stipulations mentioned in Railway board's letter no 2017/CE-I/CT/9 dated 11.09.2017
2	Above Rs. 50 Lakh and upto Rs. 2 Cr.	Sr. Scale	-	Jr. Scale	JAG/SG
3	Above Rs. 2 Cr. and upto Rs. 4 Cr.	Sr. Scale	-	Sr. Scale	JAG/SG
4	Above Rs. 4 Cr. and upto Rs. 20 Cr.	JAG/SG	JAG/SG	JAG/SG	SAG/ADRM/CWM in SAG, Including ADRMs in NF SAG
5	Above Rs. 20 Cr. and upto Rs. 50 Cr.	JAG/SG	JAG/SG	JAG/SG	DRM/CWM in SAG
6	Above Rs. 20 Cr. and upto Rs. 50 Cr.	SAG	SAG	JAG/SG	CHOD/PHOD
7	Above Rs. 50 Cr. and upto Rs. 300 Cr.	SAG	SAG	SAG	CHOD/PHOD/AGM
8	Above 300 Cr. and Upto Rs. 500 Cr. (For Construction Organisation)	SAG	SAG	SAG	CAO/Construction in HAG
9	Above Rs. 300 Cr. (For Open line) Above Rs. 500 Cr. (For Construction Organisation)	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	General Manager
Note: * Where no AGM is posted, such tenders shall also be accepted by General Manager.					
For Open/Limited/Special Limited Tenders (Other than e-tendering)					
10	Rs 50,000 to and including Rs 20 lakh	Sr. Scale	-	Jr. Scale	JAG/SG
11	Rs.20 Lakh to Rs. 1 Cr.	Sr. Scale	Sr. Scale	Jr. Scale	JAG/SG
12	Rs.1 Cr. to Rs. 4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
13	Above Rs. 4 Cr. Tender Committee composition shall be same as for mentioned above from SN. 5 to 9.				

Authority: Model SOP 2018 on Works Matter.


Dy. General Manager/Genl.


Dy. CE/Genl.


Assit. Executive Engineer/Genl.


Chief OS/Engg.

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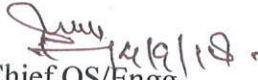
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S. No.	Value of Tender (Above Rs. and upto Rs.)	Composition of Tender Committee			Accepting Authority																					
		Executive Department	Sister Department	Accounts Department																						
For Open Tenders for Service Contracts invited through e-tendering.																										
1	Rs. 4 Cr. to Rs. 100 Cr.	JAG/SG	JAG/SG	JAG/SG	DRM/ADRM																					
2	Rs. 100 Cr. to Rs. 500 Cr.	SAG	SAG	SAG	PHOD/CHOD																					
3	Above Rs. 500 Cr.	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	General Manager																					
Authority: Railway Board's letter No. 2017/Trans/01-1/Policy Dated 28.11.2017																										
<p>General Notes for Tender Committee:</p> <p>1. 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 Department then third member may be nominated from other department who deals with tender by DRMs in divisions and PHODs/CHODs in Head Quarter.</p> <table border="1" data-bbox="607 655 1765 884"> <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> <p>2. (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 department or Accounts department is not in operation then member of other department i.e. sister department or Accounts department will be one step higher and executive member i.e. convener shall be at least of the same status as of other department i.e. Sister department or Accounts department 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.</p> <p>3. In the divisions where JAG Finance officer is not available, a Sr. Scale Finance officer may be taken with the approval of DRM.</p> <p>4. 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.</p> <p>5. In the event of an officer from Sister Department is not available, DRM/PHOD/GM may nominate an officer of the same scale from other department to associate in the committee.</p> <p>6. For Passenger Amenity works at divisional and headquarter level, besides the Technical and Finance members the third member should invariably be from Commercial Department. (Authority- Railway Board's letter No. 2007/TGIV/10/PA/Works dated 25.05.2007)</p>						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
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