

SOP

Commercial Department Correction Slip No. 01/2020

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.                 | ---                       | Concerned executive SG/JAG/Sr. Scale officer holding independent charge looking after commercial matters as authorized by the PCCM | 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.<br>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 Officer of the Division looking after commercial matters as authorized by the PCCM                                     | 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 Officer of the Division looking after commercial matters as authorized by the PCCM                                     | 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)   |   |  |
| <p><b>Note-</b></p> <ul style="list-style-type: none"> <li>For contract tenders having value upto and including Rs. 50 lakhs, direct acceptance by officers as indicated above at SN 1.</li> <li>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.</li> <li>The items for which Tender/EOI have to be invited at the Headquarter level will be decided by PCCM (PHOD/CHOD).</li> <li>In absence of Sr. /Jr. Scale officer in HQ the committee would be of next higher level.</li> <li>This is applicable with respect to MSOP-2018 commercial matter para 26(A), (B) &amp; (C)</li> </ul> |   |                           |  |   |  |

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Modification in item no. 26 (A), (B) & (C) as indicated in foot note

| S.No | Nature of Power  | PHOD/HOD  | DRM/ADRM  | Divisional Officers & Officers in Headquarters   | REMARKS  |
|------|--|---|---|--|--|
| 26   | <p><b>EARNING CONTRACTS:</b><br/>Contracts for commercial matters viz. Parking, publicity, Pay &amp; Use Toilets, labour license and other misc. earning contracts(except parcel leasing and catering)</p> <p>(A) to call for open tenders</p> <p>(B) to accept open tenders</p> | <p>Full Power</p> <p><u>PHOD/CHOD</u><br/>Full power above Rs.100 Cr.</p> | <p><u>DRM</u><br/>Full Power</p> <p><u>DRM</u> Above Rs.10 Cr upto 100 Cr</p> <p><u>ADRM</u>- Above Rs.5 Cr up to Rs.10 Cr.</p> | <p><u>*Sr. DCM/Dy.CCM</u><br/>Full power</p> <p><u>*Sr DCM</u><br/>Above Rs.50 Lakh up to Rs.5 Cr;</p> <p><u>*DCM-</u><br/>up to Rs.50 Lakh</p>    | <p>1. Finance concurrence is necessary.<br/>2. Power is delegated on a per case basis.<br/>3. Composition of tender committee for invitation and acceptance for earning contracts (except parcel leasing and catering) is as given in Annexure A.<br/>4. All extant guidelines issued from Railway Board on the subject may be adhered to.<br/>5. It may be ensured that there is no time gap in commercial earning contracts, as far as possible.</p> <p><i>Authority:</i><br/>1. Rly. Board's Letter no. 2017/Trans/01/Policy dtd 18 10.2017</p> |
|      | C) Extension of contract for commercial advertisements and other earning contracts (except for parcel leasing and catering)  | Full Power  | <u>DRM</u><br>Full Power  | <p><u>*Sr.DCM/Dy.CCM /DCM(IC)</u><br/>Full Power upto 6 months (with two spells of three months each)in respect of contracts accepted by them.</p> | <p>1. Finance concurrence is necessary.</p> <p><i>Authority:</i><br/>1. Comml circular No 71 of 2001<br/>2. 2017/Trans/01/Policy Dt 17.11.2017<br/>3. These powers are to be used very sparingly for award of contracts where loss of revenue is expected on account of delay in finalising open tenders. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible</p>  |
|      | (D) To call and accept limited tenders for earning contracts   | <u>PHOD</u><br>Full power   | <u>DRM</u><br>Full power  |  | 1. These powers are to be used very sparingly for award of contracts where loss of revenue is expected on account of delay in finalising open tenders. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible   |
|      | (E) To call and accept quotations for parking, comml publicity, pay & toilets& other earning contracts etc.,(except parcel leasing, multipurpose stalls and caterings) contracts   |   | Full Power  |  | <p>1. Finance concurrence is necessary<br/>2. If there is a lack of response for Open tenders, these contracts can be awarded on quotation basis for a limited period of three months at a time. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible</p>   |

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|---|--|---|---|--|
| <p>F) Tender for leasing of Parcel Cargo Train</p> <p>i) To call for tenders</p> <p>ii) To accept tenders</p>               | <p>PHOD/CHOD<br/>Above 100Cr</p>   | <p><u>DRM/ ADRM</u><br/>Full power</p> <p><u>DRM</u><br/>Above Rs.50 Cr. Up to 100Cr</p> <p><u>ADRM</u><br/>Above Rs.5 Cr. Upto Rs. 50 Cr</p> | <p><u>SrDCM/DyCCM/DCM(IC)</u><br/>Up to 25 Crs</p> <p><u>Sr DCM</u><br/>Above Rs. 2.5 Cr. Upto Rs. 5 Crs</p> <p><u>DCM</u><br/>Upto Rs. 2.5 Crs</p> | <p>1. It may be ensured that there is no time gap in commercial earning contracts as far as possible.</p> <p>2. RBs letter No 2017/TC(FM)/10/28 Dt. 11.1.2018 (FM circular No 1 of 2018) and corrigendum dtd.30.01.2018. 3. Composition of tender committee for invitation and acceptance for CPLP and PCLT contracts is as given in Annexure B.</p> |
| <p>(G) Tender for leasing of Parcel space, brake van/VP etc.</p> <p>i) To call for tenders</p> <p>ii) To accept tenders</p> | <p><u>PHOD/CHOD</u><br/>Full power</p> <p><u>PHOD/CHOD</u><br/>Full power above Rs.100 Cr.</p> | <p><u>DRM</u><br/>Full power</p> <p><u>DRM</u><br/>Above Rs.50 Cr. Up to Rs.100 Cr</p> <p><u>ADRM</u><br/>Above Rs.5 Cr. Up to Rs.50 Cr.</p>  | <p><u>SrDCM/DyCCM/DCM(IC)</u><br/>Full Powers</p> <p><u>Sr DCM</u><br/>Above Rs.2.5 Cr. upto Rs.5Cr</p> <p><u>DCM</u><br/>up to Rs.2.5 Cr</p>       |  |

**\*Note:** Corrigendum made in correction slip no. 02/2019 dated 30.09.2019 of Part "E" Annexure-A of Model SOP 2018 of Commercial Matter is also applicable for item no. 26 (A), (B) & (C) above.

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