



पूर्व तट रेलवे/East Coast Railway

महाप्रबंधक का कार्यालय/General Manager's Office

रेल सदन, चन्द्रशेखरपुर, भुवनेश्वर/Rail Sadan, Chandrasekharpur, Bhubaneswar-751017

Memorandum

Sub: **Model Schedule of Powers/2018** – Adoption of Annexure 'A-1', 'A-2' & 'D-1' in respect to Constitution of Tender Committee and Accepting Authority for works tenders, Sister Departments for association in the TC as third member and constitution of TC and Accepting Authority for consultancy contract to SOP on Works Matter, Part –A of Model SOP - 2018 of East Coast Railway.

Ref: Railway Board's letter No. 2018/Trans/01/Policy dated 24.07.2018 and this office letter No. ECoR/GA/MSOP-2018/1874 dated 31.07.2018.

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Model SOP – 2018 published by Railway Board has been implemented in East Coast Railway vide letters cited under reference. However, vide Annexure 'A' & 'D' of SOP on Works Matters, it is mentioned that 'Consultation of Tender Committee shall be as per the decision of Zonal Railway'.

Accordingly approval of General Manager is hereby communicated to the adoption of Annexure 'A-1', 'A-2' & 'D-1' in respect to Constitution of Tender Committee and Accepting Authority for works tenders, Sister Departments for association in the Tender Committee as third member and constitution of Tender Committee and Accepting Authority for consultancy contract to SOP on Works Matters, Part –A of Model SOP - 2018 of East Coast Railway. Accordingly, Annexure 'A-1', 'A-2' & 'D-1' to SOP on Works Matters, Part –A of Model SOP - 2018 of East Coast Railway may be read as enclosed herewith.

This issues with the concurrence of FA&CAO (F&B)/ECoR/BBS.

Encl:- As above in 4 pages.

[Signature]
(ए. के. सिंह देव)

व.स.उ.महाप्रबंधक / Sr.ADGM

कृते महाप्रबंधक / For General Manager

Dated 10.08.2018

No.ECoR/GA/MSOP-2018/Works/1897

Copy to Secretary to GM for kind information of the General Manager . Copy to PS-I to AGM for kind information of the Addl. General Manager.

Copy forwarded for kind information, necessary action and guidance to:-

All PHODs/CHODs/ECoR/BBS, FA&CAO(CON)/ECoR/BBS, FA&CAO(F&B), FA&CAO(WST), FA&CAO(G)/ECoR/ BBS, All DRMs, ADRMs, Sr.DFMs of E.Co.Rly., CWM, Sr. AFA/CRW/MCS, Pr. Director of Audits ECoR/BBS, Dy.CVO, CPRO, Dy. Secy(PG), Sr.RBA, Sr.LO/ECoR/BBS. Sr. System Manager (IT)/ECoR/BBS is requested to upload the same in the ECoR Website.

[Signature]
(ए. के. सिंह देव)

व.स.उ.महाप्रबंधक / Sr.ADGM

कृते महाप्रबंधक / For General Manager



पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Works/1897 dated 10.08.2018

ANNEXURE 'A-1'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS

Sl. No.	Value of Tender (Above Rs. And upto Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept. Please refer Annexure A-2	Accounts Dept.	
A. For OPEN TENDER					
1	Rs. 50,000 to and including Rs. 50 lakhs.	-	-	-	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 lakhs to Rs. 1 Crore.	Jr.Scale	-	Jr.Scale	Sr.Scale holding independent charge or JAG/SG.
3	Above Rs. 1 Crore and upto Rs. 2 Crore.	Sr. Scale	-	Sr.Scale	SG/JAG
4	Above Rs. 2 Crores and upto Rs. 4 Crores.	Sr.Scale	Sr.Scale	Sr.Scale	SG/JAG
5	Above Rs. 4 Crores and upto Rs. 20 Crores.	JAG/SG	JAG/SG	JAG/SG	SAG/ADRM/CWM (in SAG), including ADRMs in NFSAG
6	Above Rs. 20 Crores and upto Rs. 50 Crores.	JAG/SG	JAG/SG	JAG/SG	DRM/CWM(SAG)
7	Above Rs. 20 Crores and upto Rs. 300 Crores.	SAG	SAG	SAG	PHOD /CHOD/AGM
8	Above Rs. 20 Crores and upto Rs. 500 Crores.	SAG	SAG	SAG	CAO/ Construction in HAG
9	Above Rs. 300 Crores in Open Line & Construction (if CAO is not in HAG) and above Rs. 500 Crores in Construction.	HAG	HAG	HAG	GM
B. For Limited/Spl. Limited Tenders					
10	Rs. 50,000 upto Rs. 20 lakhs.	Jr.Scale	-	Jr.Scale	Sr.Scale
11	Above Rs. 20 lakhs upto Rs. 1 crore	Jr.Scale	Jr.Scale	Jr.Scale	Sr.Scale
12	Above Rs. 1 Crore upto Rs. 4 Crores.	Sr.Scale	Sr.Scale	Sr.Scale	JAG/SG
13	Above Rs. 4 Crores, Tender Committee composition shall be same as mentioned above from Sl. no. 5 to 9.				
	Note: The Tender Committee for Tenders to be accepted by 'CHOD in SA Grade' shall be of SA Grade level. Authority: Railway Board Lr. No. 2017/CE-I/CT/9 Dtd 11.09.2017, Railway Board Lr. No. 2015/CE-I/CT/O/20/1 dtd. 14.09.2017, Railway Board Lr. No.2017/ Trans/ 01/Policy dated 26.12.2017, Railway Board Lr. No. 2015/CE-I/CT/O/20/1 dtd. 03.04.2017, Railway Board Lr. No. 2017/Trans/01/ Policy/Pt.-S dtd. 02.02.2018 & Railway Board Lr. No. 2018/TF/Civil Works dtd. 12.06.2018.				



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NOTE for Annexure 'A-1':

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. Such tenders shall be dealt by an appropriate Tender Committee as given in Sl. no. 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 crores each.
6	(i) The level of TC to be decided based on the lowest valid offer. (ii) 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 lowest valid offer whichever is higher.
7	In case of JAG officer not being posted in workshops, AFA/Sr.AFA/WS will be the Finance Member for both Sr.Scale & JAG level Tender Committees.
8	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.
9	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 Lr. no. 94/CE-1/CT/4 dt. 17.09.1997)
10	For all works contract tenders within the Tender Acceptance Powers of SAG/DRM/ADRM/CWM valuing more than Rs. 10 Crore, 'Two Packet System' shall be mandatorily be followed, except in cases where it is decided by an executive not below SAG level for reasons to be recorded in writing and with the concurrence of Associate Finance, that it would be advantageous to follow 'Single Packet System'. For Tenders valuing beyond the tender acceptance powers of SAG/DRM/ADRM/CWM, and costing more than Rs. 10 Crore, decision of executive not below HAG in consultation with FA & CAO shall be required to adopt Single Packet System of tendering in case of works tenders.



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ANNEXURE 'A-2'

Sister departments for association in the Tender Committees as Third Member for works for Annexure 'A-1' of Works Matters.

Sl.No.	The Executive Department	The Sister Department	
1.	Civil Engineering	(i)	Commercial: For Passenger Amenity Works only both at Divisional and Headquarters level. (Authority: RB'sLr. No. 2007/TG.IV/10/PA/Works dated 25.05.2007, Commercial Circular No. 5 of 2007)
		(ii)	Electrical: For works related to Service Buildings and residential works.
		(iii)	Mechanical: For Civil Engineering Works under Plan Head 4200 (Workshops) and Revenue where Mechanical department is the user department.
		(iv)	S&T: For works other than (i), (ii) & (iii) above.
2.	Mechanical including Workshops. (a) AMCs of M&P in Workshops or elsewhere. (b) Other Workshop matters. (c) Cleaning of stations, sheds, washing of Linen, OBHS and setting up of BOOT laundries etc.		Electrical Electrical Civil Engineering
3.	Electrical including Workshops	(i)	Commercial: For Passenger Amenity Works only at Divisional and Headquarters level.
		(ii)	Mechanical: Works related to Plan Head 4200 only.
		(iii)	Civil Engineering: For works related to all Plan Heads except Passenger Amenities and Workshops.
4.	S&T		Commercial: For Passenger Amenity Works (PH 5300) Civil Engineering: For Works related to other Plan Heads.
5.	Operating		Commercial
6.	Commercial	(i)	Medical: For cleaning contracts.
		(ii)	Civil Engineering: Outsourcing contracts like manning of waiting hall contracts.
		(iii)	Operating: (a) For provision of surveillance cameras. (b) Outsourcing of face-to-face enquiry contracts. (c) Outsourcing of parcel office activities (loading/unloading)
NOTE:			
01.	In the event of an Officer from the Sister Department is not available, DRM/CHOD/PHOD/GM may nominate an Officer of the same scale from other department to associate in the Committee.		
02.	Proposal for provision of Passenger Amenities should be initiated by Sr.DCMs/DCMs at the Divisional level and coordinated by CCM(PS) at the Headquarters level.		



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ANNEXURE 'D-1'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR CONSULTANCY CONTRACTS

Sl. No.	Value of Tender (Above Rs. And upto Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Accounts Dept.	Third Member	
A. For Low Cost Simple Consultancies as per Para 4.5 (a) of Railway Board Lr. No. 2017/Trans/01/Policy dated 27.11.2017.					
1	Upto Rs. 10 Lakh	SG/JAG	SG/JAG	-	DRM/CWM (in Workshop)/CHOD (in SAG)/SAG officer (in HQ/Construction)
2	Above Rs. 10 Lakh upto 20 Lakh	SAG	SAG	-	PHOD & CAO/Construction in HQ
B. For Other Consultancies as per Para 4.5 (b) of Railway Board Lr. No. 2017/Trans/01/Policy dated 27.11.2017.					
3	Uppto Rs. 10 Lakh	SG/JAG	SG/JAG	-	DRM/CWM (in Workshop)/CHOD (in SAG)/SAG officer (in HQ/Construction)
4	Above Rs. 10 Lakh upto 20 Lakh	SAG	SAG	-	PHOD in HQ
5	Above Rs. 10 Lakh upto Rs. 50 Lakh	SAG	SAG	-	CAO/ Construction
6	Beyond the powers listed above and upto Rs. 10 Crore.	HAG	HAG	HAG (To be nominated by GM)	GM
<u>Authority:</u> Railway Board Lr. No. 2017/Trans/01/Policy dated 27.11.2017. Note: 1. The guidelines on "Process Reforms-engagement of Consultants issued by Rly. Bd. Lr. No. 2017/Trans/01/Policy dated 27.11.2017 is to be followed. 2. Finance member may be DFM if JAG/SG level officers are not available inthe Division.					

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