पूर्व तटरेलवे/East Coast Railway
महाप्रबंधककाकार्यालय/General Manager's Office
रेलसदन, चन्द्रशेखरपुर, भुवनेश्वर/Rail Sadan, Chandrasekharpur, Bhubaneswar-751017

Memorandum

Sub: MSOP – 2018: Modification of Annexure – 'A-1' i.e. Constitution of Tender Committee and accepting Authority for works tenders of MSOP-2018 on Works Matter.

Ref: Railway Board's letter No.2017/CE-I/CT/9 dated 10.09.2020.

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Approval of General Manager is hereby communicated to the modification of Annexure – 'A-1' i.e. Constitution of Tender Committee and accepting Authority for works tenders of SOP on Works Matters i.e. Part – A of Model SOP – 2018 of East Coast Railway which was adopted vide this office letter **No. ECoR/GA/MSOP-2018/Works/1897 dated 10.08.2018**. Accordingly, Annexure – 'A-1' i.e.Constitution of Tender Committee and accepting Authority for works tenders of SOP on Works Matters i.e. Part – A of Model SOP – 2018 may be read as enclosed herewith.

This issues with the concurrence of PFA/ECoR/BBS.

Encl: As above in 1page.

19/8/2022
(R. R. Panda)
व.स.उ.महाप्रबन्धक / Sr.ADGM
कृते महाप्रबन्धक / For General Manager

No.ECoR/GA/MSOP-2018/Works/*464*
Dated 19.08.2022

Copy to Secretary to GM for kind information of the General Manager.
Copy to Secy. 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, DGM(G)/ECoR, FA&CAO(Con), FA&CAO(F&B), FA&CAO(T), FA&CAO(G)/ECoR/BBS, All DRMs, ADRMs, Sr.DFMs of East Coast Railway, CWM, Sr. AFA/CRW/MCS, Pr.Director of Audits/ECoR/BBS, Dy.CVO, CPRO, DGM(Law), Dy. Secy(PG), Sr.RBA/ECoR/BBS.

19/8/2022
(R. R. Panda)
व.स.उ.महाप्रबन्धक / Sr.ADGM
कृते महाप्रबन्धक / For General Manager

पूर्व तटरेलवे/East Coast Railway

Enclosure to Letter No. ECoR/GA/MSOP-2018/Works/464 dated 19.08.2022

Annexure 'A-1'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS

Sl.No.		Value of Tender	Composition of Tender Committee			Accepting Authority as per Annexure 'A' of Model SOP-2018
			Executive Dept.	Sister Dept. Please refer Annexure A-2	Accounts Dept.	
A For Open Tender						
(1)		(A) For Works Tender invited through e-tendering				
i		Upto and including Rs.50 lakh	-	-	-	Direct acceptance by SG/JAG or Sr.Scale holding independent charge subject to conditions mentioned in Railway Board's letter No.2017/CE-I/CT 9 dated11.09.2017& 10.09.2020.
ii		Above Rs.50 lakh and upto and including Rs.1 Cr	Jr.Scale	-	Jr.Scale	SG/JAG
iii		Above Rs.1 Cr and upto and including Rs.2 Cr	Sr.Scale	-	*Jr.Scale*	SG/JAG
iv		*Above Rs.2 Cr and upto and including Rs 4 Cr*	*Sr.Scale*	-	*Sr.Scale*	*SG/JAG*
v	a	*Above Rs 4 Cr and upto and including Rs. 5 Cr*	*SG/JAG*	-	*SG/JAG*	*SAG/ADRM*
	b	Above Rs.5 Cr and upto and including Rs.20 Cr	SG/JAG	SG/JAG	SG/JAG	SAG/ADRM
vi		Above Rs 20 Cr and upto and including Rs. 50 Cr	SG/JAG	SG/JAG	SG/JAG	DRM/CWM
vii	a	Above Rs 20 Cr and upto and including Rs. 75 Cr	SAG	SAG	SAG	CHOD in SAG
	b	Above Rs.20 Cr and upto and including Rs.300 Cr	SAG	SAG	SAG	AGM,PHOD in HAG
viii		Above Rs. 20 Cr and upto and including Rs.500 Cr	SAG	SAG	SAG	CAO/CON in HAG
ix		Full Powers	HAG	HAG	HAG	GM
(1)		(B) For composite works tenders invited through e-tendering system Up to Rs.5 Crs –Tender committee composition shall be same as for e-tendering mentioned in S.No.1A(i) to v(a) above.				

	Value of Tender	Executive Dept.	Sister Dept. Please refer Annexure A-2	Accounts Dept.	Sister Dept. Please refer note below	Accepting Authority as per Annexure 'A' of Model SOP-2018
i	Above Rs.5 Cr and upto and including Rs.20 Cr	SG/JAG	SG/JAG	SG/JAG	SG/JAG	SAG/ADRM
ii	Above Rs 20 Cr and upto and including Rs. 50 Cr	SG/JAG	SG/JAG	SG/JAG	SG/JAG	DRM/CWM
iii	Above Rs 20 Cr and upto and including Rs. 75 Cr	SAG	SAG	SAG	SAG	CHOD in SAG
iv	Above Rs.20 Cr and upto and including Rs.300 Cr	SAG	SAG	SAG	SAG	AGM,PHOD in HAG
v	Above Rs. 20 Cr and upto and including Rs.500 Cr	SAG	SAG	SAG	SAG	CAO/CON in HAG
vi	*Full Powers*	*HAG*	*HAG*	*HAG*	*HAG*	*GM*

Note: For Composite tender, weightage & nature of composite tender shall determine the concerned deptt. which is required to be associated as 4th member

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	Value of Tender	Executive Dept.	Sister Dept. Please refer Annexure A-2	Accounts Dept.	Accepting Authority as per Annexure 'A' of Model SOP-2018
(2)	(A) For Works tender invited through other than e-tendering or not fulfilling the conditions of Direct Acceptance mentioned in the Railway Board 's letter No.2017/CE-I/CT/9 dated11.09.2017& 10.09.2020.				
i	Upto and including Rs. 20 lakh	Jr. Scale	-	Jr. Scale	Sr.Scale holding independent charge or JAG/SG
ii	Above Rs. 20 lakh and uptoRs. 50 lakh	Jr. Scale	Jr. Scale	Jr. Scale	Sr.Scale holding independent charge or JAG/SG
ii	Above Rs. 50 lakh and upto and including Rs. 1 cr.	Jr. Scale	Jr. Scale	Jr. Scale	SG/JAG
iii	Above Rs.1 Cr and upto and including Rs.2 Cr	Sr. Scale	Sr. Scale	Jr. Scale	SG/JAG
iv	Above Rs. 2 crore and upto and including Rs. 4 cr.	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
v	Above Rs. 4 cr and upto and including Rs. 5 cr.	SG/SAG	SG/JAG	SG/JAG	SAG/ADRM
vi	Above Rs 5Cr – Tender committee composition shall be same as for e-tendering mentioned in the above{1} from S. No. v(b) to ix				

(2)	(B) **For Composite Tender**					
	Value of Tender	Executive Dept.	Sister Dept. Please refer Annexure A-2	Accounts Dept.	Sister Dept. Please refer note below	Accepting Authority as per Annexure 'A' of Model SOP-2018
i	UptoRs.20 lakh –Tender committee composition shall be same as S.No.2A(i) above.					
ii	Above Rs. 20 lakh and upto Rs. 50 lakh	Jr. Scale	Jr. Scale	Jr. Scale	Jr. Scale	Sr.Scale holding independent charge or JAG/SG
iii	Above Rs.1 Cr and upto and including Rs.2 Cr	Sr. Scale	Sr. Scale	Jr. Scale	Sr. Scale	SG/JAG
iv	Above Rs. 2 crore and upto and including Rs. 4 cr.	Sr. Scale	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
v	Above Rs. 4 cr and upto and including Rs. 5 cr.	SG/JAG	SG/JAG	SG/JAG	SG/JAG	SAG/ADRM
vi	*Above Rs. 5 Cr – Tender committee composition shall be same as for e-tendering mentioned in the above{1} from S. No. v(b) to ix*					

Note: For Composite tender, weightage & nature of composite tender shall determine the concerned deptt. which is required to be associated as 4th member

(3)	**For EPC Tender**				
	Value of Tender	Executive Dept.	Sister Dept. Please refer Annexure A-2	Accounts Dept.	Accepting Authority as per Annexure 'A' of Model SOP-2018
i	Above Rs. 20 Cr and upto and including Rs. 1000 Cr	SAG	SAG	SAG	CAO/RE in HAG CAO/CON in HAG
ii	Full Powers	HAG	HAG	HAG	GM

B For Limited/Spl. Limited Tenders					
1	Rs. 50,000 and uptoRs. 20 Lakhs	Jr. Scale	-	Jr. Scale	Sr. Scale
2	Above Rs. 20 Lakhs and uptoRs. 1 Crore	Jr. Scale	Jr. Scale	Jr. Scale	Sr. Scale
3	Above Rs. 1.Crore and upto Rs. 2 Crores	Sr. Scale	Sr. Scale	Jr. Scale	JAG/SG
4	Above Rs.2 Crores and uptoRs. 4 Crores	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
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 uptoRs. 50 Crores	JAG/SG	JAG/SG	JAG/SG	DRM/CWM(SAG)
7	Above Rs. 20 Crores and uptoRs. 300 Crores	SAG	SAG	SAG	PHOD/CHOD/AGM
8	Above Rs. 20 Crores and uptoRs. 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

Note(a): The Tender Committee for Tenders to be accepted by CHOD in SA Grade shall be of SA Grade level. Where no AGM is posted, such tenders shall also be accepted by GM.

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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. 1-A of the above table. For tenders valued upto and including Rs. 2 Crore invited through e-tendering,the tender notice period can be reduced upto 14 days in consultation with associate finance.(Authority : Rly Bd's Lr No. 2018/Trans.Cell/S&T/NIT Period Dt.26.07.2018). In case of small value works, CAO/C can reduce the minimum notice period to not less than 15 days with concurrence of FA&CAO/C in rare exceptional circumstances. (Authority: RB's letter No.2017/CE-I/CT/9 dated 08.01.2020.)
5. (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.
6. 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.
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 Rly Bd'slr no. 94/CE-1/CT/4 dt.17.09.1997).
8. 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 is 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.
9. For Composite works e tender of value more than Rs 5 Cr, Tender committee can be constituted with four members. For other Composite works tender of value more than Rs 20 lakhs, Tender committee can be constituted with four members. (Ref. – Railway Board letter no. 2017/CE-I/CT/9 dtd. 10-09-2020)
10. All authority shall explore all possibilities to reduce the no of tenders, if required more than one estimate can be clubbed and tender can be called.
11. **For Tender Committee Composition of Consultancy Tenders, "Annexure D-1" may be referred to.**

19/8/2021

कृते महाप्रबंधक/For General Manager