पूर्व तट रेलवे/East Coast Railway

महाप्रबंधक का कार्यालय/General Manager's Office

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

Memorandum

Subject: Part – A of MSOP – 2018: Delegation of Powers to CAO/Con for Construction Projects.
Reference: Railway Board's letter No. 2022/F(X)II/PW/1 dated 11.07.2024 and 2015/CE-I/CT/O/20/1 dated 25.07.2024.

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Approval of General Manager is hereby communicated to the modification of Sl. No. 3(B), 35(A) and Annexure A-1, inclusion of new Sl. No. 5(B)(2)(v) & 5(H) and inclusion of new note to Sl. No. 9 (A) of Part-A of MSOP-2018 of Works Matters as per Railway Board's letters quoted under reference. Accordingly, above items (modified/new) of SOP on Works Matters i.e. Part – A of Model SOP – 2018 may be read as enclosed herewith with immediate effect.

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

Encl: As above in 6 pages.

12/08/24

(विकास कुमार)
उप सचिव (ज. शि.) / Dy. Secretary (P.G)
कृते महाप्रबन्धक / For General Manager

Date 12.08.2024

No.ECoR/GA/MSOP-2018/Works/*354*

Copy to Secretary to GM for kind information of the General Manager. Copy to Secretary 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), Sr.RBA/ECoR/BBS.

12/08/24

(विकास कुमार)
उप सचिव (ज. शि.) / Dy. Secretary (P.G)
कृते महाप्रबन्धक / For General Manager

Modified Sl. No. 3 (B) of SOP on Works Matters i.e. Part - A of MSOP-2018

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
3.	(B) Survey estimates including escalation and other than escalation both.	PHOD/CHOD Up to 20% of the original estimate. CAO/C Where variation is upto 20% of an original estimate sanctioned by higher authorities, CAO/C can sanction survey estimate provided the surveys are included in the sanctioned budget.	Nil	Nil	Authority: Railway Board's letters No. 2021/F(X)II/PW/3 dtd. 21.09.2021 & No. 2022/F(X)II/PW/1 dated 11.07.2024.
	Note for item 3(A) and 3(B): 1. Finance concurrence is required. 2. No powers to incur any excess over the percentage provision for works, establishment, and general charges. 3. These are the overall variations on the abstract estimate and cannot be exceeded even if more than one revised estimate is sanctioned. The permissible overall excess due to escalation/ other than escalation is with reference to Abstract Cost only. 4. The powers to sanction excess over abstract / original estimate on account of Material Modifications is limited to Rs.20 Crores. In case of computerization Plan Head (PH-17), total value of Material modification in a work should not exceed Rs.5 crore or 5% of the original cost of the work, whichever is less 5. This delegation will not affect the rules in force regarding Material Modification. 6. These powers are subject to the restrictions stipulated in Codes, Railway Board's letters and GM's instructions from time to time. 7. The change in scope of work shall be governed by powers for material modification given in item No. B (II) of GM's SOP. 8. For RSP these powers will be exercised by PCME/PCEE. While processing the revision in the cost of estimate, the reasons for delay/time overrun should be clearly recorded. 9. GM have full powers to sanction excess over estimates due to price escalation. 10. The overall cost of revised estimate including all variations i.e. due to price, quantity etc should be within the powers of sanctioning of estimates as mentioned in Item no 2. 11. The GMs/PHOD/CHOD/CAO(C)/DRM can sanction excess over estimate even when the variation is beyond the percentage variation prescribed above so long as the revised cost is within the limit of their respective powers to sanction new works as per Rly Board's Extant orders.				

Modified Sl. No. 35 (A) of SOP on Works Matters i.e. Part - A of MSOP-2018

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
35.	Acquisition of land- (A) against provision made in a sanctioned estimate	PCE / CAO/CN / CE/CN Full Powers	DRM ADRM Full Powers	JAG Full Powers	1. Finance vetting is necessary as regards funds availability. 2. For payment of land cost due to: a. Full price escalation. b. Upto 20% due to increase in quantity. CAO/C may sanction sub-estimate of Land with concurrence of FA&CAO/C and payment may be released if project is getting delayed on this account without waiting for sanction of revised estimate of the project. The revised estimate should necessarily include this sub-estimate of increased land cost before sanction. Authority: Railway Board's letter No. 2022/F(X)II/PW/1 dated 11.07.2024.

New Sl. No. 5 B (2) (v) of SOP on Works Matters i.e. Part - A of MSOP-2018

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5B (2)	(v) Consultancy services on technical matters on single tender basis.	CAO/C – 2Cr.	Nil	Nil	Authority: Railway Board's letter No. 2022/F(X)II/PW/1 dated 11.07.2024.

New Sl. No. 5 (H) of SOP on Works Matters i.e. Part - A of MSOP-2018

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5.	(H) Approval for offloading contracts for the Last Milestone Construction projects likely to be commissioned within 6 months.	**CAO/C** Upto 10% of Contract Price or 50 cr. Whichever is less. **CPM/CE(C)** Upto 5% of Contract Price or 20 cr. Whichever is less. Additional cost, recovered from the pending dues of the contractor. **EPC:** Nil	NIL.	NIL.	Authority: Railway Board's letter No. 2022/F(X)II/PW/1 dated 11.07.2024.

Modification of Note to Sl. No. 9(A) of SOP on Works Matters i.e. Part – A of MSOP - 2018.

Existing Note No. 4 is hereby renumbered as **4 (a)** for Open Line and following **note** to be treated as **4(b)** for Construction Organization.
Note No. 4 (b): Variation in quantities of individual items beyond 150% shall be permitted with the concurrence of FA&CAO/Con and personal approval of CAO/Con and shall be paid at 96% of the rate awarded for that item in that particular tender.

Existing Note No. 6 is hereby renumbered as **6 (a)** for Open Line and following **note** to be treated as **6(b)** for Construction Organization.
Note No. 6 (b): For Last Mile stone Construction Projects with commissioning target in next 6 months: Execution of quantities beyond 150% of the overall agreement value shall be permitted with the personal concurrence of FA&CAO/Con and personal approval of CAO/Con and shall be paid at 96% of the rate awarded for that item in that particular tender.

Annexure A-1 of SOP on Works Matters

Ref: Rly Bd's letter Nos. (1) 2022/F(X)II/PW/1 dated 11.07.2024 & (2) 2015/CE-ICT/O/20/1 dt. 25.07.2024

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 ₹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 ₹50 lakh and upto and including ₹1 Crore	Jr.Scale	-	Jr.Scale	SG/JAG
iii		Above ₹1 Crore and upto and including ₹2 Crore	Sr.Scale	-	*Jr.Scale*	SG/JAG
iv		*Above ₹2 Crore and upto and including ₹ 4 Crore*	*Sr.Scale*	-	*Sr.Scale*	*SG/JAG*
v	a	*Above ₹4 Crore and upto and including Rs. 5 Crore*	*SG/JAG*	-	*SG/JAG*	*SAG/ADRM*
	b	Above ₹5 Crore and upto and including ₹50 Crore	SG/JAG	SG/JAG	SG/JAG	SAG/ADRM/CPM/CE(C)
vi		Above ₹50 Crore and upto and including ₹100 Crore	SG/JAG	SG/JAG	SG/JAG	DRM/CWM
vii	a	Above ₹50 Crore and upto and including ₹100 Crore	SAG	SAG	SAG	CHOD in SA Grade
	b	Above ₹50 Crore and upto and including ₹300 Crore	SAG	SAG	SAG	HAG other than CAO/RE & CAO/Con
viii		Full Powers	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 ₹5 Crore –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 ₹5 Crore and upto and including ₹50 Crore	SG/JAG	SG/JAG	SG/JAG	SG/JAG	SAG/ADRM/CPM/CE(C)
ii		Above ₹50 Crore and upto and including ₹100 Crore	SG/JAG	SG/JAG	SG/JAG	SG/JAG	DRM/CWM
iii		Above ₹50 Crore and upto and including ₹100 Crore	SAG	SAG	SAG	SAG	CHOD in SAG
iv		Above ₹50 Crore and upto and including ₹300 Crore	SAG	SAG	SAG	SAG	HAG other than CAO/RE & CAO/Con
v		Full Powers	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							

(2)	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	Upto ₹100 Cr	SG/JAG	SG/JAG	SG/JAG	CPM/CE(C) (Authority: RB Lr. No. 2022/F(X)II/PW/1 dt. 11.7.24)
ii	Above ₹50 Crore and upto ₹1000 Crore	SAG	SAG	SAG	PCEE, PCSTE & CAO/RE in HAG
iii	Full Powers	SAG	SAG	SAG	CAO/CON in HAG
iv	Full Powers	HAG	HAG	HAG	GM
B For Limited/Spl. Limited Tenders					
1	₹50,000 and upto ₹20 Lakhs	Jr. Scale	-	Jr. Scale	Sr. Scale
2	Above ₹20 Lakhs and upto ₹1 Crore	Jr. Scale	Jr. Scale	Jr. Scale	Sr. Scale
3	Above ₹1.Crore and upto ₹2 Crores	Sr. Scale	Sr. Scale	Jr. Scale	JAG/SG
4	Above ₹2 Crores and upto ₹4 Crores	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
5	Above ₹4 Crores and upto ₹20 Crores	JAG/SG	JAG/SG	JAG/SG	SAG/ADRM/CWM (in SAG), including ADRMs in NFSAG
6	Above ₹20 Crores and upto ₹50 Crores	JAG/SG	JAG/SG	JAG/SG	DRM/CWM(SAG)
7	Above ₹20 Crores and upto ₹300 Crores	SAG	SAG	SAG	PHOD/CHOD/AGM
8	Above ₹20 Crores and upto ₹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 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.
12. Where no AGM is posted, such tenders shall also be accepted by GM.
13. The Tender Committee for Tenders to be accepted by CHOD in SA Grade shall be of SA Grade level.
14. For Item No. 2(ii) i.e. for EPC Tenders
    (a) PCSTE will exercise the powers for tenders related to Signaling, LTE and Kavach only.
    (b) PCEE will exercise the powers for tenders related to Electrification & 2x25kv works only.

12/08/24

कृते महाप्रबंधक/For General Manager