

MEMORANDUM

( MODEL SOP- Correction Slip No.RB/MSOP/2018/23 )

General Manager has accorded approval towards Constitution of Tender Committee and Accepting Authority for Works Contracts (Open Line) of Model SOP : Part – A: Works Matters (Annexure-'A') concurred by Finance vide U.O. No. FA(W) 42/12/Pt-XII/SOP dated 13.02.2020.

The revised delegation of powers towards the respective items are as detailed in the Annexure (in two sheets) and comes into force with immediate effect

  
( M. K. Sarkar ) 19.2.2020


Dy. General Manager (G)/II  
For Dy. General Manager (G)

Correction Slip No. RB/MSOP/2018/23  
Z/93/G (Works)/Pt.V (Loose)

Dated : 19.02.2020

Copy circulated for information and necessary action to :-

- |                      |   |                                          |
|----------------------|---|------------------------------------------|
| 1. DGM & Secy. to GM | : | For kind information of General Manager. |
| 2. AGM               | : | For kind information.                    |
| 3. SDGM              | : | -do-                                     |
| 4. All PHODs/CHODs   |   |                                          |
| 5. All DRMs          |   |                                          |
| 6. CWM/DBWS & NBQ    |   |                                          |
| 7. CPRO              |   |                                          |

  
( M. K. Sarkar ) 19.2.2020

Dy. General Manager (G)/II  
For Dy. General Manager (G)

## Model SOP, Part-A WORKS MATTERS

Annexure – 'A' : CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS CONTRACTS (OPEN LINE)

Item No.	TENDER VALUE / OFFERED VALUE	TENDER COMMITTEE			ACCEPTING AUTHORITY
		Executive	Accounts	Other Tech. Deptt.	
<b>(A) For Tenders for Works invited through e-tendering :</b>					
1	Up to Rs. 50 lakhs	-	-	-	Direct acceptance by Selection Grade / JA Grade / Sr. Scale Holding independent charge, subject to Additional Note Sl. No. 1 of Table (A).
2	Upto and including Rs. 2 Crores	SS	JS	-	Selection Grade / JA Grade
3	Above Rs. 2 Crores and up to Rs. 4 Crores	SS	SS	-	Selection Grade / JA Grade
4	Rs. 4 Crores and upto Rs. 5 crores	JAG/SG	JAG/SG	-	SAG / ADRM
5	Above Rs. 5 crores and upto Rs. 20 crores	JAG/SG	JAG/SG	JAG/SG	SAG / ADRM
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. 75 crores	SAG	SAG	SAG	CHOD in SA Grade
8	Above Rs. 20 crores and upto Rs. 300 crores	SAG	SAG	SAG	AGM/PHOD in HAG
9	Full Powers	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	General Manager
<b>(B) FOR Open/Limited/Spl. Limited Tenders (Other than e-tendering):</b>					
(i)	Upto and including Rs. 20 lakhs	SS	JS/SS	-	Selection Grade / JA Grade
(ii)	Above Rs. 20 lakhs upto Rs. 4 Crores	SS	JS/SS	SS	Selection Grade / JA Grade
(iii)	Above Rs. 4 Crores	Same as Sl. No. 4 to 9 of table (A) above.			

\*\* Where no AGM posted, such tenders shall also be accepted by GM

19.2.2020  
DGM/CE-II

**Note:**


- (1) The tender committee member cannot function as accepting authority also. In such cases, tender will be accepted by next higher authority.
- (2) For single tenders, the case will be deliberated by TC one level higher than **(officers of next Higher authority)** the delegation made for open tender as per money value.
- (3) Where JAG Finance officer is not available, the Sr. Scale Finance officer (IC) will be the Finance member of both Sr. Scale as well as JAG Tender committee. Where **Sr. Scale Finance officer is not available** and if JAG act as Sr. Scale Finance Member, acceptance of TC should be with SAG.
- (4) In Workshops, where WM(JAG) and WM (Sr. Scale) are both available, WM(Sr.Scale) should be the Tender Committee member for Sr. Scale and WM(JAG) should be TC member for JAG level.
- (5) The level of TC is to be decided based on the lowest valid offer.
- (6) 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 Tender or the lowest valid offer whichever is higher.
- (7) Direct acceptance of E-Tenders of value upto and including Rs. 50 lakhs: Electronic tenders valuing upto and including Rs. 50 lakhs may be directly accepted as per Railway Board's letter No. 2017/CE-/CT-9 dated 11.09.2017. If the accepting authority considers need for negotiations with the lowest tenderer, the negotiations may be conducted by the accepting authority himself following the extant procedure for conducting negotiations and Tender Acceptance, as applicable in Works matters.
- (8) For the tender valuing above Rs. 20 Cr. Upto Rs. 50 Cr. should be dealt with at Divisional level following the instructions contained in Board's Letter No. 2018/TF/Civil/Works dated 12.06.2018.

**Additional Note against Sl. No. 1 of table (A):**

- (i) Letter of accepting shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities as accepted by the Accepting authority.
- (ii) The Accepting authority while accepting the tender shall record a reasoned note with regard to the tender evaluation and acceptance in the form of detailed speaking order.
- (iii) 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.
- (iv) In case the tender notice period is less than 21 days or accepting authority intend to accept other than lowest financial offer, direct acceptance of tender is not allowed in the tender up to and including Rs. 50 lakhs. Such tender shall be dealt by an appropriate tender committee as given in Sl. No. 2 of table (A).

**Authority:**

- (i) For Sl. No. 1 and (i) Rly. Bd's Letter No. 2017/CE-/CT/9 Dated 11/09/2017
- (ii) Accepting Authority: Board's letter No. 2017/Trans/01/Policy Dated 26.12.2017
- (iii) Railway Board's Letter No. 99/RS(G)779/2 Dated 13.06.2017
- (iv) Railway Board's Letter No. 2017/Trans/01/Policy/S Dated 02.02.2018
- (v) Railway Board's Letter No. 2018/TF/Civil/Works Dated 12.06.2018
- (vi) Railway Board's Letter No. 2015/CE-/CT/0/20/1 Dated 01.01.2020
- (vii) Rly. Bd's Letter No. 2017/CE-/CT/9 Dated 08/01/2020

 19.2.2020  
D C M (A-1)