

**NORTHERN RAILWAY**

Headquarters Office  
Baroda House  
New Delhi.

**No. 98-G/Model SOP/Works Matters/2018**  
(670-W/4/Sch 'B' Pt VII/WA)

**Dated:- 07.01.2019**

All PHODs, CAO/Const., CAO/FOIS  
All DRMs, Northern Railway  
Officers Incharge, All Rly. Workshops  
& other Extra Divl. Offices, Northern Railways  
Sr.DFM of all Divisions & WAOs of all Workshops,  
FA&CAO/F&G, Constn. and B&B.  
Dy.FA&CAO-I, Dy.FA / FX, Baroda House, New Delhi.  
Principal Director of Audit, Baroda House, New Delhi.

**Correction Slip No. 1** on **Part-A: Works Matters (1 Item)**.

**SUB:-** Amendments in Model SOP 2018 (Part-A: Works Matters)  
in Annexure-B (Page A58 & A59).

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General Manager, Northern Railway in consultation with finance has approved for amendment in Annexure-B (Page A58 & A59) (1 Item). The correction slip No.1, dated: 07.01.2019 is enclosed as **ANNEXURE**.

Existing powers on Part-A: Works Matters available on railnet NR's web page at <http://10.2.2.19> are being updated by this office, therefore, the relevant items of Works Matters existing in Model SOP 2018, may please be amended as per **ANNEXURE**.

**DA/As** above

*Vinamra*  
7/1/19  
(Vinamra Mishra)  
**Dy. General Manager/61**

Annexure 'B'

CORRECTION SLIP No. 1 (PART - A : WORKS MATTERS), Dated: 07.01.2019 (Page-1)

**II. CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS:**

S. No.	Value of Tender (Above Rs. And upto Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept	Sister Dept	Account Dept	
For Open Tenders for Works invited through e-tendering					
1	Rs 50,000 to and including Rs 50 lakhs	--	--	--	Selection grade/JA Grade/ Sr. Scale holding independent charge subject to stipulations mentioned in Railway Board's letter No. 2017/CE-I/CT/9 dtd: 11.09.2017.
2	Rs.50 lakhs and upto Rs.1 Cr	Jr. Scale	-	Jr. Scale	Sr. Scale holding independent charge or JAG/SAG subject to Note-1 to 4.
3.	Rs.1 Cr and upto Rs.2 Cr.	Sr. Scale	-	Sr. Scale	SG/JAG subject to Note-1 to 4
4	Rs. 2 Cr and upto Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
5	Rs. 4 Cr and upto Rs. 20 Cr	JAG/SG	JAG/SG	JAG/SG	SAG/ADRM/CWM (in SAG), including ADRMs in NFSAG.
6	Rs.20 Cr and upto Rs.50 Cr.	JAG/SG	JAG/SG	JAG/SG	DRM/CWM (in SAG)
7	Rs.20 Cr and upto Rs. 300 Cr	SAG	SAG	SAG	PHOD/CHOD/AGM
8	Rs. 20 Cr and upto Rs.300 Cr	SAG	SAG	SAG	CAO/RE in HAG
9	Rs.20 Cr and upto Rs.500 Cr	SAG	SAG	SAG	CAO/Construction in HAG
10	FULL Powers	HAG	HAG-	HAG	General Manager

In case direct acceptance of tender is not possible in view of note No. 4 given below, Jr. Scale TC of two members shall be done with acceptance of SG/JAG/Sr.Scale holding independent charge.

For single tenders refer note no. 11 given below.

**Authority:-**

- 1) Railway Board's letter No. 2017/Trans/01/Policy, dated: 26.12.2017.
- 2) Railway Board's letter No. 2017/CE-I/CT/9, dated: 11.09.2017.
- 3) Railway Board's letter No. 2015/CE-I/CT/O/20/1, dated: 14.09.2017.
- 4) Railway Board's letter No. 2015/CE-I/CT/O/20/1, dated: 03.04.2017.
- 5) Railway Board's letter No. 2017/ Trans/01/Policy/Pt.-S, dated: 02.02.2018.
- 6) Railway Board's letter No. 2018/TF/Civil Works, dated: 12.06.2018.

**Notes for Annexure "B"**

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.

*Vinamra*  
7.1.19  
(VINAMRA MISHRA)  
Dy. General Manager/G

(Contd....on Page - 2)

**CORRECTION SLIP No. 1 (PART - A : WORKS MATTERS), Dated: 07.01.2019 (Page-2)**

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 in the tender up to and including Rs 50 lakh. Such tenders shall be dealt by an appropriate Tender Committee as given at Sl Nos.2 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 Crs each.
6. The level of TC to be decided based on lowest valid offer.
7. In case of Two packet system of tendering, for packet-I Technical Bid, level of TC to be decided based on face value of tender for packet-II Financial Bid, the level of TC to be decided based on the face value of the tender or lowest valid offer whichever is higher.
8. Where the department is not headed by HAG Officer, AGM shall be the Accepting Authority. Where no AGM is posted, such tenders shall be accepted by GM.
9. In case of JAG officer not being posted in workshops, WAO will be Finance member for both Sr. Scale and JAG level Tender Committees.
10. 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.
11. **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. Board's Letter No.94/CE-1/CT/4 dt.17.09.1997).
12. **Open/Limited/Spl Limited Tender (other than e-tendering):** The two-member committee shall be constituted, one from Executive Department and other from Finance Department for works up to and including Rs. 20 lakhs as mentioned in above table. For tenders above Rs. 20 lakhs, three members committee shall be constituted as stipulated in the above table.

*Vinamra*  
7.1.19  
(VINAMRA MISHRA)  
Dy. General Manager/G