आज़ादी का अमृत महोत्सव

रेलमंत्रालय/Ministry Of Railway
पूर्वमध्यरेल/East Central Railway
समस्तीपुरडिवीज़न/Samastipur Division

Azadi Ka Amrit Mahotsav

Office of the,
Sr. Divisional Material Manager(Admin.)
East Central Railway/Samastipur

No.- ECR-SPJ0STRP(Misc)/228/2025 Date:- 24-12-2025

All BO's/SPJ
CWM/SPJ

Sub.:- Preparation of demand with proper specification & other details.
Ref. :- Store Instruction- 103(A) dtd-19-08-2020 & 134 dtd-13-03-2025

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In reference to the above, it is seen that several demands are being submitted to this office without proper details and specification. Further, it is also noted that in few cases under demand attachment section specification attached with qualifying condition without any justification which is incorrect and it further narrow down competitive bidding. Such inclusion of condition is also violation of referred stores instruction.

Further, it is also noted that while preparing the demands, User/Indentor sometimes attach GeM catalogue/price list which is not realistic as these rate may vary from time to time (sometime the rates changes even within a day time) and hence considering such rate is not appropriate.

As per rules for entering into supply contract "for non-stock items" indentors should give realistic estimate of the rate in the form of the last purchase order rate whenever available. If not available, then minimum three (03) budgetary quotation may be taken.

The above may please be treated as must urgent.

Encl. :- As above.

24/12/25
Sr.DMM/Admin
ECR/SPJ

Copy to - Sr.DFM for information & n.a .

File No.ECR-HQOSTR(STRI)/1/2020-0/o Dy.CMM/I/HQ/ECR

East Central Railway

Store Instruction No. 103(A)

Office of the PCMM
Ground Floor, Old GM Building,
Hajipur - 844101

No: ECR-HQOSTR(STR1)/1/2020
Dated 19.08.2020

All PHODs/DRMs/CWMs

Sub:- Realistic Value of Estimated Rate in Non-Stock Requisitions

Ref:- (i) This office's Stores Instruction No. 57 dtd. 04.07.2012
(ii) Dy.CVO(s)/ECR/HJP's No. ECR/Vig/System Improvement/50 dtd. 08.01.2019

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With reference to above referred (ii) letter of Dy.CVO(s), it has been advised to issue guidelines for taking estimate rate/last purchase rate at the time preparation of any Non-stock demands in a more proper and realistic way.

At the time of preparation of Non-stock demand, adequate attention is required in respect of assessment of Estimated Rate. Earlier, Stores instruction No. 57 dtd. 04.07.2012 was also issued in this regard, in which last para (e) clearly instructed to all concerned that Estimated Rate/Last Purchase Rate of any Non-stock demand must be authentic and realistic (copy attached).

In this connection the following guidelines from para 5.0 of "COMMON IRREGULARITIES/LAPSES OBSERVED IN STORES/PURCHASE CONTRACTS AND GUIDELINES FOR IMPROVEMENT IN THE PROCUREMENT SYSTEM" issued by CTE of CVC, are reproduced:

As the estimated rate is a vital element in establishing the reasonableness of prices, it is important that the same is worked out in a realistic and objective manner on the basis of prevailing market rates, last purchase prices, economic indices for the raw material/labour, other input costs, IEEM_A formula, wherever applicable and assessment based on intrinsic value etc.

Unrealistic and improper estimation of Estimated Rate may have serious adverse implications like selection of inappropriate authority for approving quantity to be tendered, adoption of inappropriate mode of tender, increased chances of procurement at higher than reasonable rate etc. Hence, it is emphasized that all concerned must follow the above guidelines scrupulously.

This is issued with the approval of PCMM.

DA: As above.

Digitally signed by SUJEET KUMAR
Date:Thu Aug 20 22:04:15 IST 2020
(SUJEET KUMAR)
SMM/C&W/HJP/ECR

EAST CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
Hajipur, Bihar, 844101

Stores Instruction No: 134 dated 13.03.2025

All Stores Officers,
E. C. Railway

Sub: Processing tenders with correct eligibility criteria and updation of description, specification and AAC of stock items in IMMIS

Ref: **Vigilance Department's L/No: ECR/Vig/System Improvement/50 dated 07.01.2025 (SIL: 02/2025 & 03/2025)**

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Following facts were noted by vigilance during investigation of a tender case:

i) *Eligibility condition to upload ILAC/NABL/Central Government accredited lab test report with bid for product specification offered by the bidder in GeM portal was incorporated in the tender with stipulation that in case of non-submission of the said lab test report, offer of the firm would be summarily rejected.*

ii) *Description of the tendered item and its AAC were not updated in IMMIS. Tender for the item with old specification was processed even though its specification was revised well before processing the tender. Due to non-updation of AAC of the item in IMMIS, quantity for procurement was assessed by altering the AAC mentioned in the system generated demand of the item.*

In view of the system improvement letters under reference issued by Vigilance on the matters mentioned at para (i) and (ii) above, following instruction is hereby issued for compliance by all concerned:

A. Eligibility criteria of tenders should be decided with due diligence so as to ensure that they contribute in procuring quality materials at competitive price. Unusual eligibility criteria which may lead to rejection of offers of prospective bidders thereby stifling free and fair competitive bidding should not be included in tenders. Reasons for including any special/ unusual eligibility condition in tenders which are not in line with the provisions contained in Integrated Bid Document of ECR or guidelines issued by Railway Board, RDSO, RCF or other vendor approving agencies should be recorded and approval of Tender Accepting Authority (not below the level of JAG) should be obtained.

B. Tenders should be floated as per latest description/specification of the item. However, if, for any reason, any material is required to be procured as per previous description/specification,

the same should be recorded and approval of Tender Accepting Authority (not below the level of JAG) should be obtained.

C. Description/specification of the stock items should be kept updated in IMMIS.

D. Stores Instruction No 132 dated 11.02.2025 on annual review and updation of AAC has already been issued for strict compliance by all.

This is issued with the approval of PCMM/ECR/HJP.

KISHOR MALAKAR

Digitally signed by KISHOR MALAKAR
Date: 2025.03.13 11:32:32 +05'30'

(Kishor Malakar)
Sr. Materials Manager (C&W)
E. C. Railway, Hajipur

Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(1)
Computer No: 300919

Copy: SDGM/ECR/HJP, Dy. CVO/Stores/ECR/HJP – for kind information please
PFA/ECR/HJP – for kind information and with request to take necessary actions to expedite the vetting process of A-Cat items