EAST CENTRAL RAILWAY

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

Stores Instruction No: 164 dated 20.08.2026

All Stores Officers
E. C. Railway

Sub: Important decisions taken during various Purchase Officer's Meetings

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Since 2024, Purchase Officer's Meetings are being held at regular intervals to deliberate upon and address the issues being faced by the Purchase Officers. The detailed minutes of the same are available on the website of ECR (**https://ecr.indianrailways.gov.in**).

Important decisions taken in these Purchase Officer's Meetings are again being reiterated and enclosed herewith as Annexure-A which should be followed in both letter and spirit.

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

DA: Annexure-A

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(Kishor Malakar)
Dy. Chief Materials Manager - II
E. C. Railway, Hajipur

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

Important decisions taken during various Purchase Officer's Meetings

<table>
<tr><th colspan="2">Purchase Officer's Meeting dated 07.03.2024</th></tr>
<tr><td>01</td><td>POs should be issued with severable DP i.e. having separate PO Sr No for each installment of supply to eliminate ambiguity. Non-severable DP/supply rate etc should not be incorporated in POs/contracts.</td></tr>
<tr><td>02</td><td>As per Railway Board's orders, the MSE benefits are available to firms having Udyam Registration Certificate only without any reference to tender item/NIC code.</td></tr>
<tr><th colspan="2">Purchase Officer's Meeting dated 04.04.2024</th></tr>
<tr><td>01</td><td>Railway specific item with IRS/RDSO/PU's/CORE etc. specification be purchased by only on IREPS platform as being done in other Railways.</td></tr>
<tr><th colspan="2">Purchase Officer's Meeting dated 08.10.2025</th></tr>
<tr><td>01</td><td>For speedy disposal of cases, sequence of file movement has been decided as follows:

A. Purchase Matters:
<table><tr><td>Level of Acceptance</td><td>Sequence</td></tr><tr><td>SAG and above</td><td>Dealer > Dy. CMM > CMM > Above as per requirement</td></tr><tr><td>JAG (for TC)</td><td>Dealer > SMM (*) > Dy. CMM

* AMM if he has been convenor of the TC</td></tr><tr><td>DA cases</td><td>Dealer > Accepting Authority
(AMM/SMM/Dy. CMM as per acceptance level)</td></tr></table>
B. Non-Purchase Matters: As per duty list</td></tr>
<tr><td>02</td><td>Competency to deal the TC cases:

A. Level of TC:

Level of TC shall be determined by offer value of the lowest bidder suitable for bulk quantity order.

B. Remitting the tender case to higher level TC:

As mentioned above, level of TC shall be determined by offer value of the lowest bidder suitable for bulk quantity order. However, if any higher offer needs to be discussed which are not within the competency of the existing TC (due to any reason like passing over of lower offers, splitting clause, MSE/MII purchase preference etc), the tender case shall be remitted to next higher-level TC.</td></tr>
<tr><td>03</td><td>Consideration of offers of developmental vendors for bulk orders:

As per Railway Board's L/No: 2001/RS(G)/779/7 Pt 2 (1) dated 06.11.2018, "Where there are not more than three Indian Suppliers categorized as Approved Vendor for a particular item, developmental vendors can be considered for placement of bulk order without any quantity restrictions. However, while considering such vendors, factors including past performance, capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc. shall be considered in a transparent manner, subject to rates being reasonable.</td></tr>
</table>

	Quantity allocation among eligible vendors shall be based on pre decided tender criteria. Such orders shall be treated as bulk orders." As per Railway Board's L/No: 2021/RS(G)/779/7 dated 18.01.2022, the same procedure is to be followed for procurement for all items approved by all vendor approving agencies including RDSO. Railway Board's letters referred above do not specify any quantitative limit for the past performance of such developmental sources. Offers of developmental vendors should therefore be considered as per Board's instruction in this regard and based on the merit of the case.
04	The description/specification for tenders of stock items should not be taken from the description given in IMMIS history sheet as the same are very old and outdated. The same may be confirmed through a check-sheet in HQ. In depots, the same can be taken from latest PO of HQ or latest tender of HQ or UVAM etc in urgency. Further, to correct the item description in IMMIS history sheet, a nominated staff of IC section shall update the item descriptions on regular basis based on the latest POs placed by HQ for bulk qty every day.
05	It has been observed that many items are having less stock at depot but having sufficient stock (more than 02 years) at UDM due to which such items are regularly being reflected in inadequacy report of ECR. AAC/EAR of such items may be revised as 0.3 in such cases. Further, the consignee may be chased up over phone to confirm whether the high stock balance shown in UDM is due to non-posting/other reasons or whether the stock balance is genuine. They may also be asked to transfer the excess stock back to depot. Hoarding of materials at the user's end should be discouraged.
06	While extending the delivery period, clauses/remarks linking to hypothetical situations like acceptance of lower rate in tenders to be opened/decided at later dates should not be given as already being followed in other railways like SER.
07	Approval of Tender Accepting Authority (TAA) for amendments for GST flag or correction of typographical errors in POs or allocation etc is not required and such amendments may be issued with approval of the convenor in TC cases/accepting authority in DA cases.
08	Sample clause: 1. Sample clause should not be given in tenders/contracts/POs and item characteristics are to be completely based on the specification. However, if specification stipulates sample to be approved for certain characteristics, sample clause can be given clearly stipulating the characteristics for which sample is to be referred to. 2. For purchase of forms and stationery, only printing matter is to be approved by the purchaser (if required) whereas the specification of paper etc should be exactly as per the governing specification. The same should be stipulated in the PO. 3. However, in very exceptional circumstances and when the sample clause is not there in the specifications, if sample clause is to be incorporated in PO/tender, the same should be done with the approval of concerned CMM.

	4. The sample clause in tender/PO both should clearly define and stipulate the characteristics for which sample is to be referred and it should also be mentioned that the other parameters should be strictly as per governing specification. 5. The sample so received should be tagged and sealed by the depot officer and out of minimum 03 samples, 01 should be kept at the depot, 01 should be given to the firm and 01 should be sent to the inspecting authority. The samples for inspecting authority should be sent per bearer by an authorized railway staff and should not be given to the firm for handing over to inspecting authority. 6. The tagging should clearly mention the PO details etc and the characteristics for which sample is to be referred and it should be also mentioned that the other parameters should be strictly as per governing specification. The tagging should be signed and stamped by the depot officer personally.
09	In case there is any delay in supply of material due to any reasons attributable to the railways, re-fixation of DP may be considered irrespective of the type of order.
10	EPBG (Electronic Performance Bank Guarantee) should be preferred as the mode of submission of security deposit/performance guarantee since they are more convenient. Confirmation of BG/FDR etc should be taken through email immediately on receipt and the issuing bank may be chased up by concerned dealer for expedited confirmation of BG/FDR. In case of delay in confirmation by more than 03 days, the matter be intimated to the concerned purchase officer on e-file.
Purchase Officer's Meeting dated 24.06.2026	
01	Procurement of stock items are done on annual procurement cycle basis (IP+CP) with CP starting from either May or September. However, if at the time of procurement of any item, demand generation for next CP is due within next 03 months, procurement may be done by covering the requirements of next-to-next CP as well in order to avoid repetitive procurement of the same item. For eg: If procurement of an item (with CP starting from September) is being done in the month of June 26, procurement may be done for requirements upto CP 2027-28.
02	No tender for safety/critical/inadequate item should remain pending on want of demand. If demand is not available, Emergency Recoupment Memo (ERM) may be generated at HQ itself as per NPQ calculated in accordance with SI-136 and procurement to be initiated. Further, depot officers must ensure that demand copies are timely uploaded in the Google Drive folders and not to be shared through e-office, WhatsApp etc
03	Offer validity should not be made a responsiveness condition. Responsiveness condition to be used with extreme due diligence.
04	While calculating NPQ for a stock item, it may so happen that the NPQ for a particular depot (say TRS/SPJ) is extremely small as compared to the NPQ of another depot (say GSD/SPJ). In such cases, NPQ of small depots may be clubbed with large depots as there is possibility of receipt of higher rates for such small quantities for a single depot
05	All non-stock demands shall be registered centrally by the IC Section. A nominated staff shall be delegated the power of registering the non-stock demands for all sections. In case of incorrect assignment of purchase section, IC Section shall transfer it to the correct section. Preliminary scrutiny of the non-stock demands (eg: fund availability, consolidation etc) shall be done by the IC Section. If demand falls short during the preliminary scrutiny itself, it can be returned to the user department for correction. However, final scrutiny before initiating procurement must be done by the concerned purchase section.

06	Generally, rates of developmental orders are not established rates and hence, should not be considered for imposition of lower rate while DP extension. In case of DP extension of developmental orders, imposition of lower rate may be considered only if the rate of bulk order is below the rate of that developmental order or if the same developmental firm has quoted lower rate in the latest tender. In case of bulk orders, comparison of rate should be done with bulk orders only. Generally, rate of only ECR PO/tender should be taken for such comparison.
07	Splitting Clause shall normally be incorporated in tender cases with estimated value above Rs 1 Cr only. For tenders with estimated value less than Rs 1 Cr, Splitting Clause can be incorporated after duly justifying the same based on the merit of the case.
08	PAC items are single source items and there are no other sources to procure such item other than the OEM of the PAC item. However, it is seen that many purchase orders of even safety items are getting delayed on want of Security Deposit (SD) from the authorized dealer of the OEM. Further, any deposit by the firm has cost implications and is not a free lunch and in case the firm refuses to deposit SD, railway has no other resort except to waive the same at post-tender stage. Therefore, in order to expedite the issue of PO for PAC items, exemption from EMD/SD should be applicable (for both OEM and their authorized dealers) unless there is any other justification to take EMD/SD by recording reasons for the same.