

East Central Railway

Office of the
PCMM
Ground Floor, Old GM Building,
Hajipur, Dist-Vaishali
(Bihar)PIN-844 101

No. ECR-SMM(STR INST)1/2021,

Date- 02.08.2021

Stores Instruction No.-107

Sub:-To keep physical file for Tender cases valuing above Rs.5.0 Cr,
Arbitration and Court cases.

e-RA tender cases have complexity while doing procurement action for tendering, TCM preparation & their acceptance etc.

Keeping this view, valuing above Rs. 5.0 Cr, all the tender cases should have physical tender case file, apart from doing action on IREPS, iMMS & e-office.

Henceforth physical tender file (Hard file) is required to generate in respective purchase section valuing above Rs. 5.0 Cr. Apart from tender case file, Arbitration & Court cases should also have physical file (Hard file), while sending on e-office for approval.

These hard files need to be put up along with the e-office proposal for cases more than Rs.5.0 Cr and Arbitration & Court cases.

This issues with the approval of PCMM.

Signed by Sujeet Kumar
Date: 03-08-2021 14:50:27

Reason: Approved
(Sujeet Kumar)

Secy. to PCMM

1. All CMMs /Dy. CMM's/SMMs/AMM of HQ/HJP.
2. All Divisional & Depot Officers of Stores/Deptt./ECR
3. All S/I of PCMM's Office/HJP.