

46
131

EAST CENTRAL RAILWAY

Stores Instruction No. 57

Sub : Expeditions finalization of tenders.

It has been noted that lot of time is consumed in TR/PR resulting delayed finalization of tenders. Henceforth, following steps should be taken for expeditions finalization of tenders :-

- (a) The practice of sending all the tender cases for TR/PR to the technical/indenting department should be stopped forthwith.
- (b) Tender cases should be finalized by the Stores Department without sending the tender case to technical/indenting department when the description/specification in the offers matches with the description /specification as given in the tender enquiry.
- (c) In exceptional cases, if the tender cases are sent for seeking certain technical clarification/suitability to technical/indenting department, they will render technical clarification/suitability clearly based on description/specification as given in the tender enquiry only and not on the basis of changed description/specification/requirement. In case of any change in the description/specification/requirement, the advice should be given by the technical/indenting department promptly for discharging the tender based on changed description/specification/requirement.
- (d) In case of non-stock items, the indenting department will submit complete and clear description/specification in the requisition itself to the Stores Department which is clearly understood by the prospective tenderers for their large participation.
- (e) Since, estimated rate/last purchase rate given in the non-stock requisition is taken for the certification of rate reasonableness by the Stores Department during procurement and hence, it must be authentic and realistic keeping in view the instruction as contained in Railway Board's letter no. 89/RS(G)/779/17 dated 15.12.89.

This issue with the approval of competent authority superseding all earlier instructions issued on the subject by this Railway.

1
(D.K. Sinha)

AMM/IC

for Controller of Stores
ECR/Hajipur.

Dated : 04.07.2012

No. ECR/SMM/Stores Instruction

Copy to :-

1. Secy. to GM : for kind information of GM.
2. Secy. to COS : for kind information of COS.
3. All PHODs/CHOD's/ECR/HJP for kind information and necessary action.
4. DRM's/DHN,MGS,DNR,SEE & SPJ; for kind information and necessary action.
5. All CMM/ECR : for information and necessary action.
6. Sr.DMM/DHN, DNR & MGS Divisions and DMM/SEE & SPJ Divisions : for information and necessary action.
7. In-charge all Purchase Sections : for information and necessary action.
8. Dy.CVO(Stores)/ECR/HJP for information - In reference to your letter no. ECR/Vig./System Improvement/50 dated 02.07.12.
9. All officers at HQ/ECR.

11.11
for Controller of Stores

Approved at 9/130