

## 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