

Northeast Frontier Railway (Construction)
Schedule of power on Stores Matters.

PART – I PURCHASE						
S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
1	Approval of quantities before placement of Indent on centralized procurement agency or floating of tenders for direct purchase.	Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08 and COS/CON's letter No. SC/G/102/Pt.I dated 14/1/2008.	Full powers.	Rs.20 lakhs	Rs.5 lakhs	Rs.2 lakhs
2.(a)	Issue of limited tender/BT (In normal circumstances)	Rly. Bd's L/No. 2007/F(S)/1/PW7/1 DT. 7/12/07 & Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	Rs. 10 lakhs	Rs. 10 lakhs	Rs.5 lakhs	Rs.2 lakhs
Note:- In case of limited tender being issued to un approved source, approval of one grade higher authority not less than the JAG officer need to be taken.						
2.(b)	Issue of Limited Tender (a) In Emergencies (at the discretion of COS) (b) For Safety Item (c) For items for which approved list is issued only by centralized agency RDSO/PU/CORE NOTE: 1) No finance concurrence is required. 2) Beyond Rs.2 Crores, calling of Limited Tenders will require approval of GM/CON.	Rly Bd's letter No.2007/RS(G)/779/1 dated 28/07/08 and COS/CON's letter No. SC/G/102/Pt.I dated 14/1/2008.	Rs.2 crores	Rs. 20 lakhs	Nil	Nil

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
3	Direct acceptance of Store tender	Rly. Bd's L/No. 2007/F(S)/1/PW7/1 DT. 7/12/07, COS/CON's letter No. SC/G/102/Pt.I dated 14/1/2008 Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	Upto 10 lakhs	Upto 10 lakhs	Upto 5 lakhs	Upto 2 lakhs
4	To invite all types of global tenders	Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	Full powers upto his own power of acceptance with FA&CAO's concurrence	Nil	Nil	Nil
5	Acceptance of all types of global tenders & release of FE and payment through letter of credit.	Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	Upto his own power of acceptance of Indigeneous tender.	Nil	Nil	Nil
6.	CONSTITUTION OF TENDER COMMITTEE FOR STORES TENDER	Rly. Bd's L/No. 2007/F(S)/1/PW7/1 DT. 7/12/07, COS/CON's letter No. SC/G/102/Pt.I dated 14/1/2008				
	S.No	Value limit	Acceptance by	Tender Committee		
				Stores	Consumer	Finance
	1.	Above Rs.10 lakhs & upto Rs.20 lakhs	JAG	Sr. Scale	Sr. Scale	Jr. Scale
	2.	Above Rs.20 lakhs & upto Rs.1 Crore	SAG	JAG	JAG	Sr. Scale
	3.	Above Rs.1 Crore & upto Rs.2 crores	GM	SAG	SAG	JAG
	4.	Above Rs. 2 crores & upto Rs.15 crores	GM	SAG	SAG	SAG
	5.	Above Rs.15 crores & upto Rs.25crores	GM	PHOD/CHOD	PHOD/CHOD	SAG
	6.	Above Rs.25 Crores crores & upto Rs.50 Crores	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
	<p>Note : 1. The competency to exercise above powers will be decided by including ED/ST, freight & all other statutory levies, if any. However quantum of option clause will continue to be excluded from the value of the tender. (Rly. Bd's L/No. XIII/2004/PW7 dated 14/09/2004).</p> <p>2. The total value of a tender will be the criteria to decide the competent authority for acceptance where purchase proposals are put up in parts. Tenders above Rs. 10 lakhs are to be put upto competent authority for acceptance by the appropriate Tender Committee.</p>					
7.	Urgency Certification in case of receipt of a single quotation against limited tender if prices are found to be reasonable.	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	Full powers	Rs,50,000/-	NIL	NIL
8.	PURCHASE THROUGH SINGLE TENDER					
8.1	Non-proprietary articles without finance concurrence	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.				
	(a) In normal circumstances		Rs. 3 Lakh	Nil	Nil	Nil
	(b) Emergencies effecting maintenance, out turn, operation etc.		Rs. 5 Lakh	Nil	Nil	Nil
	Invitation of single tender will require personal approval of COS.					
8.2	Proprietary articles where it is possible to certify that similar articles which can be used in lieu is not manufactured / sold by any other firm (PAC 'c' is certified)	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08 & COS/ CON's letter No. SC/G/102/Pt.I dated 14/1/2008	Upto his level of acceptance	Upto his level of acceptance	Upto his level of acceptance	Upto his level of acceptance.
8.3	Proprietary articles where it is not possible to certify that similar articles which can be used in lieu is not manufactured / sold by any other firm (PAC 'a' is certified)	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08 & COS/ CON's letter No. SC/G/102/Pt.I dated 14/1/2008	Rs. 5 lakhs	Rs. 2 lakhs	Rs. 1 lakhs	Rs. 50,000/-
	<p>NOTE: Authority competent to sign Proprietary articles certificate is as under :</p> <p>1) Indenting officer upto Rs.25000/-</p> <p>2) JAG/SG officer of Indenting department upto Rs.75000/-.</p> <p>3) SAG officer of Indenting department upto Rs.3 lakh.</p> <p>4) PHOD/CHOD of Indenting department above Rs. 3 lakh.</p>	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08				

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
8.4	Invitation of Single Tender- Developmetal item	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08	Rs. 5 lakhs	Rs.2 lakh	NIL	NIL
8.6	Purchase of oils & lubricants marketed by public sector undertakings in single tender basis Note:- In each case with finance concurrence and to make 100% advance payment to the firms without going into the formalities of tender committee's examination. Limited tender to be called in place of Single tender in case price is not Government administered.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08	Rs. 3 Crores	NIL	NIL	NIL
8.7	To accept single tender purchase form stock yard /buffer imports of M/s SAIL, TISCO ,IISCO, RINL in respect of steel items and to make 100% payment in advance to them.	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08	Rs.3 Crores	NIL	NIL	NIL
9.	Direct procurement of Stores by COS for which DGS&D has entered into rate/running contract, if stores are required urgently or can be more conveniently obtained locally or from nearer station.	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08	Up to Rs.1,00,000/- in each case subject to ceiling limit of Rs.5 lakhs in each case per annum.			
10.	Placement of orders against DGS&D Rate contract	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08	Full powers	Up to Rs.10 lakhs	NIL	NIL
	Note:-1) Express indents for stores placed on DGS&D/Railway Board to be accompanied by the urgency certificate signed by COS.					
11.	Signing of purchase orders/contracts		Full powers	Full powers	Full powers upto Rs. 20 lakhs.	Full powers upto Rs.5 lakhs.
	NOTE: 1) AMM will sign all purchase orders of his own acceptance and SMM's acceptance upto Rs.5 lakhs 2) SMM will sign all other purchase orders upto value Rs. 20 lakhs.					
12.	Vetting of purchase orders	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08	1. Above Rs. 8 lakh for Safety items as defined in Board's letter No.99/RS(IC)/165/SRC dated 19-04-2000) subject to 10% test check by accounts. 2. Above Rs.4 lakhs for items other than safety items.			

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
13	Vetting of Non stock demands/requisitions	Bd's letter No.2007/RS(G)/779/1 dated 16/10/08	1. For Safety Items: above Rs. 2 lakhs (Safety items as defined in Board's letter No.99/RS(IC)/165/ SRC dated 19-04-2000) subject to 10% test check by accounts. 2. For non Safety Items: Above Rs.1 lakhs.			
14	Vetting of indents to be placed on centralized procurement agency by COS office	Bd's letter No.2007/RS(G)/779/1 dated 03/09/08	1. Above Rs. 8 lakh for Safety items as defined in Board's letter No.99/RS(IC)/165/SRC dated 19-04-2000) subject to 10% test check by accounts. 2. Above Rs.4 lakhs for items other than safety items.			
15	Allowing 100% advance payment against Proforma invoice with finance concurrence.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08	(a) In direct acceptance cases- COS -Upto Rs. 10 Lakhs. (b) In TC Cases-COS upto his power of acceptance.			
16.	Acceptance of deviations from IRS conditions of contract without prior finance concurrence.	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	(a)In direct acceptance cases- one level higher than normal powers of acceptance but not below the level of JA grade. (a) In TC case- normal power of acceptance of tender.			
17	Variation of Indian Railways Standard Conditions of Contract	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08.	COS may also waive operation of clauses relating to Liquidated damages, Risk Purchases and Arbitration appearing in the contract valued upto Rs. five lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.			
18	To write –off the loss due to risk purchase, general damages, liquidated damages. Note:- These power should be exercised with utmost care only when all other modes of recovery except through arbitration and legal action have been exhausted. Suitable administrative action should be taken against defaulting firm.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08.	Upto Rs.1 Lakh	Upto Rs.25,000/-	Nil	Nil

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
19	To accept tenders with price - variation clause.					
	Price variation due to variation in prices of steel based on wholesale price index & due to variation in the MMTC price of non-ferrous metals and prices of other inputs if such prices are published by recognized body like IEEMA,	Bd's L/No. 87/RS/(G)/77/9/ dt.17/11/92 & Bd's L/No. 70/RS(g)/779/46 dt. 13/3/81.	Full powers	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.	Nil
20	To waive off deposit of earnest money and or security deposit in case of tenders for purchase of stores from firm's other than Govt. Deptt. Firms registered with N. F. Rly. manufacturers and their accredited agents and NSIC units.	339A-S & 448-S, Railway Board's letter No.57/155/1/RS (G) dt.12/04/61 & 63/RS (G)/155/1 dated 30/04/64 & 2004/RS/G/779/11 dated 24-11-07.	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.
	NOTE : 1) In case of Global Tender Earnest Money/Security Deposit must be insisted upon from all firms. 2) To waive off earnest money/security deposit will require finance concurrence. For Tender Committee cases no separate finance concurrence is required.					
21	To allow 98% payment to well known firm of commercial standing against inspection and railway receipt	Bd's L/No. 77/RS(G)779/29/ dt. 29/12/77.	Full powers	Upto Rs.20 lakhs	Upto Rs.5 lakhs	Rs. 2 lakhs
	NOTE : These powers will be exercised with finance concurrence. However if the purchase is through Tender Committee, no separate finance concurrence is required.					
22	To vary the quantity of any item in a contract provided the value of the amended contract does not exceed the powers of the authority who approved the original contract and subject to conditions of 628/C/F/-Vol.I & 441 S. NOTE : These powers will be exercised with finance concurrence.	628-F (Vol.1)	Full powers. upto amended value of contract upto Rs. 1 crore.	Full powers upto amended value of contract upto Rs.20 lakhs	Full powers upto amended value of contract upto Rs. 5 lakhs	Nil

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
23	Cancellation of contract at firm's risk & cost as per clause 0702(b) of IRS conditions of contract	Para 132-S(item 5)	Full powers in respect of contract entered into under his own powers of purchase & those under powers of GM	Rs. 20 lakhs	Rs. 5 lakhs	Rs.2 lakhs
NOTE : These powers can be exercised without finance concurrence.						
24	Cancellation of contracts without financial repercussions or with general damages	Bd's L/No.76/RS(G)/753/2 dt. 3/8/84.	Full powers for contracts entered under him or GM's powers	Rs. 20 lakhs	Rs. 5 lakhs	Rs.2 lakhs
NOTE : These powers can be exercised with finance concurrence.						
25	Action for failure to deliver stores within the stipulated period – (i) Cancellation of the contract and recovery of any loss of damages which the railway may sustain by reason of such failure on the part of contractor OR (ii) To purchase stores at the risk and cost of the contractor's risk OR (iii) Recover from the contractor liquidated damages and 2% of	Para 132-S (item 4)	Full powers for contract entered into under his or GM's powers	Rs. 20 lakhs	Rs. 5 lakhs	Rs.2 lakhs

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
	the contract price of the consignment per month or part during which the supply may be in arrears upto the amount of loss sustained by the Railway. (iv)					
Note : These powers can be exercised without finance concurrence.						
26	Re-fixation of delivery period	Para 445-S	Full powers for contract entered into under his/or GM's powers	Rs. 20 lakhs	Rs. 5 lakhs	Rs.2 lakhs
Note : Finance concurrence required only in case of order valued above Rs. 4 lakhs- in normal cases and Rs. 8 lakh for safety items.						
27	To waive off liquidated damages if indenter certifies no loss/inconvenience in case of late deliveries.	Rly Bd's letter No. 58/RS(G)/775 dated 09/09/1968.	Full powers for contract entered into under his/or GM's powers.	Rs. 20 lakhs	Rs. 5 lakhs	Rs.2 lakhs
Note : These powers can be exercised without finance concurrence.						
28	Refund of Security Deposit after satisfactory completion of orders	Para 132/15(I) & Board's letter No. 86/(RS) (G)/164/0/1 Dated 18/08/87.	Full powers for contract entered into under his/or GM's powers.	Rs. 20 lakhs	Rs. 5 lakhs	Rs.2 lakhs
Note : These powers can be exercised without finance concurrence.						

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
29	Waival of Ground rent in cases of rejected stores awaiting removal from Rly Premises subject to recording of reasons for the same. Note :- Provided Railway has suffered no loss.	Item No.12 of Para 132-S	COS full Powers in respect of Purchases under his own Powers.	Full Powers in respect of Purchases under his own Powers.	Nil	Nil
30	Acceptance of arbitration awards against any dispute arising out of a contract subject to the conditions laid down in item 36 of Board's letter No. F(x)11/86/pw/6 Dated 05/05/97. Note : Arbitration awards in respect of contracts value of which exceeds Rs. 3 crores will be accepted by GM/CON	Board's letter No. F(X)11/86/PW/6 dt. 5/5/87 GM/ G's L/No. 98-G/0 dt. 27/12/88 Bd's L/No. F(x)11/1/ PW Dt. 13/12/91	Full powers to accept arbitration awards in respect of contracts with value less than Rs. 3 Crores.	Nil	Nil	Nil
31	To Sanction Repair and maintenance of Tools & Plants, Machinery, Road vehicles, Motor Trolley, generators, pneumatic tools, pumps, etc & bridge deptt. Equipment including plant borne on engg. Plant reserve.					
	(i) Without finance concurrence.		Upto Rs.10,000 in each case	Upto Rs.2000/- in each case.	Upto Rs.500/- in each case.	Nil
	(ii)With finance concurrence		Upto Rs.30,000/- in each case.	Upto Rs.10,000/- in each case.	Upto Rs.5000/- in each case.	Upto Rs.5000/- in each case.
Note:-Subject to the provision that if it is proprietary item, single tender/quotation may be dealt with as per delegation. In all other cases tender/quotation formalities should be observed and subject to observance of tender procedure & procurement procedure, where necessary with the respective delegation on that subject as also with availability of fund in the sanction budget.						

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
32	Local purchase of stores of small value other than that covered under Rate or running contract.	ACS 191 S to para-711-S Bd's letter No.79 (F) SI/PW-7/4 dated 05/12/80, 29/03/90 & 06/04/90. Bd's letter No.79/RS/G/779/8 dated 04/09/82, 22/11/82, 01/02/83 & 95F(S) Pol/PW-7/1 dated 07/03/97 & Bd's letter dated 2001/F(S)1/ PW 7/2 dated 05/09/2003	Upto Rs. 50,000 per item.	Upto Rs.50,000/- per item.	Upto Rs.50,000/- per item.	Upto Rs.50,000/- per item.
33	Printing of forms, stationary, books and other related item from outside printing-press General purchase policy to be followed.	1129-S & ACS No.63	Full powers upto his power of purchase for other items.	Full powers upto his power of purchase for other items.	Full powers upto his power of purchase for other items.	Full powers upto his power of purchase for other items.

PART II (SALE)

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
1.	Sale to other Zonal Railway/Production units and railway projects at book rates	Paras 2306-S,2328-S and 2329-S	Full powers	Full powers	Nil	Nil
2	Sale of over stocks of ordinary emergency or special stores through advertised tender.	Para-2307-S	Full powers to sell and to adjust the difference between the book rate and sale value	Cases valuing less than Rs one Lakh	Nil	Nil
3.	Sale of Scrap, unserviceable, surplus and obsolete stores and adjustment of the differences between the book rate and sale value, subject to Para 2224-S	Para 2310 S				
a)	By advertised tender		Full powers	Cases valuing less than Rs.1 Lakh	Nil	Nil
b)	By auction		Auction is being done through COS open line.			
	Note : Tenders more than Rs. 1 lakhs will be examined by JAG Tender Committee of Dy.CMM, JAG officer of departments generating scrap and Dy.FA&CAO & approved by COS.					
4	Cancellation of Sale and amendment to items and terms and conditions of Sale when Sale has been made through Open tender/Direct Sale		Full powers.	Full powers upto the contracts approved by him.	Nil	Nil

S.No	Items	Authority	Headquarters Officers			
			COS	Dy.CMM	SMM	AMM
5	<p>Direct sale to railway employees of items of scrap like scrap wood below 900 mm in length, packing cases wooden upto 500 Kgs. Scrap hose pipe upto 30mtrs. Scrap drums empty 45 gallons capacity, scrap drums 40/45 gallon capacity, saw dust 250 Kgs. Scrap durries, carpet upto 25 Kg. scrap gunny covering for pacing upto 10Kg. scrap tarpaulins upto 25 Kgs. And scrap asbestos cement sheet upto 300 Kgs.</p> <p>Note: It will require finance concurrence.</p>	Para 2317-S	Full powers	Nil	Nil	Nil
<p>NOTE: 1) Scrap wood (below 900mm in length) will be issued in units of 60 Kgs. Once in a month to every staff. 2) Scrap wood over 900 mm in length can be issued to all categories of staff upto 250 Kgs. Once in a year.</p> <p>3) Drums of 4/5 gallon capacity can be issued once in a month.</p> <p>4) Other items once in a year.</p>						

PART III : FIELD MATTERS			
Sl. No.	Items	Authority	
1	Signing of Indents (Non stock requisitions)	Bd's letter No.2005/RS(G)/779/7 dated 28/05/2007	-
	Value of Non stock requisition	Level of signing of non stock requisitions/indents for procurement through	
		Local Purchase/Spot Purchase Tenders at Hq level	
	Non stock requisitions Valuing upto Rs-10,000 only.	JS officers SS officers in the absence of JS officers.	
	Non stock requisitions exceeding Value Rs-10,000 but not exceeding Rs.50,000/- in value.	SS officers. JAG/SG officers in absence of SS officers.	
	Non –stock requisition exceeding Rs.50,000/- but not exceeding Rs.2 lakhs.	JAG/SG officers. In case JAG/SG officer is not posted then non stock requisition is to be signed by SAG officer (in charge of the project/ indenting department).	
	Non –stock requisition exceeding Rs.2 lakhs but not exceeding Rs.10 lakhs.	Should be Counter-signed by SAG officer (in charge of the project/ indenting department).	
	Non –stock requisition exceeding Rs.10 lakhs.	Should be Counter-signed by SAG officer (in charge of the project/ indenting department) and personally approved by CHOD/PHOD of the indenting department.	
	Note:- The non stock requisition will require vetting as per extant instruction, Consolidation at HQ level by the Concerned HOD/CHOD and Essentiality certification.		
2	Essentiality to be certified for the purchase of items against Non stock demands	Bd's letter No.2005/RS(G)/779/7 dated 28/05/2007 & No.2007/RS(G)/ 779/1 dated 16/10/2008 & COS/ CON's letter No. SC/G/101/Pt- III dated 01/12/2008	(i) Safety item- (a) Requisitions valuing upto Rs.2 lakh – By officers at JAG/SG level. (b) Requisitions valuing exceeding Rs.2 lakh- By officers at SAG level . (i) Non Safety item- (a) Requisitions valuing upto Rs.1 lakh – By officers at JAG/SG level. (b) Requisitions valuing exceeding Rs.1 lakh- By officers at SAG level.

3	Consolidation of demands	Bd's letter No.2005/RS(G)/779/7 dated 28/05/2007 & COS/CON's letter No.SC/G/101/Pt-III dated 01/12/2008	All the demands will require consolidation at HQ by the Concerned CHOD/PHOD
4	Acceptance of the stores dispatched after expiry of delivery period by the consignee:	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08.	<p>By JAG/SG (in charge of field unit):-</p> <p>(i) Delay upto 6 months for orders valued upto Rs.3 lakhs.</p> <p>(ii) Delay upto 21 days for orders valued between Rs.3 lakhs to Rs.6 lakhs provided the initial delivery period does not exceed six months.</p> <p>(iii) For all other orders valued over Rs. 6 lakhs prior extension of delivery period from the purchase office will be necessary.</p>
5	Acceptance of excess/short supply by Field officers without formal amendment to the contract.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08.	<p>By JAG/SG (in charge of field unit):-</p> <p>Upto 5% of the value of contract or Rs.3 lakhs whichever is less subject to total value of receipt not exceeding normal purchase power of COS.</p>