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# SOUTHERN RAILWAY

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Stores Department

TENDER CONDITIONS  
FOR  
ELECTRONIC TENDERS



## **Part-A - INSTRUCTIONS TO TENDERERS**

- 1.0 On behalf of the President of India, the Principal Chief Materials Manager, Southern Railway, New Joint Office, Ayanavaram, Chennai 600-023 (hereinafter referred to as the Purchaser), invites electronic tenders for the supply as set forth in the **Notice Inviting Tender** and "Item details" page attached with each electronic tender **"Financial Rate page screen"**. The instructions given are applicable for all electronic tenders invited by various offices of Stores Department working under the administrative control of Principal Chief Materials Manager, Southern Railway.
- 1.1 The tenderers are requested to carefully go through these Instructions to Tenderers and all the conditions mentioned in para 1.3 & 1.4 appended with the e-tender Documents. By submitting the quotation, they undertake to abide by all types of conditions specified at para 1.4. The tenderers digital signature on the E-Tender form will be considered as their confirmation that they have read and accepted all the conditions laid down in the documents as well as tender schedule, comprising of techno-commercial offer form ( including special conditions attached to E-Tender ) and Financial offer form, unless specific deviation is quoted in the techno-commercial offer form.
- 1.2 Electronic offers received before due date and time (IST) of tender opening in the Electronics Tender Box available in website [www.ireps.gov.in](http://www.ireps.gov.in) will only be considered. Any offers received through manual / fax / e-mail etc will not be considered and will be treated as invalid offers.
- 1.3 The contract, if placed, shall be governed by (i) IRS Conditions of Contract (ii) Tender Conditions of Southern Railway (iii) Special Conditions applicable to a particular tender as given under the respective links in the home page of the Indian Railway e- procurement portal [www.ireps.gov.in](http://www.ireps.gov.in) → **public documents** → **Goods & Services**.
- 1.4 E-Tender document essentially consists of the following : –

Sl.No.	Document / Form
i	IRS conditions of contract as uploaded in <a href="http://www.ireps.gov.in">www.ireps.gov.in</a> portal under Railway Board document link
ii	Tender Conditions for Electronic Tenders
iii	Special Conditions of Contract applicable to particular tender
iv	Techno-commercial Offer Form Including Attached Documents, if any
v	Financial Offer Form / rate page.

The document referred at Sl.No.(ii ) is available in IREPS website under the link [www.ireps.gov.in](http://www.ireps.gov.in) → **public documents** → **Goods & Services**. The vendors may fill the search form with organization as “Indian Railways” , Zone as “Southern Railway” , Department as “Stores” and Admin Unit as “SRHQ” and down load the same if desired and thoroughly study before submission of e-offers.

## **1.5 Pre-requisites for vendors desirous of participating in e – tenders of Indian Railways**

- 1.5.1 Vendors intending to participate in the e-tenders available in the e-procurement web site [www.ireps.gov.in](http://www.ireps.gov.in) will have to obtain a Class III B type digital signature with Company name from an approved certifying agency. The list of certifying authorities issuing the Digital Signature is available in the website [www.cca.gov.in](http://www.cca.gov.in) under the link “Licensed CAs”.
- 1.5.2 With the Digital Signature Certificate they will have to register themselves on-line using the link “**New Vendors**” available in the home page of the website duly filling the complete information as required in the web page and attaching their digital signature duly using “**Sign & Submit**” button. Upon registration, the website will provide a registration number, which the vendors may note for future correspondence.
- 1.5.3 Vendors are advised that CRIS/ NEW DELHI, the Web Master, will require minimum of 3 (three) clear working days to provide with user-id and password which will be sent to their e-mail address provided by them during the registration process. In case of any difference in the information provided by the vendor and that available in the digital signature used during registration, the request will be rejected and an e-mail will be sent duly assigning the reason for rejection.
- 1.5.4 The digital signature certificate ( DSC ) are issued with limited currency / validity date. The vendors are required to re-register themselves with the [www.ireps.gov.in](http://www.ireps.gov.in) web site whenever their DSC is renewed.
- 1.5.5 Before attempting to quote for any tender in IREPS website, vendors are advised to carefully read the Vendor User Manual as available in IREPS website Home page under the link Learning centre.
- 1.5.6 **Tender Cost:** Tender Cost is NIL. Tenderers are advised to download the tender documents from the IREPS website, which is available free of cost.

## **2.0 EARNEST MONEY DEPOSIT (EMD) FOR STORES TENDERS:**

EMD is taken to prove earnestness of the offer on the part of the tenderers.

- 2.1 EMD amount shall be mentioned in all tenders irrespective of the nature of tender as per the EMD amount mentioned in clause 2.3 below or as decided by the purchaser under the policy. There shall be no exemption from submission of EMD for any tender or by any tenderer, subject to provisions under **clause 10.4.3 below**, except following: -
- (a) (i) EMD shall normally not be called against tenders with estimated value upto Rs.25 lakhs (including single tenders, global limited tenders).

- (ii) If considered necessary, authority competent to issue tender may incorporate the condition to call for EMD even in such tenders, on case to case basis.
- (b) Micro & Small Enterprises (MSEs) registered with agencies mentioned at part b Para 15.1 (i)
- (c) Other Railways and Government departments in terms of Railway Board's letter No. 2004/RS(G)/779/11 dated 24.07.2007
- (d) Indian Ordinance Factories in terms of Railway Board's letter No.92/RSS(G)/363/1 dated 08.04.1993
- (e) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them in terms of Railway Board's letter No.2003/RS(G)/779/5 dated 10.09.2004
- (f) Vendors registered with Railways for the trade group of the item tendered
- (g) Vendors appearing on the approved vendor lists of RDSO/PUs/CORE subject to approval status being valid on the date of tender closing
- (h) Vendors registered with Railway for supply of medicine, medical equipments and consumables shall be exempted from submission of EMD for these items
- (i) In tenders issued against PAC, OEM in whose favour PAC has been issued shall be exempted from submitting EMD. KVIC and ACASH shall be exempted from EMD for items supplied by them.

**2.2** Offers submitted without EMD shall be summarily rejected.

### **2.3 Amount of EMD:-**

<b>Estimated value of tender</b>	<b>EMD (rounded off to nearest higher Rs.10 (ten))</b>
Above Rs.25 lakh and upto Rs.50 Cr.	@2% of the estimated value of the tender subject to Max.Rs.20 lakh
Above Rs.50 Cr.	Rs.50 lakh

**2.4** In exceptional cases exemption from seeking EMD shall be decided prior to issue of tender and suitably incorporated in tender conditions.

Exemption shall require personal approval of the authority, on case to case basis, competent to issue the tender based on estimated value thereof, but not below the SAG level including SAG officers in the field units namely CMM, ADRM, CWM, CAO, CPM.

**2.5 Validity of EMD:** EMD should remain valid for a period of 45 days beyond the final bid validity period, which should also be extended whenever bid validity is extended. No interest will be allowed on EMD.

**2.6** Automatic release of EMD wherever due: -

2.6.1 EMD shall be refunded when any one of the following conditions is satisfied:-

- (a) After finalization of tender, the bidder is an unsuccessful bidder
- (b) Validity of offer expires, and validity extension not sought
- (c) Validity of offer expires, and bidder refuses to extend validity of offer
- (d) After finalization of the tender, successful bidder submits required SD.
- (e) After finalization of the first stage , i.e technical evaluation in case of two stage or two packet tenders (including e-RA), if the bidder is declared unsuccessful or unsuitable.

2.6.2 EMD of bidders or tenderers shall be released immediately after it is due for release as per above criterion. The Purchaser may initiate the process of release just after the EMD is due for release.

**2.7 Forfeiture of EMD:** When a supplier undertakes to keep the offers valid for a certain period but either withdraws the offer or revises the same within validity, the purchaser gets a right to forfeit the EMD.

**2.8 Procedure for claiming exemption of EMD:** The firm claiming exemption from EMD should clearly indicate valid reasons for such claim duly attaching scanned copies of relevant documents with their e-offers. The tenderers request for adjustment of EMD relating to their earlier tenders will not be considered. They will have to deposit EMD afresh for each tender

**2.9 Procedure for payment of EMD :**

The Procedure for Submission of Earnest Money is given below:

**2.9.1** If not exempted, they will have to remit the EMD through

- (i) Payment Gateway Facility, or
- (ii) Manual Mode of Payment.

**2.9.2 Payment gateway facility:** Vendors can remit the Earnest Money deposit cost online using their own valid credit card / debit card (in lieu of cash). Vendor can use payment gateway option as is available on the website for E-tendering by using the \$ action button on tender search result page and fill & submit required data about amount, bank, credit / debit card details in the menu driven screens which are as per approved guidelines of RBI.

**2.9.3 Manual Mode of Payment:** In this case the vendors can submit the details of demand draft towards EMD as follows :-

**2.9.3.1** Vendors can search for the relevant tender using the link **“Search Tender”** provided in their home page after logging into the system using their valid Username and Password.

**2.9.3.2** On retrieving the tender details, they can click on the “Submit Payment Details” icon

under “Actions” Column to enter the Submit Payment Details Page. They will then select the Instrument Type and fill the columns Instrument No, Date, Issuer Bank Details (Bank Name & Branch) and Remarks if any. They can then click “**Sign & Submit**” button and append their digital signature. On completion of the details, vendors will have to upload scanned copy of the instruments toward Earnest Money under Sl.No.”(E) Attach Document” in the Bid Process (Techno Commercial Bid Details)”.

**2.9.3.3 Vendors are advised to send the DDs / Instruments towards EMD under Registered Post / Speed Post / per bearer to the Office of the Principal Chief Materials Manager, New Joint Office, Ayanavaram, Chennai - 600023 duly indicating the Tender Number, Tender Type and Tender Closing Date on the reverse of the instruments. They should also superscribe “Cost of EMD for Electronic Tender No. ----- Type : and Closing Date, on the envelope**

**3.0 INSTRUCTIONS FOR FILLING OF TENDER SCHEDULE**

- 3.1** The tenderers can submit on line ELECTRONIC OFFERS by visiting Indian Railways Electronic Procurement Portal at the address [www.ireps.gov.in](http://www.ireps.gov.in) → **Login** → **E-Tender-Goods & Services**. and submit online offers after logging into the website by giving their User-id / Password and valid Digital Signature Certificate.
- 3.2** The tenderers after logging into the system can use “Search Tender” option to search for the required tender. They will have to select the “**Submit Payment Details**” button for EMD if not exempted and enter their Instrument details and ‘**sign and submit**’ the same using their Digital signature Certificate.
- 3.3** The tenderers will have to then select the “**Enter to Bid**” button to submit their bid details. They can select following TAB PAGES one by one, fill the same and ‘**sign and submit**’ using Digital Signature Certificate.

Sno.	Tab Page	Sno.	Tab Page
1.	General	6.	Performance
2.	T & C ( Terms & Conditions)	7.	Documents
3.	Eligibility	8.	Responsiveness
4.	Compliance	9.	Financial Offer
5.	Deviation	10.	Submit Bid

- 3.4** a) The commercial offers must be filled and submitted in the prescribed standard “ **Financial Offer** ” screen available in the website and should be attached using valid Digital signature ( Class III b with Company Name ) obtained from an approved Certifying Agency. On completion of Bid process ( Financial Offer) the system generates a ‘ **unique Bid-id** ‘ which the vendors can print for future reference.

b) Tenderers are advised to quote their rates in the prescribed columns, only in single currency.

**3.5** a) All the mandatory fields of the Techno-commercial Offer Form and Financial Offer Form (i.e. Rate page) including basic rate, GST as applicable for tendered item, freight and any other charges have to be filled up by the vendor. If the vendor quotes GST 'inclusive', they should specifically mention the % of GST included in the price.

b) The tenderers should strictly quote their rate for the unit specified in the Tender Schedule only. Rate quoted for any other unit other than specified in the tender, shall be summarily rejected.

c) Vendors are advised not to enter any **rate element ( including discount )** in the remarks column available in the Financial Rate Page. Please note that any rate / discount mentioned in remark column or mentioned elsewhere in any attached document will not be taken for calculation of all inclusive rate and inter-se ranking / evaluation purpose.

**3.6** The system will prompt the vendors to attach their DSC whenever they click any of the "**Sign & Submit**" button available in the "**Tab page**" and it is mandatory for the vendors to use their Digital Signature Certificate to attach their digital signature.

**3.7 Preparation of Performance Statement Off line and Uploading On-line** : The vendors can also prepare their performance statement off-line in the prescribed format given in the performance tab and attach the same under performance tab using their DSC.

#### **4.0 CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH E-TENDER :**

The Vendors are advised to fill "Compliance to special tender conditions / Checklist" with each offer by specifically stating "Yes" or "No" against each special condition / Checklist and in case of a "No", must fill reason for not agreeing with that special condition / Checklist in the remark entry box as provided therein.

1	Proof of for having paid EMD scanned copy <b>OR</b> Scanned copy of Valid and current NSIC Certificate, together with classification list duly highlighting the tendered items.
2	Scanned copy of approval letter from RDSO/ CORE/ PUs etc i.e the Approving Agency's indicating current validity along with approval of their QAP etc, wherever restricted procurement from approved sources. <b>OR</b> Scanned Copy of their Registration Certificate with Southern Railway with Registration Number, monetary value limit, currency thereof and trade groups for which registered.
3	Performance statement against Railway Orders for supply of same or similar items as per <b>performance tab</b> of the Tender Schedule along with copies of such POs. Correct status / supply position of pending orders and inspection certificate/

	Receipt Note for completed PO.
4	Details of Machinery and Plant, other Equipments, Testing facilities, Quality Management /Control Systems and details of Technical manpower available as per Annexure-1.
5	Scanned Copy of Permanent Account Number (PAN) from Income Tax Department
6	If authorized agent of OEM, Tender specific authorization letter from OEM / principal with required undertaking as per eligibility criteria from OEM as well as dealer.
7	Scanned copy of NEFT mandate for payment purpose.
8	Clause wise compliance to specification / Tender Conditions wherever required.
9	Deviation Statement from technical specification & commercial terms and conditions if any.

## **5.0 ORIGINAL OFFER AND REVISION THERE OF :**

- 5.1** The vendors can submit a **revised commercial offer** any time before the stipulated opening date and time and in such case the last revised offer submitted at a later time and date shall be considered as the offer **superceding** all the previously submitted offers for that item / items of the tender.
- 5.2** The Vendors in their own interest are advised to visit the [www.ireps.gov.in](http://www.ireps.gov.in) web site regularly and check for corrigendum if any and submit revised offer wherever warranted.

## **6.0 OPENING OF E-TENDER BOX AND VIEWING OF TABULATION STATEMENT**

- 6.1** Electronic Tender boxes are managed by CRIS in the secured Server duly Time locked (as per IST) and available 24 hrs x 7 days a week. Tenderers are advised to ensure that their electronic -offer is submitted well within stipulated date and time. Electronic offers if attempted after the pre-stipulated date and time will not be accepted and vendor will be notified that 'You cannot submit offer as you are late". No Manual / Late / Delayed offers are permitted or received against an Electronic Tender. E-tenders can be opened only after stipulated opening date and time with secured digital permissions of minimum two authorised Railway officials using their secured Digital permissions and passwords and also their own digital private keys as obtained from Govt. of India approved Certifying Agency. Electronic offers are first decrypted and verified for establishing the Legal identity of digital Signer of each electronic offer / offers. Once decryption , verification and acknowledgement of digitally signed offers is complete, vendors can directly view and access details from the website links such as "View Tabulation". On line tabulation statement of all electronic commercial offers can also be downloaded by participating vendors for their records.



**6.2** The vendors are not required to attend the tender opening. All participant vendors who have submitted valid electronic offers can view their Financial and Techno-commercial Tabulation Statements from any remote location using internet access by visiting the website [www.ireps.gov.in](http://www.ireps.gov.in) and also view their own offer details as well as the Tender Tabulation statement which is generated based on **all inclusive rate** per unit of all the commercial offers as electronically received.

**6.3** In case of any technical problems arising during the electronic tender opening process or if the tender opening date is declared as holiday by Government of India, the tenders due for the day will be opened on the next working day.

**7.0 QUOTATION OF RATES:** Rates quoted in Financial Rate Page of e-tender shall only be considered.

a) The tenderers should quote strictly in accordance with the columns/fields provided in financial rate page of e-tender viz. separately basic price, unconditional discounts, packing charges, GST as applicable and Freight charges up to destination applicable per each unit. If quoted as one lumpsum amount, separate break up for all elements should be mentioned. Any other charges should be quoted in absolute value as specified in column / field of “Other Charges” of financial rate page e.g. insurance charges, forwarding charges. The basic rate should be quoted in units as per e-tender schedule which does not permit any other units.

b) Tenderers should offer discount only at the discount column available in the Financial Rate Page.

**8.0 Quotation in Foreign Currency:** The tenderer should quote in INR, unless otherwise specified.

**9.0 Statement of Deviations :**The tenderer should quote deviation to item description in the deviation

1. Technical deviations from tendered specification should be clearly stated in deviation statement.
2. The deviations if any from IRS conditions of contracts & special conditions of tender should also be clearly stated in the deviation statement of e-tender / offer.
3. The offers with deviations in IRS/Special Tender Conditions are liable to be ignored / rejected.
4. If the tenderer does not quote any deviation, it will be construed that the tenderer has quoted for the tendered description and accepted all the conditions.

**10.0 Security Deposit (SD) / Performance Security for Stores Contracts :-**

SD is taken towards Security for due fulfillment of the contract by the supplier.

(A) There shall be no exemption from submission of Security Deposit (SD) for any tender or by any tenderer except following:-

- (a) The Store contract cases of value upto Rs.25 (twenty five) lakh
- (b) Other Railways and Government departments in terms of Railway Board's letter No. 2004/RS(G)/779/11 dated 24.07.2007
- (c) Indian Ordinance Factories in terms of Railway Board's letter No.92/RSS(G)/363/1 dated 08.04.1993
- (d) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them in terms of Railway Board's letter No.2003/RS(G)/779/5 dated 10.09.2004
- (e) In tenders issued against PAC, OEM in whose favour PAC has been issued shall be exempted from submitting SD. KVIC and ACASH shall be exempted from SD for items supplied by them.
- (f) Vendors registered with Railways for the trade group of the item tendered shall be exempted from SD for orders valued upto their monetary limit of registration.
- (g) Vendors appearing on the approved vendor lists of RDSO/PUs/CORE subject to approval status being valid on the date of tender closing
- (h) Vendors registered with Railway for supply of medicine, medical equipments and consumables shall be exempted from submission of SD for these items.

**Note:**

Apart from claiming damages from vendors, in case of failure to comply with the contractual obligations, Railways shall record poor performance of the vendors for taking suitable penal action as per extant instructions.

**10.1** The tenderers request for adjustment of SD relating to their earlier tenders / contracts will not be considered. They will have to deposit SD afresh.

**10.2**

Contract value	SD (rounded off to nearest higher Rs.10 (ten)
Above Rs.25 lakh and Upto Rs.50 Cr.	@5% of contract value subject to Max. Rs.50 lakh
Above Rs.50 Cr.	Rs.1 Cr.

**10.2.1** Railways are permitted to raise the upper ceiling of SD, upto 5% of the contract value in **high value cases**.

**10.3 Validity of SD:** Security Deposit (SD) shall remain valid for a period of 60 days, beyond the date of completion of all contractual obligations of supplier. The validity of SD should be extended, wherever delivery period of the contract is extended. No interest will be allowed on SD.

**10.4 Time for deposit of SD**

i. SD from successful tenderer should be received in purchase office within 21 days from the date of communication of acceptance with respect to the purchaser.

ii. Authority competent to condone delay in submission of SD shall be SAG for cases upto acceptance power of SAG. PHOD/CHOD shall have full power for such condonation. Condonation shall be on case to case basis.

**10.4.1** In the event of successful tender(s), failing to deposit/submit SD in acceptable form within the prescribed period as aforesaid, the EMD submitted by such successful tenderer(s) shall be automatically adjusted towards SD.

**10.4.2** In case where available EMD amount is less than required SD and the successful tenderer does not deposit the balance SD amount within stipulated time, then EMD shall be forfeited and case be dealt with as that of withdrawal of offer by the tenderer as per extant instructions.

**10.4.3 i.** All vendors exempted from submitting EMD, as per Para 2.1 above, irrespective of type of tender, ie. single, limited or open, shall be required to sign a bid securing declaration as per Annexure 9 to this instruction.

ii. There shall be no exemption to such bidders from submitting EMD and SD for all tenders published during the period of time they are so disqualified as per the declaration signed by them.

iii. Authority competent to approve the disqualification shall be the tender accepting authority not below the level of SAG including SAG officers in the field units namely CMM, ADRM, CWM, CAO, CPM, subject to PHOD/CHOD having full powers to approve disqualification.

iv. The disqualification procedure and all correspondence thereof shall be online and digital. Updation on IREPS shall be done by minimum JAG level officer dealing with vendor registration in the Railway.

v. This para shall not be applicable for Government Departments / ordinance factories / other Railways/ Railway PUs/KVIC/ACASH and matter shall be taken up with them departmentally/administratively.

**10.4.4** Wherever SD has been exempted for any reason, and the supplier fails to supply goods as per conditions of contract, as amended from time to time, Purchaser have the right to levy damages from the supplier for failing to comply with contractual conditions, not by way of

penalty, an amount equal to SD amount, as would have been applicable if the contract was with a non-exempted vendor. These damages shall be treated as recoveries outstanding against the vendor and dealt with accordingly.

**10.5 Return of Security Deposit:** -The SD will be refunded to the supplier after execution of contract in all respects, against submissions of completion certificate and no claim certificate declared by the depot officer in the last receipt note of every stock item received.

**10.6 Forfeiture of SD :** The tenderers may specifically note Paras 0502, 0503 & 0504 of IRS conditions of contract in regard to forfeiture of SD.

**10.6.1** In the event of any breach on the part of the Contractor of the terms of the contract, or of the Contractor causing loss to the Railway Administration through fraud, negligence, or any other action (direct or contributory) of failing to pay on demand to the Railway Administration any amount which he shall be liable to pay under or by virtue of these conditions or by-law, the President of India through PCMM shall be at liberty either to confiscate the Security Deposit or to appropriate to the payment of such amount, either the whole of Security Deposit or so much there of as may be necessary to satisfy its claims and the Contractor shall pay forthwith to the Railway Administration, such sum or sums, of any amount as may be required to replace the amount so appropriated by the Railway Administration. If the Security Deposit shall be insufficient to pay the whole of such amount due by the Contractor it shall be lawful for the Railway Administration to recover any such balance by deducting the same from any amount then due or to become due by the Railway Administration to the Contractor under or by virtue of the contract or otherwise by instituting legal proceedings against the Contractor.

**10.6.2** No interest shall be payable on security deposit. The purchaser shall be entitled to deduct from the said deposit any loss or damage which the purchaser may be put to by reason of any act or default committed by the contractor and to call upon the Contractor to maintain the deposit as its original limit by making further deposits. In the event of the contractor failing to make and to maintain a security deposit in the manner aforesaid, the purchaser shall be entitled to cancel the acceptance of Tender

**10.6.3** The Security deposit will be refunded to the contractor on due fulfillment and satisfactory completion of the contract within a reasonable time and on submission of a Clearance Certificate by the Contractor to the effect that the Contractor has received all dues arising out of this contract and that he has no claim whatsoever on the President of India, against the contract.

**10.6.4** In severable contracts, each lot constitutes a different contract. In case of failure by contractor to meet deliveries for any lot, Railways may cancel the contract for defaulted part by forfeiting SD commensurate to that lot.

**10.7** Risk Purchase clause shall not be applicable.

**10.8** In exceptional cases exemption from seeking SD shall be decided prior to issue of tender (including global tenders). Exemption shall require personal approval of the authority, on case to case basis, competent to issue the tender based on estimated value thereof, but not below the SAG level including SAG officers in the field units namely CMM, ADRM, CWM, CAO, CPM.

**11.0 Acceptable Form of Earnest Money Deposit (EMD) / Security Deposit (SD) :**

**11.1** The EMD / SD in supply contracts should be in any one of these forms viz., Deposit Receipt, Pay Orders, Demand Drafts, Guarantee Bonds issued by nationalized or Scheduled Commercial Banks, Bonds of Indian Railway Finance Corporation and KRCL Bonds.

**11.2** The payment of Security Deposit and Earnest Money in the form of Pay Order / Demand Draft should be made in favour of FA&CAO / Sr.DFM payable at the respective places i.e Chennai, Trichirapalli, Madurai, Trivandrum, Palghat and Salem.

**11.3** In addition to above mentioned forms of payment, Security deposit may be paid in the form of Government Securities at 5% below the market value and a deposit in the Post Office Saving Banks also.

**12.0 Performance Guarantee :** As and when required, for Machinery and Plant items and for items requiring specified performance, the tenderer will be asked to give a Performance Guarantee ( in the form of a Bank Guarantee as per annexure uploaded on the ireps website ) to cover the performance of the item to be supplied. No separate consent will be asked from the tenderers for the same.

**13.0 Bank Guarantee:** In case, Bank Guarantee is submitted by suppliers / contractors, the same should be in the proper prescribed format for Bank Guarantee (BGs) as per annexure available in website under the link [www.ireps.gov.in](http://www.ireps.gov.in) → **public documents** → **Goods & Services**. The Bank Guarantees (BGs) to be sent to Office of the Principal Chief Materials Manager, Southern Railway, New Joint Office, Ayanavaram, Chennai-600023 by the issuing bank under registered post (AD).

**14.0 Goods and Service Tax (GST):**

Pursuant to the notification of GST Act 2017, the rate of GST as applicable to the tendered item should be correctly quoted by the tenderer, duly mentioning the HSN code.

- a) All the bidders/tenderers should ensure that they are GST compliant and their quoted tax structure /rates are as per GST Law.
- b) Bidders must be registered under GST Act and Rules. They shall invariably quote their GSTIN registration details without fail in their offer.
- c) In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/SGST Act, the Railway shall deduct the applicable GST from

his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned tax authority.

- d) The offers shall be evaluated based on the GST rate as quoted by each bidder and same will be used for determining the inter-se ranking. While submitting offer, it shall be the responsibility of the bidder to ensure that they quote correct GST rate and HSN number.
- e) Purchaser shall not be responsible for any misclassification of HSN number or incorrect GST rate if quoted by the bidder.
- f) Wherever the successful bidder invoices the Goods at GST rate or HSN number which is different from that incorporated in the purchase order, payment shall be made as per GST rates which is lower of the GST rate incorporated in the purchase order or billed.
- g) Vendor is informed that she/he would be required to adjust her/his basic price to the extent required by the higher tax billed as per invoice to match the all inclusive price as mentioned in the purchase order.
- h) Any amendment to GST rate or HSN number in the contract shall be as per the contractual conditions and statutory amendments in the quoted GST rate and HSN number, under SVC.
- i) The tenderers in their bids shall indicate the details of their Jurisdictional Assessing Officers (Designation, address & email id). In case of a contract award, a copy of the LOA/Purchase Order shall be immediately forwarded by Purchaser to the Jurisdictional Assessing Officer mentioned in the Tenderer's bid.

### **15.0 Payment Terms**

- 15.1** Payment for the stores or each consignment thereof will be made to the contractor on submission of bill accompanied by the prescribed documents mentioned in the contract.
- 15.2** Tenderers should note that normal payment terms of Railways is 100% payment after Receipt and acceptance of the material at consignee's end, irrespective of stipulation of pre-inspection by any agency.
- 15.3** In case of proven and approved suppliers with a good track record supply, 95% advance payment on proof of Receipt of the consignment ie. Receipted Challan signed by a Gazetted Officer and Inspection Certificate issued by the nominated inspection Agency as specified in the contract and balance 5% after receipt and acceptance of stores may be considered. No Advance Payment will be permitted against proof of dispatch.
- 15.4** For dispatch of material by road, it is the delivery challan of the supplier duly certified by the consignee Gazetted Officer towards receipt of material at consignee's end will constitute the proof of receipt for the purpose of payment. For rail

dispatch, clear and unqualified RR / PWB will be considered as the proof of dispatch.

**15.5** For purchase orders valuing up to Rs 5 lakhs, no advance payment will be made and only 100% payment will be made against receipt and acceptance of the material by consignee i.e., against Receipt Note.

**15.6 For Machinery & Plant items:** 80% payment will be allowed after receipt of the machine in good and acceptable condition at consignee's end against inspection certificate and the supplier's challan certified by the consignee Gazetted Officer. Balance 20% payment will be made on successful installation, commissioning and testing of the machine and also furnishing of a Bank Guarantee towards warranty obligations of the contractor for 10 % of the value of the machinery or plant.

**15.7** All tenderers are advised to indicate their Banker's name and account number in their offers. This information is needed for the purpose of cheque for payment against the contract, being issued with indication of bank account No. etc. to safeguard against misappropriation of cheque. Such information can be submitted in the web page attached with the Payment Gateway link to the e-tender.

#### **16.0 Procedure for Bill Submission by Vendors**

##### **a) Stock Items :**

- i) Where contract provides for advance payment, the supplier should submit the Bill to FA&CAO/S&W office together with Inspection certificate, certified receipted / delivery challan with supporting document such as PriceIndex for PVC Bills, fall clause declaration etc for payment.
- ii) In the case of contracts with 100% payment clause, bills in the Railway format accompanied by the Receipt Note duly certified by the consignee are to be submitted to the FA&CAO/S&W, Ayanavaram, Chennai 600 023 for payment. The Supplier's bill will not be passed for payment unless they are accompanied by the Receipt Note duly certified by the Consignee as stated above.

**b) Non-Stock items (direct delivery) :** For non-stock orders (issued for direct delivery to the Indentors), bill should be submitted by the Supplier in the Railway format in duplicate to the consignee Officer as mentioned in the order, who will forward the same to Accounts Department with certification for satisfactory completion of PO or otherwise.

**c) Submission of bills and tracking the status of payments on-line:** A new feature has been introduced on IREPS portal to enable Contractors/ Suppliers to view, at any point of time, the status of their bills for payment submitted to Indian Railways against Works, Supply or Service contracts. A user manual has also been prepared for

guidance of the Contractors/ Suppliers. The same can be downloaded through the Learning Center link on IREPS Home page.

**17.0 Procedure for Payment of Suppliers Bills :**

**17.1 Payment through NEFT:** Southern Railway has introduced payments through NEFT system for quick money transfer to the tenderers account.

- i) Tenderer to give consent in a mandate form as given below for receipt of payment only through NEFT.
- ii) Tenderer to provide the details of Bank A/C in line with RBI guidelines for the same. These details will include Bank Name, branch Name & address, Account type, Full Bank A/c Number and IFSC Code as appearing on MICR cheque issued by bank.
- iii) Tenderer to attach certificate from their bank certifying the correctness of all above mentioned information ( As mentioned in para (ii) above). The original cancelled cheque duly certified by the bank should be enclosed by the supplier
- iv) Firms to attach scanned copy of their mandate form along with their offers if not already executed and send original to FA&CAO/S&W/SR. Purchase orders will not be issued without this mandate forms.

**17.2 Format for NEFT mandate Form :**

1.	Supplier Name:(as per Account)	
2.	Supplier Address:	
3.	Supplier's email ID	
4.	Bank's Name	
5.	Bank's Branch Name	
6	Branch Address :	
7	Type of Account (SB/CA/CC etc.)	
8	Supplier Account No (as appearing on the Cheque book in full)	
9	IFSC CODE (11 Digits) For NEFT	

**18.0 PAN Number:** Tenderers to indicate the I/Tax PAN details and enclose a Photocopy of the same.

**19.0 Drawings and Specifications:**



**19.1** Drawings and Specifications if any as indicated in the Tender Schedule can be had on payment from RDSO/ Lucknow, DLW/Varanasi, ICF/Chennai, CLW/Chittaranjan, CME, CEE and CSTE /S.Rly etc.who has issued the drawing.This has to be arranged by Tenderer, before quoting against the tender.

**19.2** Counter offer, if any, should be indicated with full details i.e. the Drawing No. &/or specifications No. etc., and scanned copies of such Drawings / specifications should be attached with e-tender, failing which the offer may not be considered. The counter offers are liable to be rejected if there are other offers to specifications tendered for or even otherwise.

**19.3** Test certificates of the manufacturers should be furnished along with the supply for such stores for which tests are prescribed in specifications.

**20.0 Sample Clause ( where samples are called for indeterminate parameters of specification )**

**20.1** The tenderer should ensure that adequate numbers of sealed samples of same quality as required in the tender schedule, where called for, are received in the office of PCMM before the Tender opening date and time, failing which offers will be rejected summarily.

**20.2** Each sample should have a card affixed to it giving particulars of

- (a) Firms name and address
- (b) Tender Number
- (c) Date & Time of Opening of Tender
- (d) Item No. of schedule against which tender sample submitted, and
- (e) Any other description, if necessary written on it

**20.3** Samples should not be sent unless specifically called for in the tender schedule.

**In case anything stipulated in the tender conditions are at variance with the special conditions / tender schedule mentioned herein, the special conditions/tender schedule mentioned in particular tender schedule will prevail. If technical specification prescribe any condition involving financial repercussion, which is in conflict with instructions to tenderers, IRS conditions, special conditions of contract (except warranty/guarantee period), then same will be ignored for tender evaluation purpose unless made a special condition of tender.**

## **PART-B TENDER CONDITIONS**

- 1.0 Validity of offers:** The tenderers are requested to keep the validity of their offers open for a minimum period of 90 days or as stipulated in the tender. However the administration reserves the right to consider offers with lesser validity period , in case the said firm(s) is / are willing to extend, if so required, validity of their offers for 90 days or as stipulated in the tender.

Offer(s) of tenderer(s) not willing to extend the validity as stated above will be rejected and such tenderer(s) will not have any claim for consideration of their offer(s).

### **2.0 Quantity to be ordered :**

- 2.1** The Principal Chief Materials Manager / Southern Railway acting on behalf of the President of India is not bound to accept the lowest or any tender, nor to assign any reason for not doing so and reserve to himself the right to accept any tender in respect of the whole or any portion of the items specified in the tender and contractor shall be required to supply at the rate quoted / accepted.
- 2.2** Railway reserves the right to cancel the tender in whole or order either for full or part quantity tendered without assigning any reason. The rates quoted by the Tenderers for full tendered quantity would be taken as valid for part quantity also.
- 2.3** Railway also reserve the right to order the tendered quantity or part thereof on an existing contract by operating quantity option clause at lower rates (if available) than the rates quoted in this tender.
- 2.4 Option Clause:-** (Applicable for tenders wherever specifically mentioned in the tender conditions as applicable) :-The purchaser reserves the right to increase the order quantity by a quantity not exceeding 30% of the ordered quantity on the same price and terms and conditions during the currency of the contract by giving reasonable time / notice for executing such increase to the contractor.
- 2.5.1** Option Clause can be exercised anytime within the Delivery period, by giving reasonable notice
- 2.5.2** 'Reasonable notice' as mentioned above is only for the purpose of allowing the contractor suitable time to make necessary arrangements for the supplies and not for seeking any consent from the contractor towards exercise of the contractual option clause. To this end, a reasonable delivery schedule for the enhanced ordered quantity stipulated in the relevant Modification Advice to the contract will suffice
- 2.6** In a contract that provides for quantity option clause, in case Delivery Period is extended either for the full ordered quantity or a part quantity which remained unsupplied on the date of expiry of the original delivery period, then during the extended delivery period also, quantity variations can be made on the total ordered quantities.

### **3.0 Eligibility Criteria :**

**3.1 Ordering on Approved Sources :** Railway procure some of the items from approved sources. Approved vendors of RDSO, CLW, BLW, RCF, ICF, MCF and CORE as available on UVAM only shall be considered valid directories for all purposes by all Stakeholders. Granting of Approval is a continuous ongoing activity, therefore vendor list can undergo changes after opening of tender. The approval status of the firm shall be reckoned as on the date of tender opening and not thereafter. But in case of downgrading / removal / suspension / banning etc after opening of the Tender, such changes will be taken into account while deciding tenders. This however does not apply for placing small quantity contracts on new sources, as their capacity & capability will only be ascertained before placement of developmental order.

**3.2 Ordering on Approved Vendors:** Wherever there is a restriction policy to procure the item from approved sources, the same will be followed as under:

**3.2.1** It may specifically be noted that approval of a vendor only signifies its technical capability to supply the items for which it has been approved / registered and it is quite likely that such vendors differ in terms of capacity, past performance etc. The quantity to be ordered on approved sources, therefore, will be decided duly considering factors such as past performance, capacity, delivery requirements, quantity under procurement, nature of items and outstanding order load etc. and the tender conditions in fair transparent and equitable manner.

**3.2.2** Wherever necessary, as per policy of procurement, bulk purchase will be made only from those firms who have been approved by RDSO / Productions Units / CORE etc. Vendors participating in tender shall have such approvals before opening of tender for the items tendered to manufacture and supply the same. The tenderers should attach scanned copies of such approval letters and approved QAP, along with their e-offers.

**3.2.3** Minimum 80% of the net procurement quantity (NPQ) shall be ordered on “Approved Vendors”

**3.2.4** It is clarified that approved and registered are one and same for the items approved by the nodal agencies such as RDSO / PUs / CORE etc.

**3.2.5** It is clarified that Railway units, other than the concerned nominated vendor approving agencies, are permitted only to place orders either on developmental vendors or approved vendors, for the items which are restricted to be procured from vendors listed on UVAM. No orders can be placed by Railway units, other than nominated vendor approving agencies, on vendors who are not “Developmental Vendors”. or “Approved Vendors”. For clarity, it is re-iterated that “Developmental Vendors” are only such vendors which are listed as developmental vendors on UVAM without any condition.

### **3.3 Ordering on new / developmental sources :**

- (a) If the tendering firm (s) is not approved by RDSO/PUs/CORE, then they must submit their credentials details i.e Machinery and Plant, Testing Facilities, QAP, Technical Manpower

etc. to evaluate their capacity cum capability. Failure to furnish requisite credentials details will make their offer liable to be ignored.

- (b) The Tenderers to specifically note that there is no policy of placing bulk orders on developmental sources for restricted items, even though firm might have been approved as source under development.

**(c) When the vendor approving / registering agency grades vendors only as registered / approved vendors:**

The Developmental order can be given upto 20% of the NPQ on unregistered / untried firms about whom Railway is prima facie satisfied that they are capable of executing the order. This 20% quantity will be within the NPQ. However, there may be some cases of procurement of materials where Railways may not be willing to undertake the risk of the failure on the part of the supplier on whom the developmental orders have been placed. In such cases, Railway may go in for increased purchase quantity in consultation with Finance and keeping in view budgetary and other aspects so that 100 percent order could be placed on registered / approved suppliers and quantity not more than 20% of NPQ could be placed as a developmental order outside the NPQ

- (d) 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. Quantity allocation among eligible vendors shall be based on pre decided tender criteria. Such orders shall be treated as bulk orders

**3.4. Procurement from (OEM's) manufacturers or authorized agent / dealers:**

OEMs can authorize and give Tender Specific Authorization to its Agent / dealers to quote on their behalf provided the vendor takes full responsibility for the quality of the material including warranty obligation and the inspection of product against Railway's order is carried out at the manufacturer's premises.

- 3.4.1 (a)(i)** In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/Product in the same tender.

ii) In a tender, if Indian agent on behalf of the Principal/OEM or Principal/OEM bids simultaneously for the same item/product in the same Tender, then both the offers will be considered ineligible and will be summarily rejected.

- (b)(i) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

(ii) If an agent submits bids on behalf of the Principal/OEM and also on behalf of another Principal/OEM in the same tender for the same item/Product, then Both offers will be considered ineligible and will be summarily rejected.

(c) In view of the above, Manufacturer may note that an agent can represent only one firm in a tender and any manufacture cannot submit more than one offer Against a tender through different sole selling agents or one offer directly and Other offers through sole selling agents, in other words, in a tender, either the Indian agent on behalf of the Principle/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same items/product in the same tender. In such a situation all the offers will be rejected. Also a “100% Indian Subsidiary” of the foreign firm cannot bid through another agent. The Relation between the Principal/OEM & Agent or Indian Subsidiary(100% or Otherwise) should be contractually established and clear.

(d) The above conditions shall apply for all types of Tenders.

**3.4.2** “In case of imported goods, where the agent directly imports the goods in its own name or by the OEM on whom the order is placed, the submission of copies of import documents (Bill of Entry) is mandatory and the same should accompany the supplies.”

### **3.5 Acceptance of Offers from unregistered and untried firms through advertised tenders :**

**3.5.1** Where the tendered item is not covered by restrictive procurement policy from approved sources, all unapproved, unregistered and untried firms should furnish along with their quotation the following :

- a) The performance statement in the prescribed pro forma given in e-tender regarding supplies made by them against contracts received from other Railways, DGS&D and other agencies for similar stores in the past 3 years.
- b) Details of equipment they possess for manufacture of the tendered item including quality control.
- c) Details of technical manpower employed.
- d) The name and full address of their Bankers and Income Tax PAN number.
- e) ISO 9000 / 14000 / 18000 certificates, whichever is applicable.
- f) Details of EMD paid and willingness to pay SD

**3.5.2** At least 80 percent of the procurable quantity will be covered invariably on the registered / approved suppliers. The balance quantity up to 20 percent could be covered on the unregistered firms whose capacity could not be tried by an educational order earlier but whose offers are competitive and prima facie the Railway is satisfied that they are capable of executing the order.

**3.5.3.** There may also be some cases where the Administration may consider after due verification that the new supplier who has quoted competitive rate is having the required capacity-cum- capability and in those cases the Railway Administration may place bulk orders on these suppliers straightaway.

### **3.6 Consideration of unsolicited offers against Limited / Bulletin tender enquiries :**

**3.6.1** Unsolicited offers received against Limited Tender enquiries and offers from the firms against Bulletin tender enquiries for which they are not registered with the Railways for the tendered items, will normally be ignored. However, Railway reserves the right to consider such offers under exceptional circumstances, where it is felt necessary to consider such offers, on account of - inadequate competition, non-availability of suitable quotation from registered suppliers, urgent demands, capacity / capability of the firm offering to supply the relevant item being known and rates received are reasonable etc.

### **3.7 Time Preference Orders :**

- 3.7.1** In cases where it is decided to accept a higher price than the lowest tender in consideration / interest of earlier delivery, passing over the lowest acceptable offer, following conditions will apply :

“It should be noted that if a contract is placed on a higher tenderer as a result of this invitation of this tender, in preference to the lowest acceptable offer, in consideration of offer of earlier delivery, the contractor will be liable to pay to the Government the difference between the contract rate and that of the lowest acceptable tenderer on the basis of final price, FOR destination including all elements of freight, sales tax, local taxes, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract. This is in addition and without prejudice to other rights under the terms of Contract.”

- 4.0 Cartel formation by approved vendors :** The tenderers are expected to quote rates which are most competitive and reasonable, commensurate with market trend in fair competition.

- 4.1** Wherever all or most of the approved firms quote equal rates and cartel formation is suspected, Railways reserve the right to place order on one or more firms with exclusion of the rest without assigning any reasons thereof.
- 4.2** Firms are expected to quote for a quantity not less than 50% of tendered quantity. Offers for quantity less than 50% of tendered quantity will be considered unresponsive and liable to be rejected in case cartel formation is suspected. Railways, however reserve the right to order any quantity on one or more firms.
- 4.3** The firms who quote in cartel may note that their names are likely to be deleted from approved list.
- 4.4** The present policy of distribution of ordering quantities on approved sources and new sources, based on the status of approval obtaining on the date of tender opening will be followed in normal circumstances. However in tenders, where cartel formation is suspected, the purchaser will be free to distribute the ordering quantities in any manner deemed fit in the interest of the administration ignoring the status of approval.
- 4.5** In the event of the offers conforming to any aspect of the definition of cartel mentioned in “The Competition Act 2002 (12 of 2003)”, in addition to the existing remedies, the purchaser also reserves the right to refer the matter to the Competition Commission of India (CCI), which is a statutory body constituted under “The Competition Act 2002 (12 of 2003)”, for providing necessary relief to the Purchaser who represent Central Government organisation serving the public. In addition, the purchaser also draws attention of the tenderers to Chapter VI of the “The Competition Act 2002 (12 of 2003)” which deals with Penalties. This will be in addition to other rights and remedies available to the Railway Administration under the Contract and Law.

**4.6** Whenever tender is floated with purchase restriction from sources approved by nominated authorities and there exists a suspected cartel situation by approved sources or the rates available from approved source/sources are adjudged unreasonably high, despite fair efforts as permissible, the purchaser reserves the right to place orders on firms outside the approved vendors list, without any restrictions.

## **5.0 Splitting of tendered quantity:**

### **5.1 Case of no prior decision to split the order:**

Normally full order should be placed on the L1 firm. However, if after due processing it is discovered that the quantity to be ordered is more than what L1 alone is capable of supplying and there was no prior decision to split the quantities then this aspect should be recorded in TC Minutes/Acceptance in direct acceptance cases. The quantity being finally ordered will be distributed among the other bidders in a manner that will be fair, transparent and equitable manner with a specific note of past performance, capacity, delivery requirements, quantity to be procured, nature of the items and outstanding order load etc.

### **5.2 Case for pre-decided split ordering:**

It has to be decided in advance to have more than one source of supply on account of delivery requirements in tender, past performance and capacity, quantity under procurement and nature of the items. Following provision shall be applicable in all such cases of pre-decided split ordering:

**5.2.1** The Purchaser reserves the right to distribute the procurable quantity on one or more than one of the eligible tenderers. Zone of consideration of such eligible tenderers will be the right of the Purchaser. The zone of consideration will be a dynamic mix of inter-se position of firms, supply performance of the firms, quantity being procured critically of and lead time of supply of the item, number of established suppliers, their capacity etc.

**5.2.2** Whenever such splitting of the procurable quantity is made, the quantity distribution will depend (in an inverse manner) upon the differential of rates quoted by the tenderers (other aspects i.e adequate capacity – cum-capability, satisfactory past performance of the tenderers, outstanding orders load for the Railway making the procurement, quoted delivery schedule vis-à-vis the delivery schedule incorporated in the tender enquiry etc. being same / similar) in the manner detailed in the table below:

<b>Price differential between L1 and L2</b>	<b>Quantity distribution ratio between L1 and L2</b>
Up to 3%	60 : 40
More than 3% and upto 5%	65 : 35
More than 5% and upto 15%	At least 65% on the L1 tenderer. Quantity distribution will be decided by TC / TAA based on the price differential (i.e) More the price differential more will be the quantity on L1.
More than 15%	No splitting will be done in normal circumstances. However, can be decided by TC / TAA based on the merits of the case.

**5.3** If splitting of quantity is required to be done by ordering on tenderers higher than the L2 tenderer, then the quantity distribution proportion amongst the tenderers will be decided by transparent / logical / equity based extrapolation of the model as indicated in Para 5.2.2 above.

**5.4** There could be situation when between the lowest firm considered suitable for bulk quantity (L1 firm 'A') i.e. for 65% of NPQ and another firm ( L4 ) considered suitable for bulk quantity order, in between there are firms who are considered suitable only for part quantity i.e. for developmental order, splitting will be done between these two firms.

In such cases, developmental orders shall be given its proportion i.e. out of 35% of the balance NPQ, as detailed below:

(a) L2 and L3 firms will be considered for orders within the overall ceiling of 20 % (of 35% of NPQ) based on the price differential between L2 and L3 firms.

(b) L4 firm (Approved / registered ) will get balance quantity.

**5.5** In cases of pre-decided splitting, if the purchaser decides not to split the ordered quantity, the reason for the same should be recorded in TC Minutes/Acceptance in direct acceptance cases.

**5.6** For cases where the Railways / Production Units has entered into ToT/JV agreements, the following clause should be stipulated as tender conditions:

“As the Railway has entered into ToT/JV agreements with ....no. of firms, they reserve the right to place orders on all such ToT / JV agreement partners. However for ratio / proportion of quantity distribution among such agreement partners, conditions as detailed in 4.2.2, 4.3 and 4.4 shall apply with the exception that the aspect of per-se reasonability will not be applicable”.

**5.7** In the cases of inadequate capacity-cum-capability, dissatisfactory past performance, large quantity of outstanding orders (liquidation of which will take very long time) etc., the Purchaser shall have the right to distribute the procurable quantity amongst tenderers with due consideration to these constraints and in such a manner as would ensure timely supply of materials in requisite quantity to meet the needs of operation, maintenance, safety etc. of the Railways, regardless of inter-se ranking of the tenderers and in a fair and transparent manner with due conformity to the Principle of natural Justice and Equity.

## **6.0 Supply of Materials**

**6.1 Risk in the Stores :** As per IRS conditions of contract para 1501, the contractor shall perform the contract in all respects in accordance with the terms and conditions thereof. The stores and every constituent part thereof, whether in possession or control of the Contractor, his agents or servants and the purchaser, his agents or servants, shall remain in every respect at the risk of the contractor until their actual delivery to the consignee at the stipulated place or destination or, where so provided in the acceptance of tender



until their delivery to a person specified in the schedule as interim consignee for the purpose of dispatch to the consignee. The contractor shall be responsible for all loss, destruction, damage or deterioration of or to the stores from any cause whatsoever while the stores after approval by the Inspecting Officer are awaiting dispatch or delivery or are in the course of transit from the Contractor to the consignee or, as the case may be, interim consignee. The contractor alone shall be responsible to make claim against Railway Administration or other Carrier in respect on non-delivery, short delivery, misdelivery, loss, destruction, damage or deterioration of the goods entrusted to such Carrier by the Contractor for transmission to the consignee or interim consignee as the case may be.

## **6.2 Terms of Delivery :**

- (a) Mode of dispatch should be by road.
- (b) Suppliers should clearly quote destination wise, with free delivery at destinations.

## **6.3 Delivery Schedule :**

- (a) Firms are required to quote in accordance with delivery requirement as per tender. In case of major deviation, their offer is liable to be ignored.
- (b) The delivery period quoted by the firm should be very specific and cogent instead of vague terms like 2 to 32 weeks or 2 to 10 months. Such offers will be considered with longest delivery period for the purpose of tender evaluation. Such offers are liable to be ignored in preference to offers with earlier deliveries.
- (c) Railway prefers deliveries in installments. Therefore firm should quote supplies in installments, they intend to deliver and with completion date / month, so that contract can be made severable.
- (d) **Delay & Default by Supplier:** If the Contractor fails to deliver the stores or any installment thereof within the period fixed for such delivery in the contract or as extended or at any time repudiates the contract before the expiry of such period the Railway may without prejudice to other rights :-
  - (i) Will recover from the contractor, as agreed, Liquidated Damages and not by way of penalty, a sum equivalent to @1/2% (**half percent**) of the price of the store (including elements of taxes, duties, freight, etc) **per week or part of the week** during which delivery is accepted and the upper limit for recovery of LD in supply contracts is 10% (ten percent) of the **value of contract** irrespective of delays, unless otherwise provided, specifically in the contract.

**6.4. Default to supply the material:** In case, the tenderer after placement of the purchase order, defaults to supply the material within the delivery date / extended DD, the purchaser reserves the right to initiate action as under :

A. Wherever SD has been taken, in respect of orders, for Safety as well as non-safety items, SD will be forfeited & unsupplied quantity will be procured

independently without risk and cost of the original firm / supplier of the defaulted contract. In these cases, adverse performance of the supplier will be recorded and intimated to the approving agencies (i.e RDSO/ PUs/CORE/NSIC etc) wherever applicable, which shall be taken into account in future tender.

**B.** Notwithstanding anything contained herein the Railway Administration shall be at liberty to forfeit the Security Deposit or recover and adjust from the Security Deposit and other amounts of the Contractor that may be lying with the Railway, any loss suffered on account of the breach of contract arising on account of refusal or failure on the part of the Contractor to perform the contract.

## **7.0 Inspection Clause :**

7.1 Final inspection & acceptance of material will be done by the consignee after its receipt.

7.2 Material to be pre-inspected by RDSO or RITES at Railways option, or as stated in this Tender Enquiry. Tenderers are requested to quote, to quote accordingly. At a later date any request for change in inspection clause will not be considered.

7.3 Material peculiar to Railway such as parts and fittings of rolling stock except raw material, which have been found rejected during inspection and which could not be rectified, are to be defaced by the inspecting authority to avoid recycling of such rejected material and to avoid ultimate failures of assets. All such rejected materials peculiar to Railways will be mechanically defaced to prevent sale to Railways again.

7.4 In case the firm fails to offer the material for inspection against inspection call issued to inspection agency or if the material have to be re-inspected due to rejection of the material at the firm premises by the inspecting agency or due to non-despatch of material within validity of inspection certificate, then 50% of the inspection charges applicable for the offered quantity subject to maximum of Rs 5,000/- and actual test charges incurred will be paid by the supplier to the inspecting agency.

7.5 For authorised dealers/ Agents the inspection of material will be done at the manufacturers premises only.

7.6 All articles ordered are subject to inspection, test and approval by an officer of this Railway irrespective of any other inspection indicated in the Purchase Order. Supplies not in accordance with the order will be rejected and the Principal Chief Materials Manager will be at liberty to cancel the order and re-purchases at the risk and cost of the defaulting firm. Cost of test on supplies rejected will be recovered from Suppliers. The Test Report of the Railway will be final and binding on the Contractor

## **7.7 The tenderers to specifically note that :-**

7.7.1 In cases where only a portion of the stores ordered is tendered for inspection at the fag of the delivery period and also in cases where inspection is not completed in respect

of the portion of the stores tendered for inspection during the delivery period, the purchaser reserves the right to cancel the balance quantity not tendered for inspection within the delivery period fixed in the contract at the risk and expense of the Contractor without any further reference to him. If the stores tendered for inspection during or at the fag end of the delivery period are not found acceptable after carrying out the inspection, the purchaser is entitled to cancel the contract in respect of the same at the risk and expense of the Contractor. If, however, the stores tendered for inspection are found acceptable, the purchaser may grant an extension of the delivery period subject to the following conditions :-

7.7.1.1 The purchaser has the right to recover from the contractor under the provisions of clause 0702 (a) of I.R.S. conditions of Contract liquidated damages or the difference in rate if the same material is purchased at a cheaper rate (with the consent of the firm)- which ever is higher, on the stores which the contractor has failed to deliver within the period fixed for delivery.

7.7.1.2 That no increase in price on account of any statutory increase in or fresh imposition of Customs Duty, Excise Duty, Sales Tax or on account of any other tax or duty leviable in respect of the stores specified in Contract which takes place after the date of the delivery period stipulated in the contract shall be admissible on such of the said stores as are delivered after the date of the delivery stipulated in the contract.

7.7.1.3 That notwithstanding any stipulation in the contract for increase in price on any other ground no such increase which takes place after the date of delivery stipulated in the Contract shall be admissible on such of the said stores that are delivered after the expiry of the delivery period stipulated in the Contract.

7.7.1.4 But nevertheless, the purchaser shall be entitled to the benefit of any decrease in price on account of reduction in or remission of Custom Duty, Excise Duty, Sales Tax or on account of any other tax or duty or on any other ground as stipulated in the price variation clause which takes place after the expiry of the date of delivery stipulated in the contract.

7.7.2 The contractor shall not dispatch / deliver the stores till such an extension in terms of para 1 (a) to (d) above is granted by the Purchaser & accepted by the contractor. If the stores are dispatched by the contractor before an extension letter as aforesaid is issued by the purchaser and the same are accepted by the consignee, the acceptance of the stores shall be deemed to subject to conditions para 1 (7.7.1.1. to 7.7.1.4) above.

7.7.3 In case where the entire quantity has been tendered for inspection within the delivery period stipulated in the contract and the purchaser choose to grant an extension of the delivery period the same would be subject to the conditions (7.7.1.1. to 7.7.1.4) mentioned in Paragraph 7.7.1 above.

## **7.8 Operationalization of Engagement of Third-Party Inspection (TPI) agencies**

To be attached with all the tenders to ensure compliance of Railway Board instruction as per Annexure 13

### **8.0 Price Variation Clause :**

#### **8.1 Railways, in general, prefer firm price contracts.**

**8.2. In a tender, where no price variation has been incorporated by the Railway in the tender schedule, tenderers are to quote on firm price basis. Offers with Price Variation Clause in such a tender will be summarily rejected.**

8.3. However, there may be cases of procurement of stores, which are raw-material (Steel/ Non-Ferrous) intensive, wherein the tender schedule itself will indicate Price Variation clause along with the PVC formula, generally based on following Price Variation Clauses:-

- a) IEEMA PVC for the items covered by IEEMA formula.
- b) Railway Board's/CORE's PVC for items covered by such formula.
- c) DGS&D's PVC for the items which are covered by such formula etc.
- d) PVC based on prices of HCL, HZL, SAIL, LME, BME etc.
- e) PVC based on WPI
- f) For those items, which are not covered by any of the aforesaid PVC, other PVC specific for such stores (e.g. Import items subject to variation in CD/FE) may be considered, if found to be in order.

8.3.1 In tenders floated with PVC by Railways, tenderers are advised to quote as per specific PV formula given in the tender schedule. **Offers with deviation in the PV formula other than the one as prescribed in the tender schedule will be summarily rejected. Offers from tenderers quoting with fixed price, where Railway has incorporated pre-defined PV formula, will be summarily rejected.**

8.4 Tenderer who quote with price escalation on account of raw material in the tenders will please note that such escalation claims will be subject to verification by the Financial Adviser and Chief Accounts Officer of the Railway with reference to the records that may be called for from them. Successful tenderer will be required to produce complete records, at the time of submission of bill for verification / examination of their claims under price escalation before their claims are accepted. If the tenderer fails to establish his claim by producing unsatisfactory records before the FA & CAO of this Railway, their claim will be disallowed and/ or proportionately reduced.

8.5 In case of entire or severable contract, with staggered delivery schedule, the PVC claims if any, will be restricted for that particular quantity of supply required to be completed in that

period, as indicated in the original delivery schedule, irrespective of the fact, whether the supply has been made/completed subsequently, within the overall delivery schedule of the contract.

8.6 In case of tenders floated with PVC in tender schedule, all the offers shall be updated based on indices as prevailing one month(i.e.30 days) prior to the date of opening(excluding the date of opening) for PVC updation purpose. Evaluation of offers and determination of inter-se ranking will be based on updated offers as on one month (i.e.30 days) prior to the date of opening of the tender(excluding the date of opening) .

8.7 In all other cases, evaluation and determination of interse ranking will be done as on the date of opening.

## **9.0 Price Fall Clause**

### **9.1 Applicable only to Rate Contracts**

**9.1.1** Fall Clause shall be applicable only to Rate Contracts and shall not be applicable to Fixed Quantity Contracts including Running Contracts

**9.1.2** The Text of fall clause applicable **For Rate Contracts:-**

“ The price charged for the stores supplied under the Contract by the contractor shall in no event exceed the lowest price at which the contractor sells the stores or offer to sell stores of identical description to any persons / organizations including the purchaser or any Department of Central Government or any Railway Office or any Railway undertaking, as the case may be during currency of the contract. The lower price will be applicable to supplies made after the date of coming into force of such reduction or sale or offer to sell at a reduced rate.”

“If at any time during the said period the contractor reduces the sale price, sells or offers to sell such stores to any persons, organizations including the purchaser or any Department of Central Government or any Railway Office or any Railway Undertaking as the case may be at a price lower than the price chargeable under the contract, they shall forthwith notify such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale, shall stand correspondingly reduced.”

9.1.3 The Contractor shall furnish the following certificate to the concerned Account Officer along with each bill for payment of supplies made against the contract.

“I / We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered / sold by me/us to any person / organization including the purchaser or any Department of Central Government or any Railway Office or any Railway Undertaking as the case may be, up to the date of bill, at a price lower than the price charged to the Government under the contract. “

**9.2** Price Fall Clause is applicable only to **Rate Contracts** as per text in para 9.1.2 above :

**9.2.1** Besides, the above stipulation will however not apply to :

- (a) Exports by the Contractor
- (b) Sale of goods as original equipment at price lower than the price charged for normal replacement
- (c) Sale of goods such as Drugs which have expiry dates.

**9.2.2** The Contractor shall furnish the following certificate to the concerned FA & CAO along with each bill for payment of supplies made against the Rate contract.

“I / We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered / sold by me/us to any person / organization including the purchaser or any Department of Central Government or any Railway Office or any Railway Undertaking as the case may be, up to the date of bill / the date of completion of supplies against all supply orders placed during the currency of the contract at a price lower than the price charged to the Government under the contract for quantity of Stores Categories under sub clauses (a), (b) and (c) of Sub para 9.2.1.

**9.2.3 Note:-** The contractor will also inform the FA&CAO concerned and Principal Chief Materials Manager as soon as supplies against all orders placed against the rate contract are completed.

## **10.0 Book Examination Clause :**

**10.1** The tenderers are to agree for the Standard Book Examination Clause as stated below. In case the tenderer do not agree to this clause, it is made clear that under Section 209-A of Companies Act, the Government have got powers to examine the book of the company. The Book Examination Clause can be invoked wherever it is felt by the purchaser that the rates quoted by the firm is unreasonable with due regard to the previous purchase rates, price trends intrinsic worth of the items.

- (i) The contractor shall whenever called upon and requiring to produce or cause to be produced for examination by the Government Officer duly authorized in that behalf, any cost or other account book of account voucher, receipt, letter, memorandum paper and writing or any other copy or extract from any other such documents and also furnish information relating to such transaction and produce before the duly authorized Government Officer returns verified in such manner as may be required relating in any way to the execution of this contract or relevant for verifying or ascertaining the cost of execution of this contract ( the decision of such Government

Officer on the question of relevancy of any document, information or return being final and binding on the parties). The obligation imposed by this clause is without prejudice to the obligation of the Contractor under any statute, rules or orders shall be binding on the contractor.

- (ii) The Contractor shall, if the authorized Government Officer so requires (whether before or after the prices, have been finally fixed), afford facilities to the Government Officer concerned to visit the Contractor's works for the purpose of examining the process of manufacturing and estimating or ascertaining the cost of production of the articles. If any portion of the work be entrusted or carried out by a sub-contractor or any of its subsidiary or allied firm or company, the authorized Government Officer shall have the power to examine all the relevant books of such sub-contractor or any subsidiary or allied firm or company and it shall be opened to his inspection as mentioned in clause (1).
- (iii) If on such examination, it is established that the contracted price is in excess of the actual cost plus reasonable margin of profit, the purchaser shall have the right to reduce the price and determine the amount to a reasonable level.
- (iv) Where a contract provided for book examination clause the Contractor or its agency bound to allow examination of its books within a period of 60 days from the date the notice is received by the Contractor, or his agencies calling for the production of documents as under clause (i) above. In the event of Contractor's or his agencies failure to do so, the contract price would be reduced and determined according to the best judgement of the purchase which would be final and binding on the Contractor and his agencies.

**11.0 Warranty / Guarantee period :** Warranty / Guarantee clauses as per IRS Conditions of Contract are normally applicable. The contractor should guarantee that the said goods / stores / articles would continue to conform to the description and quality as aforesaid, for a period of 30 months after their delivery and this warranty shall survive notwithstanding the fact that the goods/stores/articles may have been inspected, accepted and payment thereof made by the purchaser. If a longer/shorter period of warranty/guarantee is specified in the 'Particulars' mentioned under clause 0111 of IRS Conditions of Contract (Revised) or any other contract documents, same shall be applicable instead of period specified in this clause.

**11.1** The warranty clause, wherever mentioned in the technical specification of the item under procurement, if at variance with the standard warranty clause prescribed in IRS conditions of contract, the warranty clause as per technical specification will prevail.

**11.2** For Machinery & Plant etc., the Tenderer should abide by the following Guarantee Clause:--

The Contractor guarantees that the Stores which he supplies will be built fully in accordance with Specifications and will operate properly. In all cases the Contractor guarantees that his design would strictly follow the drawings with modifications if any

that are notified in respect of each type. The Contractor further guarantees that the Stores will be free from defects in material and workmanship provided that the Contractor's liability in this respect shall be limited to the furnishing and installation or replacement parts free of any charge, of the repair of defective parts only to the extent that such replacements or repairs are attributable to or arise from faulty workmanship or material, or design in the manufacture of the stores. All replacement parts shall be shipped by the contractor C.I.F Indian Port, from which point the purchaser shall clear through customs and deliver at his expense to inland destination. If the contractor so desire the replace parts can be taken over by the Representatives in India for disposal as he deems fit, within a period of three months from the date of receipt of replacement parts. At the expiry of this period, no claim whatsoever shall lie on the Purchaser.

It shall be a condition of the guarantee hereunder that any defects complained of shall be brought to the Contractor's attention within a reasonable time of their being first discovered. The guarantee herein contained shall not apply to any material which shall have been repaired or altered by the Purchaser, or on his behalf in any way so as to affect its strength, performance or reliability, or to any defect to any part due to misuse, negligence or accident.

The guarantees herein shall expire in respect of each item of stores, on the expiration of 30 months from the date of its delivery in India or 24 months from the date of its placing in service whichever is earlier, except in respect of defects notified to the Contractor prior to expiration of such date. All replacements and repairs that the Purchaser shall call upon the Contractor to deliver or perform under the guarantee shall be delivered and performed by the Contractor promptly and satisfactorily.

Any approval or acceptance by the Purchaser of the stores or of the materials incorporated therein shall not in any way limit the Contractor's liability hereunder. The decision of the Purchaser in regard to Contractor's liability under the guarantee shall be final and conclusive.

## **12.0 Negotiations :**

In case of negotiation, the tenderer will have to depute their authorized representative to attend the negotiation along with proper authority letter, who can take on the spot decisions as may be required in the matter. They have to give the following declaration before the negotiation:-

### **“DECLARATION**

I ..... do hereby declare that in the event of failure of the contemplated negotiations relating to Tender No..... opened on ..... my original offer shall remain open for acceptance on its original terms and condition upto .....

I also declare that I am aware that during this negotiation, I cannot increase originally quoted rates against any of the individual items and that in the event of my doing so, the same would



not be considered at all i.e. reduction in rate during negotiation alone would be considered and for some items if I increase the rates, the same would not be considered and in lieu my originally quoted rates alone would be considered and my offer would be evaluated accordingly.”

**13.0 Evaluation of the offers :** The Inter-se position of all offers received will be decided item wise / consignee wise unless stated otherwise in the tender schedule.

- (a) Rates quoted without any condition attached (viz. discounts having linkages to minimum order quantity, prompt payment, prompt Receipt Note etc.) will only be considered for tender evaluation purpose. Thus discounted rates - linked to minimum order quantities and prompt payment etc will be ignored for calculating inter-se position. Southern Railway however reserves the right to use the discounted rate / rates if considered workable and appropriate for counter offer to the successful tenderers. Though the rates without any conditions attached will only be considered for evaluation purposes, this does not preclude Southern Railway from making counter offer of rates of any of the discounted offers.
- (b) The tenderers should note that tender quantity is only approximate and subject to variation at the time of actual finalisation of the tender. Moreover, as per the terms and conditions of the tender, the purchaser also reserves the right to accept the offer for the full quantity or part thereof tendered.
- (c) All inclusive cost comprises of Basic Rate, Excise Duty, Sales Tax, Packing charges, Forwarding charges, Insurance (if any) and Freight charges up to destination and any other charges quoted by the Tenderer. This will be calculated by the e-procurement system and displayed in tabulation statement.
- (d) All offers will be arranged in ascending order of the all inclusive cost as calculated by the System.
- (e) Time preference orders on higher tenderers with assurance of earlier delivery in preference to lowest acceptable offers with longer delivery can be placed by Southern Railway in case of emergency / urgent requirement.
- (f) Any conditions in the e-offers, involving financial angle, if stipulated elsewhere other than “financial rate page” will not be taken into account for tender evaluation purpose and decision making, as the e-procurement system can not calculate all inclusive cost in such cases.
- (g) For any statutory variations such as Excise Duty and Sales Tax announced by the Central Government the inter-se ranking of the offers shall be evaluated as per the tax regime as applicable on the date of tender opening.

**14.0 Marking of material Supplied :** The contractor should indicate the Manufacturers Name / Month and Year of manufacturing / Purchase Order Number by process of Stamping / etching / embossing as appropriate or as specified in specification, in order to identify the suppliers in case of premature failure of the materials in actual use. The location of

these identification should be such that they do not get obliterated on wear and tear and without affecting the functional utility and structural stability of the components / materials.

### **15.0 Benefits of MSE/ Startups{whether Micro & Small Enterprises (MSEs)} or otherwise as per Public Procurement Policy**

15.1 The Public Procurement Policy envisages extending certain benefits / preferential treatment to MSEs and making efforts for development of appropriate vendors and enhancement of their participation in government procurements. In order to avail themselves of such benefits and preferential treatment, the MSEs must be registered with the following: -

(i) Udyam Registration.

15.2 In pursuance of the Public Procurement Policy on MSE, it has been decided that

- (i) Tender sets shall be provided free of cost to all MSEs registered with agencies mentioned at Para (i) above irrespective of relevance of product Category.
- (ii) MSEs irrespective of relevance of product Category registered with the agencies mentioned at Para (i) above, will be exempted from payment of Earnest Money.
- (iii) In tenders, participating MSEs quoting a price within price band of L1 + 15% shall be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSEs can be together ordered upto 25% of the *total tendered value*.
- (iv) In case of tender item cannot be split or divided, etc. the MSE quoting a price within the band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering the spirit of the Policy for enhancing Govt. Procurement from MSEs.
- (v)(a) Quantity reserved for ordering on MSE Vendors under the MSMED Act 2006 has been enhanced to 25% against the existing 20%.
- (b) The sub-target for procurement from MSEs owned by SC/ST shall remain at 4% and for MSEs owned by Women the sub-target shall be 3% out of the total 25%.

However, in event of failure of such MSEs to participate in tender process or meet tender requirements and L1 price, 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs and 3% earmarked to women entrepreneur will also be met from other MSEs.

15.3(a) MSEs who are interested in availing themselves of these benefits have to enclose with their offer the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSME as indicated below.

(i) Udyam Registration.

(b) Firm failing to submit the information as indicated in Para above, such offers will not be liable for consideration of benefits detailed in Revised FAQs in respect of Public Procurement Policy for MSEs Order, 2021 issued/circulated vide Ministry of Micro, Small & Medium Enterprises Office memorandum No.F.No.1(3)/2018-MA.Part-III dtd.27.01.2022.

(c) (i) In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises order 2012, the condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all Public Procurement is relaxed subject to meeting of quality and technical specifications.

(ii) Prior turnover and prior experience in Public Procurement to all Startups (whether Micro & Small Enterprises (MSEs) or otherwise) is relaxed, subject to meeting of quality and technical specifications in accordance with the relevant provisions of GFR 2017 or as amended latest

(iii) However, there may be circumstances (like procurement of items related to Public safety, health, critical security, Operation and equipment's etc.) where procuring entities may prefer the vendors to have prior experience rather than giving orders to new entities. For such procurement, wherever adequate justification exists, the procuring entities may not relax the criteria of prior experience/turnover for the startups

15.4 The benefits of Public Procurement Policy should be given to all eligible MSEs irrespective of relevance of product Category

15.5 In case of an upward change in terms of investment in plant and machinery or equipment or turnover or both, and consequent re-classification, an enterprise shall continue to avail of all non-tax benefits of the category (micro or small or medium) it was in before the re-classification, for a period of three years from the date of such upward change.

In such cases, the tenderer claiming benefits under MSE category shall submit documentary evidence of the date of upgradation to Medium category along with offer

## **16.0 Public Procurement (Preference to Make in India) Order, 2017 - Revision**

The Revised Public Procurement (Preference to Make in India) Order, 2017 dated 16.09.2020 issued by Ministry of Commerce and Industry, Department of Industrial Policy and Promotion, Government of India shall be applicable for all tenders issued by this organization, except where estimated value is less than Rs.5 lakhs.

**(a) Local content:**

‘Local content’ means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.

**(b) (i) ‘Class-I Local supplier means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for ‘Class-I local supplier’ under this Order**

**(ii) ‘Class-II Local supplier means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for ‘Class-II local supplier’ but less than that prescribed for ‘Class-I local supplier’ under this Order.**

**(iii) ‘Non- Local supplier means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for ‘Class-II local supplier’ under this Order.**

**(c) L1 means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.**

**(d) Minimum Local content:- The ‘local content’ requirement to categorize a supplier as ‘Class-I local supplier’ is minimum 50% . For ‘Class-II local supplier’, the ‘local content’ requirement is minimum 20%. Nodal Ministry / Department may prescribe only a higher percentage of minimum local content requirement to categorize a supplier as ‘Class-I local supplier’ / ‘Class-II local supplier’. For the items for which the Nodal Ministry / Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for ‘Class-I local supplier’ / ‘Class-II local supplier’ respectively.**

**(e) Margin of Purchase Preference:**

The margin of Purchase preference shall be 20%. ‘Margin of purchase preference’ means the maximum extent to which the price quoted by a ‘Class-I local supplier’ may be above the L1 for the purpose of purchase preference.

**(f) ‘Nodal Ministry’ means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works**

**(g) ‘Procuring entity’ means a Ministry or Department or attached or Subordinate office or of autonomous body controlled by the Government of India and includes Government Companies as defined in the Companies Act**

- (h) 'Works' means all works as per Rule 130 of GFR-2017 and will also include 'Turnkey Works'
- (i) **Fee for complaints:** Fee for filing a complaint under the order shall be Rs.10,000/- per case. The complaint shall be filed in the office of the PCMM/SR. The fee shall be deposited with the office of the PFA/SR.

#### 16.1 **Verification of local content:**

- a. The 'Class-I local supplier / Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier / Class-II local supplier' as the case may be. They shall also give the details of the location(s) at which the local value addition is made.
- b. In case of procurement for a value in excess of Rs.10 crores, the 'Class-I local supplier / Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
- c. The bidder shall give Self-certification for local content in the quoted item (goods/Works/services) at the time of tendering. However, at the time of execution of the project, for all contract above INR 10 Crore, the contractor/supplier shall be required to give local content certification duly certified by cost/chartered accountant in practice. For cases where it is not possible to provide certification by Cost/Chartered Accountant at the time of execution of project, the supplier shall be permitted to provide the certificate for local content from cost/Chartered Accountant after completion of the contract, within time limit acceptable to the procuring entity. In case the contractor/supplier does not meet the stipulated local content requirement and the category of the supplier changes from Class-I to Class-II/Non-local or from Class-II to Non-local, a penalty upto 10% of the contract value may be imposed. However, contract once awarded shall not be terminated on this account.
- d. Decision on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement related complaints relating to the procuring entity.
- e. Nodal Ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's /accountant's certificates on random basis and in the case of complaints
- f. Nodal Ministries and procuring entities may prescribe fees for such complaints

g. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

h. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procuring entities in the manner prescribed under paragraph ( i ) below

i. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:

1)The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member--Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;

2)On a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);

3)In respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurement are not disrupted.

**16.2 Eligibility of ‘Class-I local supplier’/‘Class-II local supplier’/‘Non-local suppliers’ for different types of procurement: -**

(a) In procurement of all goods, services or works in respect of which Ministry of Railways has communicated that there is sufficient local capacity and local competition, only ‘Class-I local supplier’ as defined above shall be eligible to bid irrespective of purchase value.

(b) Only ‘Class-I local supplier’ and ‘Class-II local supplier’ as defined above shall be eligible to bid in procurements undertaken by procuring entities, except when Global Tender Enquiry has been issued. In global tender enquiries. ‘Non-local suppliers’ shall also be eligible to bid along with ‘Class-I local suppliers’ and ‘Class-II local suppliers’. In procurement of all goods, services or works, not covered by sub-para 16.2(a) above, and with estimated value of purchases less than Rs.200 Crore, in accordance with Rule 161(iv) of GFR, 2017, Global Tender Enquiry shall not be issued except with the approval of Competent Authority as designated by Department of Expenditure.

(c) For the purpose of this revised order, Works includes Engineering, Procurement and Constructions (EPC) contracts and services include System Integrator (SI) contracts

**16.3A Purchase Preference:**

(a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified hereunder:

(b). In procurement of goods or works which are covered by Para 16.2 (b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier' as per following procedure: -

(i) Among all qualified bids, the lowest will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.

(ii) If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers then such balance quantity may also be ordered on the L1 bidder.

(c ) In procurement of goods or works which are covered by Para 16.2 (b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on the price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier' as per following procedure:-

(i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier' the contract will be awarded to L1

(ii) If L1 is not 'Class-I local supplier' , the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price

(iii) In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the

‘Class-I local supplier’ within the margin of purchase preference matches the L1 price, the contract may awarded to the L1 bidder.

(d) Class-II local supplier will not get purchase preference in any procurement undertaken by any procuring entities.

**16.3B Applicability in tenders where contract is to be awarded to multiple bidders :** In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise, the ‘Class-I local supplier’ shall get purchase preference over ‘Class-II local supplier’ as well as ‘Non-local supplier’, as per following procedure:

a. In case there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I local supplier shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only ‘Class I Local suppliers’.

b. In other cases, ‘Class II local suppliers’ and ‘Non local suppliers’ may also participate in the bidding process along with ‘Class I Local suppliers’ as per provision of this Order.

c. If ‘Class I Local suppliers’ qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case ‘Class I Local suppliers’ do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be to the ‘Class I local supplier’ over ‘Class II local suppliers’/‘Non local suppliers’ provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the ‘Class I Local suppliers’ taken in totality are considered for award of contract for at least 50% of the tendered quantity.

d. First purchase preference has to be given to the lowest quoting ‘Class-I local supplier’, whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting ‘Class-I local supplier’, does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher ‘Class-I local supplier; falling within 20% margin of purchase preference, and so on.

#### **16.4 Exemption of small purchases:**

Notwithstanding anything contained in paragraph 16.3, procurements where the estimated value to be procured is less than Rs.5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.



## **16.5 Specifications in Tenders and other procurement solicitations:-**

a. Every procuring entity shall ensure that the eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of exports.

b. Procuring entities shall endeavor to see that eligibility conditions, including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of 'Class-I local supplier' / 'Class-II local supplier' who would otherwise be eligible, beyond what is essential for ensuring quality or creditworthiness of the supplier.

c. Reciprocity Clause:-

i. When a Nodal Ministry/Department identifies that Indian suppliers of an item are not allowed to participate and / or compete in procurement by any foreign government, due to restrictive tender conditions which have direct or indirect effect of barring Indian companies such as registration in the procuring country, execution of projects of specific value in the procuring country etc., it shall provide such details to all its procuring entities including CMDs/CEOs of PSEs/PSUs, State Governments and other procurement agencies under their administrative control and GeM for appropriate reciprocal action.

ii. Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/Department, except for the list of items published by the Ministry/Department permitting their participation.

iii. The stipulation in (ii) above shall be part of all tenders invited by the Central Government procuring entities stated in (i) above. All purchases on GeM shall also necessarily have the above provisions for items identified by nodal Ministry/Department.

iv. State Governments should be encouraged to incorporate similar provisions in their respective tenders .

v. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.

d. Specifying foreign certifications/unreasonable technical specifications/brands/models in the bid document is restrictive and discriminatory practice against local suppliers. If foreign certification is required to be stipulated because of non-availability of Indian Standards and/or for any other reason, the same shall be done only after written approval of Secretary of the Department concerned or any other Authority having been designated such power by the Secretary of the Department concerned.

e. Action for non-compliance of the Provisions of the Order : In case restrictive or discriminatory conditions against domestic suppliers are included in bid documents, an inquiry shall be conducted by the Administrative Department undertaking the procurement (including procurement by any entity under its administrative control) to fix responsibility for the same. Thereafter, appropriate action, administrative or otherwise, shall be taken against erring officials of procurement entities under relevant provisions. Intimation on all such action shall be sent to the Standing Committee.

#### **16.6 Restrictions under Rule 144 (xi) of General Financial Rules (GFRs), 2017:-**

16.6.1 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority, specified in Annexure 10

16.6.2 “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

16.6.3 “Bidder from a country which shares a land border with India” for the purpose of this Order means:

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

16.6.4 The beneficial owner for the purpose of paragraph 16.6.3 above will be as under;

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation—

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent, of shares or capital or profits of the company;

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person(s) who whether acting alone or together, or through one or more juridical persons has ownership or entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

16.6.5 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

16.6.6 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority

16.6.7 Bidder must submit a certificate as per Annexure-11 along with bid for compliance of OM of MoE dated 23.07.2020. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law. Non-submission of Certificate may lead to summarily rejection of offer.

16.6.8 Validity of registration by Competent Authority: In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance placement of order, registration shall not be a relevant consideration during contract execution.

16.6.9 Notwithstanding above, the terms & conditions mentioned above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects.

**Note:** For latest instructions on public procurement (Preference to Make in India) Order, 2017, [Click the link](#) under – IREPS web page -> “Quick Links” -> “Policy Circular (for Procurement of Goods) -> “Make\_In\_India”.

## **17.0 Guidelines for Electronic Reverse Auction**

### **17.1 Selection criteria for tender cases of stores proposed through Reserve Auction (E-RA) route:**

- a) In the first phase, following method of purchase through Reverse Auction shall be the preferred method for procurement for Stores tenders valued more than Rs.5 Cr. in each case.
- b) The process of procurement through Reverse Auction shall be followed only in case of tenders where there are at least three approved vendors (where work to be executed/service to be provided/bulk procurement is to be from vendors approved by RDSO/CORE/PUs etc.) or at least Three proven/likely competitive sources, prima facie competent for execution of work/provision of service / bulk ordering.
- c) Financial Bids in single currency/ parameter only shall be allowed
- d) Even for cases which do not satisfy the selection criteria as detailed above, Railways may follow the process of Reverse Auction, as detailed herein if they so desire.

### **17.2 Procedure for award of contracts through Reverse Auction:**

- a) The procedure discussed herein shall be fully implemented through IREPS. Any reference to Reverse Auction in these instructions shall imply e-RA.
- b) No deviation to essential technical and commercial conditions shall be permitted to the vendors in the electronic bid form.

#### **17.2.1 Technical Bid and Initial Price Offer:**

- a) In case of Stores Tenders procuring authority shall decide the bid evaluation criteria in the tender itself, i.e. whether the evaluation shall be item wise, consignee wise or overall tender value wise.
- b) Bidder shall be simultaneously required to electronically submit a Technical & Commercial Bid and Initial Price Offer. In case of Stores tenders, offers found eligible for bulk order shall be categorized as Qualified for Bulk Order for the purpose of RA and offers found eligible for Developmental order shall be categorized as Qualified for Development Order for the purpose of RA.
- c) Offers not complying with essential technical & commercial requirements of the tender shall be declared as Ineligible for award contract.
- d) In case of Stores tenders Initial Price Offer of only those bidders categorized as Qualified for Developmental Order or Qualified for Bulk Order, shall be opened and tabulated by system separately, category wise. Extant instructions for electronic tabulation shall apply for tabulation of Initial Price Offers.

**17.2.2 Financial Bid:** - Financial bid shall comprise of Final Price Offer obtained through Reverse Auction. Following conditions and procedure shall be followed in selecting the bidders for conduct of Reverse Auction.

a) Selection of vendors for Reverse Auction for award of Contract in Works and Services tenders and bulk ordering in Stores tenders:

Number of Vendors Qualified for Bulk order	No.of Vendors to be selected for Reverse Auction	Remarks
Less than 3	NIL *	The bids disallowed from participating in the Reverse Auction shall be the highest bidder(s) in the tabulation of Initial Price Offer.
3 to 6	3	
More than 6	50% of vendors qualified for Bulk Order ( rounded off to next integer)	In case the highest bidders quote the same rate, the Initial Price Offer received last, as per time log of IREPS, shall be removed first, on the principle of last in first out, by IREPS system itself.

\*NOTE :

- (i) If the number of tenderers qualified for Bulk Order / Award of Contract is less than 3, RA shall not be done and tender may be decided on the basis of Initial Price Offer(s).
- (ii) **Selection of vendors for Reverse Auction for developmental ordering**  
Offers Qualified for Development order, with initial price offer lower than the highest initial price offer of a vendor Qualified for Bulk Order and selected for Reverse Auction after elimination, shall be allowed to participate in RA.
- (iii) **MSE Criteria** : All MSEs (Micro & Small Enterprise) found Qualified for Bulk Order / Developmental Orders /Award of Contract but could not be selected for Reverse Auction as per criteria stipulated in para 17.2.2 a) and para 17.2.2 a) Note (ii) above, but are within the range of 15% of lowest Initial Price Offer of the bidder qualified for bulk order shall be permitted to participate in the Reverse Auction, irrespective of their inter se ranking on the basis of Initial Price Offer. Such MSEs shall be over and above the number of vendors selected for Reverse Auction, as per para 17.2.2 a) and para 17.2.2 a) Note (ii) above. Lowest initial price bid shall mean lowest initial price bid of vendor qualified for bulk order. However, in case all the bidders qualifying for bulk as well as for developmental order (before applying elimination criteria) are within MSE category, this clause shall not apply.
- (iv) **Make in India Criteria:** All bidders eligible for benefits under Public Procurement (Preference to Make in India) Order – 2017, or latest found qualified for

Bulk/Developmental Order / Award of Contract and are within the specified range of price preference, under the Make in India policy, of lowest Initial Price Offer of the vendor qualified for bulk order shall be permitted to participate in the Reverse Auction, irrespective of their inter se ranking on the basis of Initial Price Offer. Such bidders shall be over and above the number of vendors selected for Reverse Auction, as per para 17.2.2 a) and para 17.2.2 a) Note (ii) above. However, if all the bids qualified for bulk order as well as for developmental order (before applying elimination criteria) also qualify under “Make in India Order, 2017 or latest” criteria, this clause shall not apply

- b) During Reverse Auction process, bidders shall not be allowed to bid a rate higher than the lowest Initial Price Offer.

**17.2.3** Reverse Auction among bidders categorized as Qualified for Developmental Order and Qualified for Bulk Order shall be conducted concurrently on IREPS/Suitable Platform in Stores tenders. Qualified Bidders shall be able to see both the auction screens i.e. auction screen of Reverse Auction amongst bidders qualified for Bulk Order and auction screen of Reverse Auction amongst bidders qualified for developmental order. However, bidders shall only be permitted to bid on the respective screens relevant to them as per their qualification. Purchaser shall not be permitted to see any of the auction screens. Purchase shall only be initiated on website about the status of Reverse Auction, i.e. when the auction will start/had started, whether the auction is live or whether the auction has closed.

**17.2.4** In case of Stores Tenders, quantity to be covered on developmental orders shall be limited to 20% of the net procurable quantity. Developmental orders shall be placed in terms of Railway Board letter no.99/RS(G)/709/1/Pt. Dated 13/01/2015. The quantity covered on developmental orders may be within or outside NPQ which may be decided by TC/TAA, before conduct of Reverse Auction.

**17.2.5** After obtaining the final price offers through Reverse Auction, the lowest bid of only those bidders who had participated in the Reverse Auction shall be tabulated and considered for ordering. The offers of bidders which were eliminated from Reverse Auction in terms of Para 17.2 shall be tabulated separately and shall not be considered for any ordering. All the relevant policies of Government of India at the relevant time shall be applicable.

### **17.3 Procedure for Conducting and Reporting of Reverse Auction**

1.0 Initial e-RA period : this shall be the initial time interval for e-RA. e-RA shall be open for this duration.

- 2.0 Auto extension period : In case of any other offer is received in the time period equal to auto extension period before close of initial e-RA period, the e-RA shall be extended for time equal to auto extension period from the time of last bid.
- 3.0 There shall be no upper limit on number of auto extensions. When no offer is received in the last auto extension period, e-RA shall close.
- 4.0 Minimum decrement in percentage of value of the last successful bid.
- 5.0 Date and time for start of e-RA shall be communicated to qualified tenderers by the convener after evaluation of the Technical Bids.
- 6.0 After submission of Initial Price Bid, tenderers will not be allowed to revise the taxes and other levies.
- 7.0 During auction period, identities of the participating tenderers will be kept hidden.
- 8.0 Minimum admissible bid value will be last bid value minus minimum decrement as specified by the tendering authority before starting of Reverse Auction. Starting point for Reverse Auction shall be the lowest Initial Price Bid of the tenderer eligible for award of contract.
- 9.0 After close of the RA, tabulation of last (minimum) bids received from all the tenderers will be generated and made visible to Railways and the participating tenderers.
- 10.0 Bidders will not be allowed to withdraw their last offer.
- 11.0 L1 will be defined as the lowest bid obtained after the closure of Reverse Auction session.

All Terms & Conditions available in the Tender Conditions uploaded in the IREPS website under the link public documents → Goods & Services → Southern Railway will be applicable for these Reverse Auction tenders also.

#### **18.0 Mode of payment through Letter of Credit(LC) as option in Supply contracts:**

Ministry of Railways has decided that henceforth, all Tenders invited by Zonal Railways and Production Units, both for Supplies/ Works (including all service and maintenance contracts), having estimated value of Rs 10 lakhs and above, shall include in tender conditions, an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement. This would be subject to the following:

Scheme of Letter of Credit for domestic Supplies (including all service and maintenance contracts) tenders, having estimated value of Rs. 10 lakhs and above:

- a. All Tenders invited by Zonal Railways and Production Units, having estimated value of Rs. 10 lakhs and above, shall have an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement.

- b. The LC will be a sight LC.
- c. The bidder, at the time of bidding itself, shall exercise an option, in favour of taking payment due against the said tender, through LC arrangement. The option so exercised, shall be an integral part of the bidder's offer.
- d. Option once exercised shall be final and no change shall be permitted, thereafter, during execution of contract.
- e. The incidental cost @ 0.15% of LC value, towards issue of LC and operation thereof shall be borne by the supplier/contractor and shall be recovered from their bills.
- f. State Bank of India through its branches shall be the Banker for Railways for opening domestic letters of credit for ensuing year. The arrangement would cover all such contracts finalized against tender issued during the said period and shall extend till final execution of these contracts.
- g. The schedule of payment liability arising in the contract shall be established by the Railways based on the prescribed delivery schedule/stages of supply.
- h. The acceptable, agreed upon document for payments to be released under the LC so opened, shall be document of authorization. (Format enclosed as Annexure – 7 )
- i. The supplier/contractor shall submit their bills for completed supply to the bill processing authority mentioned in supply/contract agreement to issue Document of Authorization to enable supplier/contractor to claim the authorized amount from their banker.
- j. Accounts officer responsible for passing the claim will issue the Document of Authorization.
- k. The supplier/contractor shall take print out of the Document of Authorization available on IREPS portal and present his claim to his banker (advising bank) for necessary payments as per LC terms and condition. The claim shall comprise LC document of authorization, bill of exchange and invoice.
- l. The bank shall also recover any amount as may be advised by railway against the contractor/supplier.
  - m. The contractor/Vendor shall indemnify and save harmless the Railway from and against all losses, claims and demands of every nature and description brought or recovered against the Railways by reason of any act or omission of the Contractor/Vendor, his agents or employees, in relation to the Letter of Credit (LC). All sums payable/borne by Railways on his account shall be considered as reasonable compensation and paid by Contractor/Vendor.

#### **19.0 Case where L1 Bidder withdraws:**

If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may for cogent reasons to be recorded in writing, offer the next successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.



## **20.0 Digitization of Warranty Management System:**

Handling of Warranty Rejections will be dealt as per Railway Board Letter No. 2022/RS(G)/779/7 dated 17.10.2022 which is attached as Annexure 12

## **21.0 Self certification and undertaking to be submitted by bidders**

1] The tenderers shall submit a copy of certificate stating that all their statements/documents submitted along with bid are true and factual. Standard format of certificate to be submitted by the bidder is enclosed as Annexure-14. Non-submission of above certificate by the bidder shall result in summary rejection of his/their bid. It shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self-attested/digitally signed by which they/he is qualifying the Qualifying Criteria mentioned in the Tender Document.

2] It will not be obligatory on the part of Tender Committee/Accepting Authority scrutinize beyond the submitted document of tenderer as far as his qualification for the tender is considered.

3] The bidder shall be mandated to submit Annexure-14.

## ANNEXURES

Sno	Annexure No	Details
1	Annexure – 1	PROFORMA FOR EQUIPMENT AND QUALITY CONTROL
2	Annexure – 2	PROFORMA FOR AUTHORITY FROM MANUFACATURERS
3	Annexure – 3	PROFORMA FOR PERFORMANCE STATEMENT
4	Annexure – 4	PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND
5	Annexure - 5	PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT
6	Annexure – 6	PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT
7	Annexure – 7	PROFORMA FOR DOCUMENT OF AUTHORIZATION FOR PAYMENT THROUGH LETTER OF CREDIT
8	Annexure – 8	NO CLAIMS CERTIFICATE TO BE GIVEN BY CONTRACTOR
9	Annexure – 9	BID SECURING DECLARATION TO BE SIGNED BY BIDDERS AVAILING EXEMPTION FROM SUBMISSION OF EMD
10	Annexure -10	COMPETENT AUTHORITY AND PROCEDURE FOR REGISTRATION (BIDDERS FROM LAND BORDER COUNTRIES)
11	Annexure-11	DECLARATION BY BIDDERS FROM LAND BORDER COUNTRIES
12	Annexure-12	DIGITIZATION OF WARRANTY MANAGEMENT SYSTEM
13	Annexure - 13	SPECIAL CONDITION FOR INSPECTION
14	Annexure - 14	FORMAT FOR CERTIFICATE TO BE SUBMITTED/ UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS

**ANNEXURE - 1**  
**PROFORMA FOR EQUIPMENT AND QUALITY CONTROL**

Tender No..... Date of opening..... Time.....Hours Name of the Firm.....

Note : All details required only for the items tendered

1. Name & full address of the firm.
2. Telephone & FAX No. of Office / Factory / Works.
3. Telegraphic and E.mail address.
4. Location of the manufacturing factory.
5. Details of Industrial License, wherever required as per statutory regulations.
6. Details of plant & machinery erected and functioning in each Deptt.(Monographs & description pamphlets be supplied, if available).
7. Details of the process of manufacture in the factory in brief.
8. Details & stocks of raw material held
9. Production capacity of item(s) quoted for, with the existing plant & machinery.
  - 9.1 Normal
  - 9.2 Maximum
10. Details of arrangement for quality control of products such as laboratory testing equipment etc.
11. Details of staff
  - 11.1 Details of technical supervisory staff-in-charge of production & quality control.
  - 11.2 Skilled labour employed.
  - 11.3 Unskilled labour employed.
  - 11.4 Maximum No. of workers (skilled & unskilled) employed on any day during the 18 months preceding the date of application.
12. Whether stores are tested to any standard specification, if so, copies of original test certificates should be submitted in triplicate.
13. Are you registered with the Directorate General of Supplies & Disposals, New Delhi. If so, furnish full particulars of registration; period of currency etc.
14. Are you a Small Scale Unit, registered with the National Small Industries Corporation Ltd., New Delhi. If so, furnish full particulars of registration, currency period etc.

Signature & Seal of  
the Manufacturer / Tenderers

**ANNEXURE - 2**  
**PROFORMA FOR AUTHORITY FROM MANUFACTURERS**

No.....

Dated .....

To,

THE PRESIDENT OF INDIA,  
Acting through the Principal Chief Materials Manager,  
SOUTHERN RAILWAY,  
Ayanavaram,  
Chennai – 600 023 INDIA

Dear Sir,

Subject: PCMM./ S.RLY./ Chennai's Tender No..... Opened On .....

We.....an established and reputed  
manufacturer of.....having factories at..... do hereby  
authorize M/s.....(Name  
and address of Agents), to represent us, to bid, negotiate and conclude  
the contract on our behalf with you against Tender No.....

No Company/Firm or individual other than  
M/s.....are authorized to represent us in regard to this  
business against this specific tender.

Yours faithfully,

Name :  
for & on behalf of M/s.....  
(Name of Manufacturers)

Note: This letter of authority should be on the Letter Head of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

### ANNEXURE - 3

Details of supplies/capacity of the tendered item against Railways/PUs orders by the tenderer is to be furnished as below:-

Sl. No.	Brief description of the item supplied	Name of the Rly./PU with details of Purchase Order No.& Date	Quantity ordered	Quantity supplied within original DD	Balance quantity to be supplied	Copies of the Inspection Notes attached- Yes/No	Copies of R/Notes attached- Yes/No
(1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)

<b>1.</b>	<b>Monthly capacity for supply of Tendered item based on above</b>	
<b>2.</b>	<b>Outstanding load for the Tendered item as on date of Tender opened based on the above details</b>	

**Date:**

**Signature of Tenderer.**

## ANNEXURE – 4

### PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND

Ref.....

Dated..... Bank Guarantee

No.....

To,

THE PRESIDENT OF INDIA,

Acting through the Principal Chief Materials Manager,

Southern Railway, Ayanavaram,

Chennai – 600 023,

INDIA

1. Against contract concluded by the Advance Acceptance of the Tender No..... dated.....covering supply of .....(hereinafter called the said contract) entered into between the President of India and ..... (hereinafter called the 'Contractor'), this is to certify that at the request of the Contractor we.....Bank Ltd. are holding in trust in favour of the President of India, the amount of .....(write the sum here in words) to indemnify and keep indemnified the President of India (Govt. of India) against any loss or damage that may be caused to or suffered by the President of India (Govt. of India) by reason of any breach by the contractor of any of the terms and conditions of the said contract and / or in the performance thereof. We agree that the decision of the President of India (Govt. of India), whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Contractor and the amount of loss or damage that has been caused or suffered by the President of India (Govt. of India) shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the President of India (Govt. of India).

2. We.....Bank Ltd., further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Contractor i.e. till.....

(viz. the date up to 3 months after the date of the last despatch /delivery of the goods ordered)

hereinafter called the 'said date' and that if any claim accrues or arises against us.....Bank Ltd., by virtue of this guarantee before the said date, the same shall be enforceable against us.....Bank Ltd.), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has

been given to us.....Bank Ltd., by the President of India (Govt. of India) before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice to that effect from the President of India (Govt. of India).

3. It is fully understood that this guarantee is effective from the date of the said contract and that we.....Bank Ltd., undertake not to revoke this guarantee during its currency without the consent in writing of the President of India (Govt. of India).

4. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceedings pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payments so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.

5. We.....Bank Ltd., further agree that the President of India (Govt. of India) shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the President of India (Govt. of India) against the said Contract and to forbear or enforce any of the terms and conditions relating to the said contract and we.....Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Contractor or for any forbearance and / or omission on the part of the President of India or any indulgence by the President of India to the said Contractor, or by any other matter or thing what-so-ever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Signature. Name.

Designation

Date

Place

Witness

.....  
(Bank's Common Seal)

**Read and Accepted**

**Signature of Tenderer**

## ANNEXURE – 5

### PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT

In consideration of the President (hereinafter called "the Government ") having agreed to exempt.....[hereinafter called "the said Contractor(s)"] from the demand, under the terms and conditions of an Agreement dated..... made between.....and

..... (hereinafter called "the said Agreement") for..... of security deposit for the

due fulfilment, by the said contractor(s), of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs..... (Rupees..... .. only),

we,.....Bank Ltd.,(hereinafter referred to as "the Bank") do hereby undertake to pay to the Government an amount not exceeding Rs..... against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s), of any of the terms or condition contained in the said Agreement.

2. We,.....Bank Ltd, do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/Supplier(s) in any suit or proceedings pending before any court or Tribunal relating there to our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s)/Supplier(s) shall have no claim against us for making such payment.

4. We..... Bank Ltd., further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till .....Office/Department, Ministry of.....certifies that the terms



and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the....., we shall be discharged from all liability under this guarantee thereafter.

5. We,... .....Bank Ltd., further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extent time of performance by the said Contractor(s) from time-to-time or to postpone for any time or from time-to-time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).

7. We..... Bank Ltd., lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

Dated the.....day of .....200  
at

For.....BankLtd

Witness:

1. Signature  
Name  
Age  
Address
2. Signature  
Name  
Age  
Address

## ANNEXURE – 6

### PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

In consideration of the President (here in after called "the Government") having agreed to accept from .....[here in after called "the said Tenderer(s)"] earnest money in the form of Guarantee Bond, under the terms and conditions of tender no: opening on \_\_\_\_\_, for the due observance by the said tenderer of the stipulation to keep the offer open for acceptance for a period of .....days from the date of opening of tenders, to execute an agreement within the time specified, We,..... Bank Ltd., do hereby undertake to pay on demand to the Government, the sum of Rs ..... in the event of the said tenderer having incurred forfeiture of Earnest Money for the breach of any of the terms or conditions of the stipulations aforesaid and contained in the said tender under an order of the authority competent to invite tender. We ..... Bank Ltd. further agree that the guarantee herein contained shall remain in full force and effect till the authority competent to invite the tender discharges the guarantee, subject however that the Government shall have no right under this Bond after the expiry of one year from the date of its execution and our liability under the bond shall be discharged if the demand for payment is not made within this period. We,..... Bank Ltd, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

Dated.....day of .....200\_\_\_\_\_ at \_\_\_\_\_

For .....Bank Ltd.

Witness:

3. Signature

Name

Age

Address

4. Signature

Name

Age

Address

**Annexure-7**

LC/DA NO.-----  
Dated\_\_\_\_\_

**DOCUMENT OF AUTHORIZATION**

It is certified that Work job assigned in Contract No.....  
Dated.....under Inland Letter of Credit No.....  
Dated.....

Or

Goods received/Works order completed Stage-Phase 1/2/3/4/5.

2. The beneficiary of Letter of Credit M/s.....is entitled to Receive payment aggregating INR..... out of a total LC amount of INR.....against the first/second\* commercial Invoice No\_\_\_\_\_dated \_\_\_\_\_for INR raised against the above contract on the strength of this certificate.

**3. PAYMENTS ALREADY MADE:**

1. Invoice No.
2. Invoice No.

Total

**4. THIS PAYMENT:**

**5. LC BALANCE AFTER THIS PAYMENT.**

**Signature & seal of Applicant  
(Railway Authority).**

\*As applicable

## ANNEXURE 8

### NO CLAIMS CERTIFICATE TO BE GIVEN BY CONTRACTOR

Contract No. \_\_\_\_\_ dt. \_\_\_\_\_

for supply of \_\_\_\_\_ (Brief description of material) Quantity.- \_\_\_\_\_

The above contract has been completed and I / We have no claim on the Railway in respect of the said contract. The Security amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) vide details \_\_\_\_\_ dt. \_\_\_\_\_ may therefore please be refunded to me / us.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and full address of the contractor

## **Annexure 9**

### **Bid securing declaration to be signed by bidders availing exemption from submission of EMD**

*“I/we certify that my/our offer is eligible for exemption from submission of bid security / Earnest Money Deposit, in terms of the tender conditions.*

*In case my/our claim to exemption from submission of bid security/Earnest Money Deposit is not found valid as per terms of the tender, I/we understand and accept that Railways has unquestionable right to summarily reject my bid and my offer shall not be considered for ordering. Further, I/we hereby understand and accept that if I/we withdraw or modify my/our bids during the period of validity, or if I/we are awarded the contract and on being called upon to submit the performance security/Security Deposit, fail to submit the performance security/Security Deposit before the deadline defined in the request for bid document/Notice Inviting Tender, I/we shall be debarred from exemption of submitting Bid Security/Earnest Money Deposit and performance security/Security Deposit for a period of 6 (six) months, from the date I/we are declared disqualified from exemption from submission of EMD/SD, for all tenders for procurement of goods issued by any unit of Indian Railways published during this period.”*

## **Annexure 10**

### **Competent Authority and Procedure for Registration**

A. The Competent Authority for the purpose of registration under this Order shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)\*.

B. The Registration Committee shall have the following members\*:-

- i. An officer, not below the rank of Joint Secretary, designated for this purpose by DPIIT, who shall be the Chairman;
- ii. Officers (ordinarily not below the rank of Joint Secretary) representing the Ministry of Home Affairs, Ministry of External Affairs, and of those Departments whose sectors are covered by applications under consideration;
- iii. Any other officer whose presence is deemed necessary by the Chairman of the Committee.

C. DPIIT shall lay down the method of application, format etc. for such bidders as stated in para 1 of this Order.

D. On receipt of an application seeking registration from a bidder from a country covered by para 1 of this Order, the Competent Authority shall first seek political and security clearances from the Ministry of External Affairs and Ministry of Home Affairs, as per guidelines issued from time to time. Registration shall not be given unless political and security clearance have both been received.

E. The Ministry of External Affairs and Ministry of Home Affairs may issue guidelines for internal use regarding the procedure for scrutiny of such applications by them.

F. The decision of the Competent Authority, to register such bidder may be for all kinds of tenders or for a specified type(s) of goods or services, and may be for a specified or unspecified duration of time, as deemed fit, The decision of the Competent Authority shall be final.

G. Registration shall not be granted unless the representatives of the Ministries of Home Affairs and External Affairs on the Committee concur'.

H. Registration granted by the Competent Authority of the Government of India shall be valid not only for procurement by Central Government and its agencies/ public enterprises etc. but also for procurement by State Governments and their agencies/ Public enterprises etc. No fresh registration at the State level shall be required.

I. The Competent Authority is empowered to cancel the registration already granted if it determines that there is sufficient cause. Such cancellation by itself, however, will not affect the execution of contracts already awarded. Pending cancellation, it may also suspend the registration of a bidder, and the bidder shall not be eligible to bid in any further tenders during the period of suspension.

J. For national security reasons, the Competent Authority shall not be required to give reasons for rejection / cancellation of registration of a bidder.

K. In transitional cases falling under para 3 of this Order, where it is felt that it will not be practicable to exclude bidders from a country which shares a land border with India, a reference seeking permission to consider such bidders shall be made by the procuring entity to the Competent Authority, giving full information and detailed reasons. The Competent Authority shall decide whether such bidders may be considered, and if so shall follow the procedure laid down in the above paras.

L. Periodic reports on the acceptance/ refusal of registration during the preceding period may be required to be sent to the Cabinet Secretariat. Details will be issued separately in due course by DPIIT.

[\*Note: i. In respect of application of this Order to procurement by/ under State Governments, all functions assigned to DPIIT shall be carried out by the State Government concerned through a specific department or authority designated by it. The Composition of the Registration Committee shall be as decided by the State Government and paragraph G above shall not apply. However, the requirement of political and security clearance as per para D shall remain and no registration shall be granted without such clearance. Registration granted by State Governments shall be valid only for procurement by the State Government and its agencies/ public enterprises etc. and shall not be valid for procurement in other states or by the Government of India and their agencies/ public enterprises, etc]

## **Annexure -11**

"I have read the clause regarding restrictions on procurement from a bidder of a country which share a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]"



## Annexure 12



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)



No. 2022/RS(G)/779/7(3390005)

Dated: 17.10.2022

The General Managers, All Indian Railways/PUs, NF(C), CORE  
DG, RDSO/Lucknow, NAIR/Vadodara  
PCAO, PLW/Patiala, COFMOW  
CAO, WPO/Patna, RWP/ Bela

**Sub: Handling of Warranty Rejections**

**Ref: Railway Board's letter No.2000/RS(G)/379/2 dated 07.08.2015 and 18.01.2018.**

### Background

Consolidated instructions on handling of warranty rejections were issued vide Railway Board's letter no.2000/RS(G)/379/2 dated 07.08.2015 and 18-01-2018. These instructions primarily stipulate linking of warranty rejections to the concerned supplying stores depot and relevant purchase orders by the user and arrange for warranty replacements duly conducting joint inspections with pre-inspection agency and the firm.

Review of Warranty Management system indicated practical difficulties in efficient handling of several of warranty issues, centralized database, monitoring of warranty settlement, resultant deterrent actions and system improvements. The system of handling warranty rejections is largely manual and whatever computerization is there, it is on separate systems which are not fully equipped to handle warranty rejections end-to-end, and are not integrated. Also, the policy did not cater for many scenarios which are encountered while dealing with the warranty rejections e.g. warranty rejections of components of Rolling Stocks supplied by Private/Govt/Railway units, cases where PO/stores depot/User depot is not linked, epidemic failures, inefficient marking on the items for linking of items to vendor/purchase orders, warranty claims by users, communication of warranty period to end user etc.

Under this background, the consolidated policy instructions on warranty rejection handling including an Online Integrated Warranty Management System over IR, covering entire warranty management landscape to include all types of warranty failures, including epidemic failures, keeping in view practical field conditions for implementation are being issued in this circular. This circular supersedes earlier circulars on the subject.

1. **Digitisation of Warranty Management System**

- i. The entire Warranty Management System shall be digitized and made paperless.
- ii. The existing maintenance Applications viz CMM, FMM, WISE, SLAM, PUs local system, etc. shall be integrated with UDM/ IMMS/IREPS for seamless transfer of required data. A provision shall be made on these platforms to facilitate end users to register warranty complaints. Duplicate feeding on UDM is to be avoided. All systems dealing with warranty rejection of vendor and their response should have provision of uploading/attaching documents.
- iii. Provision shall be made on IREPS for the vendors to input dispatch details such as batch number, serial number, major sub component of the item, date of manufacturing (in MM/YYYY), expiry date (wherever applicable), manufacturer's marking, make/Brand, etc. against the Purchase Orders for each consignee. These details would be passed to iMMS/UDM and reflected in DRR/R-Note/CRN generated on iMMS/UDM and for indicating the same while issuing the materials through Issue Notes. Inspecting Agencies shall also indicate these details explicitly in the Inspection Certificate. End Consignee receiving the material from the vendor will verify these details at the time of receipt of material and explicitly indicate the same in iMMS/UDM.
- iv. Warranty period shall be captured in digital form as stated in Para 4 of this letter.
- v. Centralized Recovery Register shall be digitized & maintained in IPAS and linked with iMMS/UDM for seamless both-ways data flow between these applications for recovery.
- vi. The Warranty Rejections of vendors and their responses shall be linked with Unified Vendor Approval Module (UVAM). Cognizance of these warranty rejections of vendors shall be taken for reviewing the Approval of vendors by vendor approving authorities.
- vii. Cognizance of these warranty rejections of vendors shall be taken by the procuring authorities in deciding the tender cases.

2. **Materials are rejected under warranty in the following situations:**

- (A) Material rejected was issued to the user (shop/shed etc) from its attached Stores Depot or attached User Depot (both Stock & Non-stock).
- (B) Material rejected was received from a PU or a Stores Depot or a User Depot which is not the attached depot of the end user including that received directly through centralized procurement (both Stock & Non-stock).
- (C) Material was rejected in the field and was fitted at some other Workshop/Shed/Depot. Material either received or fitted through Supply Contract, Works Contract or Service Contract or any other type of contracts (both Stock & Non-stock).
- (D) Failure of components of Rolling Stocks received from Railway PUs/ PSUs/ Workshops/ Private Manufacturers

The Methodology of handling these rejections are dealt with below:

**(A) For Warranty rejection in Shop/Shed etc where rejected material was issued from its attached Stores Depot or attached User Depot (both Stock and Non-stock items)-**

- i. In case the material was accounted for in Stores Depot in iMMS after receipt from vendor, end-user shall register the warranty complaints with reasons and other details, as required, on the

systems like CMM/FMM/WISE/SLAM/MU etc. available with them & electronically transfer such data to UDM through integrated system or shall register the warranty complaints directly in UDM (as convenient and practical for the end- user) and issue "Advice Note" of returned stores on UDM with the approval of competent authority (Gazetted Officer) to return the rejected material to attached Stores Depot for issuing "Warranty Rejection Advice" (i.e. warranty claims lodging) by attached Stores Depot.

However, in case the material was accounted for in User Depot in UDM after receipt from the vendor, there is no need for issuing "Advice Note" & to return the rejected material to attached Stores Depot.

"Warranty Rejection Advice" (i.e. warranty claims lodging) shall be issued to the firm with the approval of gazetted officer of the end consignee of attached Stores Depot/ User Depot (depending upon where rejected material was accounted for after receipt from vendor) on IMMS/UDM after getting the warranty rejected material from end-user.

Before, issuing the "Warranty Rejection Advice", the concerned user of IMMS/UDM & gazetted officer shall satisfy himself about the availability of the rejected material, correctness of PO (Purchase Order) and applicability of warranty period and ensure that other details including reason(s) for warranty rejection are genuine as per specification, drawing and terms and conditions of the Contract. This should be decided within 15 days.

- ii. Rejected material shall be taken out from the ledger of Stock-Holder in IMMS/UDM (as the case may be). The "Warranty Rejection Advice" shall be issued on IMMS/UDM by attached Stores Depot/ User Depot to all concerned i.e. firm, purchaser, pre-inspecting agency, vendor approving agency, paying authority etc. as per the contract- without fail.
- iii. In the Warranty Rejection Advice, the vendor shall be called upon for replacement of rejected stores or for deposition of equivalent amount of rejected material, within a period of 60 days from the date of Warranty Rejection Advice. Date of issue of Warranty Rejection Advice by gazetted officer to be taken as date of Warranty Rejection Advice.
- iv. It shall be ensured that initiation of warranty complaint by user and issue of Warranty Rejection Advice in UDM/IMMS is not delayed by concerned officials/officers and warranty rejection advice should be issued within 15 days of detection of warranty complaint. However, if the warranty complaint is detected within warranty period, the "Warranty Rejection Advice" must be issued within warranty period.

On issue of "Warranty Rejection Advice", the "Warranty Rejection Register" should automatically get updated.

- v. On getting the "Warranty Rejection Advice", the inspecting agency shall take suitable action against the inspecting officials and ensure necessary corrective actions; duly informing the Officer who has approved the "Warranty Rejection Advice". Recovery of inspection charges from the concerned inspecting agency for the rejected item(s) shall be made by any Bill Paying Authority across IR on pro-rata basis for the quantity and as per the rate of inspection charges for the inspection agency. Claim for recovery of inspection charges against the concerned 3<sup>rd</sup> party inspecting agency (like RITES etc.) shall automatically get noted into "Centralized Recovery Register" maintained in IPAS on the basis of "Warranty Rejection Advice"; which shall specifically mention the name of inspecting agency. After recovery of inspection charges by any Bill Paying

Authority, "Centralized Recovery Register" w.r.t. recovery of inspection charges to be automatically updated in IPAS to that extent so as to avoid multiple recoveries of inspection charges by different Railways and communicate the recovered amount to iMMS/ UDM.

- vi. Any Bill Paying Authority across IR shall withhold the payment of equivalent amount of rejected material through "Centralized Recovery Register" from firm's Bill(s) at the earliest, till the full amount is withheld and the same shall be released only after disposal/closure/settlement of the warranty claim or deposition of equivalent amount of rejected material or after recovery, whichever is earlier. After withholding of amount by any Bill Paying Authority, "Centralized Recovery Register" to be automatically updated in IPAS to that extent so as to avoid multiple withholdings by different Railways and communicate the withheld amount to iMMS/ UDM.
- vii. Firm shall be allowed to collect the rejected materials only after deposition of payments already made by Railway (if any) to them or after recovery of equivalent amount by Accounts or against replacement quantity. Rejected material should be suitably defaced before handing-over to the firm to avoid re-use and necessary provision about digital capturing in respective modules may be done.
- viii. Warranty Quantity Replacement-
  - a. Replacement of rejected quantity shall be made to the end consignee at the Stores Depot/User Depot which received the original supply from the firm.
  - b. The warranty quantity replacement will be supplied and accounted for in iMMS through R/Note & RO if "Warranty Rejection Advice" has been issued through iMMS. However, where "Warranty Rejection Advice" has been issued through UDM, the warranty quantity replacement will be supplied and accounted for in UDM through CRN. R-Note/CRN should be clearly marked as "Warranty Replacement CRN/R-Note, Not for Payment".
- ix. Replaced/rectified material shall have warranty for the replaced/rectified goods till the original warranty period plus the time from the warranty rejection advice to material replacement/rectification.
- x. Vendor would be permitted to lift the rejected material (subject to clause 2(A)(vii) above) "free of cost" within the period mentioned in Para 2(A)(iii) above. After this time, ground rent shall be applicable.

In cases where firm fails to lift the rejected material within the time period mentioned in para 3203 of IRS Condition of Contract, at the expiry of the period, no claim whatsoever shall lie against the Purchaser in respect of the said goods, which may be disposed of by the Purchaser in such manner as he thinks fit. Without prejudice to the generality of the foregoing, all the provisions in the Indian Railways Standard Conditions of Contract relating to the 'rejection of goods' and 'failure' and 'termination' add and Clause 3100-02 shall apply.

- xi. In case disposal/closure/settlement of the Warranty Rejection Advice is not done by firm within the period of 60 days, Recovery Advice of equivalent amount of rejected material for which Warranty Claim has not been disposed/closed/settled shall be automatically sent from iMMS/UDM (depending upon from where Warranty Rejection Advice has been issued) to IPAS and the "Centralized Recovery Register" of IPAS shall be automatically updated for recovery. If any amount is already withheld against the "Warranty Rejection Advice", the same shall be treated as recovered amount and adjusted accordingly. For balance amount, any Bill Paying Authority across IR shall recover the amount mentioned in "Centralized Recovery Register" from firm's

Bill(s), if any. Paying Authorities should not delay the recovery and ensure recovery expeditiously. Even if the payable amount against a Bill and withheld amount are not enough for the full recovery against a Warranty Claim, the Paying Authority should proceed with partial recovery to the extent of payable amount against that Bill and balance recovery amount will remain in the "Centralized Recovery Register" for further recoveries from other Bill(s).

After recovery, the "Centralized Recovery Register" should be automatically updated immediately to avoid multiple recoveries by different Railways and communicate the recovered amount to IMMS/ UDM.

- xii. Generally, no rejected quantity replacement/rectification should be allowed once recovery has been made by Accounts or the recovery amount has been deposited by vendor. While receiving fresh replacement supplies/allowing Re-inspection/Rectification/Amount deposition by vendor against Warranty Rejection Advice after the period of 60 days, user in IMMS/UDM must ensure that these activities are allowed only to the extent the Claim amount has not been recovered by Railways. Once recovery of the warranty claim amount is made in IPAS/deposition by the firm, user will not be allowed to initiate process of receipt of fresh replacement supplies / Re-inspection / Rectification to the extent recovery of the Warranty Claim amount has been completed in IPAS/deposited by firm against Warranty Rejection Advice.

However, there may be some cases against a Warranty Rejection Advice like:

- a. Fresh replacement supplies have been received before recovery but material taken into Ledger by user after recovery
- b. Re-inspection or Rectification allowed before recovery but material taken into Ledger by user after recovery
- c. Amount deposited by vendor before recovery but details of such deposition entered by user after recovery
- d. Warranty Rejection Advice withdrawn altogether after recovery
- e. Any other incidence like Court /Arbitration Judgement/Order etc. after recovery

In such cases, in all fairness; equivalent amount recovered has to be refunded to the vendor. In case of (a) to (e) above, recovered inspection charges shall also be refunded to the inspection agency.

For such cases, the officer approving the Warranty Rejection Advice, with the approval of his officer next in hierarchy (minimum JA grade officer), can issue "Recovery Refund Letter" on IMMS/UDM on advice of the Stock Holder which shall be visible to all stake-holders including IPAS as well as vendor. Vendor may submit his Supplementary Bill on the basis of "Recovery Refund Letter" to the concerned Paying Authority which has deducted the refundable amount on-line or off-line; depending upon the case whether the Bill against which recovery has been made was submitted on-line or off-line. IPAS will pass-on information of all such refunds against a "Warranty Rejection Advice" to IMMS/UDM so that this information can be made available to all stake-holders. Necessary checks & balances should be provided in IPAS to ensure that vendor is not refunded the recovered amount more than the actual recovered amount or the amount mentioned in "Recovery Refund Letter".



- xiii. **Inspection of Replacement Supply-** In line with IRS Conditions of Contract clause 0703, Vendor shall bear all cost of such replacement including freight, cost of inspection and inspection charges to inspecting agency, if any, on such replacing and replaced stores but without being entitled to any extra payment on that or any other account.

The replacement supply shall normally be inspected by the same inspection agency which inspected and passed the original supply. However, inspection clause for replacement of quantity rejected under warranty can be changed from 3<sup>rd</sup> Party Inspection (RITES/RDSO etc.) to Consignee Inspection with the approval of minimum JA grade level officer of the office issuing Warranty Rejection Advice, duly considering practicability of the case due to low quantity/value, criticality of the item, quality issues involved etc.

**(B) For Warranty rejection in Shop/Shed etc of the material received from a PU or a Stores Depot or User Depot which is not the attached Depot of the end user including that received directly through centralized procurement (both Stock and Non-stock items)-**

- i. In such cases it may not be convenient for the end user to either return the material or communicate to the Stores Depot/User Depot (where the account of supply received from vendor was originally made). Thus, in all such cases, the warranty rejected material shall be kept in safe custody of the end user. End User shall register the warranty complaints with reasons and other details, as required, on the system like CMM/FMM/WISE/SLAM/MU etc. available with them and electronically transfer such data to UDM through integrated system or shall register the warranty rejections directly in UDM (as convenient and practical for the end-user). "Warranty Rejection Advice" (i.e. warranty claims lodging) shall be issued to the firm with the approval of gazetted officer of the end user on UDM after linking with PO, R/Note/CRN/Accountal Details.

Before, issuing the "Warranty Rejection Advice", the concerned user of UDM & gazetted officer shall satisfy himself about the availability of the rejected material, correctness of PO and applicability of warranty period and ensure that other details including reason(s) of warranty rejection are genuine as per specification, drawing and terms and conditions of the Contract

- ii. The "Warranty Rejection Advice" shall be issued on UDM by End User to all concerned i.e. firm, purchaser, pre-inspecting agency (if known), vendor approving agency, paying authority etc without fail.
- iii. **Warranty Quantity Replacement-**
- a. Replacement of rejected quantity shall be made at the end of end user.
  - b. The warranty quantity replacement will be supplied and accounted for in UDM through CRN. The CRN should be clearly marked as "Warranty Replacement CRN, Not for Payment".
- iv. Other provision shall be as per sub-Para (iii) to (xiv) of Para 2(A) above, except Para (viii) of 2(A)

**(C) For Warranty rejections in the field where material rejected was fitted at some other Workshop/Shed/Depot- Material either received or fitted through Supply Contract or Works Contract or Service Contract (both Stock and Non-stock items)-**

- i. In such cases it may not be convenient for the end user to either return the material or communicate to the Stores Depot/User Depot (where the account of supply received from vendor was originally made) or to the concerned Workshop where items were fitted.
- ii. Such case shall also be dealt as per Para 2(B) above.

**(D) Warranty rejections of Rolling Stocks received from Railway PUs/PSUs/Workshops/Private Manufacturers and their components -**

- i. Rolling Stocks are manufactured by following agencies:

SN	Type of Rolling Stocks	Manufactured by
1	Wagons	Private Manufacturers, Railway PSU, Railway Workshop
2	Coaches	Railway PUs/PSUs/Private Manufacturers
3	Locomotives	
4	Train-Sets	
5	MEMU, DEMU, EMU etc.	

- ii. Manufacturing Units of Rolling Stocks should provide the following details of all components/sub-assemblies used/fitted in that rolling stock to inspecting agency as well as consignee railway/end user. Inspecting agency, during inspection of Rolling Stock shall ensure digital capture/entry of this data into the respective digital platform.
  - a. Rolling Stock Number
  - b. Name of the Rolling Stock supplier
  - c. Contract number & Date against which Rolling stock supplied to Railway
  - d. Contact details of Rolling Stock Supplier
  - e. Name and address of component manufacturer and/or supplier.
  - f. Date of manufacture of component (MM/YYYY).
  - g. Inspecting agency for the component.
  - h. Inspection details of component
  - i. Warranty of component in months.
  - j. Vendor Approving agency of the component.
  - k. Batch/Product Marking, serial number etc of component.
  - l. Any further details to facilitate complete identification of the supplier of component by end user
- iii. For individual components, all Rolling Stock Manufacturers/Suppliers shall be responsible to honour the warranty claims on the basis of warranty period of individual components instead of the entire rolling stock.
- iv. The warranty settlement will be processed as per procedure as under
  - a. **Rolling stock is supplied by a private manufacturer or Railway/other PSUs-**

Warranty claim shall be lodged against Rolling Stock supplier.

This shall be same case as 2(B) above except that in case of items appearing in the approved vendor list of vendor approving agencies, information about such cases shall also be shared with vendor approving agencies.

Rolling Stock Supplier shall be the interface between Railway and component supplier. He has to organize the complete warranty settlement. Any action by the component supplier shall be at the specific direction and authority of Rolling Stock supplier.

**b. Rolling stock supplied by Railway PUs, Workshop-**

In all such cases, the warranty rejected material shall be kept in safe custody of the end user. End User shall register the warranty rejections with reasons of rejection and other details, as required, on the system like CMM/FMM/WISE/SLAM/MU etc. available with them & transfer such data to UDM or shall register the warranty rejections directly in UDM (as convenient and practical for the end- user).

The concerned Railway PU or Workshop shall replace the rejected component within 60 days from warranty rejection registration date at the end of concerned end User registering the warranty rejection either as a fresh supply by Railway PU/workshop or get it replaced/rectified through the component manufacturer/supplier whose supplies have been rejected.

Simultaneously, the Railway PU/Workshop shall raise the warranty claim by issuing "Warranty Rejection Advice" on UDM on concerned component manufacturer/supplier separately from their end as per the process detailed in Para 2(B) above.

**3. Rectification of the rejected stores-**

- i. In case the vendor requests for rectification/repair of rejected stores in terms of Para 2, rectification/repair to be permitted in exceptional circumstances and only if the item can be effectively rectified/repared at the user end and with specific prior approval of the officer next in hierarchy (minimum JA grade officer) to the gazetted officer issuing Warranty Rejection Advice. At the option of the Depot Officer/ officer of end-user (depending upon who has issued the "Warranty Rejection Advice"), rectification/repair of rejected stores by the firm shall be permitted within railway premises only.
- ii. If firm requests to rectify/repair the rejected stores at its own premises, same shall be allowed only if the item has unique traceability to ensure that the rejected item cannot be supplied to any other consignee/user and if supplied, it can be traced. For taking out the rejected quantity for rectification/repair, equivalent value of rejected item shall be deposited by the firm.
- iii. However, the rectification activity shall have to be completed within timelines given in sub-Para iii of case 2(A) from the date of issue of "Warranty Rejection Advice." After this, process for recovery shall be initiated.

**4. Linking the rejected stores with PO, R/note, warranty period etc –**

- i. Marking of stores has been mandated as per Clauses 1103, 1302, and 2704 of IRS Condition of Contract, which must be ensured.



- ii. Specification/drawing of the item should include conditions for marking of the item for establishing unique traceability of the item, accountability and performance monitoring of the item/supplier. Marking should be with manufacturer's name, lot/batch number, serial number, month and year of manufacture (in MM/YY format). If possible, Railways' purchase order number and date, consignee code, suppliers' IREPS vendor code and warranty period in number of months may also be included to have complete traceability. Drawing/specification must specifically indicate the types of acceptable marking mechanism/method. Marking method selection should be based on factors like item function, item geometry, type of surface, item size, operating environment, age/ life, criticality, cost, etc. Marking method prescribed in the drawing/specification should be good enough to ensure that unique traceability is possible for the lifecycle of the product and if not possible, at least up to the warranty period of the item.
- iii. Direct Part Marking (DPM) for items shall be done based upon the criticality/cost/feasibility to have DPM of the item. The criticality/cost/feasibility shall be decided by the concerned Railway Board Directorates depending upon the nature of the item or/and its end use. This scheme will help in pin-pointing the responsibility, shall improve traceability, accountability and performance monitoring of the item and that of the supplier. Part Marking should be part of specification and should at least indicate manufacturer's name, lot/batch/item No., month, and year of manufacture in MM/YY format. If possible, Purchase Order number and date, consignee code, IREPS vendor code and warranty period in number of months may also be included. It shall be responsibility of the firm to develop a unique coding scheme/mechanism for ensuring traceability of its product. The firm shall intimate the same to the purchaser at the time of supply. In case it is not possible to have these details as part marking on the item, alternate marking scheme and its implementation may be decided by the concerned Directorates.
- iv. Onus of marking and traceability as per purchase order shall be on vendor
- v. The record of fitment of item shall be captured digitally on UDM and/or other applications / Maintenance Modules like CMM/FMM/SLAM/WISE/MU etc.
- vi. Capturing Warranty Period digitally in unambiguous terms:
  - a. In terms of RB letter No. 78/RS(G)/777/1 dated 07/05/2004:
    - (i) Warranty Clause specified in the tenders should normally be same as that in IRS conditions of contract.
    - (ii) Wherever it is considered necessary to have Warranty Clause in technical specifications at variance with Warranty Clause in IRS conditions of contract, then technical department, while submitting the indents, and while providing the specifications, will advise clearly about applicable Warranty Clause for procurement to avoid problems at post contract stage.
    - (iii) While procuring the material, it should be ensured that the applicable Warranty Clause is specified in tender documents clearly and in unambiguous terms.
  - b. Warranty clause if at variance with IRS conditions of contract shall be a specific clause in the tender/PO and shall supersede warranty clause of IRS conditions of contract.

Else it should be mentioned in tender conditions that warranty as per IRS conditions of contract is applicable. Both should never be included in the tender.

- c. A field of Warranty period for the item under procurement may also be indicated on IREPS while floating tender for the same
  - d. Data of warranty period should be captured in digital form in terms of number of months and should get reflected in tender, contract, Inspection Certificate and R/Note in digital form and should be known to the end-user.
  - e. During inspection/receipt of the item, inspecting Agency and material accepting authority shall ensure marking as per purchase order.
- vii. While issuing the stores, "Issue Note" should be linked with warranty period in months, RO number, PO number/date and Depot Code as well, so that supply details and exact warranty period is known to consignee/end user.
  - viii. IMMS and UDM systems should be able to provide the complete supply details i.e. PO No./Date, Vendor Name, Challan No./Date, warranty period etc. for the consignment to be rejected.
  - ix. Online provision shall be made for entering the complete details of item as per Para 1 (iii) above by the vendor at the time of dispatch and that should be captured on iMMS/UDM while accepting the material.
5. All efforts should be made to link the warranty rejected item with P.O. However, if it is not possible to link the PO, warranty period mentioned in drawing/specification shall be taken into consideration or if not mentioned therein, it shall be as per IRS conditions of Contract. In such cases the warranty period shall be applicable from the end of month next to manufacturing month mentioned on material (assuming that stores are supplied after inspection after 30/45 days from the actual date of manufacture).
- 5.1 The Warranty settlement in such cases shall be as per para 2(B) above, except following-
- a. As PO details shall not be available, details of PO, R Note, CRN etc may not be included in Warranty Rejection Advice and other communications.
  - b. The value of rejected materials shall be decided on the basis of rate of component as per latest PO available.
  - c. If Inspecting Agency of the rejected store is not known, warranty rejection advice shall not be sent to inspecting agency and para 2(A)(v) shall not be applicable.
  - d. If Inspecting Agency of the rejected store is not known, the inspecting agency for the replacement supplies shall generally be as per the inspection policy followed for normal procurement or as per Para 2 (A-xiii) above.
6. **Authority to adjudicate the disputed warranty cases and authority to decide appeal-**
- i. For all warranty rejection cases, the controlling officer of minimum JAG level of the office issuing 'Warranty Rejection Advice' shall be adjudicating the disputed cases. His decision shall be binding on all the parties.

- ii. All the disputes, legal matters, etc. arising out of warranty claim shall be handled directly by the office issuing the "Warranty Rejection Advice".

## **7. Handling Epidemic Failures-**

Any recurring/large scale rejections from a particular lot will lead to epidemic failure.

- i. Whenever the quantity rejected anytime during the warranty period exceeds 5% of the total supplied lot against a particular contract, it will be considered as Epidemic Failure. However, in case of failures related to items which are extremely critical from safety consideration (like critical components or sub-parts of air brake system, wheel discs, axles, propulsion system etc.), RDSO/PU may pre-define a lower percentage for considering the occurrence of epidemic failure. This condition should be declared in the tender document for procurement of such items.
  - ii. Same steps as mentioned at para 2, as applicable, to be followed. However, instead of rejecting only defected quantity, entire lot should be rejected. Even if some quantity of such lot has been used/fitted, the same may also be identified and called back from service, to the extent possible, by the concerned technical department for issuing warranty rejection.
  - iii. Joint Inspection shall be conducted as per extant provisions.
  - iv. In case warranty rejection is established in joint inspection, the vendor shall replace entire lot (as available, refer point ii above) duly inspected by inspecting agency as per contract on his own expenses.
  - v. Replacement supply should be inspected by the same agency which has previously inspected the supplies.
  - vi. Epidemic failure is essentially considered as very poor quality performance and should be reflected on the performance of vendor/Inspecting agency accordingly.
  - vii. Concerned Inspection /Quality monitoring/Vendor approving agencies should conduct root cause/failure analysis of the failure and QAP of vendor shall have to be re-validated. They should also suggest improvement in inspection methodology/Quality Assurance Plan to avoid failures.
8. In case the vendor disputes the Warranty Rejection as per Warranty Rejection Advice, representation from vendor should be sent through IREPS system to the officer issuing Warranty Rejection Advice within 7 days from the issue of Warranty Rejection Advice. In such case a joint inspection shall be organised by the officer issuing Warranty Rejection Advice for the grounds of warranty rejections mentioned in the Warranty Rejection Advice.
9. In all cases of warranty rejections where items are appearing in the approved vendor list of vendor approving agencies, information about such cases shall also be shared with vendor approving agency as per Para 1 (vi) above for performance monitoring and capability/capacity assessment/delisting/down gradation of the vendor and review of the design/specifications/STR if required. If required, based on merit of the case, Vendor approving agencies may take appropriate decision on suspension of inspection

10. Data of the warranty rejections shall be analysed item-wise and vendor-wise by the Quality monitoring/vendor approving agency to identify the areas for improvements in systems, processes and design/specification.
11. The recovered amount from the vendor should be credited in the same allocation of the end use in which the item was originally procured.
12. Since complete process is being considered for digitisation, procurements (including Railway Board procurements) which are not being done through iMMS, should also be done through iMMS and Contracts issued through iMMS.

**NOTE:**

For ease of understanding, a sample flow chart for case 2(A) is enclosed. Other cases (Case 2(B) to 2(D)) involve only minor modifications of the same. In case of any difference between this circular paras and flow chart, the circular para shall prevail.

CHANDAN KUMAR  
2022.10.17 17:17:51 +05'30'  
(Chandan Kumar)  
Director Railway Stores/IC  
Railway Board

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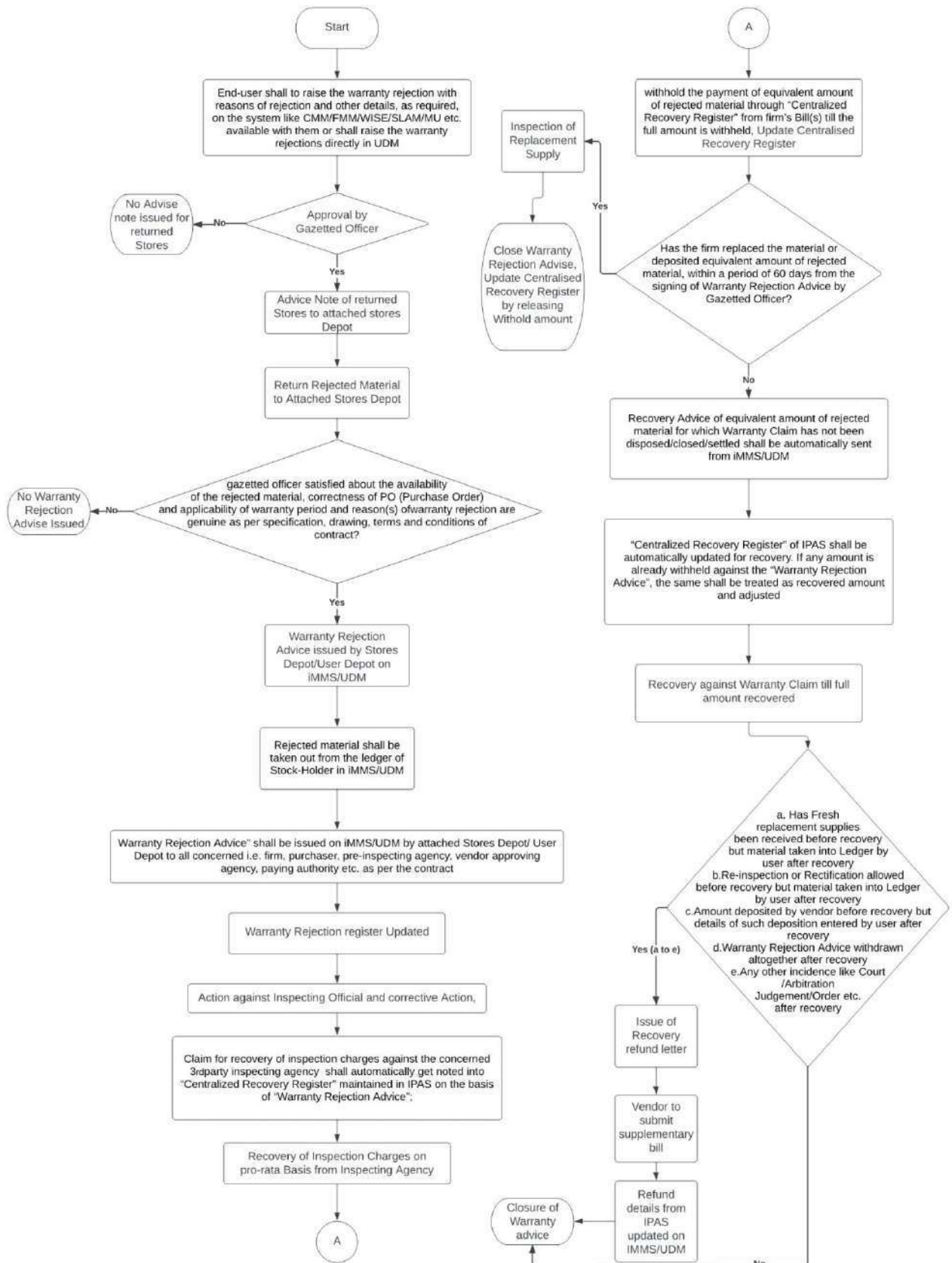
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Room No. 363, Rail Bhawan, Raisina Road, New Delhi-110001

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Flowchart for the processes (Case 2(A) of the circular) involved in Warranty policy: For Warranty rejection in Shop/Shed etc where rejected material was issued from its attached Stores Depot or attached User Depot (both Stock and Non-stock items)-  
(OTHER CASES INVOLVE ONLY MINOR MODIFICATIONS)



### **Annexure 13**

#### **Special condition to be incorporated in tender as special condition for inspection**

1. Attention of Tenderers/Bidders is invited to IRS conditions of contracts, which are the governing conditions of contract. Particular attention is invited to IRS conditions 0701, 1301 (a), 1301 (b) and 1301 (c), 1302 to 1309, 3400 to 3402.
2. In terms of IRS conditions of contract, following specific provisions shall apply in cases of supply of pre-inspected goods through empanelled TPI agencies:
  - 2.1 Unless otherwise stated in the tender schedule, goods procured are required to be pre-inspected before dispatch by the Third Party Inspection (TPI) Agency appointed by Railways at its sole discretion. The TPI Agency appointed shall be indicated in the Purchase Order. It is agreed that Railway's right to appoint TPI Agency of its choice is absolute. Railway also reserves the right to change the TPI Agency at any time through issue of modification advice against the Purchase Order.
  - 2.2 Online inspection call shall be placed by the Supplier on IREPS after the Goods are ready for inspection.
  - 2.3. In Purchase Orders requiring Stage Inspection, Suppliers shall place online inspection call for a particular stage after achieving readiness required at that stage duly mentioning the stage number. The Inspection for a particular stage shall be initiated only after Inspection has been carried out for all the previous stages, as may be applicable.
  - 2.4. The Third Party Inspection Agency appointed by Railways shall examine the online inspection call and may, within 48 hrs (excluding national holidays), seek additional information, if any, from the Supplier. The Supplier shall within one calendar day (excluding Sundays and national holidays) furnish the required information/documents to the TPI Agency to enable them to register inspection call. In case of incomplete information even after providing opportunity to Supplier to furnish information, the call shall not be registered and Supplier shall be advised of observations through the online system to address the observations and place fresh inspection call. The inspection call may also be rejected by TPI Agency if sufficient time for carrying out the inspection and release of IC before end of delivery period is not available.
  - 2.5. Supplier shall be allowed to withdraw inspection call placed, without any cost, before the inspection call has been registered by the Third-Party Inspection

Agency. Once the inspection has been scheduled by the TPI Agency, withdrawal of inspection call shall not be permitted.

2.6. Inspection fee/charges will be paid directly by Railways to Third Party Inspection Agencies.

2.7. However, charges/expenses specifically provided for in IRS Conditions of Contract, particularly in Para 1304, 1305, 1306 and 1400 of IRS conditions of contract, shall be borne by the Supplier.

2.8 Inspection charges paid or due to be paid by Railways to the TPI Agency shall be recovered from Suppliers in following cases:

2.8.1. In case of rejection of Goods during the pre-despatch inspection (including stage inspection rejection) by Third Party Inspecting Agency, the charges recovered shall be equal to inspection charges payable to inspecting agency as specified in Para 2.8.4 below.

2.8.2. When the Authorized Inspector of Third-Party Inspection Agency, on visit to Supplier premises for inspection, finds that Goods offered are not yet ready for inspection, Inspection call shall be cancelled by Authorized inspector by issuing call cancellation certificate. Similarly, in case of Stage Inspection, when the Authorized Inspector of Third Party Inspection Agency, on visit to Supplier premises for inspection, finds that readiness for Stage Inspection to be conducted has not been achieved, Inspection call shall be cancelled by Authorized inspector by issuing call cancellation certificate for Stage Inspection. The Call Cancellation Charges shall be recovered from Supplier as specified in para 2.8.4 below.

2.8.3. Inspection Certificate revalidation or re-inspection: If the Supplier fails to deliver the pre-inspected Goods as per the terms of the purchase order within the validity period of Inspection Acceptance Certificate, the TPI Agency, on request of Supplier, may, based on the merits of the case, decide to either re-validate the Inspection Acceptance Certificate or re-inspect the Goods against fresh inspection call to be placed by the Supplier. Decision of the TPI agency in this respect shall be binding on the supplier. In such cases, the revalidation or re-inspection charges (as applicable) to be recovered from Supplier shall be as specified in para 2.8.4 below.

2.8.4. To summarize, following charges shall be recovered from Supplier

<b>Situation</b>	<b>Charges to be recovered from Supplier (plus GST extra)</b>
At the time of physical visit call is cancelled due to: Goods are not ready for inspection OR Goods, raw materials, components or sub components, as the case may be, are not yet ready for inspection, in cases involving Stage inspection (Call Cancellation through issue of Call Cancellation Certificate)	Y/2, subject to a maximum of Rs 11000/-
Goods, raw materials, components or sub components, as the case may be, rejected in Stage Inspection excluding the final Stage, in cases involving stage Y inspection	Y
Goods rejected in final Stage, in cases involving stage inspection	2Y
Goods rejected in inspection, in cases without stage inspection	Y
Inspection Certificate revalidation or re inspection	<p><b>Scenario-1:</b> Rs. 5000 or full inspection charges, whichever is lower for revalidation of inspection certificate.</p> <p><b>Scnerio-2:</b> In case re-inspection is done afresh, inspection charges to be recovered from Vendor shall be “Y”</p>

Where,  $Y = X/100$  of total value of Goods inspected as per Purchase Order, Where X is the percentage inspection charges of the concerned PO Value slab for Product Inspection.



3. Applicable inspection charges in percentage of PO value and slab-wise is as under for information of Suppliers:

PO Value Slab	Inspection charges (X)
From Rs. 5 lakhs upto 1 Cr	0.5220 % + GST extra
Above Rs. 1 Cr up to 25 Cr	0.116 % +GST extra
Above Rs. 25 Cr up to 100 Cr	0.053 % +GST extra
Above Rs. 100 Cr up to 500 Cr	0.035 % + GST extra

**Note-1:** Purchase Order Value for the purpose of calculating the inspection charges shall mean total value of Goods ordered specifically indicated in the Purchase Order as total order value, and includes freight, packing, forwarding, taxes and duties etc. used in arriving at total order value but excludes any components or items not included specifically in calculation of total order value. The inspection charges shall be calculated using Value of Goods Inspected based percentage charges and GST applicable on inspection charges for the corresponding PO Value Slab. For avoidance of doubt and as an illustration, if the PO Value for 100 Nos of Item A is Rs. 50 Lakhs and a lot consisting of 25 nos. is offered for inspection. The inspection charges for the lot being inspected shall be =  $(0.5220/100) \times (25/100) \times 50,00,000 =$  Rs. 6525 only+ GST Extra.

**Note-2:**For inspection of Goods by Third Party Inspection Agency where Purchase Order value is below Rs. 5 lakh, the inspection charges in such cases will be those applicable for PO valuing Rs. 5 Lakhs.

**Note-3:**For inspection of Goods by Third Party Inspection Agency where Purchase Order value is above Rs 500 Cr, the inspection charges in such cases will be fixed separately by the purchaser subject to maximum of 0.035 % + GST extra

4. When pre-inspected Goods get rejected at consignee end joint inspection will be held as per procedure below.

Moreover, in case of rejection of Goods on Joint Inspection, the replacement supply against the rejected lot of Goods shall normally be inspected by the same Third Party Inspection Agency, which inspected and passed the original supply, unless purchaser under special circumstances decides to get the lot inspected by some other inspection agency/consignee and decision of purchaser in this respect shall be binding on supplier.

## **5. Procedure for Joint Inspection:**

- (i) If Goods, pre-inspected by TPI Agency, gets rejected at consignee end after receipt by consignee, the material rejection advice/rejection memo will be sent by consignee through online system to all concerned i.e. Vendor, TPI Agency, Procuring Entity and Paying Authority and to such others as required.
- (ii) Before rejected goods are returned to the supplier, the consignee after or at the time of issue of rejection advice, at his discretion, shall call for a Joint Inspection between consignee, Vendor and TPI Agency. Such Joint Inspection shall be conducted at a place as mentioned in the notice for Joint Inspection.
- (iii) The joint inspection is to be carried out by the consignee with the representatives of the inspecting agency (iv) In case where either the firm or the representative of inspecting authority do not turn up for Joint Inspection, Joint Inspection shall be done with whosoever of the two is available. In case neither firm nor inspection agency attend, consignees' decision to accept or reject such goods shall be final and binding.
- (v) A Joint Inspection report shall be signed by the Party (ies) attending the Joint Inspection. Failure to attend Joint Inspection shall not be an excuse to dispute the findings of Joint Inspection.
- (vi) Irrespective of the outcome of Joint Inspection, the TPI Agency will not be entitled for any fee or charges, whatsoever, for attending such Joint Inspection. In case of rejection of Goods on Joint Inspection, the TPI Agency shall not be entitled for inspection charges for the quantity of Goods rejected. The inspection charges, if and to the extent already paid, shall be recovered from the TPI Agency.

## ANNEXURE-14

(Enclosure to Railway Board letter no.: 2024/RS(G)/164/VIG/4 dated 27/05/2025)

### **FORMAT FOR CERTIFICATE TO BE SUBMITTED/ UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS**

I.....(Name and designation)\*\*appointed as the attorney/authorized signatory of the tenderer, M/s.....(hereinafter called the tenderer) for the purpose of the Tender documents for tender No. .... of .....(Railway)\*\*, do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s) am/are signing this document after carefully reading the contents.
2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have downloaded the tender documents from Indian Railway website [www.ireps.gov.in](http://www.ireps.gov.in). I/we have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of contract or payment, the master copy available with the railway Administration shall be final and binding upon me/us
4. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. I/We also understand that my/ our offer will be evaluated based on the documents/ credentials submitted along with the offer and same shall be binding upon me/us.
6. I/We declare that the information and documents submitted along with the tender by me/ us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
7. I/we certify that I/we the tenderer(s) is/are not blacklisted or debarred by Railways or any other Ministry/ Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/ LLP/ JV/ Society/ Trust.
8. I/we understand that if the contents of the certificate submitted by us are found to be forged/ false at any time during process for evaluation of tenders, it shall lead to forfeiture of the EMD and may also lead to any other action provided in the contract including banning of business for a period of up to two year. Further, I/we (*insert name of the tenderer*) \*\* \_\_\_\_ and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/we also understand that if the contents of the certificate submitted by us are found to be false /forged at any time after the award of the contract, it will lead to termination of the contract, alongwith forfeiture of Security Deposit and may also lead to any other action provided in the contract including banning of business for a period of up to two year.

10. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/We are not from such a country or, if from such a country, have been registered with the competent Authority. I/We hereby certify that I/we fulfill all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed).

SEAL AND SIGNATURE  
OF THE TENDERER

Place:

Dated:

**\*\*The contents in Italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.**