

**EASTERN RAILWAY
(CONSTRUCTION DEPARTMENT)**

No.CAO/Con/WT/17/Pt-XIII

Date: 28th September, 2011

Dy.Chief Engineer (Con)s
Eastern Railway
HWH-I/II/III/IV/SDAH-I/II/III/IB
ASN-I/II/III/BGP/JMP/MLDT

**Sub: Procedure for inviting tender and awarding works
Contract.**

Ref: 1) Railway Board's letter No. 2009/CE-I/CT/C1/27
Dt. 11.09.2009.
2) Railway Board's letter No.94/CE.I/CT/4
dt. 17.09.1997

- 1.0 It has been observed that it takes lot of time in scrutiny and calling of tenders as the tender schedules for calling and finalization of tender, are not being submitted in conformity with Rail Board's guidelines. The tender schedules should be submitted in conformity with Rly Board's guidelines along with detailed particulars as per annexure.
- 2.0 For estimating the cost for calling and finalization of tender, Railway Board has already given guidelines vide letters under reference. The extract of guidelines are appended below:
- (i) Extract from ref(i) " the procedure of maintaining a data base of LARs should be followed for all type of works."
- (ii) Extract from ref(ii) are as under :

a. ESTIMATED COST FOR CALLING OF TENDER:-

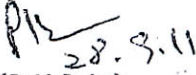
Estimated cost should be worked out on the basis of average of a number of last accepted rates on the Division/Railway duly catering for any special features of the work, e.g. site conditions, type of work, weather conditions, completion period, law and order, availability of labour and materials etc. Enhancement of estimated rates should be based on building cost index/RBI indices for the period elapsed between the preparation of estimate and the date when last accepted rates were received.

b. ASSESSING THE REASONABILITY OF RATES :-

Assessing the reasonability of rates should be gone into detail by the Tender Committee. When making a comparison, instead of last accepted rate, the average of last accepted rates for similar type of work under similar conditions and geographical proximity should be worked out. Where only one case of accepted rates is available, analyzed rates based on market survey should be derived for ascertaining the reasonability of rates.

- 3.0 Modified proforma for " particulars required for calling tenders" is enclosed for compliance.

DA : As above


(P.K.Jain)
CE/Con/V

for Chief Admn. Officer /Con

PARTICULARS REQUIRED FOR CALLING OF TENDER

1	Name of work	
2	Reference to sanctioned Estimate a) Estimate No. & sanction reference. b) Amount. c) If estimate is not sanctioned, current position of the estimate with reference, vetting of A/cs etc. d) Item No. of estimate page & amount provided against the item of estimate. e) Provision in the estimate being exceeded, what action is proposed to meet the commitment, savings from other items etc.	
3	Approximate cost of this tender now proposed (Schedule wise break up of cost) & total cost	
4	Pink Book, year and allotment of fund for the year.	
5	Plan No. according to which tender is invited the plan position where pending.	
6	Complete schedule of item & quantities for which tender is to be invited.	
7	Special conditions, if any.	
8	Probable time require for competing the work from the date of acceptance of the tender.	
9	From where railway materials will be supplied, if any.	
10	If the tender is against terminated contract, following information regarding previous tender may be given i) Whether the tender is a risk & cost tender. ii) Whether joint measurement have been done and recorded in MB. iii) In case of risk & cost tender, the quantity against various items should be separately marked as risk & cost quantity and other than risk & cost quantity. iv) In case of non risk & cost tender, comparison of quantity against terminated contract and proposed quantity work for balance work. v) Probable time to complete the balance work and also DOC of original contract.	

Certified that:-

1. Quantities & specification of items of the tender schedules are based on the site conditions and I am personally satisfied with same.
2. Quantities and specifications (1) above of the tender schedule are based on the approved drawing.
3. The estimate has been sanctioned and provision for this work exists in the current year's budget and materials are being arranged.
4. All the items including brief description, rate, units and cost including the total basic cost of Schedule-B based on rate of L&M Schedule/USSOR, have been checked and found correct.
5. Any other remarks

Signature of Dy.CE/Con