



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



No. 2022/RS(G)/779/12(E3400699)



Dated: 18.10.2022

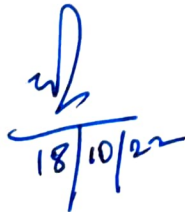
The General Managers, All Indian Railways/PUs, NF(C), CORE
DG, RDSO/Lucknow, NAIR/Vadodara
PCAO, PLW/Patiala, COFMOW
CAO, WPO/Patna, RWP/ Bela4

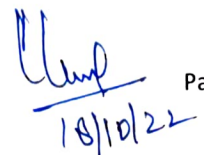
Sub: Procurement of Engineering Material by Stores Department – Joint Procedure Order

- Ref:-** i) RB's letter no. 2022/RS(G)/779/12(E3400699) dtd. 30-08-2022
ii) RB's letter no. 2022/RS(G)/779/12(E3400699) dtd. 01-09-2022
iii) RB's letter no. 2022/RS(G)/779/12(E3400699) dtd. 06-10-2022
iv) RB's letter no. 2022/RS(G)/779/12(E3400699) dtd. 12-10-2022
v) RB's letter no. 2022/RS(G)/779/12(E3400699) dtd. 14-10-2022

Railway Board vide letter under reference (i) has decided that procurement of all Engineering material henceforth will be done by Stores Department. Further to this letter, vide letters under reference (ii) to (v) above, further instructions/guidelines were issued. To ensure smooth transition of procurement to Stores Department and uniformity of approach, the following procedure order is being issued:

1. All the tenders issued (Opened / NIT issued) by Engineering Department of the Railway or Nodal Railways shall be dealt and decided as per the existing arrangement by Engineering Department. Contract management including issue of POs and variation, operation of rate contracts, extensions, dispute redressal/court cases etc of such tenders and also against the orders already placed by Engg department of Railways/nodal Railways as per cluster procurement policy shall also be dealt by Engg Departments of the concerned Railways.
- 1.1 For tenders issued by stores department, all contracts placement, including supply orders against rate contracts, and post contract activities shall be done by Stores Department as per the existing system for procurement of items related to other departments.
2. No tender shall be issued by Engineering Department after the date of issue of this procedure order. Any tenders which are to be re-tendered shall also be dealt by Stores Department de novo against the demands of such cases. If any tender issued by Nodal Railways as per earlier cluster based procurement system is decided for retendering, tender shall not be issued


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by erstwhile Nodal Railways and demands shall be returned to concerned Zonal Railways, to be procured by Stores Department as per above referred instructions and this procedure order.


3. Procurement shall be done by Stores Department as per instructions issued by Stores Dte. on procurement related matters; on technical matters, guidelines of Engineering Dte shall be followed.
4. List of items presently purchased by Engineering Department will be provided by PCE to PCMM in following format with relevant purchase details by 31.10.2022-

Complete Description and specification	Unit of purchase	Present Stock available	Covered dues indicating quantity ordered and outstanding and also quantity pending against Rate contract, if any	Uncovered dues i.e. tender issued but PO yet not issued	Purchase restrictions, if any, like RDSO approved sources, etc.	Whether regularly required items (Yes/No)

* Urgent items along with their delivery requirements may also be indicated for urgent action.

5. For regularly required items, yearwise annual consumption of last three years and assessed requirement for next one year shall be advised by PCE to PCMM by 31.10.2022 for making them stock item. Stores Department shall open stock card, with AAC as assessed requirement advised by Engineering Department, and initiate procurement as stock item duly considering stock-dues, within next 15 days for FY 2023-24 including shortfall for 2023-24 if any.
- 5.1 From next procurement cycle onwards i.e. 2024-25 onwards, based on the annual requirement advised by Engg department, estimate sheet generation schedule shall be distributed by PCMM from July to September equally, one year prior to the FY of the material requirement (Contract Period) i.e. For 2024-25, demands shall be equally distributed in the month of July, August and September 2023. PCMM office shall issue tenders within one month of receipt of demand from Engg HQ. Budget estimate under revenue shall be provided by PCE.
- 5.2 As far as possible, demands for any project related requirements for these items being made stock items, shall also be given as per above schedule.
- 5.3 List of items whose coverage through stock, dues, tenders etc is sufficient upto 2023-24 or there is no requirement upto 2023-24 and no procurement is required to be initiated during 2022-23, shall also be given by PCE to PCMM by 31-10-2022.
- 5.4 Since Engineering items have large variations in requirements during the year, entering into rate contracts may be considered by PCMM depending upon suitability.
6. However for unplanned or emergency requirements, requirements may be advised as and when requirements come up and considering the lead time of procurement.


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7. Procurements shall be done by PCMM office at Zonal Headquarter level through IREPS/IMMS/UDM only. However, items which are to be procured by Railway Board will continue to be procured as per the existing system.
8. All Engineering Track depots shall be on boarded on UDM by 31-10-2022 and all available stock shall be taken into UDM. From 01-11-2022, all activities like material receipt, issue, accountal, non-stock demand generation, requisitions for material drawl from stores etc shall be done on UDM only. Necessary training wherever required shall be arranged through CRIS.
- 8.1 For current/live POs/contracts not issued on IMMS, PCMM shall issue the regularizing/coverage PO from IMMS and supplies received should be taken into account through UDM. For this purpose PCE shall give all ongoing contracts to PCMM for issue of regularizing/coverage PO. Henceforth (i.e. from 01-11-2022) all supplies shall be accounted for in UDM through digital receipt note. E-bills shall also be implemented for Engineering supplies also from 01-11-2022 and no physical bill shall be allowed thereafter.
9. As per extant rules, all aspects including rate reasonability of offers received will be evaluated by appropriate Tender Committee/tender accepting authority in DA cases. Cases shall not be sent for technical suitability and rate reasonability in routine manner.
10. Inspection of Goods (including stage inspections etc) and Consignee end inspection shall continue to be done as per existing RDSO/Railway Board guidelines.
11. Since special conditions of contract will be different for different items based on the RDSO specifications, eligibility criteria, PVC formula with control mechanism, any item specific conditions/requirement, inspection authority, special conditions related to warranty, inspection for raw material as well as finished product, inspection and testing requirements, inspection and testing agency, requirement of consignee end inspection, stage wise delivery schedule, approved source(s), etc. Special conditions of tenders (both hard and soft copy) bearing name of the individual item and RDSO drawing no. for all such different materials will be provided by Engineering Department to Stores Department by 31-10-2022. Any subsequent change in the specification, eligibility criteria issued by Railway Board/RDSO will be communicated by CE/TS to Stores Department.
12. For first procurement cycle, previous successful sources and likely sources of supply for items to be purchased from open sources will be provided by Engg HQ along with demand or on request from stores HQ.
13. Procurement of first cycle of sleepers as per reference (iv) dated 12-10-2022 above, shall be made as per the separate letter issued by Board regarding quantity to be procured and terms and conditions for tenders.
14. The management of existing Track Depot to be continued with the Engineering Department.
15. Stocking of stock items shall be done in suitable GSD/Div Depot/any other stores depot by PCMM. Receipt, accountal, issue and other materials management activities shall be done on IMMS. However, depending on the practical issues related to bulky items, delivery of materials may be taken from suppliers directly at Engg Depot subject to complete accountal and inventory management on IMMS by stores depot.


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16. SAG level co-ordination meeting, between Stores & Engineering Department, shall be held every fortnight for next 6 months to review the progress of implementation of directions issued by Railway Board for smooth transition of procurement ensuring no adverse effect on material availability. Subsequently meeting may be done on monthly basis.

Railways shall align their working as per this procedure order.


ED/Tk (M&Mc)
Railway Board


EDRS/G
Railway Board

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PCMMs, PCEs, PCMEs, PCEEs, PCSTEs, All Indian Railways & PUs, COFMOW, CORE, WPO/Patna and RWP/Bela

Sr. Prof. (Material Management), NAIR, Vadodara, ED (Stores), RDSO, Lucknow

Chief Commissioner, Railway Safety, Lucknow

Zonal Railway Training Institute, Sukadia Circle, Udaipur

Copy to:

The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan

The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPOA, Room No. 256-D Rail Bhavan.

Copy to:-

PSOs/Sr. PPSs / PPSs / PSs to :

MR, MOSR(D), MOSR(J)

CRB&CEO, M(TRS), M(Infra), M(O&BD), M(F), Secretary/RB, DG (RHS), DG (RPF), DG(HR), DG(Safety)

Advisor/MR, EDPG/MR, OSD/MR and OSD/Co-ord/MR

All AMs, PEDs & Executive Directors of Railway Board.

Room No. 403, Rail Bhawan, Raisina Road, New Delhi-110001

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