

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. RS (M)/2009/EPS/01

New Delhi, dated: 09.06.2009

Controller of Stores,  
CR, WR, SR, SCR, SECR, WCR & NCR.  
RCF, ICF, RWF, DLW & DMW.

Sub: Implementation of e-Procurement System.

E-Procurement system has been implemented successfully in 8 Zonal Railways and 5 Production Units. During implementation of pilot project Northern Railway has formulated and issued detailed joint procedure order on E-tender opening procedure, jointly with their account department. The detailed Joint procedure order, as prepared by NR jointly by stores and accounts, has been adopted by all the Railways. Subsequently the same JPO has also been endorsed by Railway Board Finance Directorate and sent to you. Rlys/PUs are implementing EPS in a successful manner however there are certain areas which will further improve performance & will reduce tender settlement time.

1. **Printing of offers at the time of tender opening:** The basic spirit of EPS is to make near paperless working. In this regard the para 7(ii) of N.Rlys JPO clearly indicates as under:-

“The offers of firms so received shall be opened and acknowledged by the tender opening officials. Once all the offers against that tender have been opened verified and acknowledged, the tabulation statement shall be generated and print out shall be taken.”

Further the para 7(iv) states “After opening, verifying and acknowledging of each offer by tender opening officials, such offers details shall remain in secured encrypted form stored in Archive. The Purchase Officers concerned can open, view and down load commercial and other details by using their ID and password and if required can take printout of suitable offers.”

It is reported that Rlys/PUs are not following the instructions as laid down in the JPO which was also endorsed by Rly. Board finance

Directorate and instead generating printout of each offer at the time of tender opening even though each financial and techno-commercial offer is already being tabulated and printed in their tabular form. The printing of offers at the time of tender opening is against the spirit of e-procurement and also the JPO as issued by N.Rly and adopted by your Rly/PU.

In this regard AM/RS during last COS conference at Chennai had also emphasized as follows:

“There should not be any need for printing of entire electronic offer submitted by each vendor. In fact, all the technical departments should be given access to view the e-offers, along with the printed financial and techno-commercial tabulation statements. The printing of e-offer of firm in e-procurement system defeats the very purpose of switching over from manual system of tenders for procurement of goods to electronic system of tenders for the same.”  
(Para 6.2 (i) & (ii) of minutes of meeting).

It is therefore necessary to follow the spirit of JPO and not to print each offer at the time of tender opening.

2. **No mixing of manual and electronic tenders:** - As a policy, Railway Board, in the past, has clearly advised:


“Submission of Manual Offers along with electronic offers shall not be permitted” (which has also mentioned in para 7(i)b of JPO of NR).

It is emphasized once again to follow the instructions as issued in this direction.

3. **Opening of e-tenders in short period:** - The schedule of power, as delegated by Railway Board empowers Zonal Railways/PUs to open tenders in short period under emergency as deemed necessary. In such cases of urgency, e-tenders can also be opened in a short period as permitted for manual tenders.

Rlys/PUs are advised to issue suitable instructions to follow as advised above. It is requested to give the compliance to the Board at the earliest possible.

This has the approval of AM/RS.

  
(Ajay Gupta)  
Director Railway Stores (M)  
Railway Board