

CE's CIRCULAR No. 104

**NORTH WESTERN RAILWAY**

HEADQUARTER OFFICE

JAIPUR – 302006

Date : 13.05. 2004

No. W/CE/118/0

**Sub : Consideration and finalization of tenders.**

To streamline process of finalisation of tenders, following guidelines are issued :

- |       |   |           |
|-------|---|-----------|
| (i)   | Validity of tenders in normal cases.                              | 90 days.  |
| (ii)  | Validity of tenders covering <b>works of complicated nature</b> * | 120 days. |
| (iii) | Validity of negotiated offer.                                     | 60 days.  |

\* **Principle CE's prior approval shall be obtained in respect of works of complicated nature.**

Note : **Event wise time schedule for processing and finalization of tenders shall be as shown in the enclosed Annexure.**

The time limit shown in the Annexure for various activities involved in finalization of tenders are the upper limits, all efforts should be made to complete the activity at the earliest, so that the tenders can be finalised expeditiously.

Henceforth one sheet should be kept on top of the correspondence side in all tender cases showing the details contained in the enclosed annexure. Copy of this sheet should also be sent to all the T.C. Members for their information, immediately after the tender has been opened.

Respective Branch Officers should monitor progress of all outstanding tenders on a weekly basis. The position should be reviewed with **Sr.DAO/DAO/SAO** at least once a month. Cases of inordinate delay should be brought to the notice of **DRM** / Accepting authority with a copy to the concerned Head of the Department and **FA & CAO**.

This issue with the concurrence of FA & CAO

DA : Annexure

Chief Engineer

Copy to -

1. Secy. to GM for kind information of GM please.
2. CAO (C)/NWR/JP
3. FA & CAO/NWR
4. Sr.DEN (Co)/All, BKN, JP & JU
5. CBE , CTE & All Dy. CEs / NWR
- 6 . Director, IRICEN / PA
8. Principal ZRTI / UDZ

## Annexure

Tender No. : .....  
 Name of Work : .....  
 Estimated Cost : Rs .....  
 Earnest Money : Rs .....  
 Completion Period : .....  
 Nature of Tender : .....  
 Date of opening : .....  
 Period of Validity : .....Valid Up to .....  
 Validity extensions, if any : .....  
 Members of the TC :  
     (i) Convenor  
     (ii) Finance Member  
     (iii) Third Member

### Record for finalization of tender :

S. No.	Nature of Processing	Max. No. of Days	Target date for completion	Actual date
1	Date of Opening of Tender	1	D	
2	Preparation of Comparative Statement and Briefing Note	12	D+12	
3	Vetting of Comparative Statement and Briefing Note	7	D+ 19	
4	Submission of papers to Tender Committee	3	D+ 22	
5	Consideration of Tenders by Tender Committee	40	D+ 62	
6	Submission of Tender papers to Accepting Authority with TC Minutes and recommendations	2	D+ 64	
7	Consideration of TC Recommendations by Accepting Authority	7	D+ 71	
8	Preparation of Acceptance letters	2	D+ 73	
9	Vetting of acceptance letter	2	D+ 75	
10	Issue of acceptance letter	1	D+ 76	
11	In case of counter offer, acceptance by tender	10	D+ 86	

In case where negotiations are proposed to be carried out, due care should be taken so that final acceptance is issued within the validity period of the tenders. If considered necessary, suitable validity extension should be sought, in time.