

Rail Vikas Nigam Limited
(A Govt. of India Undertaking)

Corporate Office: 1st Floor, 'B' Block, August Kranti Bhawan, Bhikaji Cama Place, New Delhi- 110066.
Tel: +91 11 2673850553, Fax +91 11 26182957; pksharma@rvnl.org

No. C/Policy/2007/Pt.II (CLOSE)

Dated: 17.12.2013

All GGMs/GMs/CPMs,
AGMs & DGMs/RVNL

Sub: Standing Nomination for committees for works/material and consultancy contracts with regard to tender opening, preparation of Briefing Note, Bid Evaluation and Bid Appraisal.

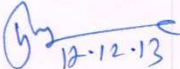
In supersession of all instructions issued on the subject matter, standing nominations for the above mentioned are issued as under in accordance with SOP dated 1st October 2009 and subsequent amendments.

1. Bid Opening Committee

- 1.1 This shall comprise of Assistant Manager from Convener Branch and Assistant Manager from Finance.
- 1.2 In case of non availability of an officer in that level, the next higher officer will be associated.
- 1.3 Guidelines, directions and instructions on opening of tenders, preparation of comparative statement, briefing note and custody of tender documents and tender files issued vide policy letter no. C/Policy/tender dated 02.11.2006 and supplementary instructions issued vide Annexure-A to the letter no. C/Policy/2007/Pt. II dated 04.08.2011 shall be followed.

2. Briefing Note

- 2.1 In case of all Bids to be accepted upto the level of CPM/GM, the Briefing Note will be prepared by the Bid Opening Committee.
- 2.2 In case of all Bids accepted by ED; the Briefing Note will be prepared by AGM/JGM/DGM of the convening department of PIU concerned with the work with the help of Bid Opening Committee and will be vetted by AGM/JGM/DGM (Finance) of the PIU.
- 2.3 In case of all Bids to be accepted by Director, the Briefing Note will be prepared by a Three Members Committee with the help of Bid Opening Committee. The constitution of the Three Member Committee will be the same as the Tender Evaluation Committee detailed in para 4.3 of this letter with the exception that Finance member shall be DGM/F&A of the PIU.
- 2.4 In case of Bids to be accepted by Committee of Directors or CMD, the Briefing Note will be prepared by a GM level three Member Committee with the help of Bid


12-12-13

Opening Committee. The constitution of GM level Three Member Committee will be the same as the Tender Evaluation Committee detailed in para 4.3 of this letter.

3. **A Sample Briefing Note for ADB Projects has been circulated vide Annexure-B, C & D to the letter no. C/Policy/2007/Pt. II dated 04.08.2011 for guidance. For other projects/works, the clauses which are not applicable shall be struck out and any other clauses which are considered relevant to the project/work but not a part of sample briefing note shall be incorporated.**

4. **BID EVALUATION COMMITTEE:**

The concerned officer who has been assigned a particular project will associate in the Bid Committee as given below. The convener shall be of the department that has invited the Bid.

4.1 **Bids to be accepted at DGM/JGM/AGM level :-**

- (i) Sr. Manager/Manager of the convening department
- (ii) Concerned Sr. Manager/Manager (Finance)

Note : Only if Manager level official is not there in the unit, Sr. Manager level official will associate.

4.2 **In case of all Bids to be accepted at CPM/GM level:-**

I. Bids where convening department is Civil Engineering

- (i) AGM/JGM/DGM (Projects);
- (ii) Concerned AGM/JGM/DGM (Finance); and
- (iii) Concerned AGM/JGM/DGM (S&T) standby AGM/JGM/DGM(Elect)

II. Bids where convening department is Electrical

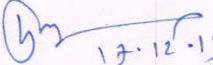
- (i) AGM/JGM/DGM (Elect);
- (ii) Concerned AGM/JGM/DGM (Finance) ; and
- (iii) Concerned AGM/JGM/DGM (Projects)

III. Bids where convening department is S&T

- (i) AGM/JGM/DGM (S&T);
- (ii) Concerned AGM/JGM/DGM (Finance) ; and
- (iii) Concerned AGM/JGM/DGM (Projects)

IV. Bids where convening department is PP&D

- (i) AGM/JGM/DGM of Convening department;
- (ii) Concerned AGM/JGM/DGM (Finance) ; and
- (iii) DGM/Project (Rewari-Maneru)


17.12.13

V. For Workshop Bids :-

- (i) AGM/JGM/DGM (Project) as Convener
- (ii) Concerned AGM/JGM/DGM(Finance)
- (iii) Concerned AGM/JGM/DGM(Mech) standby AGM/JGM/DGM(Elect)

Note:

- (a) For Workshop tenders 4th member AGM/JGM/DGM(Electrical) will be co-opted if the cost of electrical works in the tender is more than 10% of the NIT cost.
- (b) In the concerned unit, if AGM/JGM/DGM is not available, ED of convening department will nominate the officer from any other PIU/Corporate office.

4.3 In case of all Bids to be accepted at ED level :-

I. Bids where convening department is Civil Engineering except Workshop bids

- (i) GM/CPM (Projects);
- (ii) Concerned GM (Finance) ; and
- (iii) Concerned GM (S&T) standby GM(Elect)

Note : For combined works tenders 4th member GM (Electrical) will be co-opted if the cost of electrical works in the tender is more than 10% of the NIT cost.

II. Bids where convening department is Electrical:

- (i) GM (Elect);
- (ii) Concerned GM (Finance) ; and
- (iii) Concerned GM/CPM (Projects)

III. Bids where convening department is S&T:

- (i) GM (S&T);
- (ii) Concerned GM (Finance) ; and
- (iii) Concerned GM/CPM (Project)

IV. Bids where convening department is PP&D

- (i) GM of Convening department;
- (ii) Concerned GM(Finance) ; and
- (iii) GM(C&BD)

IV. For Workshop Bids :-

- (i) CPM/Project as Convener
- (ii) Concerned GM/Finance
- (iii) Concerned GM(Mech)

Note: For Workshop tenders 4th member GM (Electrical) will be co-opted if the cost of electrical works in the tender is more than 10% of the NIT cost.

4.4 In case of all Bids to be accepted at Director/Committee of Directors or higher level:-

- (i) ED of concerned department
- (ii) ED/Finance ; and
- (iii) ED (S&T) stand by ED (Elect.)

Note: (i) For combined works Bids 4th member ED (Elect.) will be co-opted if the cost of Electrical works in the tender is more than 10% of the NIT cost.

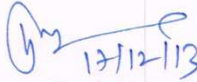
- (ii) In case of Bids for workshops, ED/Mech shall be the member in place of ED/S&T and shall also act as Convener.
- (iii) In case of PP&D being the convening department, concerned ED who is implementing the Project or in whose area project lies shall be the member in place of ED/S&T.

General Note :

- (i) Officer of the concerned department who is looking after the said project as per duty list will be the standing member as per above nomination, for the above committees i.e. Bid Opening Committee, Briefing Note Committee and Bid Evaluation Committee. However where ever more than one officer or none of the officer is available as per above nomination, then the nomination is to be approved by the Bid Accepting Authority on the proposal moved by the Convener and recommended by the concerned department.
- (ii) Any officer doing technical evaluation of bid should continue to sit on Bid Evaluation Committee till financial bid is finalized, even if the work is transferred to some other unit or to some other officer.
- (iii) Re-employed employee shall be the member of the above committee only if the regular/deputation officer of said level is not available in the said PIU.
- (iv) In case the Accepting Authority is not in place in the convening department, the acceptance of the tender shall be done by the authority at next higher level in the department.
- (v) In case where the financial value of the L₁ offer is beyond the powers of BEC (as per SOP) which has evaluated the technical bids, this BEC shall evaluate the financial bid and submit a report on all aspects of the financial bid including a report on reasonableness of rates, but without final recommendations to the next level BEC competent to evaluate the offers based on L₁ price. The higher level BEC will examine report of the lower level BEC and submit their Evaluation Report of price bids and recommendations to the Competent Accepting Authority. In the event of reduction of contract price due to negotiations, if any, there will be

no further change in the level of BEC. It is also clarified that the level of post tender Contract Management shall be governed by the accepted contract price as per SOP.

This issues with the approval of CMD/RVNL.


(P.K.Sharma)
GM/Projects-II

Copy to :-

1. Secy to CMD - for kind information of CMD
2. DP, DF, DO, DPE - for kind information please
3. ED/HQ, ED/Works, ED/Infra, ED/P, ED/P-II, ED/Elect, ED/S&T, ED/F, ED/Mech, & ED/Metro - for information please.