भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No. 2008/CE-I/CT/21 **New Delhi, dated 5.03.2009.**

The General Managers, All Indian Railways,
The Principal Chief Engineers, All Indian Railways,
The CAO/Cs, All Indian Railways.

Sub:- Lengthy Tender Notices.

Ref:- Board's letter No. 2001/CE-I/CT/20 dated 17.8.2001.

Vide Board's letter referred above, it was observed that Tender Notices appearing in the press are needlessly long and that unnecessary long tender notices, apart from causing loss of revenue to the Railway, also tend to lose the clarity of the subject. It was further directed in this letter that due care should be exercised by the concerned authority who approves the notices for inviting tenders to ensure that the tender notices are crisp and clear and that they do not have unnecessary repetitions and ambiguity.

The purpose of publishing Tender Notices in newspapers is to draw the attention of the eligible contractors to the proposed work. Since the complete details are available in the Tender Notices posted on the Railway website and also placed on the Notice Board of the concerned office, there is no need to give exhaustive details about the work in the Tender Notices being published in the newspapers.

It is sufficient if the Tender Notice furnishes only details such as:-

(i) Name of work with its location
(ii) Approx. Cost of the work
(iii) Cost of Tender form
(iv) Address of the office from where the tender form can be purchased
(v) Earnest Money to be deposited
(vi) Completion period of the work
(vii) Date & Time for submission of tender and opening of tender
(viii) Website particulars and notice board location where complete details of tender can be seen etc.

The Railways need to be cautious while issuing notices and corrigendum/addendum which should invariably be published in all the concerned newspapers besides posting the same in the website/Notice Board of the office etc. where the original notice was pasted. The web-site should also specify a date up to which the tenderers may note updates/corrigendum/revised date of opening.

The Railways may also arrange to have all the notices including tender notices published on a fixed day in a week. For this, since the space requirement in newspapers will be in bulk, the Railway may negotiate for considerable reduction in the advertisement charges with the newspapers concerned.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

Please acknowledge receipt.

(T. GUPTA)
Executive Director Civil Engg(G)
Railway Board

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Copy forwarded for information to:-

1.The FA & CAOs, All Indian Railways
2.The Deputy Comptroller & Auditor General of India(Railways), Room No. 224, Rail Bhavan, New Delhi(with 46 spares)

For Financial Commissioner/Railways