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

No. 2014/CE-I/CT/O/10/TN **New Delhi, dated 18.06.2014**
1.7

To,
As per list attached.

Sub : Short Tender Notice

Ref : Board's circular no. 2008/CE-I/CT/21, dated 05.03.2009.

Vide circular under reference, instructions were issued that Tender Notices published in newspapers should be crisp and clear; Tender Notices should not be lengthy and should furnish only such details as are mentioned in circular under reference.

2. However, it is observed that Zonal Railways etc. are not strictly following instructions contained in circular under reference. The matter has been reviewed and it has now been decided by Board (CRB) that only following items need to be included in Tender Notices published in newspapers :

(i) Name of Work with its Location and Completion Period
(ii) Approx. Cost of the work
(iii) Earnest Money to be deposited
(iv) Date & Time for submission of tender and opening of tender
(v) Website particulars, Notice Board Location where complete details of tender can be seen and Address of the Office from where the tender form can be Purchased etc.

The detailed terms and conditions should not be a part of the advertisement and should be available on Railway website. The tabulation work should also not form part of the Tender Notice.

3. Tender Notices appearing in the Press should not be needlessly long. Unnecessarily long Tender Notices, apart from causing loss of revenue to the Railway, also tend to lose the clarity of the subject. Due care should be exercised by the concerned authority who approves the 'Notice Inviting Tender' (NIT) to ensure that these 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.

4. 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 website should also specify a date upto which 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.

5. This is in supersession to Board's circular under reference.

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

7. Please acknowledge receipt.

18-06-14

(आलोक कुमार)
कार्यकारी निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड
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e-mail address : edceg@rb.railnet.gov.in

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Copy forwarded for information to :

(i) FA&CAO, All Indian Railways.

(ii) Dy. Comptroller and Auditor General of India (Railways), Room no. 224, Rail Bhawan, New Delhi (with 46 spare copies).

For Financial Commissioner / Railways