

METRO RAILWAY
Metro Rail Bhavan
VIGILANCE DEPARTMENT
33/1, J.L.Nehru Road, KOLKATA-700071

No.MR/VIG/35/SI/2021/02

Date: 06 .04.2021

To,
PFA, PCSTE, PCMM, PCOM, PCE, PCEE
PCME, IG-Cum-PCSC, CSO, PCMO
Metro Railway,
Kolkata.

Sub: Systemic Improvement for irregularities indicated during tendering stages and post tendering execution work.

Ref: 1.CVC's letter No.1616/RLY/001-463023, Dt.09.10.2020
2.PED(Vig)/Railway Board's DO.No.2017/V4/Metro Kol./Sec/3, Dt.11.11.2020

In course of vigilance investigation, in a case related to the execution of the work of "Installation of Integrated Security system" in metro railway ,Kolkata, where various irregularities were observed both at tendering stage by the tendering committee members and at the stage of post contract implementation activities by the member of inspection team.

In order to bring about transparency in tendering and post tendering activities certain Systemic Improvement were suggested. The same has been examined by the PHODs, HODs and duly approved by GM that the following improvement may be adopted.

1.0. i) A check list of items to be complied by the tenderers before submitting their tenders. The tenderers shall ensure that the description and specification mentioned in the check list with all its accessories must be complied during tendering.

ii) Description of any works/ materials should be clearly and specifically mentioned in the LOA/PO with details of its accessories and its quantity and specification too.

iii) Inspecting agency, mode of inspection, place of inspection and specification on which the inspection should be done, should clearly mentioned in the LOA.

2.0. Scope of work should not be reduced after opening of tender and during re-tendering.

3.0. No major deviation of tender should allow for high value item in any case.

4.0. During negotiation, the value of the Total Tender to be discussed separately for high value item.

5.0. TC members should not assume any higher rate by their own after bid opening without any documentary evidence.

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6.0.

i) Detailed inspection should be carried out by the User Department after receiving the material as far as practicable, even the material is inspected by external agency and the required document as stipulated in the purchase order should be ensured and recorded in the Register and to be signed by the concerned official.

ii) Functionality/Workability should be checked during commissioning.

7.0. Final payment is to be made to the supplier after installing and commissioning the materials having satisfactory remarks by the senior officer of the user department.

8.0. After receiving the materials along with accessories to be ensured and record should be made on a Register duly complied by the SSE/store in-Charge of the work and signed by the concerned officer.

9.0. Miscellaneous expenses should be avoided and if not avoidable that should bare minimum.

10.0. Any post contract modification should invariably be got financial concurrence and any financial implication should approved by the finance member.

11.0.

i) For any new item, the Tender committee should invariably compare the latest LAR of the subject material.

ii) In case non-availability of LAR of any Tender Item, analysis of rate should be done comparing the Rate / LAR of each individual item of the said Tender.

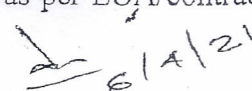
12.0.

i) One Register to be prepared, where the list of materials as per the LOA to be endorsed in a page separately item wise.

ii) After finalisation of the contract, the list of the materials along with the accessories should again be endorsed in the corresponding pages and after receiving the inspected materials, the same should be registered in the corresponding page.

iii) Payment should be made only after matching (list of items along with accessories) this three endorsements in the same page. Change in quantity as per LOA/contract and finally used is to be reconciled.

This may be ensured by all.


(Subrata Dey)
Dy. Chief Vigilance Officer
For Chief Vigilance Officer

Copy to: Secy. To GM for kind information of GM


(Subrata Dey)
Dy. Chief Vigilance Officer
For Chief Vigilance Officer