

Quotation Contracts

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- **A quotation contract is special case of works contract in which calling of tender is dispensed with as per item no. 5F (works matter) of model USOP-2018**
- **All the formalities of contract like approval, estimate, sanction, formulation of terms & conditions, notice, comparative statement vetting, acceptance, LOA, work order, measurement, completion certificate etc**

Stages

- **Approval**
- **Finance concurrence if required**
- **Preparation of estimate and its vetting if required**
- **Formulation of terms & conditions**
- **NIQ**
- **Opening of quotations**

- **Preparation of comparative statement and its vetting by finance**
- **Acceptance**
- **Issue of LOA**
- **Issue of work order**
- **Commencement of work**

- **Measurement of work**
- **Processing of bill**
- **Completion certificate**

Powers of quotation contract

PHOD/CHOD /HOD	DRM/ADRM/ SAG	JAG/SG & SS (Independent charge)
Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	(i) Works directly related to safe running of trains: Up to and including Rs.2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs. 10 lakhs (ii) All other works including works directly related to safe running of trains: Up to Rs.5 lakhs per case with annual limit of Rs.60 lakhs (including (i) above

Salient features

- **For works which are urgent in nature**
- **Not for fancy (expensive but of low utility) items**
- **Work should not be split up to bring in the scope of powers**

- **Powers shall be exercised by the officers with their own administrative approval**
- **Circumstances under which quotations have to be called should be spelt out**
- **Quotations should normally be invited from at least three well experienced contractors/ agencies**

- **Quotations from genuine firms
(and not from fictitious firms)**
- **Register showing the full
particulars of works authorized
through quotations**
- **Powers delegated are specific to
the department/division concerned**

- **No cross utilization of powers**
- **Notice period of at least 7 days**
- **Publicity through office notice board**

