

# RECOMMENDATIONS OF SAG COMMITTEE ON PROCUREMENT OF QUALITY FURNITURE FOR ADOPTION ON N. E. RAILWAY

## 1.0 Background-

Circular No S/Furniture Policy/2002 dated 10.07.2013 issued for the identical purpose has lost its relevance for the following reasons-

1. Cost escalation in last 5 years has made the imposed cost ceilings unrealistic.
2. Due to imposed cost ceilings, which are essentially based on prevailing prices 5 years back, procurement of branded and good quality furniture is practically not possible. In result, non-uniform and poor quality of furnitures and allied items are getting injected into the system, which is certainly not desirable.
3. Some of the models mentioned therein have become obsolete.

Hence, the need to review the existing provisions became inescapable. Accordingly, General Manager in his note dated 08.06.2018 at N/3 of File No W/571/Computer Chair/furniture/ E-6/Part I has constituted three Members SAG committee for formulating their recommendations for standardization and procurement of furniture and other allied articles afresh for official use of various functionaries on NER. The members of the Committee are as under-

- 1) Sri D. K. Srivastava, CMM/G
- 2) Sri D. K. Jairaj, FA&CAO/F&G
- 3) Sri A. K. Chaudhary, CGE

## 2.0 Strategy adopted

1. To begin with, the Committee studied the norms and standards finalized and adopted by other Zonal Railways. Towards the aforesaid objective, relevant circulars from NR, NWR, WCR, WR, NCR & ECoR were studied and relevant basic inputs were taken from them.
2. And, also surveyed the local market to have an overview of availability, price and aesthetics.

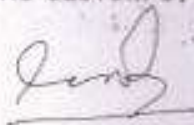






### 3.0 Deliberations & Recommendation

- 1) Procurement of furniture should be made only for reputed brand having longer life to get lesser life cycle cost and enhanced workplace aesthetic. On selection of brand, specific model should be prescribed to have uniformity in respective office chambers at different level and other work places. This will give a corporate look and will obviate the possibility replacement of model on individual choice, which finally defeat the very purpose of economy, standardization and uniformity.
- 2) Furniture manufactured by M/s Godrej & Boyce Mfg. Co. Ltd. appears to be better among the brands surveyed and recommends for adoption. It is the only company which covers almost entire range of our requirements. Committee also notes that most of other Zonal Railways have also been procuring standardized office furniture of Godrej Make, which is most recognized brand. Hence, Committee recommends that furniture items like table, supporting credenza, chairs should be Godrej Make only.
- 3) However, Committee understands that that the same principle of branded furniture may not be strictly applicable when the question comes to the procurement of sofa sets. It is felt that sofa sets made of good quality teak wood with simple cushions really last long for years together with proper elegance whereas readymade sofas made out of leather/rexins/cotton fabrics etc. are not sturdy and strong compared with the teak furniture. The designs of sofa sets vary widely and keep on changing. Further there are various models of teak sets with multiple choices combined with the local flavour which can be procured from the local market. Therefore, Committee felt that sofa set may not be restricted to few brands and the best product can be procured through Spot Purchase Committee/normal mode of purchase by the stores department.
- 4) Specific model of specific brand needs to be mentioned for standardization to obviate possibility of procurement of sub-standard items at a bit lower cost, which may not be economically beneficial in the long run. Therefore, the custom of writing "or similar" with an item has be done away with.





5) In order to eliminate Dealer, and thereby, reducing the price by dealer's margin, Committee called the GM of Godrej Interio and interacted with when him after protracted discussion, they gave the following proposal-

In comparison to procurement through Authorized Dealers, following additional benefits, if dealt directly, are offered-

- Price - In case of rate contract with NER, price freeze (maintaining the current price) till 31<sup>st</sup> March 2019
- Discount - 5% discount on consumer basic price on all the products.
- Order - NER will place direct order on Godrej Interio, Lucknow branch
- Order mode - NER can place order directly or can also buy through GEM (May will be assisting our staff if required)
- Delivery / Installation - Godrej Interio will directly supply the products to NER locations, for installation then will do it directly or through their authorized wholesale dealer/service providers
- After sales service - Time to time we shall be conducting free service camp for furniture check-up. If in case any service issues concerned authority can directly write to seen on email ids.

4.0 Hence, because of the above i.e. M/S- Godrej Interio for their Products mentioned benefits, Committee recommends to deal directly with OEM. Further, since the cost changes (increase/decrease) with time, the cost limit prescribed are only indicative in nature beyond 01.04.2019. As the brands and models will be fixed, no specific approval will be required in case of change in rates over period of time due to inflation.

5.0 Also, the requirement of piece meal PAC for individual Purchase in procurement of furniture is proposed to be dispensed with as policy itself, if approved, shall have finance concurrence and approval of GM.

6.0 Procurement from M/s Godrej should be made either through GeM or through single tender to OEM. And, in case, if it becomes impossible due to



any reason, same should be recorded and then procurement should be made on single tender.

- 7.0 For sofa-sets, it is felt that instead of going for branded one, good quality sofa at much cheaper rates are available in local market. Hence, it may be purchased from the local market within the prescribed cost ceiling. Brands don't add any value for excess money.
- 8.0 In case of change of model/brand specified, approval of AGM shall be obtained after giving reasons of deviation.
- 9.0 The revised proposed entitlement/cost limits for Officers/staff in Headquarter and Divisions are as under:

(i) Entitlement of PHODS/CHODs/HODs chamber:

Sr. No.	Description of items.	Qty.	Cost Limit (in Rs.)	
			PHODs/CHOD	HODs (SAG)
1.	PHOD/HOD: Table Numero Uno Main desk + mobile pedestal +ERU with pedestal Time limit for replacement 10 years.	01	Rs. 74,573/-	Rs. 74,573/-
2.	Back unit for Numero Uno Time limit for replacement 10 years.	1	Rs 63459	Rs 63459
3.	Executive high Back revolving chair Godrej model: (a) LA SEDE HIGH BACK (b) LEOMA HIGH BACK Time limit for replacement 05 years	01	Rs. 28,845/-	Rs. 22,234/-
4.	Visitors Chairs Model Godrej: Kareena Visitor Time limit for replacement 05 years	06 05	Rs. 7,492/- Each (06 Nos.)	Rs. 7,492/- Each (05 Nos.)
5.	Sofa Set (3+1+1) With Centre Table.	01 Set	Rs. 60,000/- per set	Rs. 55,000/- per set

	<b>Time limit for replacement 07 years .</b>			
6.	Flower Vase	02	Rs.1,000/- Each	Rs.1,000/- Each
7.	Pen Stand	01	Rs. 500/-	Rs. 500/-
8.	Window Curtain/V. Blind	-	Rs. 400/- per meter	Rs. 400/- per meter
9.	Foot Board	01	Rs. 500/-	Rs. 500/-
10.	LED/LCD TV set (cost of DTH Connection including Set Top Box, Installation, Rental etc. will be extra)	01	Rs. 50000 -	Rs. 40000/ Sony (32") 32R202F
11.	Towels	02	02 Rs. 1300/- for 02 Nos.	02 Rs. 1300/- for 02 Nos.
12.	Crockery (Tea Set with matching tray, Electric Kettle, Thermos Jug, Tumbler Glass, Dinner set etc.)	01	Rs. 12,000/- (Rs.4000/- Per Items)	Rs. 10,000/- (Rs.3000/- Per Items)
13.	Paper shredder	01	When required by PHOD/CHOD up to Rs. 10,000/-	
14.	Table Top adjustable (Whenever demanded)	01	Rs. 2,700/-	Rs. 2,700/-
15.	Remote call bell	01	Rs. 600/-	Rs. 600/-
16.	Refrigerator PHOD/CHOD-	01	Rs. 15,900/-	Rs. 12,900/-

ii)Entitlement of SG/JAG and SS/JS Officers chamber:

Sr. No.	Description of items.	Qty.	Cost Limit (in Rs.)	
			SG/JAG Officers	SS/JS Officers
1.	Executive table (a) SG/JAG: Executive table Model: Cignus 1650 (1650 mm x 1650mm x 750mm) with ERU and under storage. (b) SS/JS: Executive Table Model- Finesse Table + ERU 3616 <b>Time limit for replacement 10 years.</b>	01	Rs. 41632/-	Rs. 27,573/-



2.	(a) High back revolving chair Godrej model: Premium Very High Back (b) Revolving chair Godrej Model: ACE Mid Back Time limit for replacement 05 years.	01	Rs. 17,128/-	Rs. 17,011/-
3.	Visitors Chair (a) Godrej model: Beat Visitor LC (b) Godrej model: Premium Visitor With Arms Time limit for replacement 05 years.	01	Rs. 6,772/- each (04 Nos. for SG/JAG)	Rs. 4,412/- each (03 Nos. for SS/JS)
4.	Steel Almirah Godrej Small Model: Stairwell Plain Time limit for replacement 10 years.	01	Rs. 17,817/-	Rs. 17,817/-
5.	Sofa set (3+1+1) With Centre Table Time limit for replacement 07 years.	01	Rs. 32,678/-	Nil
6.	Godrej Side Rack Steel MF System (Side Rack) Time limit for replacement 05years.	01	Rs. 7,000/-	Rs. 7,000/-
7.	Computer Table ( if required) Godrej C-3 or similar Time limit for replacement 05 years.	01	Rs. 10,000/-	Rs. 10,000/-
8.	Flower Vase	01	Rs. 500/-	Rs. 500/-
9.	Pen Stand	01	Rs. 400/-	Rs. 300/-
10.	Window Curtain /V. Blind As per requirement	-	Rs.300/- per mtr.	Rs.300/- per mtr.
11.	Foot board	01	Rs. 600/-	Rs. 600/-
12.	Table top adjustable	01	Rs. 2000/-	Rs. 2000/-
13.	Towel for chair	02	Rs. 600/-	Rs. 600/-
14.	Engagement Board	01	Rs. 2,000/-	Rs. 2,000/-
15.	Crockery (Tea Set with matching tray, Electric	01	Rs. 8,000/-	Rs. 5000/-







Kettle, Thermos Jug, Tumbler Glass, Dinner set etc.)			
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(iii) Entitlement of Office Staff:

Sr. No.	Description of items. Qty. Cost Limit (in Rs.)	Qty	Cost Limit (In Rs.)		Peon
			Supervisors	Supervisors Non-	
1	In charge Supervisors (Level 6 & above office)- Godrej office Table Model:- Enterprise 1500 with CPU Hanger Non- Supervisors (Below 6 ) Godrej Model:- Enterprise 1200 Without CPU Hanger	01	Rs. 18620/-	Rs. 13,058/-	
2	In charge Supervisors (Level 6 & above)- Revolving chair (Godrej Model No. Premier Mid back Non- Supervisors (Below 6 ) - Godrej Model Diva Revolving Mid Back	01	Rs. 6962	Rs. 4,653/-	
3	Visitor's Chair - Godrej Model Star With Arm	02	Rs. 3,771/-		
4	Peon Godrej (office Chair-7B)	01			Rs. 3,358/-

(iv) The proposed entitlement/cost limits for at Railway Station are as under:

Sr. No.	Description of items.	Qty.	Cost Limit (in Rs.)
01	Dy. SS/ASM		The tables of Dy. SS/ASMs are linked with Panel boards. Therefore, the Committee feels that this is not amenable to standardization And should be custom made.
02	Sr. Supervisors at Stations like CPS, CRS, CBS, CTI etc. Table - Godrej office table T-9	1 No.	Rs. 19,574/-
	Chair - Revolving chair (Godrej	1 No.	Rs. 6,271/-



	model No. PCH-9 UOIR Bravo High back		
03	Visitor's Chair - Godrej Model CH 7B	--	Rs. 3,962/-

**10.0 Provision of Modern Modular Workstation in offices**


As the office set up and the requirements may vary from Department to Department depending upon the available space etc, provision of Modular Workstations can also be considered with concurrence of finance and approval of concerned PHOD/CHOD.

GODREJ Model WISH PENTA 4 seaters Including Key Board Tray, CPU TROLLY & PEDESTAL but excluding chairs.	01 Set of 4 seaters	Rs. 152225/-
Chair PCH 7046 Note:- 4 Nos. are required with each set	01 No.	Rs.4653/-Per No.

11.0 The above rates are exclusive of taxes and duties, if any. Rates of M/s Godrej are current market rates are fixed till 31.03.2109, and thereafter, likely to change. In case orders are placed directly on M/s Godrej, discount of 5% over their price list are applicable.

12.0 The existing furniture /equipment should not be replaced, while in good Condition merely because it was bought at lower limits earlier.

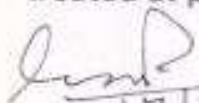
13.0 The scale of furniture recommended for the officers shall be provided only after the existing furniture is declared un serviceable on age - cum condition basis by the Survey Committee comprising of JS/SS, Stores Officer, Finance Officer and JA grade officer of user department. The user department member shall be convener. Each department shall nominate survey committee as enumerated above with the approval of PHOD/CHOD on HQ (including extra divisional units) and DRMs/CWMs in division/ workshops. The recommendations of Survey Committee shall be accepted by the concerned PHOD/CHOD/CWM/DRM respectively.







- 14.0 Survey committee report shall not be required for the cutlery , towels , calculators, water tumbler, door mat, soap dish, foot board, pen stand, call bell etc.
- 15.0 Item with cost less than Rs. 20000/- of individual items should be purchase directly through market survey by the concerned officer through office cash Imprest/Pay order. Incumbency Board, coir mat, wall clock and soap dish and other small items can also be provided as and when demanded in addition to the items mentioned in the list.
- 16.0 As exceptions, CPRO, DGM(G) and Secretary to GM may be treated at par SAG Officers for these entitlements. Similarly, Secretary to PHOD should be treated at par with JAG officers.


  
 17/7/18  
 (Sri D. K. Srivastava)  
 CMM/G

  
 18/7/18  
 (Sri D. K. Jairaj)  
 PCFA/F&G

  
 17.07.2018  
 (Sri A. K. Chaudhary)  
 CGE

~~GM~~

SAG committee recommendations are accepted

  
 13/08/18

PCMM