

## **SOUTHERN RAILWAY**

### **IMPORTANT INSTRUCTIONS TO TENDERERS FOR OPEN TENDERS COSTING LESS THAN Rs.50 LAKHS**

*(Reference:- Railway Board Letter No.94/CE-I/CT/4 Dated 17.10.2002 issued vide DRM/MAS Letter No. M/G.157/DRM Dated 28.11.2002 and Railway Board Letter No. 94/ CE-I/CT/4 Dated 23.11.2006 issued vide Sr. DFM/MAS Letter No. W.55/MAS/FX/Tender Dated 16.02.2007 – (M/E.61/II/P/Vol. III) & Railway Board Letter No. No. 2007/CE.1/CT/18 Dated 28.09.2007 - (M/E.61/II/P/Vol. IV) and PCE/MAS Letter No. W.496/P/O/Vol. IX Dated 23.12.2008 & Railway Board Letter No. 2008/CE.1/CT/Con/7 (PCE/GM) Dated 15.12.2008 – (M/E.61/II/P/Vol. V) - PCE/W/MAS Letter No. W.496/P/O/ Vol.VIII dated 28.02.2008 & Railway Board Letter No. 2007/CE. I/CT/18 Pt. XII Dated 31.12.2010 issued vide CEE/MAS Letter No. E.252/P/Vo. XVI Dated 21.01.2011 – (M/E.61/II/P/Vol. V):-*

**1. The following documents should be submitted along with the tender document:-**

- (a) List of Personnel, Organisation available on hand and proposed to be engaged for the subject work.**
- (b) List of Plant and Machinery available on hand (own) and proposed to be inducted (own and hired to be given separately) for the subject work.**
- (c) List of Works completed in the last three financial years giving description of work, Organisation for whom executed, approximate value of contract at the time of award, date of award and date of scheduled completion of work, Date of actual start, actual completion and final value of contract should also be given.**
- (d) List of Works on hand indicating description of work, contract value, approximate value of balance work yet to be done and date of award.**

**/DIVISIONAL RAILWAY MANAGER/  
CHENNAI DIVISION/SOUTHERN RAILWAY  
FOR AND ON BEHALF OF  
THE PRESIDENT OF INDIA**

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## STATEMENT OF WORKS ON HAND

Sl.No.	Name of the Work Organisation	Name of work physical	Place of date of	Value of progress Work completion	Present	Likely
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## Southern Railway

i. Open line in the seven  
Divisions of Southern Railway

ii. On organisation under  
CAO/CN/BNC

iii. On organisation under  
CAO/CN/MS

iv. Metropolitan Transport  
Project under  
CAO/CN/MTP/MS

v. Rly. Electrification  
progress

## Other Railways

## Private sector undertakings.

The information furnished above are correct and complete to the best of my knowledge and belief.

We are/I am aware that if the information furnished above are found to be wrong or incomplete or any relevant information is to have been suppressed, the tenderer is liable to be rejected at any stage, as per clause 8 of the of Annexure – I (contd.) IRSGCC April 2022.

We are/I am aware that if the declarations as above, in the tender are found to be not true, any agreement that may be entered into is also liable to be terminated by the Railway.

List of plant and Machinery available on hand own and proposed to be inducted own and hired to be given separately for the subject work.

ANNEXURE – II

LIST OF PLANT AND MACHINERY AVAILABLE ON HAND (OWN) AND PROPOSED TO BE INDUCTED (OWN OR HIRED TO BE GIVEN SEPARATELY)

SI.No.	Name of the plant Present	Identification No. & Registration	Date of procurement	Capacity/ condition	Qty.	Rating	No.
1	2	3	4	5	6	7	

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List of personal, organization available on hand and proposed to be engaged for the subject work  
ANNEXURE - III

LIST OF PERSONNEL ORGANISATION AVAILABLE ON HAND

Sl.No.	Name & Designation	Qualification	Experience	Date of Appointment	Remarks
1	2	3	4	5	6

**CONSTITUTION OF THE FIRM**

1. Full Name of the Contractor/s,  
Construction firm and  
year of Establishment
2. Registered Head Office and  
Address
3. Branch Offices/ in India
4. Address on which correspondence  
regarding this tender should be done

**Note :**

Tenderer may note that the Railway Administration reserves the right to reject the offers received with wrong information or without authenticated details from the tenderers in the above format summarily and the tenderer shall have no claim in this regard.

The information furnished above is correct and complete, to the best of our/my knowledge and belief.

We are/I am aware that if the information furnished above are found to be wrong or incomplete or any relevant information is found to have been suppressed, the tender is liable to be rejected at any stage.

We are/I am aware that if the declarations as above in the tender are found to be not true, any agreement that may be entered into, is also liable to be terminated by the Railway.

Signature of the tenderer/contractor:

Date:

Address:

**Note:**

Tenderer may upload Partnership Deed/ MOA & AOA/ LLP Agreement & Certificate of Incorporation / Certificate of Registration of Society/Trust & Deed of Formation as the case may be and a copy of Legally validated Power of Attorney in favor of an individual to sign the tender documents as applicable. The tenderer shall submit the documents as applicable vide clause 14 and 15 of IRSGCC April 2022.

## SOUTHERN RAILWAY

To

The Sr. Divisional Electrical Engineer,  
(General Service),  
Southern Railway,  
Chennai Division,  
IV Floor, NGO Annexe Building,  
Park Town,  
Chennai – 600 003.

Dear Sir,

**Sub:-** Chennai Division-Electrical arrangements for various works as per (List of Works Enclosed)

1. I/We hereby tender and if my/our tender shall be accepted, undertake to execute the whole (or such portion as actually tendered for or accepted) of the work described in the Schedule hereto annexed in accordance in all respects with the said schedule and with the annexed terms and conditions entered therein and to execute a form of contract agreement in the prescribed form with the President of the Union of India acting through the General Manager or Divisional Railway Manager hereinafter called the Government.
2. I/We hereby agree that should I/We withdraw this tender before the decision of the accepting authority is known or should I/We decline or fail to execute the contract after I/We have been advised that my/our tender has been accepted in whole or in part my/our Bid security shall be forfeited to and appropriated by the Government not as penalty but as ascertained and liquidated damages and without prejudice to any right of the Government to claim damages from me/us for breach of any contract and that the dispatch of such advice of acceptance of tender by the Divisional Railway Manager or other person deputed by him in a registered cover addressed to me/us shall be held to constitute receipt by me/us of such acceptance and the relative documents.
3. I/We hereby declare that I am/we are in all respects eligible in accordance with the provisions of the Indian Contract Act to enter into contract.
4. I/We hereby declare that I am/we are Income Tax assessee/assesses.
5. I/we agree to complete the work within the time specified or stated below from the date of issue of 'Letter Of Acceptance'.
6. I/We have carefully read and noted the terms and conditions of sale and understood the same.
7. I/We further agree to make good at my/our own expense all defects in the installation within guaranteed period from the date of bringing the installation into use when such defects are due to defective workmanship or material executed or supplied by me/us.
8. I/We also agree to keep this tender open for acceptance for a period of ----- days(As mentioned in NIT ) from the date of opening of the tender and in default of my/our failing to do so, I/we will forfeit to the Divisional Railway Manager, Chennai Division, Southern Railway the bid security submitted for this tender.
9. Further it is understood that this tender is to be treated as a separate tender in respect of each serial number in the Schedule and that the Government shall be at liberty to accept any one or more of such tenders.

Yours faithfully,

Signature.....

Name .....

Address .....

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(To be written legibly).

Date:- .....

**NOTE:-**

- 1.The tenderer is to sign at the bottom of all pages and Schedule also.
- 2. In case of firm, all parties names to be specified.

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