



दक्षिण-पूर्व रेलवे
SOUTH EASTERN RAILWAY

Tender No- **M_NMP_Depot_CIng_2026**

**Cleaning & Housekeeping work at Wagon Depot, Nimpura
for a period of 03 (three) years on Outcome basis.**

Standard Bid Document/मानक बोली दस्तावेज

KHARAGPUR DIVISION

खड़गपुर मण्डल

(Mechanical Department)

(यांत्रिक विभाग)

Type of Tender: Service e-tender under Two packet system

INDEX

S.No	Contents	Page No.
1.	NIT (Notice inviting Tender)	3-4
2.	ITT (Instructions to tenderers)	5-18
3.	Bid Forms, Annexures and Appendix.	19-53
4.	SCC (Special Conditions of Contract)	54-56
5.	Scope of Work (SOW)	57-60
6.	Check list	61

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

1.GENERAL

Sr.DME/KGP acting for and on behalf of The President of India invites E-Tenders against Tender No.: **M_NMP_Depot_CIng_2026**. Bidder will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.

1.1. The key details are as follows:

a.	Name of Work	Cleaning & Housekeeping work at Wagon Depot, Nimpura for a period of 03 (three) years on Outcome basis.
b	Tender type	Open Tender
c	Bidding system	Two Packet system
d	Contract Type	Service-General
e	Advertized Value	₹ 1,53,88,064.64 (Rupees One crore Fifty Three lakhs Eighty Eight thousand Sixty Four and Sixty Four Paise only) including GST @ 18%
f	Earnest Money Deposit	₹ 2,27,000 (Rupees Two lakhs Twenty Seven thousand only) Note: - The bidder seeking EMD exemption must submit the valid supporting document for the relevant category with the bid. Under MSE (Micro and Small Enterprises) category, only similar service providers are eligible for exemption from EMD.
g	Validity of offer	60 days from the last date of submission of tender.
h	Time Period	03 years (36 Monrhs) from the stipulated date of commencement.

1.2. Tender documents consist of the following:

- 1.2.1. Notice inviting tender (NIT) (The NIT generated from IREPS will prevail over the NIT of Tender document).
- 1.2.2. Instruction to Tenderer.
- 1.2.3. Special terms and condition.
- 1.2.4. Scope of work.
- 1.2.5. Penalties.
- 1.2.6. Schedule of Rates
- 1.2.7. Bid forms, All Annexures & Appendix

1.3. **ASSISTANCE TO BIDDERS:**

Instructions for Online Bid Submission:

- a. The bidders are required to submit soft copies of their bids electronically on the IREPS portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the IREPS portal, prepare their bids in accordance with the requirements and submitting their bids online on the IREPS portal.
- b. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- c. Any queries relating to the process of online bid submission or queries relating to tender, contact helpdesk of IREPS portal.

Contact at:

**Senior Divisional Mechanical
Engineer
South Eastern Railway Kharagpur
Division
DRM Office, Kharagpur
Near Kharagpur Railway
Station Kharagpur- 721301
West Bengal (State)
E-Mail: sdmecw@yahoo.com**

Instructions to Tenderers (ITT)
निविदाकर्ता के लिए निर्देश

Mechanical Department Kharagpur Division of S.E. Railway invites open tender through e-tendering system in Single Packet bid under Service contracts (GCCS-2018) from eligible agencies for the work of **“Cleaning & Housekeeping work at Wagon Depot, Nimpura for a period of 03 (three) years on Outcome basis.”**

- a. This Tender/Contract will be governed by the General Conditions of Contract for Services, January- 2018 with latest correction slip all the bidders are advised to follow strictly GCC for Services with latest correction slip.**
- b. PVC will be applied as per Clause no 5.7 & 5.8 of the GCC for Service Contract -2018.**
- c. No JV shall be entertained for works tenders of value less than rupees 10 crore. (Rly. Bd. Lt. No. 2002/CE I/CT/37 JV Pt. VIII, dated: 14.12.2012)**

I. MEANING OF TERMS

1.1. Interpretation:

These shall be subject to modifications, additions or suppression by special conditions of contract and/or special specifications, if any, annexed to the Bid Forms.

1.2. Definition:

In these General Conditions of Contract, the following terms shall have the meanings assigned hereunder except where the context otherwise requires

1.2.1. **Railway** shall mean the President of the Republic of India or the Administrative Officers of the Railway or of the Successor Railway authorized to deal with any matters, which these presents are concerned on her behalf.

1.1.1. General Manager (GM) shall mean the Officer-in-Charge of the general superintendence and control of the Zonal Railway/Production Units and shall also include the General Manager (Construction) and shall mean and include their successors, of the Successor Railway.

1.1.2. Chief Manager shall mean the Officer in charge of the user department i.e. Mechanical/ Commercial/ Operations/ Safety/ Finance/ Health/ Engineering including S&T and Electrical of both Open line and Construction department including production units etc.(for e.g. CME, COM, CCM, CE, CMD etc.) and shall mean and include their successors of the Successor Railway.

1.1.3. Divisional Railway Manager (DRM) shall mean the Officer in charge of a Division of the Zonal Railway and shall mean and include the Divisional Railway Manager of the Successor Railway.

1.1.4. Manager shall mean the Divisional officers or equivalent officers of the user department i.e. Mechanical/ Commercial/ Operations/ Safety/ Finance/ Health/ Engineering including S&T and Electrical of both Open line and Construction department including Production Units etc. in executive charge of the works (for e.g. Sr. DME, Sr DOM, Sr DCM, CMS, Sr DEN etc.) and shall include the superior officers of the same departments and shall mean & include the successors of the Successor Railway.

1.1.5. Bidder shall mean the person/the firm/ co-operative or company whether incorporated or not who bids for the services with a view to execute the works on contract with the Railway and shall include their personal representatives, successors and permitted assignees.

- 1.1.6. Limited bids shall mean bids invited from all or some contractors on the approved or select list of contractors with the Railway.
- 1.1.7. Open bids shall mean the bids invited in open and public manner and with adequate notice.
- 1.1.8. Works shall mean the works contemplated for delivery of services as per drawings and schedules set forth in the bid forms and required to be executed according to the specifications.
- 1.1.9. Service means any subject matter of procurement other than goods or works, except those incidental or consequential to the service, and includes physical, maintenance, housekeeping, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a procuring entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf.
- 1.1.10. Earning Contract means a contract in which the contractor makes payment to Railway for some notified activity, i.e. where Railway gets some earning by awarding the contract. Examples of earning contracts are running (operating) 4-wheeler /2-wheeler stands ;publicity on platforms trains etc.; running (operating) various type of stalls on platforms including reservation centres, book- stalls, restaurants, fast food stalls, tea-stalls etc.
- 1.1.11. Specifications shall mean the Standard Specifications for Materials & Services of Railway as specified by Railway under the authority of the Ministry of Railways or the Chief Manager or as amplified, added to or superseded by Special Specifications, if any or as specified in the Bid document.
- 1.1.12. Schedule of Rates of the Railway (SOR) shall mean the Schedule of Rates issued under the competent authority from time to time.
- 1.1.13. Drawings shall mean the maps, drawings, plans, tracings or prints thereof annexed to the contract and shall include any modifications of such drawings and further drawings as may be issued by the Manager from time to time.
- 1.1.14. Contractor shall mean the Person/Firm/Co-operative Society or Company whether incorporated or not who enters into the contract with the Railway and shall include their executors, administrators, successors and permitted assignees.
- 1.1.15. Contract shall mean and include the Agreement of Work Order, the accepted Schedule of Rates or the Schedule or Rates of Railway modified by the bid percentage for items of works quantified, or not quantified, the General Conditions of Contract, the Special Conditions of Contracts, if any; the Drawings, the Specifications, the Special Specifications, if any and Bid Forms, if any.
- 1.1.16. Tools and plants shall mean all appliances or things of whatsoever nature required for the execution, completion or maintenance of the services.
- 1.1.17. "Temporary Works" shall mean all temporary works of every kind required for the execution completion and/or maintenance of the services.
- 1.1.18. Site shall mean the lands, spaces, trains and other places on, under, in or through which the services are to be carried out and any other lands or pieces provided by the Railway for the purpose of the contract.
- 1.1.19. Period of Maintenance shall mean the specified period of maintenance from the date of

completion of the works, as certified by the Manager.

1.1.20. Two Bid System I Two Packet System shall mean a system of bid evaluation where there is simultaneous receipt of separate technical and financial bids. The technical evaluation of bids is completed first and the financial bids of only the technically responsive bids are opened, for further evaluation. This is the standard method to be adopted.

1.1.21. Quality and Cost Based Selection shall mean a system of bid evaluation where weight ages are assigned to technical and financial criteria, wherein higher weightage is assigned to technical criteria based on the importance of quality of consultancy services sought. The evaluation is made on the basis of combining the weighted scores for technical and financial criteria.

1.3. Singular and Plural: Words importing the singular number shall also include the plural and vice versa, where the context requires.

1.4. Headings and Marginal Headings: The headings and marginal headings in these general conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or the contract.

1.5. Use of Personal Pronouns: The form of personal pronouns adopted in this document in relation to bidders is 'she', 'her' etc. It shall be deemed to signify/include all persons (and objects) irrespective of the gender/sex.

II. ELIGIBILITY OF BIDDERS AND BID EVALUATION

2.1. Elements of Service Contracts and Procedures thereof

- 2.1.1. **Essential elements of a Service Contracts:** Service contracts are generally defined by scope,(e.g. services expressed in terms of functions. processes. activities. or projects). Governance (e.g. decision powers, roles and responsibilities}, operations (e.g., day-to-day operating procedures), financial arrangements (e.g., fee structures, settlement arrangements), performance (e.g., expected outputs, levels of service, reporting) and implementation (e.g., activities, timelines, level of effort). Quality of services and timely availability of services is essential for the satisfactory performance of a Service Contract. Bids/Tenders have to be framed in such a manner in which these basic elements are ensured.
- 2.1.2. For service contracts valuing Rs. 50 lakhs and above (the cost of bid as decided by Railway Board from time to time).at present, two-packet system of bidding for evaluation would be adopted based on clause 2.6 B.
- 2.1.3. Service contracts valuing less than Rs. 50 lakhs (as decided by Railway Board from time to time) shall be decided on the basis of financial bids as per procedures laid down by Railway Board.

2.2. Qualification Criteria

2.2.1. Eligible Applicant:

2.2.1.1. The bids for this contract will be considered only from those bidders [proprietorship firms, partnership firms, companies, corporations, consortia or joint ventures (JV hereinafter) etc.] who meet requisite eligibility criteria. **Joint Ventures are not allowed to participate in this Bid.**

2.2.1.2.

- a. A bidder shall submit only one bid in the particular bidding process, either individually as a bidder.A bidder who submits or participates in more than one bid will cause all of the proposals in which the bidder has participated to be disqualified. No bidder can be a sub-contractor while submitting bid individually or as a partner of a JV in the same bidding process.
- b. Any Central government department/ Ministry of Railways must not have banned business with the bidder as on the date of bid submission.
- c. If the bidder must not have suffered bankruptcy/ insolvency during the last years. The bidder should submit an undertaking to this effect as part of the bid.
- d. Bidders must not have a conflict of interest. Following shall be considered as conflict of interest in this bidding process:
 - i. If a bidder or her associates/affiliates (inclusive of parent firms) has been engaged by the Employer (Railways) to provide consulting services for the preparation related to procurement or on implementation of the project.
 - ii. If a bidder lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for an implementation of the project, if the personnel would be involved in any capacity on the same project.
- e. If the bidder or any of its constituents has changed its name or created a new business entity as covered by the definition of "Allied Firm" under para 1102 (iii) of Chapter XI of Indian Railways Vigilance Manual, consequent to having been banned business dealings or suspended business dealings.

2.3. Lead Partner/ Non- Substantial Partners/ Change in JV/ Consortium: Not applicable for this tender as JV firms are not allowed.

2.4. Joint Venture (JV) Firms in Bids. : Not applicable for this tender as JV firms are not allowed.

2.5. Disqualification of Bidders

2.5.1 Employment/ Partnership etc. of Retired Railway Employees

- a. Should a Bidder be a retired Manager of the gazetted rank or any other Gazetted Officer working before her retirement, whether in the executive or administrative capacity or whether holding a pensionable post or not , in any department of any of the railways owned and administered by the President of India for the time being, or
- b. Should a bidder being partnership firm have as one of its partners a retired Manager or retired Gazetted Officer as aforesaid, or
- c. Should a bidder being an incorporated company have any such retired Manager or retired officer as one of its Directors or
- d. Should a bidder have in her employment any retired Manager or retired Gazetted Officer as aforesaid, then the full information as to the date of retirement of such Manager or Gazetted Officer from the said service and in case where such Manager or Officer had not retired from government service at least one year prior to the date of submission of the bid as to whether permission for taking such contractor if the contractor be a partnership firm or an incorporated company, to become a partner or Director as the case may be, or to take the employment under the contractor, has been obtained by the bidder or the Manager or officer, as the case may be from the President of India or any officer, duly authorised by her in this behalf, shall be clearly stated in writing at the time of submitting the bid.

Bids without the information above referred to or a statement to the effect that no such retired Manager or retired Gazetted Officer is so associated with the bidder, as the case may be, shall be rejected. (as per **Appendix-II**)

2.5.2 Should a bidder or contractor being an individual on the list of approved contractors, have a relative(s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relative(s) of the shareholder(s) employed in gazette capacity in any department of Indian Railway, the authority inviting bids shall be informed of the fact at the time of submission of bid ,failing which the bid may be disqualified/rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with the provision in clause 7.4 of the General Conditions of Contract.

2.5.2.1 If the bidder or any of its constituents has been levied with a penalty for violation of labour laws for three times in the last two years (from the date of opening of tender) by the appropriate enforcing agency like the Labour Commissioner Etc.

2.5.2.2 The contractor shall be disqualified from participating in the bidding for services in a Railway division,

- (i) If any previous contract of the bidder or any of its constituents had been terminated under clause 7.4 in that Railway division, with in the previous 2 years from date of submission of bids.
- (ii) In that Railway division, the bidder or any of its constituents has been imposed a penalty equivalent to the maximum penalty that can be imposed under a previous contract, such a figure being specified, with in the previous 2 years from date of submission of bids. (Period of 2 years shall be reckoned from the date on which the total accrued amount of penalties has reached

the maximum penalty that can be imposed under the contract, as specified by the competent authority)

The declaration to this effect shall be furnished by the contractor as a part of his bid document. A format (as per **Appendix-VIII**) in this regard shall be made a part of the tender document. In case this declaration is found to be false, process for 'banning of business' against the bidder/contractor shall be initiated as per extent rules.

2.6.Bid Evaluation System

Evaluation of the bids shall be done as per the following system-

For evaluation of bids, the technical criteria must be defined by the tender inviting authority in consultation with associate finance and approval of the tender accepting authority, as per the needs and specific requirements of the project in question.

Based on the type and specific requirements of the project the following methods of bid evaluation can be used, as considered appropriate.

Two Bid System / Two Packet System: This method of evaluation shall be used for all service contracts having bid value exceeding Rs 50 Lakh.

The procedure detailed below shall be adopted for dealing with two packet system of bidding:

With a view to assess the bids technically without being influenced by the financial bids, 'Two Packets System of Bidding' shall be adopted. In this system, the Bidders shall submit their quotations/ offers in two sealed envelopes; with one envelope containing the Technical bid (First packet) and the other envelope containing the Financial Bid (Second packet).

The first packet shall be with the objective of scrutinizing the capability, financial strength, experience etc. of the bidders. If the technical offers are found acceptable by meeting the minimum qualifying marks as provided in the technical criteria, the second packet shall be opened and the bids shall be processed for finalization in the normal manner (eligible lowest bidder). Those bidders who do not meet this criterion shall not be considered for opening their financial bids.

However, if on the basis of information contained in the first packet, the Tender Committee needs clarification regarding processes, specifications etc.; communication can be initiated with the bidders. In seeking clarifications, all communications with bidders shall be properly recorded so that an audit trail is maintained. Clarifications shall be confined to the documents/information already submitted by the bidder.

2.6.1.Minimum Eligibility Criteria

2.6.1.1. Work Experience:

The Bidder must have successfully executed/completed at least one single order of 80% of the Estimated Bid Value or 2 orders each of 50% of the Estimated Bid Value or 3 orders each of 40% of the Estimated bid Value for similar service(s) in last three years to any Central/State Govt. Organization /PSU/Public Listed Company. Copies of contracts /work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services** along with names, address and contract details of clients shall be uploaded

with the bid for verification by the Buyer.

“**Similar service contract means

“Mechanized cleaning of coaches in any of the coaching depot of Indian Railways”

OR

“Mechanized en-route cleaning of trains during their stoppage under the “Clean Trains Station
“Scheme

OR

“Mechanized Coach Cleaning of Platform returns trains”

OR

“Mechanized cleaning of Railway Platforms”

OR

“Mechanized Cleaning work in Government/Public Sector Air Port in India.

OR

“Mechanized Cleaning work in Government Hospital”

OR

“Providing on Board housekeeping services on trains;”

Notes: -

The bidder shall submit details of work executed by them in the prescribed format at **Appendix-XIV** along with bid for the service contracts to be considered for qualification of work experience criteria clearly indicating the nature/scope of contract, actual completion cost and actual date of completion for such contract. In case of failure of bidder to submit documentary proof for this clause, the offer shall be **summarily rejected**.

2.6.1.2. **Financial Standing:** The Bidders will be qualified only if they have minimum financial capabilities as below-

- I. **T1-Annual Turnover:** The bidder should have an aggregate financial turnover not less than 1.5 times the advertised bid value during the last three previous financial years and in the current financial year up to the date of opening of the tender. The audited balance sheet reflecting financial turnover certified by chartered accountant with her stamp, signature and membership number shall be considered.
- II. **T2-Liquidity:** The bidder should have access to or has available liquid assets, lines of credit and other financial means to meet cash flow that is valued at 5% of the estimated bid value net of applicant's commitments for other contracts. The audited balance sheet and/or banking reference certified by chartered accountant with her stamp, signature and membership number shall be submitted by the bidder along with bid.

The balance sheet and all other financial documents attested/certified by CAs to substantiate fulfillment of Financial Eligibility Criteria should be with UDIN, failing which the offer is likely to be rejected without any further reference (as per office of PCE/SER letter no.: CE/G/Arb&Cont. Mgt./Tender Circular/Pt.I/317, dated. 11.03.2025).

Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the balance sheets) are negative. Only the banking references will be considered. Otherwise, the aggregate of the Net Current Assets and submitted banking references will be considered for working out the Liquidity.

The banking reference should be from a Scheduled bank in India and it should not be more than 3 months old as on date of submission of bids.

In case of JV firms' overall liquidity of JV firm shall be assessed by arithmetic sum of liquidity of all members of JV.

2.6.2 Evaluation of Technical Bid: As per clause 2.6.2 of GCC for services (2018) with all latest correction slips.

2.6.3 Evaluation of Financial Bid: As per clause 2.6.3 of GCC for services (2018) with all latest correction slips.

2.7. Application for Registration for Approved list of Vendors

2.7.1. Contracts for provision of services shall be entrusted for execution to contractors whose capabilities and financial status have been investigated and approved to the satisfaction of the Railway. For this purpose, a list of approved contractors for each category of services may be maintained in the Railway. The said list is to be revised periodically once in a year or so by giving wide publicity through advertisements etc.

A contractor including a contractor who is already on the approved list shall apply to the competent authority furnishing particulars regarding:

- (a) Her position as an independent contractor specifying the organization available with details or Partners/ Staff employed with qualifications and experience
- (b) her capacity to undertake and carry out services satisfactorily as vouched for by a responsible official or firm, with details about the transport equipment, tools and plants etc., required for the work maintained by her
- (c) her previous experience of services rendered similar to that to be contracted for, in proof of which original certificates or testimonials may be called for and their genuineness verified, if need be, by reference to the signatories thereof
- (d) Her financial position

2.7.2. An applicant shall clearly state the categories of services and the Area/Zone Division(s) / District(s) in which she desires registration in the list of approved contractors.

2.7.3. The selection of contractors for enlistment in the approved list would be done by a committee for different value slabs as notified by Railway. The term for this approved list to be in force will also be determined by the competent authority in Indian Railways.

2.7.4. An annual fee as prescribed by the Railway from time to time would be charged from such approved contractors to cover the cost of sending notices to them and clerkage for bids etc.

2.8 Right of Railway to Deal with Bids

The Railway reserves the right of not to invite bids for any of railway services and when bids are called to accept a bid in whole or in part or reject any bid or all bids without assigning reasons for any such action. The authority for the acceptance of the bid will rest with the Railway. It shall not be obligatory on the said authority to accept the lowest bid or any other bid and no bidder(s) shall demand any explanation for the cause of rejection of their bid or the Railway to assign reasons for declining to consider or reject any particular bid/s.

2.8.1 If the bidder(s) deliberately gives/ give wrong information in her / their tender or creates / create circumstances for the acceptance of her / their tender, the Railway reserves the right to reject such tender at any stage.

2.8.2 If the bidder(s) expire(s) after the submission of her /their tender or after the acceptance of her/their tender, the Railway shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, the Railway shall deem such tender as cancelled, unless the firm retains its character.

- 2.8.3 If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, falls to sign the procurement contract as may be required, or falls to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder. This clause shall not be applicable for Consultancy contracts.

III.BID DOCUMENTATION

3.1 Bid (Tender) Form

Bid (Tender) forms shall embody the contents of the contract documents either directly or by reference and shall be as per specimen form, at **Annexure -II**. Bid forms shall be issued on payment of the prescribed fee to the appropriate contractors on the list of approved contractors. Contractors not on the list of approved contractors, will on payment of the prescribed fees, be furnished with bid forms and they shall be required to submit evidence regarding their financial status, previous experience and ability to execute the works.

MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Start-ups as recognised by Department of Industrial policy & Promotion shall be supplied such bid documents free of cost on confirmation (photocopy/ Xerox copy) of their evidence to this effect.

3.2 Omissions & Discrepancies

Should a bidder find discrepancies in or omissions from the drawings or any of the bid forms or should she be in doubt as to their meaning, she should at once notify the authority inviting Bidders who may send a written instruction to all the bidders. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of tender and successful bidder shall take upon herself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

3.3 Earnest Money: -

3.3.1. The bidder shall be required to deposit Earnest Money with the bid for the due performance with stipulation to keep the offer open till such date as specified in the bid, under the condition of bid. The earnest money shall be as under

	Value of the work (Tender Value)	EMD
a	For works/service estimated to cost up to Rs. 1 Crore.	2% of the estimated cost of the work
b	For works/service estimated to cost more than Rs.1 Crore.	Rs.2 Lakhs plus ½ % (half percent) of the excess of estimated cost of work beyond Rs.1 Crore subject to a maximum of Rs. 1 Crore.

- The earnest money shall be rounded to the nearest Rs.10. This earnest money shall be applicable for all modes of bidding.
 - MSEs registered with District Industries Centers, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and handloom, any other body specified by Ministry of MSME or Startups as recognized by Department of Industrial policy & Promotion shall be exempted from payment of minimum EMD detailed in the bid.
- 3.3.2. It shall be understood that the bid documents have been sold/issued to the bidder and the bidder is permitted to bid in consideration of stipulation on their part, that after submitting her bid she will not resile from her/their offer or modify the terms and conditions thereof in a manner not acceptable to the Manager. Should the bidder fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Railway.

3.3.3. If her bid is accepted, this earnest money mentioned in sub clause 3.3.1 above will be returned to the successful bidder after the submission and verification of the Performance Guarantees as per Clause 4.11 of this General Conditions of Contract. The Earnest Money of other Bidders shall, save as herein before provided, be returned to them, but the Railway shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.

3.3.4. The Bid Security shall be deposited either in cash through e-payment gateway or submitted as Bank Guarantee bond from a scheduled commercial bank of India or as mentioned in tender documents. The Bank Guarantee bond shall be as per **Appendix - VI** and shall be valid for a period of 90 days beyond the bid validity period.

3.3.5. In case, submission of Bid Security in the form of Bank Guarantee, following shall be ensured:

i. A scanned copy of the Bank Guarantee shall be uploaded on e-Procurement Portal (IREPS) while applying to the tender.

ii. The original Bank Guarantee should be delivered in person to the office of Sr.DME/KGP before closing date for submission of bids **(i.e. excluding the last date of submission of bids)**

iii. Non submission of scanned copy of Bank Guarantee with the bid on e-tendering portal (IREPS) and/or non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid.

iv. The Tender Security shall remain valid for a period of 90 days beyond the validity period for the Tender.

v. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time, failing which the bid will be rejected

vi. The Bank Guarantee shall be placed in an envelope, which shall be sealed. The envelope shall clearly bear the identification “**Bid for the ***** Project**” and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right hand top corner of the envelope.

vii. The envelope shall be addressed to the officer and address as mentioned in the tender document. envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

3.4 Care in Submission of Bids

3.4.1. Before submitting a bid, the bidder shall be deemed to have satisfied herself by actual inspection of the site and locality of the services, that all conditions liable to be encountered during the delivery of the services are taken into account and that the rates she enters in the bid forms are adequate and all-inclusive to accord with the provisions in clause 4.42 of the General Conditions of Contract for the delivery of services to the entire satisfaction of the Manager.

3.4.2. When the service is bid for, by a firm or a company of contractors, the bid shall be signed by the individual legally authorized to enter into commitments on their behalf.

3.4.3. Railway shall not be bound by any power of attorney granted by the bidder or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

3.5 Execution of Contract Document

The bidder whose bid is accepted shall be required to appear in person at the office of concerned Manager, as the case may be, or if a firm or corporation, a duly authorized representative shall so appear and execute the contract document within 7 days after receipt of notice issued by the Railway that such documents are ready and failure to do so shall constitute a breach of the agreement affected by the acceptance of the bid in which case the Railway may determine that such bidder has abandoned the contract and there upon her bid and acceptance thereof shall be treated as cancelled and the Railway shall be entitled to forfeit the full amount of the Earnest Money of the bid and performance guarantees for the bid available with the Railway.

3.6 Form of Contract Document

Every contract shall be complete in respect of the document it shall so constitute. Not less than 3 copies of the contract document shall be signed by the competent authority and the contractor- one copy given to the contractor, one copy for the finance department and one copy for the contract manager. The form of contract document shall be provided in the tender/bid documents for every individual work.

Specimen Bid and Agreement forms are placed as Annexure II and III of GCC for service-2018

IV. GENERAL OBLIGATIONS

- **Clause No. 4.1 to 4.10 of this part please refer Indian Railway standard General Condition of Contract GCC Service-2018 with all Latest Correction Slip.**

4.11. Performance Guarantee

4.11.1. Performance guarantee at a rate of 5% of the contractual value shall be deposited by the successful bidder (**As per Railway Board letter No. 2017/EnHM/25/11 dated 24.05.2024**). The successful bidder shall have to submit a Performance Guarantee (PG) valuing 5% of the contract value in four separate parts of 1.25 % each of the contract value, within 30 (thirty) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto the date of submission of PG from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty days, i.e. from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG after 60 days from the date of issue of LO A, a notice shall be served to the contractor to deposit the PG immediately however not exceeding 90 days from the date of issue of LOA). In case the contractor fails to submit the requisite PG even after 90 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work. In case 60th day is a bank holiday or office closure next working day should be considered as the last day for submission of the PGs. Decision of Authority competent to sign the Contract Agreement would be final in case of any dispute

4.11.2. The value of PG to be submitted by the, contractor will not change for variation upto 25% (either increase or decrease). In case during the course of execution, value of the contract increases by more than 25% of the original contract value, an additional Performance Guarantee amounting to 5% (five percent) for the excess value over the original contract value shall be deposited in four equal parts by the contractor. On the other hand, if the value of Contract decreases by more than 25% of the original contract value, Performance guarantee amounting to 5% of the decrease in the contract value shall be returned to contractor. The PG amount in excess of required PG for decreased contract value, available with railways shall be returned to the contractor duly safeguarding the interest of Railways.

4.11.3. The applicable Performance Guarantee shall be calculated as per the revised value of the contract covering all variations up to the determination of the contract

4.11.4. If the penalty imposed exceeds 50% of the applicable maximum penalty (as per the revised value of the contract), a PG equivalent to 25% of the applicable PG shall be forfeited. If the penalty imposed exceeds 75% of the applicable maximum penalty, a PG equivalent to 50% of the applicable PG shall be forfeited. The PGs shall be encashed after the completion of the contract.

4.11.5. The successful bidder shall submit the Performance Guarantees (PG) in any of the following forms, amounting to 10% of the contract value-

- (a) A deposit of cash;
- (b) Irrevocable Bank Guarantee;
- (c) Government Securities including State Loan Bonds at 5% below the market value;
- (d) Deposit Receipts, Pay Orders, Demand Drafts and Guarantee Bonds. These forms of Performance Guarantee could be either of the State Bank of India or of any of the Nationalized Banks;
- (e) Guarantee Bonds executed or Deposits Receipts tendered by all Scheduled Banks;
- (f) A Deposit in the Post Office Saving Bank;
- (g) A Deposit in the National Savings Certificates;
- (h) Twelve years National Defence Certificates;
- (i) Ten years Defence Deposits;
- (j) National Defence Bonds and
- (k) Unit Trust Certificates at 5% below market value or at the face value whichever is less.

Also, FOR in favour of FA&CAO (free from any encumbrance) may be accepted.

Note - The instruments as listed above will also be acceptable for Guarantees in case of Mobilization Advance.

4.11.6. The Performance Guarantees shall be submitted by the successful bidder after the Letter of Acceptance (LoA) has been issued, but before signing of the contract agreement. These PGs shall be initially valid up to the stipulated date of completion and maintenance period, if any plus 60 days beyond that. In case, the time for completion of service gets extended, the contractor shall get the validity of PGs extended to cover such extended time for completion and maintenance period, if any of service plus 60 days.

4.11.7. The Performance Guarantees (PGs) shall be released after physical completion of the work/ service delivery based on 'Completion Certificate' issued by the competent authority stating that the contractor has completed the assigned services in all respects satisfactorily and passing of final bill based on "No Claims Certificate from the contractor. In case any contract provides for warranty/ maintenance clause then 25% of the Performance Guarantee would be retained till the warranty/ maintenance period is over and a certificate to that effect is issued by the Manager.

4.11.8. Whenever the contract is rescinded, the Performance Guarantees shall be en-cashed/forfeited. The balance work or services for the same shall be got done independently without risk & cost of the failed contractor. The failed contractor shall be debarred for a period of 2 years from the date of such rescindment from participating in the bid which includes delivery of balance services of failed contract. If the failed contractor is a Partnership firm, then every member/ partner of such a firm shall be debarred for a period of 2 years from the date of such rescindment from participating in the bid which includes delivery of balance services of failed contract in his/her individual capacity.

4.11.9. The Manager shall not make a claim under the Performance Guarantee except for amounts to which the President of India is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of-

- (a) Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Manager may claim the full amount of the Performance Guarantee.
- (b) Failure by the contractor to pay President of India any amount due, either as agreed by the contractor or determined under any of the clauses/conditions of the Agreement, within 30 days of the service of notice to this effect by Manager.
- (c) The contract being determined or rescinded under provision of the GCC, the Performance Guarantee shall be forfeited in full and shall be absolutely at the disposal of the President of India.

- **Clause No. 4.12 to 4.47 of this part please refer Indian Railway standard General Condition of Contract GCC Service-2018 with all Latest Correction Slip.**

V. VARIATIONS, MEASUREMENT AND PAYMENTS:

- **Clause No. 5.1 to 5.13 of this part please refer Indian Railway standard General Condition of Contract GCC Service-2018 with all Latest Correction Slip.**

VI. LABOUR LAWS AND RELATED OBLIGATIONS

- **Clause No. 6.1 to 6.17 of this part please refer Indian Railway standard General Condition of Contract GCC Service-2018 with all Latest Correction Slip.**

VII. DETERMINATION OF CONTRACT

- **Clause No. 7.1 to 7.5 of this part please refer Indian Railway standard General Condition of Contract GCC Service-2018 with all Latest Correction Slip.**

VIII.SETTLEMENT OF DISPUTES- INDIAN RAILWAY ARBITRATION RULES

- **Clause No. 8.1 to 8.4 of this part please refer Indian Railway standard General Condition of Contract GCC Service-2018 with all Latest Correction Slip.**

S.NO.	Forms, Annexures and Appenix	Description
1	Annexure-II	BID FORM (1 st , 2 nd & 3 rd sheet)
2	Annexure-III	CONTRACT AGREEMENT OF SERVICES
3	Annexure-IV	Form XIV (The Contract Labour (Regulation & Abolition) Central Rules, 1971)
4	Annexure-V	Form XV (The Contract Labour (Regulation & Abolition) Central Rules, 1971)
5	Annexure-VI	Form XVII (The Contract Labour (Regulation & Abolition) Central Rules, 1971)
6	Annexure-VII	Form XIX (The Contract Labour (Regulation & Abolition) Central Rules, 1971 Wage Slip)
7	Annexure-VIII	Form XXIV (The Contract Labour (Regulation & Abolition) Central Rules, 1971)
8	Annexure-IX	Form XXV (THE CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971)
9	Annexure-X	Form XI (The Contract Labour (Regulation & Abolition) Central Rules, 1971)
10	Annexure-XI	POLICE VERIFICATION
11	Annexure-XVI	FIRST AID FACILITIES TO BE PROVIDED TO ALL WORKERS BY CONTRACTOR
12	Appendix I	Details of the Tenderer
13	Appendix II	Declaration regarding association of the tenderer with serving/retired Gazetted Railway Officer(s)
14	Appendix III	CERTIFICATE FROM A CHARTERED ACCOUNTANT IN THEIR LETTERHEAD
15	Appendix IV	SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY (BANK CERTIFICATE)
16	Appendix V & V(A)	FORMAT FOR CERTIFICATE TO BE SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS
17	Appendix VI	Bank Guarantee Bond from any scheduled commercial bank of India (BID SECURITY)
18	Appendix VII	MANDATE FORM
19	Appendix VIII	DECLARATION AS PER GCC SERVICE
20	Appendix IX	Format for joint Inspection
22	Appendix X	Format for Score Card for Cleaning of Depot premises
23	Appendix XI	Register for Daily Issue of Cleaning Chemicals
24	Appendix XII	Daily Score card (Overall)
25	Appendix XIII	Format for Identity card to be issued by Contractor
26	Appendix XIV	EXPERIENCECERTIFICATE
27	Appendix XV	UNDERTAKING FOR FINANCIAL STABILITY

BID FORM (First Sheet)
SOUTH EASTERN RAILWAY

Tender No.....
 Name of Work.....

To,
 The President of India,
 Acting through the Sr.DME/KGP
 South Eastern Railway

1. I/We have read the various conditions to the Bid attached hereto and agree to abide by the said conditions. I/We also agree to keep this Bid open for acceptance for a period of **60** days from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my/our "Earnest Money". I/We offer to do the work for.....Railway, at the rates quoted in the attached schedule and hereby bind myself / ourselves to complete the work in all respects within months from the date of issue of letter of acceptance of the Bid.
2. I/We also hereby agree to abide by the Indian Railways General Conditions of Contract for Service, with all correction slips up-to-date and to carry out the work according to the Special Conditions of Contract and Specifications of materials and works as laid down by Railway in the annexed Special Conditions/Specifications, Schedule of Rates with all correction slips up-to-date for the present contract.
3. A sum of Rs.....is herewith forwarded as Earnest Money. Full value of the earnest Money shall stand forfeited without prejudice to any other right or remedies in case my/our Bid is accepted and if:
 - a) I/We do not execute the contract documents within seven days after receipt of notice issued by the Railway that such documents are ready; and
 - b) I/We do not commence the work within **fifteen** days after receipt of orders to that effect.
4. I/We am/are a Micro and Small Enterprise registered from (Body approved by Ministry of MSME) with registration No. and terminal validity up to.....for similar service contracts.
5. Until a formal agreement is prepared and executed, acceptance of this Bid shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work/ service.

Signature of

Bidder/s

Date.....

Address.

(Contd. ...)

BID FORM (Second Sheet)

1. **Instructions to Tenders and Conditions of Tender:** The following documents form part of Tender / Contract:
 - (a) Tender forms – First Sheet and Second Sheet
 - (b) Special Conditions/Specifications (enclosed)
 - (c) Schedule of approximate quantities (enclosed)
 - (d) Standard General Conditions of Contract and Standard Specifications for Materials and Works of Indian Railway as amended/corrected upto latest Correction Slips, copies of which can be seen in the office of **Sr.DME/KGP** or obtained from the office of the Chief Manager, **South Eastern railway** on payment of prescribed charges.
 - (e) Schedule of Rates as amended / corrected upto latest Correction Slips, copies of which can be seen in the office of..... or obtained from the office of the Chief Manager,Railway on payment of prescribed charges.
 - (f) All general and detailed drawings pertaining to this work which will be issued by the Manager or her representatives (from time to time) with all changes and modifications.
2. **Drawings for the Work:** The Drawings for the work can be seen in the office of theand / or Chief Manager,.....Railway at any time during the office hours. The drawings are only for the guidance of Bidder(s). Detailed working drawings (if required) based generally on the drawing mentioned above, will be given by the Manager or her representative from time to time.
3. The Bidder(s) shall quote her / their rates as a percentage above or below the Schedule of Rates of..... Railway as applicable to.....Division except where she/they are required to quote item rates and must tender for all the items shown in the Schedule of approximate quantities attached. The quantities shown in the attached Schedule are given as a guide and are approximate only and are subject to variation according to the needs of the Railway. The Railway does not guarantee work under each item of the Schedule.
4. Tenders containing erasures and / or alterations of tender documents are liable to be rejected. Any correction made by tender(s) in her/their entries must be attested by her / them.
5. The works are required to be completed within a period of..... months from the date of issue of acceptance letter.
6. **Earnest Money:**
 - a. The Bid must be accompanied by a sum of Rs..... as earnest money deposited in cash or in any of the forms as specified, failing which the Bid will not be considered. However, registered MSEs in terms of Ministry of MSMEs notification No. 503 are exempted from Earnest Money Deposit
 - b. The Bidder(s) shall keep the offer open for a minimum period of **60** days from the date of opening of the Bid. It is understood that the Bid documents have been sold/issued to the Bidder(s) and the Bidder(s), is / are permitted to Bid in consideration of the stipulation on her / their part that after submitting her / their Bid subject to the period being extended further, if required by mutual agreement from time to time, s he will not resile from their offer or modify the terms and conditions thereof in a manner not acceptable to the Chief Manager/Manager. Should the Bidder fail to observe or comply with the foregoing stipulation, the amount deposited as Earnest Money for the due performance of the above

stipulation, shall be forfeited to the Railway.

- c. If the Bid is accepted, the amount of Earnest Money will be returned to the successful bidder after the submission of the Performance Guarantees as per clause 4.11, for the due and faithful fulfillment of the contract. This amount of EMD shall be forfeited, if the Bidder(s)/ Contractor(s) fail to execute the Contract Document within 7 days after receipt of notice issued by Railway that such documents are ready or to commence the work within 21 days (unless otherwise specified) after receipt of the order to that effect.
- d. Earnest Money of the unsuccessful Bidder(s) will, save as here-in-before provided, be returned to the unsuccessful Bidder(s) within 15 days after finalization of the Bid / negotiation, but the Railway shall not be responsible for any loss or depreciation that may happen to the Security for the due performance of the stipulation to keep the offer open for the period specified in the Bid documents or to the Earnest Money while in their possession nor be Liable to pay interest thereon.
- 7. Rights of the Railway to Deal with Tender:** The authority for the acceptance of the tender will rest with the Railway. It shall not be obligatory on the said authority to accept the lowest tender or any other tender and no bidder(s) shall demand neither any explanation for the cause of rejection of her /their tender nor the Railway to assign reasons for declining to consider or reject any particular tender or tenders.
- 8.** If the bidder(s) deliberately gives / give wrong information in her / their tender or creates / create circumstances for the acceptance of her / their tender, the Railway reserves the right to reject such tender at any stage.
- 9.** If the bidder(s) expire(s) after the submission of her / their tender or after the acceptance of her / their tender, the Railway shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, the Railway shall deem such tender as cancelled, unless the firm retains its character.
- 10. Bidder's Credentials:** Bidder shall submit the documents as demanded under Bid Evaluation criteria along with the Bid.
- 11. For Manual Bidding: (Not applied)**
Bid must be enclosed in a sealed cover, superscripted "Bid No. -
....." and must
Be sent by registered post to the address of
Railway so as to
Reach her / their office not later than Hours on the or deposited in the special box allotted for the purpose in the office ofRailway.
This Special box
Will be sealed at hours on The Bid will
be opened at
..... hours on the same day. The Bid papers will not be sold after
..... Hours on
- 13 For e- bidding:** Relevant guidelines should be followe
- 14** Non-compliance with any of the conditions set forth therein above is liable to result in the tender being rejected.
- 15 Execution of Contract Documents:** The successful Bidder(s) shall be required to execute an agreement with the President of India acting through the.....Railway for carrying out the work according to Standard General Conditions of Contract, Special Conditions / Specifications annexed to the tender and Specification for work and materials of Railway as amended/corrected up to latest Correction Slips, mentioned in tender form (First Sheet).
- 16 Partnership Deeds, Power of Attorney Etc.:** The bidder shall clearly specify whether the bid is submitted on her own or on behalf of a partnership concern. If the bid is submitted on behalf of a partnership concern, she should submit the certified copy of partnership

deed along with the tender and authorization to sign the tender documents on behalf of partnership firm. If these documents are not enclosed along with tender documents, the tender will be treated as having been submitted by individual signing the tender documents. The Railway will not be bound by any power of attorney granted by the bidder or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

- 17** The bidder whether sole proprietor, a limited company or a partnership firm if they want to act through agent or individual partner(s) should submit along with the tender or at a later stage, a power of attorney duly stamped and authenticated by a Notary Public or by Magistrate in favour of the specific person whether she/they be partner(s) of the firm or any other person specifically authorising her/them to submit the tender, sign the agreement, receive money, witness measurements, sign measurement books, compromise, settle, relinquish any claim(s) preferred by the firm and sign "No Claim Certificate" and refer all or any disputes to arbitration.
- 17.1** The Bidder shall clearly specify whether the Bid is submitted on her own or on behalf of a Partnership Firm/Joint Venture (JV)/Society etc. The Bidder(s) who is/are constituents of Firm, Company, Association or Society shall enclose self-attested copies of the Constitution of their concern, Partnership Deed and Power of Attorney along with their Bid. Bid Documents in such cases shall to be signed by such persons as may be legally competent, Association or Society, as the case may be.
- 17.2** The Bidder shall give full details of the constitution of the Firm/JV/Company/Society etc. and shall also submit following documents (as applicable), in addition to documents mentioned above:
- a) Sole Proprietorship Firm: The Bidder shall submit the notarized copy of the affidavit.
 - b) Partnership Firm: The Bidder shall submit self-attested copies of (i) registered/notarized Partnership Deed and (ii) Power of Attorney duly authorizing one or more of the partners of the firm or any other persons(s), authorized by all the partners to act on behalf of the firm and to submit & sign the Bid, sign the agreement, witness measurements, sign Measurement Books, receive payment, make correspondences, compromise/settle/relinquish any claim (s) preferred by the firm, sign 'No Claim certificate', refer all or any dispute to arbitration and to take similar action in respect of all Bids/contracts OR said Bid/contract.
 - c) Joint Venture (JV): The Bidder shall submit documents as mentioned in Clause 2.4 to GCC.
 - d) Company registered under Companies Act-1956: The Bidder shall submit (i) the copies of MOA (Memorandum of Association) and AOA (Articles of Association) of the Company; and (ii) Power of Attorney duly registered/notarized by the company (backed by the resolution of Board of Directors) in favour of the individual, signing the Bid on behalf of the Company.
 - e) Society: The Bidder shall submit (i) self-attested copy of the Certificate of Registration, (ii) Deed of Formation of and (iii) Power Attorney in favour of the Tender signatory.
- 17.3** If it is mentioned in the Bid that it is being submitted on behalf of/by a Sole Proprietorship Firm/Partnership Firm/Joint Venture/Registered Company etc., the afore-mentioned document/s (as applicable) should be enclosed along with Bid. If it is NOT mentioned in the Bid that it is being submitted on behalf of/by a Sole Proprietorship Firm/Partnership Firs/Joint Venture/Registered Company etc., then the Bid shall be treated as having been submitted by the individual who has signed the Bid.
- 17.4** After opening of the Bid, any document pertaining to the Constitution of the Firm/JV/Society etc. shall neither be asked nor be entertained/ considered.
- 17.5** A Bid from JV/Consortium/Partnership Firm etc. shall be considered only where permissible as per the Bid/ Tender conditions.

18 Employment/Partnership etc. of Retired Railway Employees:

- a. Should a bidder be a retired Manager of the Gazetted rank or any other Gazetted officer working before her retirement, whether in the executive or administrative capacity or whether holding a pensionable post or not, in any department of any of the railways owned and administered by the President of India for the time being, or should a bidder being a partnership firm have as one of its partners a retired Manager or retired Gazetted Officer as aforesaid, or should a bidder being an incorporated company have any such retired Manager or retired officer as one of its Directors or should a bidder have in her employment any retired Manager or retired Gazetted Officer as aforesaid, the full information as to the date of retirement of such Manager or Gazetted Officer from the said service and in case where such Manager or Officer had not retired from Government service at least 2 years prior to the date of submission of the tender as to whether permission for taking such contract, or if the contractor be a partnership firm or an incorporated company, to become a partner or Director as the case may be, or to take the employment under the contractor, has been obtained by the bidder or the Manager or Officer, as the case may be from the President of India or any officer, duly authorised by her in this behalf, shall be clearly stated in writing at the time of submitting the bid. Bids without the information above referred to or a statement to the effect that no such retired Manager or retired Gazetted Officer is so associated with the bidder, as the case may be, shall be rejected.
- b. Should a bidder or contractor being an individual on the list of approved Contractors, have a relative(s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relative(s) of the shareholder(s) employed in gazetted capacity in the any department of the..... Railway, the authority inviting tenders shall be informed of the fact at the time of submission of tender, failing which the tender may be disqualified/rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with provision in Clause 7.4 of Standard General Conditions of Contract.

(Signature)

(Designation)

Signature of Bidder(s)

.....










Railways

Date

**BID FORM
(Third Sheet)**

Name of Work: Cleaning & Housekeeping work at Wagon Depot, Nimpura for a period of 03 (three) years on Outcome basis.

SCHEDULE OF RATES AND QUANTITIES

SNo.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit	Action
Schedule A-Cleaning of Shed floor, office outside premises, compressor room& adjacent area, Garden area and drains of NRY,BCN Shed & Sick line (Item Directory - Not Applicable)							10028680.14		
1	a	18922038.00	Sqm	0.53	10028680.14	0.00	10028680.14	Above/ Below/ Par	
	Description : Cleaning of Shed floor, office outside premises, compressor room& adjacent area, Garden area and drains of NRY,BCN Shed & Sick line								
Schedule B-Cleaning of office floor including toilets of store, NRY, BCN & Sick Line (Item Directory - Not Applicable)							3283216.20		
2	a	7461855.00	Sqm	0.44	3283216.20	0.00	3283216.20	Above/ Below/ Par	
	Description : Cleaning of office floor including toilets of store, NRY, BCN & Sick Line								
Schedule C-Store Materials & Scrap Handling (Item Directory - Not Applicable)							2076168.30		
3	a	10016.25	MT	207.28	2076168.30	0.00	2076168.30	Above/ Below/ Par	
	Description : Collection of Scrap materials from RoH, Sick line & R-Yard Nimpura and loading them into the designated area. Collection and Stacking of Steel turning cum Boring								

The quantities shown in the above Schedule are approximate and are as a guide to give the Bidder(s) an idea of the quantum of work involved. The Railway reserves the right to increase/ decrease and/or delete or include any of the quantities given above, and no extra rate will be allowed on this account.

I/We undertake to do the work at% above/below the Schedule of Rates of the South Eastern Railway at the rates quoted above for each item (wherever percentage rates are not invited, kindly see note given below)

Dated

Signature of the Bidder(s)

CONTRACT AGREEMENT OF SERVICES

South Eastern Railway

Contract agreement no:

.....

Dated

.....

ARTICLE OF AGREEMENT made this day of20.....between President of Indian acting through the Railway Administration hereafter called the "Railway" of the one part and..... herein after called the "Contractor" of other part.

WHEREAS the Contractor has agreed with the Railway for performance of the Services (Name of work) set forth in the Schedule hereto annexed upon the General Conditions of Contract for Service Contracts corrected up to latest Correction Slips here-into annexed AND WHEREAS the performance of the said works is an act in which the public are interested.

NOW THIS INDENTURE WITNESSETH that in consideration to the payments to be made by the Railways, the Contractors will duly perform the said Services in the said schedule set forth and shall execute the same with great promptness, care and accuracy in a worker like manner to the satisfaction of the Railway and will complete the same in accordance with the said specifications and said drawings and said conditions of contract on or before the day of 20 and will observe, fulfill and keep all the conditions therein mentioned (which shall be deemed and taken to be part of this contract, as if the same have been fully set forth herein), AND the Railway, both hereby agree that if the Contractor shall duly perform the said services in the manner aforesaid and observe and keep the said terms and conditions, the Railway will pay or cause to be paid to the Contractor for the said services on the final completion thereof the amount due in respect thereof at the rates specified in the Schedule hereto annexed.

(Signature)

Signature

Contractor

Railway Designation
.....
(For President of India)

Address
.....

Address
.....

Date

Date

ANNEXURE- IV

Form XIV (See Rule 76)

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Employment Card

Name and address of contractor.....

Name and address of Establishment in/ under which contract is carried on
.....
.....

Name of work and location of work

Name and address of Principal Employer

1. Name of the worker
.....
2. S. No. in the register of workers employed
.....
3. Nature of employment/Designation
.....
4. Wage rate (with particulars of unit in case of piece-work)
.....
5. Wage period
.....
6. Tenure of employment
.....
7. Remarks
.....

Signature of Contractor

Form XV (See Rule 77)**The Contract Labour (Regulation & Abolition) Central Rules, 1971****Service Certificate**

Name _____ and _____ address _____ of
contractor.....

.....

Name and address of Establishment in/under which contract is carried
on.....

Nature and location of work.....

Name and address of the worker.....

Name and address of Principal Employer

Age or date of birth.....

Identification Marks.....

Parent's/Spouse's name.....

Sl	Time Period for which employed for		Nature of work done	Rate of wage (with particular of unit in case of piece work)	Remarks
	From	To			
1	2	3	4	5	6

.

.

Signature.....

Form XVII [See Rule 78(1) (a) (i)]

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Register of wages

Name and address of contractor.....

Name and address of Establishment in/under which contract is carried on.....

.....

Nature and location of work.....

.....

Name and address of principal employer.....

Wage Period Monthly

Sl No.	Name of Worker	Serial No. in the register of workers	Designation/ nature of work done	No. of days worked	Units of work done	Daily rate of wages/piece rate
1	2	3	4	5	6	7

Amount of wages earned								
Basic wages	Dearness Allowances	Over time	Other cash payments (Nature of payment to be indicated)	Total	Deductions, if any, (indicate nature)	Net amount paid	Signature/ Thumb impression of worker	Initial of Contractor of her representative

Form XIX [See Rule 78(1)(b)]

The Contract Labour (Regulation & Abolition) Central Rules, 1971 Wage Slip

Name and Address of Contractor

Name of Worker.....

Name and Parent/Spouse of the worker.....

Nature and location of work.....

For the Week/Fortnight/Month ending.....

1. No. of days worked.....

2. No. of units worked in case of piece-rate workers.....

3. Rate of daily wages/piece-rate.....

4. Amount of overtime wages.....

5. Gross wages payable.....

6. Deductions, if any.....

7. Net amount of wages paid.....

Signature of the Contractor or their
Representative

FORM XXIV [See Rule 82(1)]**The Contract Labour (Regulation & Abolition) Central Rules, 1971**

Return to be sent by the Contractor to the Licensing Officer

(Every contractor shall send half yearly return in Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the half year and a copy of the same should also be sent to the Indian Railways at the same time)

Half-Year-Ending

1. Name and address of the Contractor.....
2. Name and address of the establishment.....
3. Name and address of the Principal employer.....
4. Duration of Contract: From to.....
5. No. of days during half year on which-
 - (a) The establishment of the Principal employer had worked.....
 - (b) The contractor's establishment had worked.....
6. Maximum number of contract labour employed on day during the half year-

Men	Women	Children	Total
-----	-------	----------	-------
7. (i) Daily hours of work and spread over-
 - (ii) (a) Whether weekly holiday observed and on what day.....
 - (b) If so, whether it was paid for.....
 - (iii) No. of work hours (man-hours) of overtime worked.....
8. No. of work-days (man-days) worked by –

Men	Women	Children	Total
-----	-------	----------	-------
9. Amount of wages paid –

Men	Women	Children	Total
-----	-------	----------	-------
10. Amount of deduction from wages, if any-

Men	Women	Children	Total
-----	-------	----------	-------
11. Whether the following have been provided -

(i) Canteen
(ii) Rest-Room	
(iii) Drinking water	
(iv) Creches
(v) First-Aid

(If the answer is 'yes' state briefly standards provided)

Place

Signature of Contractor

Date

FORM XXV**THE CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971**

Annual Return of Principal Employer to be sent to the Registering Officer

(Every principal employer of a registered establishment shall send annually a return in Form XXV (in duplicate) so as to reach the Registering Officer concerned not later than the 15th February following the end of the year to which it relates.)

Year ending 31st December

1. Full name and address of the Principal Employer.
2. Name of Establishment:
 - (a) District
 - (b) Postal Address
 - (c) Nature of operation/industry/work carried on.
3. Full name of the Manager or person responsible for supervision and control of the establishment.
4. Number of Contractors who worked in the establishment during the year (Give details in Annexure).
5. Nature of work/operations on which contract labour was employed.
6. Total number of days during the year on which contract labour was employed.
7. Total number of work-days (man-days) worked by contract labour during the year.
8. Maximum number of workers employed directly on any day during the year.
9. Total number of days during the year on which direct labour was employed.
10. Total number of work-days (man-days) worked by directly employed workmen.
11. Change, if any, in the management of the establishment, its location, or any other particulars furnished to the Registering Officer in the application for Registration indicating also the dates.

Principal

Employer

Place.....

.....

Date.....

ANNEXURE TO FORM

...

Name and Address of the Contractor	Period of contract From - To	Nature of work	Maximum number of workers employed by each contractor	No. of days worked	No. of workdays(man-days) worked
1	2	3	4	5	6

FORM-XI {See rule 223 (c)}
The Contract Labour (Regulation & Abolition) Central Rules, 1971

Certificate of Medical Examination

1. Certificate Serial No.....

Date.....

2. Name

Identification marks: (1)

.....

(2)

.....

3. Parent's

Name.....

4. Sex.....

5. Residence.....

Son/daughter

of.....

6. Date of birth, if available

And/or certificate

age.....

7. Physical Fitness

I hereby certify that I have personally examined (name) son/daughter
of..... residing at
.....who is desirous of being
employed in manual work and that his/her age as nearly as can be ascertained from my
examination isyears and that he/she is fit for employment in
.....as an adult/adplescent.

8. Reason for -

(1) refusal of certificate.....

(2) certificate being revoked.....

Signature with Seal Medical
Inspector/CMO

Signature/ Left hand

Thumb impression of

worker

Note - 1. Exact details of cause of physical disability should be clearly stated.

2. Functional/ productive abilities should also be stated if disability is stated

ANNEXURE- XI**POLICE VERIFICATION**

PHOTO
Photo of applicant
Signed by contractor

SI No	Particulars	
1	Full Name with Aliases	
2	Parent's Name	
3	Nationality	
4	Present Address in full with Police Station and District	
5	Period of Residence	
6	Home/ Permanent Address in full with Police Station and District	

Declaration (by applicant):

	I certify that the following information is correct and complete to the best of my knowledge and belief.
--	--

Police Certification:

The details as stated above are correct and the above person does not have any criminal or any case registered, pending in any court of law.

Signature of

Applicant Date:

Place:

Counter signature of

Authorized signatory with
stamp

ANNEXURE- XVI

FIRST AID FACILITIES TO BE PROVIDED TO ALL WORKERS BY CONTRACTOR

Sl. No	Item	Workers do not exceed 50 Qty.	Workers exceed 50 Qty.
1.	Small sterilized dressings	6	12
2.	Medium size sterilized dressings	3	6
3.	Large size sterilized dressings	3	6
4.	Large size sterilized burn dressings	3	6
5.	Packets sterilized cotton wool(15gms)		6
6.	Iodine bottle	1 (30ml)	1(60ml)
7.	Bottle containing salvolatile having the dose and mode of administration indicated on the label	1 (30ml)	1(60ml)
8.	Adhesive plaster roll		1
9.	Snake bite lancet	1	1
10.	Bottle of Potassium Permanganate crystals	1(30gms)	1(30gms)
11.	Pair of scissors	1	1
12.	First Aid leaf let	1	1
13.	Aspirin Tablets	1(100(each of 5 grains))	1(100(each of 5 grains))
14.	Ointment for burns	1	1
15.	Anti-septic solution	1	1

Details of the Tenderer

Sr. No.	Description	Details
1	Name of the tenderer	
2	Address	
	Mobile Number	
	Telephone Number	
	Fax No.	
	e-mail ID*	
3	Status of the tenderer: individual/ proprietorship firm/ partnership firm/ private limited/ public limited/ Society/ Autonomous body (Attach documentary evidence.)	
4	PAN No. (Attach documentary evidence.)	
5	GSTIN No. (If applicable) (Attach documentary evidence.)	
6	EPF Registration No. (Attach documentary evidence.)	
7	ESIC Registration No. (Attach documentary evidence.)	
8	Other Registration details under other applicable Laws (Attach documentary evidence.)	
9	Name of the person signing the tender	

* The date of delivery of any letter by Railway to the contractor on the email address will be deemed to be the date of receipt of the same by the contractor. Therefore, contractor should regularly check his incoming emails. If there happens to be any change in the email ID and other contact details, the same should be communicated by the contractor to Railways immediately.

The above information should be necessarily submitted by the tenderer.

Tenderer's Seal

Signature of the Tenderer

DECLARATION

Declaration regarding association of the tenderer with serving/retired Gazetted Railway Officer(s)

Sl. No.	Name of the Rail way Offic er	Relationship with the tenderer	If serving, designation & place of working	If Retired			
				Date of Retirement	Designation & place of working at time of retirement	Whether period of retirement is more than 1 year from the date of submission of tender	Particulars of permission taken for associating with the tenderer
1	2	3	4	5	6	7	8

Note: If no Railway Officer is associated with the tenderer, then write **NIL**.

(Please do not keep this page as blank.) Tenders without the information above referred to or a statement to the effect that no such retired Engineer or retired gazetted officer is so associated with the tenderer, as the case may be, shall be rejected.

**CERTIFICATE FROM A CHARTERED ACCOUNTANT IN THEIR LETTERHEAD
TO WHOMSOEVER CONCERNED**

Applicant's legal name **Date**

.....

Group Member's legal name..... Page of Pages

Each Applicant or member of a JV must fill in this form

Sr.No	Description	Financial data for latest Last 3 years (Indian Rupees)		
		2023-2024	2024-2025	2025-2026
1	Total Assets			
2	Current Assets			
3	Total External Liabilities			
4	Current Liabilities			
5	Annual Profits Before Taxes			
6	Annual Profits After Taxes			
7	Net Worth [= 1 - 3]			
8	Liquidity [=2 - 4]			
9	Return on Equity			
10	Gross Annual turnover			

Attach copies of the audited balance sheets, including all related notes, income statements for the last three audited financial years, as indicated above, complying with the following conditions.

1. Separate Performa shall be used for each member in case of JV/Consortium.
2. All such documents reflect the financial data of the Applicant or member in case of JV, and not sister or Parent Company.
3. Historic financial statements shall be audited by Statutory Auditor of the Company under their seal & stamp and shall be strictly based on Audited Annual Financial results of the relevant period(s). No statements for partial periods will be accepted.
4. Historic financial statements must be complete, including all notes to the financial statements.
5. Foreign applicants, in whose country calendar year is also the financial year, may submit all relevant data for the last 3 years
6. Return on Equity = Net Income / Shareholders Equity Return on Equity = Net Income is for the full fiscal year (before dividends paid to common stock holders but after dividends to preferred stock). Shareholders equity does not include preferred shares.
7. The above Appendix shall be duly certified by Chartered Accountant / Company Auditor under his signature, stamp and membership number.
8. In case the Liquidity is inadequate, the tenderer may submit Banking Reference to establish that they have access to the required working capital.

SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY**BANK CERTIFICATE**

This is to certify that M/s.....is a reputed company with a good financial standing. If the contract for the work, namely.....Is awarded to the above firm, we shall be willing to provide overdraft/ credit facilities to the extent to Rs to meet their working capital requirements for executing the above contract.

-SD/-

Name of Bank:

Senior Bank Manager

Address of the Bank

Change the text as follows for Joint Venture:

This is to certify that M/s who has formed a JV with M/s and M/s..... for participating in this bid, is a reputed company with a good financial standing.

If the contract for the work, namely.....is awarded to the Above joint venture we shall be able to provide overdraft/credit facilities to the extent of Rs to M/s to meet their working capital requirements for executing the above contract.

[This should be given by the JV members in proportion other financial participation]

FORMAT FOR CERTIFICATE TO BE SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS

I..... (*Name and designation*)**appointed as the attorney/authorized signatory of the tenderer, M/s_____ (hereinafter called the tenderer) for the purpose of the Tender documents for the work of _____ as per the tender No. _____ of _____ (*Railway*)**, do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s) am/are signing this document after carefully reading the contents.
2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have downloaded the tender documents from Indian Railway website www.ireps.gov.in. I/we have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the railway Administration shall be final and binding upon me/us.
4. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
6. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
7. I/we certify that I/we the tenderer(s) is/are not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/LLP/JV/Society/Trust.
8. I/we understand that if the contents of the certificate submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the Bid Security and may also lead to any other action provided in the contract including banning of business for a period of upto two year. Further, I/we (*insert name of the tenderer*) ** _____ and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/we also understand that if the contents of the certificate submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of Bid Security/Security Deposit and Performance guarantee and may also lead to any other action provided in the contract including banning of business for a period of upto two year.
10. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/We are not from such a country or, if from such a country, have been registered with the competent Authority. I/We hereby certify that I/we fulfil all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed).

SEAL AND SIGNATURE
OF THE TENDERER

Place:

Dated:

**The contents in Italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.

This certificate is to be given by attorney/authorized signatory/each member of Partnership firm/Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc.)

I/We..... (Name), attorney/authorized signatory of the
(Constituent firm/constituent partner) and member/partner of the
(Tendering firm) hereby solemnly affirm and state as under:

1. I/we certify that (Constituent firm/constituent partner) is/are not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/LLP/JV/Society/Trust.
2. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/We are not from such a country or, if from such a country, have been registered with the competent Authority. I/We hereby certify that I/we fulfil all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed),

SEAL AND SIGNATURE
OF THE CONSTITUENT FIRM/CONSTITUENT PARTNER

Place:
Dated:

(Bid Security)

Bank Guarantee Bond from any scheduled commercial bank of India
(On non-judicial stamp paper, which should be in the name of the Executing Bank).

Name of the Bank: -----

President of India,

Acting through,

..... Railway,

Beneficiary Railway

Date:.....

Bank Guarantee Bond No.:

Date:-----

In consideration of the President of India acting through **(Designation & address of Contract**

Signing Authority), Railway,, (hereinafter called "The Railway")

having invited the bid for___through Notice inviting tender (NIT) No.._____, We

have been informed that **[Insert name of the Bidder]**

(hereinafter called "the Bidder")

intends to submit its bid (hereinafter called "the Bid") .

WHEREAS, the Bidder is required to furnish Bid Security for the sum of **[Insert required Value of**

Bid Security], in the form of Bank Guarantee, according to conditions of Bid.

AND

WHEREAS,**[Insert Name of the Bank]**, with its Branch**[Insert Address]** having its

Headquarters office at..... **[Insert Address]**, hereinafter called the **Bank**, acting through

..... **[Insert Name and Designation of the authorised persons of the Bank]**, have, at the request

of the Bidder, agreed to give guarantee for Bid Security as hereinafter contained, in favour of the Railway:

1. KNOW ALL MEN that by these present that I/We the undersigned **[Insert name(s) of authorized representatives of the Bank]**, being fully authorized to sign and incur obligations for and on behalf of the Bank, confirm that the Bank, hereby, unconditionally and irrevocably guarantee to pay to the Railway full amount in the sum of **[Insert required Value of Bid Security]** as above stated.

2. The Bank undertakes to immediately pay on presentation of demand by the Railway any amount up to and including aforementioned full amount without any demur, reservation or recourse. Any such demand made by the Railway on the Bank shall be final, conclusive and binding, absolute and unequivocal on the Bank notwithstanding any disputes raised/ pending before any Court, Tribunal, Arbitration or any Authority or any threatened
3. The Bank shall pay the amount as demanded immediately on presentation of the demand by Railway without any reference to the Bidder and without the Railway being required to show grounds or give reasons for its demand of the amount so demanded.
4. The guarantee hereinbefore shall not be affected by any change in the constitution of the Bank or in the constitution of the Bidder.
5. The Bank agrees that no change, addition, modifications to the terms of the Bid document or to any documents, which have been or may be made between the Railway and the Bidder, will in any way absolve the Bank from the liability under this guarantee; and the Bank, hereby, waives any requirement for notice of any such change, addition or modification made by Railway at any time.
6. This guarantee will remain valid and effective from.....***[insert date of issue]***till

.....***[insert date, which should be minimum 90 days beyond the expiry of validity of Bid]***.

Any demand in respect of this Guarantee should reach the Bank within the validity period of Bid Security.

7. The Bank Guarantee is unconditional and irrevocable.
8. The expressions Bank and Railway herein before used shall include their respective successors and assigns.
9. The Bank hereby undertakes not to revoke the guarantee during its currency, except with the previous consent in writing of the Railway. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.758.
10. The Bank hereby confirms that it is on the SFMS (Structured Financial Messaging System) and shall invariably send the advice of this Bank Guarantee to the following bank details –

IFSC CODE	
IFSC TYPE	
BANK NAME	
BRANCH NAME	
CITY NAME	
ADDRESS	

DISTRICT	
STATE	
BG ENABLED	

11. The Guarantee shall be valid in addition to and without prejudice to any other security Guarantee(s) of Bidder in favour of the Railway. The Bank, under this Guarantee, shall be deemed as Principal Debtor of the Railway.

Date

Place.....

Bank's Seal and authorized signature(s)

[Name in Block letters]

[Designation with Code No.].....

[P/Attorney] No.

Witness:

1 Signature, Name & Address & Seal

2 Signature, Name& address & Seal

Bank's Seal

[P/Attorney] No.

Note: All italicized text is for guidance on how to prepare this bank guarantee and shall be deleted from the final document.

MANDATE FORM

(Must be filled up Vendor/Contractor /Employee for EFT/ECS/RTGS/NEFT payment)

1. NAME OF THE FIRM/PERSON/PARTY
2. ADDRESS.....
.....
TELEPHONE NO.&FAX
CELLPHONE:E.MAIL.....
3. P.A. NNO.....
4. PARTICULARS OF BANK ACCOUNT.....
BANKNAME
BRANCH NAME&ADDRESS.....
.....
BANKBRANCHTELEPHONENO.....
ACCOUNTTYPE (whether SBorCurrent):.....
ACCOUNTNO.....
BANK'S MICR CODE:.....
BANK'S IFS CODE:.....
5. DECLARATION OF THE PARTY:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete and incorrect information, the user institution i.e., will not be held responsible. I have understood the scheme and agree to discharge their responsibility for which I am liable as a participant under the scheme.

Date:

Signature of the supplier/ party/Employee

NB: One cancelled cheque/ photocopy of the cheque is to be enclosed (where the cheque does not carry the IFS code, an attestation from the bank attesting the IFS code should be given).

SIGNATURE OF BANK OFFICIAL

DECLARATION AS PER GCC SERVICE

I..... (Name and designation) appointed as the attorney /authorized signatory of the tender (including its constituents), M/s..... (here in after called as the tenderer) for the Tender documents for the work of _as per the tender No. _of _____ (Railway),do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/We here by confirm and declare that being an individual on the list of approved contactors, have NO relative (s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relatives(s) of the shareholders(s) employed in gazette capacity in any department of Indian Railways, if having relatives, I/We will inform the same to the authority inviting bids of the fact at the at the time of submission of Bid, failing which our bid may be disqualified / rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with the provision in clause 7.4 of the General conditions of contract.

2. I/We here by confirm and declare that, being a bidder or any of our constituents has NOT been levied with a penalty for violation of labour laws for three times in the last two years (from the date of opening of tender) by the appropriate enforcing agency like Labour commissioners etc.

3. I/We here by confirm and declare that my/our firm/company/any of our constituents have not been terminated under GCC SERVICE clause 7.4 in this railway division with in the previous 02 years from the date of submission of bids.

4. I/We here by confirm and declare that my/our firm/company/any of our constituents have not been imposed a penalty equivalent to the maximum penalty that can be imposed under a previous contract with in a previous 02 years from the date of submission of bids.(Period of 02 years shall be reckoned from the date of on which the total accrued amount of penalties has reached the maximum penalty that can be imposed under the contract, as specified by the competent authority)

Name and Signature of the Tenderer with the Seal and Date

Format for joint Inspection**A. Details of staff to be engaged by the contractor:**

Sr. No.	Name of the staff	Father Name	Mobile Phoneno.	Address	Qualification with supporting document)	Police Verification Certificate submitted (Yes/No)

B. Details of Consumables, cleaning agents & Tools available at site for execution of the work

As per quantity to be supplied by the contractor as mentioned in sow of tender document

Contractor Representative

Authorized railway representative Date and stamp

Sr.DME /-KGP

NB: Joint inspection report to be prepared and the same to be sent to the office of Sr.DME /KGP on the next working day.

Format for Monthly Score Card

Agreement No: _____ dated _____ Date of Inspection: _____ Name of Contractor: _____ Name of Supervisor: _____

Date	Max Rating	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Cleaning of Shed floor,office outside premises,compressor room& adjacent area, Garden area and drains of NRY,BCN Shed & Sickline	10																															
Cleaning of office floor including toilets of store,NRY, BCN & Sick Line	10																															
Store Materials & Scrap Handling	10																															
Total rating secured																																

Note:

1. Please refer Rating / Grading details at Work Evaluation in Special terms and Conditions (clause 5).
2. Items not applicable for any area shall be marked as NA and shall not be taken in assessment of Rating.

A. Total Rating secured = B. Maximum rating = **30**

C. Rating % = (Total Rating Secured*100)/Maximum Rating =

Signature of Contractor's Supervisor

Signature of SSE (C&W)/NMP

Register for Daily Issue of Cleaning Chemicals

Month	
Name of Chemical	
Purpose	

Date	Opening Balance on Date	Quantity delivered by Contractor	Quantity Issued to Contractor Staff	Closing Balance	Signature	
					Contractor Staff	Railway Representative

N.B.:

- ✓ Register with separate pages needed for each chemical as per Scope of Work
- ✓ Contractor will supply the register at his own cost before commencement of the work to the SSE(C&W)/NMP
- ✓ Copy of Invoices of Cleaning chemicals purchased by Contactor will have to be deposited to SSE (C&W)/NMP

Total Daily Score Card Date:

Agreement No. _____

Dated

Cleaning & Housekeeping work at Wagon Depot, Nimpura for a period of 03 (three) years on Outcome basis.

A	B	C	D	E	F
S. Item No.	Rating%	SQM/MT	Accepted Rate	Penalty in Rs. *Penalty Rate x C x D	Amount Payable in Rs. C x D - E
1					
2					
3					

*Penalty Rate- As per Penalty Clause of Special Terms and Conditions of Contract

Other Penalties (if any): Rs. _____

*Other Penalty - As per Penalty Clause of Special Terms and Conditions of Contract

Signature of Contractor's Supervisor

Signature of SSE (C&W)/NMP

(Format for Identity card to be issued by Contractor)

Appendix- XIII

1. Name of work :	<div>PHOTO</div>	
2. Contractor's name:		
3. Name of the staff:		
4. Qualifications :		
5. Present address :		
6. Phone no. (if any) :		
7. Phone no. (if any) :		
8. Working site :		
9. Identity Card no.		
Specimen signature of Contractor's staff	Signature of contractor representative	Signature of Authorised Railway representative

EXPERIENCE CERTIFICATE

S. No.	Work Details	Details
1	Name of Work	
2	Agreement Number, date.	
3	Name of the Agency	
4	Agreement Value in Rupees (in words and figures)	
5	Scheduled date of commencement	
6	Scheduled date of completion	
7	Actual date of commencement	
8	Number of Extensions granted	
9	Actual date of completion of work	
10	Value of Final Bill if passed (in words)	
11	Work completed but Final measurements not recorded a) Amount paid so far as in CC Bill No.	
12	Work completed, Final measurements recorded with negative variation. a) Amount so far paid as in CC Bill No.	
13	Work completed, if Final measurements recorded with positive variation which is not sanctioned yet a) Original agreement value or last sanctioned agreement value whichever is lower	
14	Performance of the firm.	
15	Penalties if any	

Note:

- 1) This certificate in this proforma is to be issued ***only for Completed work or ongoing work as specified in of tender document.***

Signature :

Name of Officer :

Designation :

Address :

Office Seal :

Phone/Fax no

Date

(UNDERTAKING FOR FINANCIAL STABILITY)

We do hereby undertake that we have not suffered bankruptcy/insolvency during the last 5 years.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY

Note:

1. In case of JV/Consortium, the undertaking shall be submitted by each member of the JV/Consortium.
2. The undertaking shall be signed by authorized signatory of the tenderer. In case of JV/Consortium by the authorized signatory of the constituent members counter signed by the authorized signatory of tenderer.

SPECIAL TERMS AND CONDITIONS OF CONTRACT (SCC)

अनुबंध की विशेष शर्त

1. The contract will be awarded for all the work as specified below, and the contractor has to carry out the work as per the scope of work as mentioned in the tender document.
 - a) Cleaning of Shop Floor, Adjacent area, Drains, Garden area and Cutting of Weeds, shrubs etc. of adjacent area.
 - b) Cleaning of office floor including toilets of store, NRY, BCN & Sick Line
 - c) Store Materials & Scrap Handling
2. This tender is governed by General Conditions of Contract –Services 2018 (GCC) issued by Railway Board, Ministry of Railways, with up-to- date correction slips on or before the date of opening of tender, unless otherwise mentioned in this tender document and Special Condition of Contract.
3. The entire work shall be executed under the supervision of nominated Railway representative. The Contractor shall nominate a representative/supervisor-in-charge who shall maintain liaison with the Sr. Section Engineer (C&W)/Nimpura regarding carrying out aforesaid works.
4. The Contractor should take utmost care to ensure that no damage to the Wagons/Railway property takes place due to any act of workmen, while carrying out the work under this Contract.
5. The Contractor shall adhere to the Labour Rules, Workmen Compensation Act and Payment of minimum wages Act and other Labour legislations.
6. The Contractor shall furnish complete details of the personnel to be deployed. The name/list of all the employees along with supervisor should be submitted to Sr.DME/KGP or his authorized representative before starting the actual work.
7. During Bandhs (i.e. Bharat Bandh, Bengal Bandh etc.) the Cleaning of ROH Depot & Sick Line, Reception yard, loading & unloading of C&W Scrap, loading of C&W materials from GSD & Workshop and unloading at Sick line, ROH depot & Reception yard including cleaning of major drains should not be suspended/hampered.
8. Proof of payment of minimum wages paid to labour & depositing of ESI & EPF Shares of Employer & Employee at concerned authorities should be submitted along with 2nd bill onwards, otherwise bills will not be entertained by this office for payment further.
9. All direct or indirect costs and obligations pertaining to employment of manpower shall be borne by contractor.
10. The price shall include all taxes, levies, impositions, handling charges etc. what-so-ever applicable.
11. Applicable Income Tax, GST TDS @2% conservancy charges, penalty etc. will be deducted from contractor's monthly bill.
12. The strike or strike like situation due to non-payment of minimum wages, ESI & EPF will be sole responsibility of contractor and penalty will be imposed accordingly.
13. The Contractor should issue Identity Cards to all your Labours engaged to carry out the work, including the supervisor. These identity cards should be so carried that they can be identified by Railway Security staff, Carriage & Wagon Staff and Supervisors.
14. Contractor should ensure that the person employed by him does not have any criminal background & political affiliation.
15. Police verification report of all the staff engaged by the contractor for this work should be submitted prior to signing the Agreement.
16. The tools, tackles, cleaning chemicals, required to carry out the work has to be arranged by the contractor.
17. In case the contractor's job not found up to the mark, the Railway administration would be at liberty to terminate the contract. In case of repeated failures or unsatisfactory performance, the Railway reserves the right to terminate the contract in accordance with the laid down conditions and forfeit the entire security deposit & PG amount of the contractor.
18. The contractor will have to start the work within 15 days of receipt of order to that effect positively.
19. It is to be clearly understood that the schedule of item and quantities are only a rough assessment. The Railway Administration reserves the right either not to award any or all the works to the contractor or to increase or decrease the volume of work to the contractors without assigning any reasons for any such curtailment or increase in the volume of work and contractor will not be entitled to any compensation what-so-ever.
20. Before commencement of the work, the contractor shall submit the details of the staff they intend to deploy for execution of the work Viz. Their Name, address, age, certificate of police verification, medical certificate of an authorized medical officer, along with a recent passport-size Photograph and with adhar card to Sr.DME/KGP or his authorized representative. No staff of the contractor shall be permitted to enter the work site in the absence of the above documents. Further, entry shall also be denied if the particulars of any staff do not match the documents submitted in advance to the Railway Administration. Validity of medical certificate should be for one year.
21. The contractor shall ensure timely payment to contract workers and shall pay monthly wages within 7 days of the next month.
22. In case of induction of any new staff by the contractor at any stage during the currency of the contract, the same procedure shall be followed. Railway Administration reserves the right to allowing him or not after receiving the above document. The

- staff engaged by the contractor shall not be changed frequently. Prior approval from the concerned depot officers shall be obtained before the change.
23. The contractor shall issue I-Card to each of the staff (Approved by Railway) as per the prescribed format, which will be issued by Railway during the approval. No staff shall be allowed to enter in the work site without valid Identity cards and shall wear them at all times during the working period.
 24. The labourers deployed by the contractor for the entire work must have individual Savings Bank accounts in their own name. The payment to the labourer by the contractor shall be done through the bank accounts of the individual labourer only, as per the latest minimum wages issued by the Chief Labour Commissioner (C), and not in cash. The contractor, while submitting the on-account/final bill for a particular month, shall enclose a photocopy of the bank statement showing that payment has been made directly to the bank accounts of the labourers in the previous month. The payment of the contractor will not be released on failure to submit the bank statements for each and every labourer.
 25. Contractor should remain responsible for the general conduct and discipline of his labours. He should bear the cost of repair to any rolling stock, permanent way or other property of the Railway Administration getting damaged due to any deliberate work or otherwise on the part of him or his workers. He should also remain responsible for any theft of any Railway Property by the staff employed by him.
 26. The Railway Administration reserves the right to terminate the contract at any given point of time if it is noticed that the contractor is unable to carry out the work as per terms and conditions mentioned. In such case the security deposit & Performance Guarantee will be forfeited by the Administration and administration will be entitled to engage another contractor/local labour or departmental employee, as the case may be, to do the works and the cost of finishing the work will be released from the contractor's running bill.
 27. In case any deputed staff by the contractor is being seriously injured/meet an accident while working, the contractor will be totally responsible to provide medical assistance to such employee of the contractor immediately and if any staff will meet with casualty while working, Railway authority will not be responsible at any moment.
 28. If any dispute arises in this contract, competent authority will have the power to dispose all the disputes & all disputes will be liable at Paschim Medinipur Court only.
 29. If the contractor fails to complete the work, as per contract agreement, the contract shall be terminated at a notice of 7 days and in such case security deposit will not be refunded to contractor.
 30. The labours engaged for the work are appointed by the contractor, are not liable to claim for any sorts of employment in the Railways in future.
 31. Appointment letter to the contract workers shall be submitted by the contractors, duly mentioning the terms and conditions. Labour Law provisions for Employees and Contract Labour in terms of Railway Board letter No. 2026/E(LL)/AT/CNR/5, dated 11.05.2026 shall be strictly implemented during the currency of contract.
 32. Before commencement of work, contractor should submit deployment plan to the office of ADME/NMP as per work requirement.
 33. **Information under the RTI Act:**
Railway administration is required to provide the applicants with the information under the Right to Information (R.T.I) Act. Certain information may pertain to the contractor/bidder also. The bidder is required to give their unconditional consent to the RAILWAY ADMINISTRATION. The bidder may indicate the matters for which information cannot be provided without specific consent from the bidder and list such matters in the same.
 34. **Payment:** Monthly bill is to be prepared at the end of each month. The same is to be submitted to Sr.DME/KGP every month. Payment will be made on monthly (calendar month) basis under this scheme. Goods and Service Tax (GST) is applicable in the instant work. However, at the time of bill passing it will be paid as per Service Accounting Code notified by Government of India. While preparing the bill, it is to be ensured that Service Accounting Code (SAC) is specifically mentioned to make applicable GST rate along with ITC. ITC shall be passed on to the Railway once it is received by the firm. Payment will be made on monthly basis for quantity attended by the contractor in the previous month. The Paying authority will be the Sr. DFM/KGP. The contractor shall submit the bills to the Sr.DME/KGP every month for certification duly verified and signed by SSE(C&W)/NMP & ADME/DME/NMP. No interest is payable if the payment is delayed due to any reason. Delay in payment of bills will not be acceptable cause for any hindrance in satisfactory performance of work.
 35. Payment to all contractual staff engaged by the contractor for this work shall be made by the contractor by the 7th of every month through individual savings bank accounts for work done by the contractual staff in the previous month, positively. He should submit the bank statement as proof of such payment by the 10th of every month, or the next working day if the 10th day is a public holiday/bandh, etc. Individual contractual staff engaged by the contractor must have EPF and ESI accounts in their name, and the contractor must contribute dues to these accounts and submit proof of such submission to SSE/C&W/NMP. The contractor must also upload details of the above payments of minimum wages, EPF, and ESI contributions in the Indian Railway Shramik Kalyan Portal by the 10th of every month.

36.

Work Evaluation:

The effectiveness of cleaning will be evaluated on a scale of 10 as per the following grading and scores will be assigned for each item in the score card.

Sl No.	Surface condition	Rating
1	Clean, no dirt or no stains	10
2	Clean, very slight stains with visible cleaning effort	9
3	Very light dirt or stains visible	8
4	Minor dirt/stains visible	6
5	Fair dirt and stains visible	4
6	Severe dirt and stains visible	2
7	Extremely dirty/stained	0

37.

Penalty on Scoring: -

Sl. No.	Overall Rating	Rate of Penalty
(i)	80% or more - less than 90%	10% of the accepted rate/day
(ii)	70% or more -less than 80%	20% of the accepted rate/day
(iii)	Less than 70%	No payment will be allowed for the day

38.

Other Penalties:

- If it is found that cleaning works are not done satisfactory by the contractor's staff, a penalty of Rs. 500/- for each occasion will be imposed and the same will be deducted from the payment bill of the contractor.
- Non deployment of staff/refusal of staff for loading & unloading of C&W materials/scrap penalty of Rs. 2,000/- for each occasion will be imposed and the same will be deducted from the payment bill of the contractor.
- Non Collection & stacking of Steel turning boring at nominated place a penalty of Rs. 1,000/- for each occasion/per day will be imposed and the same will be deducted from the payment bill of the contractor.
- If any complaint from Rly. Staff, supervisor or officers is received for unsatisfactory work, penalty of Rs. 500/- for each occasion will be imposed and the same will be deducted from the payment bill of the contractor.
- Unsatisfactory/Non Cleaning of major drains around ROH depot, Sick line & reception yard daily and cutting of bushes around drains, pathways, circulating area of Sick line, ROH depot & Reception yard of C&W working areas a penalty of Rs. 1,000/- for each occasion/per day will be imposed.
- Penalty of Rs. 500/- per case shall be imposed if chemicals/ tools used are of unapproved brand or less than the prescribed quantity.
- If on any day above mentioned activities are not carried out for reasons other than those attributed to force majeure, then penalty of Rs. 2,000/- per day shall be imposed.
- Theft/Miscreant Activity:** Any act of theft, pilferage, unauthorized removal of railway/property materials, or involvement in such activities by the contractor's staff shall be treated as a serious breach of contract. On detection or suspicion of such activity, the concerned personnel shall be immediately removed from the work site and shall replace such staff without delay. In such a situation the contractor shall fully cooperate with Railway/Police authorities for investigation. The contractor shall be liable for full recovery of loss/damage assessed by the Railway administration. The decision of the Railway authority in this regard shall be final and binding. In addition to recovery of loss, a penalty up to Rs.5,000 or as decided by Sr.DME/KGP, may be imposed for each such reported incident of theft/Miscreant activities. The contractor shall be fully responsible for the conduct and integrity of all deployed personnel. Apart from contractual penalties, legal/criminal proceedings may be initiated against involved person under applicable laws.
- General:** Authorized Railway officials of different ranks will inspect the quality of cleanliness of coaches from time to time. For any adverse remark by an inspecting official regarding the cleanliness of coaches, the contractor will be liable for a penalty of Rs. 2,000/- (Rupees Two Thousand Only).

NB: The Railway Administration may terminate the contract if the work executed by the contractor is consistently unsatisfactory (below 6 rating) for 10 days during a month.

Scope of work

काम का दायरा

1. Cleaning of Shop Floor, Adjacent area, Drains, Garden area and Cutting of Weeds, shrubs etc. of adjacent area

- i. The work involves daily cleaning of ROH Shed, Sick Line & weekly cleaning (or advised by SSE/C&W/NMP) of Adjacent area of Wagon Depot, Nimpura.
- ii. Sweeping of Ironite flooring of ROH Shed twice daily before starting of each shift (06:00 to 08:00 hrs and 13:30 hrs to 15:30 hrs) with hard brooms.
- iii. Sweeping of Ironite flooring of Sickline shed twice daily with hard brooms before starting of work.
- iv. Daily machinery & plant should be cleaned.
- v. Water Spray will be done before sweeping through water container loaded with E-Rickshaw.
- vi. Regular cleaning of released material (i.e. coal, clinkers etc.) from wagons during repair.
- vii. Cleaning of major drains around ROH depot, Sick line & reception yard daily and cutting of bushes around drains, pathways, circulating area of Sick line, ROH depot & Reception yard of C&W working areas regularly. During heavy rainfall if water accumulates in these drains are required to be cleared by pumping of water with the help of pumps. No extra cost will be given for these activities.

2. Cleaning of Rooms & Toilets at ROH Shed, Sick Line & NRY

- i. The work involves Daily Cleaning of C&W offices including toilets at ROH Depot, Sick Line & R-Yard, Nimpura. It shall be done twice daily (at morning & afternoon before starting of 1st shift & 2nd shift).
- ii. Contractor shall arrange sweeping/ cleaning and mopping all the rooms and corridor in the above-mentioned place before starting of the working hour. In mopping the material used should be as per the following list. In the rooms where vinyl flooring is provided, the cleaning of floor to be done for removing the oil spots before moping.
- iii. Room freshener (Air wick / Odonil/ Aer) to be spread daily in the nominated places as instructed.
- iv. Regular use of Toilet Air Freshener (Air wick/ Odonil / Aer) in the lavatories and the same should be replaced once in a month.
- v. Thorough cleaning of toilets/lavatories/bathrooms and spraying disinfectant twice in a day.
- vi. Contractor shall clean the toilet/lavatories/bathrooms with cleaning solvent and flush with water thereafter, he shall spray disinfectant (as specified in the list) in the urinals. He shall also put Naphthalene balls in each urinal pots.
 - a) Washbasins should be cleaned with detergent powder and wiped dry with a duster. The dirt from the wash basin to be removed and wash basin to be cleaned with water and required chemicals.
 - b) The lavatory floor should be first scrubbed washed clean with a broom and water. Indian style pans should be cleaned with consumables/detergent. All stains or dirty spots on the pan should be removed.
 - c) The European style commode should also be washed with diluted hydrochloric acid and flushed well with water. The plastic commode seats and covers should be washed with detergent solution and wiped dry.
 - d) Disinfectant solution followed by deodorant should be sprayed in the lavatories from ceilings and corners.
 - e) Apply appropriate chemical (Muriatic acid/Harpic) on to the toilet bowl and the wash basin and scrub to remove stains and leave it for 10 minutes.
 - f) Spray appropriate chemical on the toilet floor and scrub wherever required to remove the stains.
 - g) Clean all inside walls, doors and ceiling by applying appropriate solvent and wipe dry.
 - h) Remove mucks from the commode chute by scrubbing with circular brush followed with flushing. Disinfectant solution should be sprayed in the lavatories.
- vii. Removal of cobwebs in the buildings once in every week.
- viii. Regular cleaning of office furnitures, computers etc.
- ix. The tools, tackles, cleaning chemicals, required to carry out the work has to be arranged by the contractor.
- x. Cleaning chemicals/consumable as per estimated quantity should be deposited with SSE(C&W)/Nimpura of 30 days quantity.

3. Loading, Unloading & Stacking of Store Materials & Gas Cylinders

- i. The work involves Loading of C&W materials at Workshop, General Stores Depot & unloading of C&W materials at sick line, ROH Depot, & Reception yard Nimpura complex on Lorry/Truck/Material Carrier Vehicle/Wagons on regular basis. Lorry/Truck/Material Carrier Vehicle/Wagon will be provided by Railway.
- ii. Empty Oxygen/LPG cylinders are to be loaded on Lorry/Truck/Material Carrier Vehicle at Wagon depot Nimpura, take those to KGPW, and refilled cylinder to be brought back to Wagon Depot, Nimpura.
- iii. Unloaded materials are to be stacked at Wagon Depot Stores at nominated place as advised by SSE(C&W)/NMP.
- iv. Released CTRB/Draft Gear/SAB/DV are to be loaded on Lorry/Truck/Material Carrier Vehicle at Wagon Depot,

Nimpura and same to be sent to NWS/KGP. Overhauled CTRB/Draft Gear/SAB/DV to be brought back to Wagon Depot, Nimpura.

4. **Collection of scrap materials from ROH, Sick Line & Reception Yard and Loading them into designated wagon**
 - i. Day to day basis collection of C&W scrap materials arising at ROH Depot, Sick line & reception yard of Nimpura complex during repairing works, segregating ferrous & non-ferrous separately and stacking in nominated place/ location as advised by SSE(C&W)/Nimpura.
 - ii. Loading of C&W Scrap at sick line, ROH Depot, & Reception yard on Wagons & lorry on regular basis & unloading of the same at Reclamation yard & Scrap yard/Nimpura.
 - iii. Collection & stacking of wheel turning swarf at nominated place.

Note

- The tools & tackles required to carry out the work has to be arranged by the contractor.
- Contractor's supervisor will always keep contact with the on-duty C&W supervisors of ROH Depot, Sick line& NRY regarding execution of the cleaning work.
- Separate Registers should be maintained for different activities & must be signed by SSE(C&W)/ Nimpura or his nominated representative & contractor or his nominated representative with countersign of DME/ADME/NMP and to be submitted along with monthly bill.
- If required contractor staff should carry out any work as per the advice of SSE(C&W)/Nimpura for up-keeping of C&W depots & yard.

List of Consumables:

Srl. No.	Consumable Items	Description
i	Toilet Brush	For cleaning of office complex& Shed Area
ii	Dry Mop with Aluminium Handle	
iii	Mop	
iv	Soft Broom	
v	Hard Broom	
vi	Cobweb cleaning Broom	

Cleaning Chemicals for Office Complex

Srl. no.	Name of Cleaning Area	Chemical/Approved Brand	Quantity Per Month
i	Glass Cleaning agent	Colin/Taski R3/Touch and glow	As Required
ii	Disinfectants	Lizol/Taski Terranova/Patanjali/Nimyle	20 Ltr
iii	Metal Stains	Muriatic Acid	20 Ltr.
v	Toilet cleaner	Harpic/Taski R6/Clean mate	2 Ltr
vi	Wash Basin, Plastic Fittings	Detergent Powder of any renowned brand	5 Kg.
vii	Toilet Air Freshener	Odonil/Air Wick	20 Nos.
viii	Room Freshener Spray	Air wick/Odonil/Aer	5 Nos.
ix	Urinal Pots	Naphthalene Balls	2 Kg.
x	Misc.	Bleaching Powder	60 Kg.

N.B.: Contractor has to stock at least 1 month's quantity of consumables in the custody of SSE(C&W)/NMP and day to day consumables will be issued by SSE(C&W)/NMP to contractor staff. Consumables are to be refilled by 05th of every month.

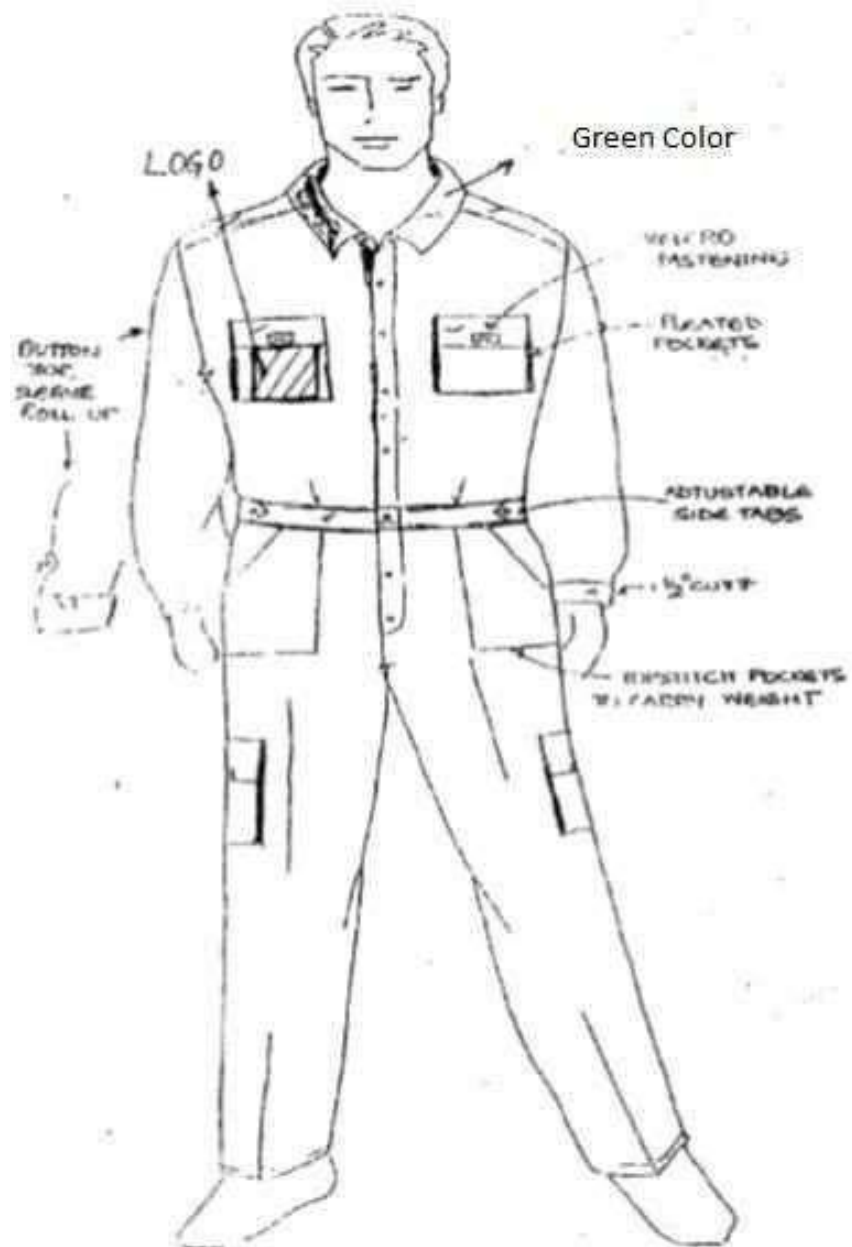
Machines & Tools: The contractor shall use appropriate machinery and tools, like vacuum cleaners, scrubbers, etc. as deemed necessary, for achieving the desired standard of cleanliness and efficient execution of the work.

Detailed Schedule description / Detailed area description

Schedules	Description	Unit	Frequency	Qty
Schedule-A	NRY Office premises open area	SQM	Daily	1076
	NRY Office Front open area		Weekly	1512
	Compressor Room open area		Daily	216
	Compressor Room cover area		Daily	140.40
	BCN cover shed(old+new)		Daily	8360
	Sick Line cover shed		Daily	4664
	Open space in front of BCN shed (Garden area)		Weekly	3500
	Open space in front side of Sick line		Weekly	2860
	Open space in back side of Sick line		Weekly	3300
	Drain (BCN Shed)		Daily	760
	Drain (BCN Shed)		Daily	44
	Drain (Sick line)		Daily	424
Schedule-B	NRY Office premises cover area including toilets	SQM	Daily	326.48
	Office Building area of BCN & Sick line Shed including toilets.		Daily	6080
	Inside of Store material stacking area and store office area		Daily	408
Total Area		SQM	33,670.88	
Schedule-C	Collection/ feeding from/ To NGSD, WWS, WCS, NOD, MKT/Scrap yard and Ryd/ Scrap yard- Loading, Unloading and Stacking of Store Materials, Gas Cylinders, Overhauled Draft Gear, DV, SAB & CTRBs	MT	Monthly or as per requirement	177.32
	Collection of scrap materials from ROH, S/Line & Reception Yard and loading them into designated area		Monthly or as per requirement	89.4
	Collection and Stacking of steel turning cum Boring		Monthly or as per requirement	11.51

Note: The Frequency mentioned above may vary as per operational requirement or as per the instruction issued by ADME/NMP or SSE(C&W)/NMP during the currency of the contract.

Uniform for Housekeepers



Check List

Srl No	Documents to be attached	
1	The firm should submit EMD receipt/MSE certificate as mandatory document to show payment of EMD money. The firms which are claiming exemption from EMD must submit valid MSE/UDYAM certificate, it should be registered for the services as per similar service defined in the tender document otherwise the bid will be summarily rejected. The tenderer has to submit valid documentary evidence for the same If the documentary evidence is not submitted/uploaded along with the tender document; the offer will be summarily rejected. The document should be valid as on date of opening of tender else the bid will not be considered.	
2	Technical Criteria: Experience in Similar Work with supporting documents as per minimum eligibility criteria as per Appendix-XIV of tender document.	
3	The tenderer shall submit a undertaking for truthfulness / correctness of the documents submitted / uploaded by the tenderer along with the tender. Standard format of the undertaking to be submitted by the bidder is enclosed as Appendix-V & V(A) Non- submission of an undertaking by the bidder shall result in summarily rejection of his/their bid.	
4	Declaration regarding association of the tenderer with serving/retired Gazetted Railway Officer(s) as per Appendix-II. Non-submission of retired Manager or retired Gazetted Officer is so associated with the bidder, as the case may be, shall be rejected.	
5	Documents as per Appendix-III(certificate from CA) to be submitted along with Audited balance sheet duly certified by Chartered Accountant mentioning the UDIN no. in each financial documents. clearly indicating the total payments received financial year wise. (Aggregate financial turn over should not be less than 1.5 times of the advertised value) along with form as per minimum eligibility criteria.	
6	Documents as per Appendix-IV (Bank certificate against liquidity) to be submitted along with the bid.(Duly certified by CA)	
7	Appendix-VIII (DECLARATION AS PER GCC SERVICE).Non-submission of this will be treated as per clause 2.5 of GCC-Service(2018) (Disqualification of bidders)	
8	Appendix-XV (UNDERTAKING FOR FINANCIAL STABILITY).	
8	(i) In case of Sole Proprietorship Firm. The bidder shall submit the notarized copy of the affidavit.	The bid shall be summarily rejected if the bidder fails to submit these documents along with the bid.
	(ii) In case of Joint Venture (JV): The Bidder shall submit documents as mentioned in Clause 2.4 to GCC	
	(iii) In case of Partnership Firm. The bidder shall submit self-attested copies of (i) registered/notarized Partnership Deed and (ii) Power of Attorney duly authorizing one or more of the partners of the firm or any other persons(s), authorized by all the partners to act on behalf of the firm and to submit & sign the Bid, sign the agreement, witness measurements, sign Measurement Books, Office of Sr.DME/KGP Page 4 of 135 SOUTH EASTERN RAILWAY receive payment, make correspondences, compromise/settle/relinquish any claim (s) preferred by the firm, sign No Claim certificate', refer all or any dispute to arbitration and to take similar action in respect of all Bids/contracts OR said Bid/contract.	
	(iv) In case of Registered Company. The Bidder shall submit (I) the copies of MOA (Memorandum of Association) and ACA (Articles of Association) of the Company; and (ii) Power of Attorney duly registered/notarized by the company (backed by the resolution of Board of Directors) in favour of the individual, signing the Bid on behalf of the Company.	
	(v) In case of Society. The Bidder shall submit (i) self-attested copy of the Certificate of Registration, (ii) Deed of Formation and (iii) Power of Attorney in favour of the Tender signatory	
9	Bid form (Annexure-II)	
10	All other relevant remaining Annexures & Appendices of the tender documents.	

Note:

- Tenderer should download GCC for services - 2018 and read it carefully. If any other documents required, as per Bid, Terms & Conditions of this Contract, Guidelines of Rly. Board or Latest Correction Slips, should submit along with Tender Documents.
- All documents should be digitally signed/ self-attested by attorney/ proprietor, failing which document will not be considered for evaluation.**

ALL OTHER CLAUSES WHICH ARE NOT INCLUDED IN THIS TENDER DOCUMENT WILL BE GOVERNED BY INDIAN RAILWAYS STANDARD GENERAL CONDITIONS OF CONTRACT GCC - 2018 (Services) WITH ALL THE LATEST CORRECTION SLIP TILL DATE

**END OF TENDER
DOCUMENT**

.....