

JOINT COMMISSIONING NOTE

Date:.....

Sub: Commissioning of (name of machine)

Ref: PO No.....

1.	Name of consignee/Railway	
2.	Machine name	
3.	Quantity	
4.	Name of supplier	
5.	Machine received on	

6. All the parameters of the machine are found okay. The proving test on the machine was conducted from to and machine is working satisfactorily.
7. Machine has finally been commissioned on..... . The machine has been handed over for regular use and kept under one month observation to watch its performance.
8. Following minor deficiencies (if any) found during joint observation trials are to be attended/rectified by the firm during one month observation and before issuing the PTC for the machine:
 - a.
 - b.
 - c.

Representative of firm
Designation

Representative of consignee
Designation
(Minimum Gazetted level)

**CERTIFICATE TO BE ISSUED BY THE CONSIGNEE AFTER SUCCESSFUL
PROVE OUT OF MACHINE**

Sub: Certificate for Commissioning/Prove out of Machine.

Ref: Purchase order No:

1. This is to certify that the machine as detailed below has been received in good condition along with all the concomitant/ standard and special/ optional accessories & spares in terms of above referred PO (subject to remarks in item No.2) and the same has been installed and commissioned:

- | | |
|---|---------------------------|
| (a) Description of the machine | : |
| (b) Machine No. | : |
| (c) Quantity | : |
| (d) Bill of lading No. & dt. | : (for imported contract) |
| (e) Name of the vessel | : |
| (f) R/R. No/L.R/Dispatch particulars | : |
| (g) Name of the consignee | : |
| (h) Date of first submission of GA/foundation drawings (if applicable):
Indicate delays in number of days: | : |
| On Railway account | : |
| On Firm's account | : |
| Total | : |
| (i) Date of final approval of GA/foundation drawings (if applicable)
Indicate delays in number of days: | : |
| On Railway account | : |
| On Firm's account | : |
| Total | : |

Signature :

Name :

Designation : _____ Office Stamp : _____

- | | |
|--|---|
| (j) Date of receipt of machine | : |
| (k) Date of Joint Verification | : |
| (l) For machines ordered on non-turnkey basis | : |
| i) Date of Power supply provided for the machine by the Railway | : |
| ii) Date of call to the contractor after site/ foundation/ installation etc. is ready by Railway | : |
| (m) For machines ordered on turnkey basis: | |
| i) Date of intimation of readiness of the site for starting foundation work (if relevant in terms of contract) | : |
| ii) Date of readiness of foundation by the contractor | : |
| iii) Date of readiness of other infrastructure facilities like shed, track linkage etc. by the Railway/Contractor (Delete whichever is not applicable) | : |
| iv) Date of power supply provided for the machine by the Railway | : |
| v) Indicate delays in No. of days | : |

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On Firm's account

Total

:days

:days

:days

- (n) Time allowed for commissioning after date of call as per L (ii) above or after date of readiness of site m (iii) above (as relevant in terms of contract) no of days allowed :

- (o) Date of commissioning of the machine :

Indicate delays in commissioning in No. of days :

- i) On firm's account due to reasons such as non arrival of Engineer, problem in machine/ toolings etc. :

----- days during commissioning.

----- days during prove out

- ii) On Railway's account due to reasons such as non provision of Raw/ Trialmaterial, Crane, Staff, Measuring Tools/Gauges etc.

----- days during commissioning.

----- days during prove out

- (p) Whether delay in supply of the machine (if any), has caused any loss/ inconvenience to the Railways (Yes/No) :

If yes, extent of loss in monetary terms of Rs. :

(Details to be enclosed if loss is quantifiable.

However, if loss is not quantifiable, then indicate

"Non Quantifiable" in the space provided).

Signature :

Name :

Designation :

Office Stamp :

2. Details of Accessories/Spares not yet supplied and recoveries to be made on that account:

<u>S.No.</u>	<u>Description</u>	<u>Amount to be recovered</u>
a)	---	---
b)	---	---

3. The proving test has been done to our entire satisfaction and the operators have been trained to operate the machine as per provisions of the contract. If not, the amount to be recovered on this account : Rs.

4. You have failed to fulfil the contractual obligations with regard to the following:

a) ---

b) ---

5. The amount of recovery on account of non supply of accessories and spares is given under para No.2&3 above and Loss/ damage on account of your failure to fulfill the contractual obligations as given in para-4 above will be advised to you by Purchaser. These shall be recovered from your bills/ performance Guarantee Bond.

6. This issue of Commissioning/ PTC certificate proves only the technical acceptability and functioning of the machine on the date of issue of the Certificate. This issue of PTC does not amount to waiver of any of the terms and conditions of the contract or delay in supply of drawings, machine or commissioning thereof and it does not absolve the supplier of its liability for any loss or damages suffered by the Railways due to same.

Signature :

Designation :

Explanatory Notes for filling up the certificate:

1. Authority to sign the certificate:

To be signed by the Gazetted Officer not below the rank of J.A. Grade. May be signed by a Senior Scale Officer if he is in the independent charge of the shop. The officer must sign under his own seal and not on behalf of any Senior Officer. All page of PTC should be sealed & signed.

2. Points to be considered while filling up item No.4 of the certificate on contractual obligations of the supplier:

- a) The commissioning means that machine has been demonstrated and proved for specified capacities and capabilities indicated in the contract as also that all the components listed in the contract for which timings are obtained in the bid are demonstrated at consignee's end. Minor aberration can be accepted by consignee as long as the machine is fully acceptable where surface finish/accuracy specified are in microns and does not impair fitment of the components in the assembly line.
- b) Proving out means that the productivity claimed by the supplier to the accuracy specified of the components mentioned in the contract is demonstrated on batch size specified. No relation in this area is permissible subject to the raw material confirming to the required specifications.
- c) The firm has adhered to the item schedule specified in the contract in dispatching six (6) copies of the foundation drawings and related diagrams (Mechanical/Electrical) giving overall dimensions, foundation details, electrical load and circuitry to the consignee within the time specified in Specification.
- d) The firm has installed/commissioned the machine in time i.e. within the period specified in the contract. Total delay, if any, on the part of the firm in installation/commissioning should be chronologically indicated in a note to be signed jointly by the consignee and the firm's representative attaching copies of correspondence in support of the same to enable to decide whether delays are attributable to consignee or to the firm.
- e) Training of personnel by the supplier has been done. If not, part of the amount should be recovered on this account.

Separate PTC should be issued for each machine.

PERFORMANCE APPRAISAL FORM
APPRAISAL ON COMPLETION OF _____ YEARS OF WARRANTY PERIOD

To, M/s.**Dated:**

1.	Purchase order no.	
2.	Consignee/Railway	
3.	Name of supplier	
4.	Machine Name	
5.	Machine received on	
6.	Machine commissioned on	
7.	PTC issued on	
8.	Warranty period expired on	
9.	Performance during warranty period	
9(a)	Total no. of breakdowns	
9(b)	Total downtime in number of days	
10(a)	Any warranty complaint pending on date	
10(b)	If yes, then the date and nature of defect(s)	

11. In case of the machine with mandatory PMC during warranty period, following details of breakdown hours for preceding eight quarters must also be furnished.

Quarter	Period		Breakdown Hours
	From	To	
1			
to			
8			

Signature:.....**Name:.....**

Designation :
 DY.CME/Sr.DME/Dy.CEE/Sr.DEE

Office Stamp:

MINIMUM MANDATORY INFRASTRUCTURE REQUIREMENTS

S. No.	Item Description	Information/Details to be furnished by the bidder
1.	Covered Area - The firm should have adequate covered area in workshop for storage & manufacturing activities. 600 Sq.mt for manufacture of cranes upto 30 T capacity. 1200 Sq.mt. for manufacture of cranes above 30 T capacity.	
2.	Design Office : The design dept shall have dedicated qualified design engineer (minimum diploma holder) and should have dedicated PC/LAPTOP loaded with design analysis software/programmes for crane.	
3.	Staff Strength excluding MD/Owner/Partners/ /Stores staff /office staff/Peons & security staff : 10 (min) (list to be furnished)	
4	Stores: Sufficient covered area for safe storage of items	
5	Electrical: Electrical design and assembly facility with demarcated area in workshop and a dedicated electrical engineer (minimum Diploma holder)	
6	Quality Control/Assurance: measuring tapes, scales, vernier calipers, micrometers, DPT testing facility, hardness tester, test load, test stand or pit for load testing of crane, control panel testing arrangement, Megger, Incoming/bought out material inspection, gear box test facility, Insulation resistance testing facilities, leveling test facility, Sound level test meter, stage inspection records, x-ray viewer, bore gauge, Tachometer, welding gauge etc. (list to be furnished)	
7	ISO 9001 certification , Good record keeping, traceability	
8	After sales service facilities with dedicated staff. (list to be furnished)	
9	Inhouse manufacturing facilities viz : Lathe machine, milling machine, Power saw, drilling machine, MIG/MAG welding sets, welding transformer, Preheating oven for electrodes, Cutting torches, Pug cutting machines, EOT crane for material handling and hand grinders, spray painting arrangement, as applicable. (list to be furnished), CNC cutting machines, semi automated girder manufacturing fixtures.	
10	The firm shall either have in house arrangement or permanent reputed vendors for following activities.	In house /Name of vendor
i.	Heat treatment	
ii.	Gear manufacturing.	
iii.	Radiography test of weld joints (The lab shall be NABL approved)	
iv.	Calibration arrangement of testing equipments	
v.	Raw material test arrangement	
vi.	Tensile test arrangement of hooks	
vii.	Welder approval test arrangement.	
viii	Load testing arrangement	

ANNEXURE-H**Consignee's Certificate for Quarterly Work Done Under AMC**

1. Name of Plant:
2. Consignee
3. PO No.
4. Name of Contractor
5. Quarterly charges for AMC(Standard): Rs. _____
As per PO no. _____ dt. _____
6. Quarter for which bills are preferred: _____
From: _____ To: _____
7. No. of Breakdowns during the quarter:
- 8. Calculation of Penalty and Net AMC charges payable to Contractor for the quarter:**
 - i.** Total Plant Down Time (in days):
 - ii.** Standard down days for preventive maintenance (in days/quarter):
 - iii.** Total grace period for break down:
 - iv.** Net down time for the plant [= (i)-{(ii)+(iii)}] :
 - v.** 100% Availability for the quarter (in days) :
 - vi.** Actual availability [= (v)-(iv)] :
Actual availability in %age [= {(vi) / (v)}x 100]:
 - vii.** Calculation of penalty:
 - a. %age availability below 90% to 80%:
 - b. %age availability below 80%:
 - c. Penalty[={(vii a)x(5)x0.005 +(vii b)x(5)x0.01}]:
 - viii.** Net amount payable as AMC charges to [= (5)-(vii c)]

It is certified that all spares borrowed by the contractor for the previous quarter have been returned in good condition.

Signature of authorized representative of consignee

ANNEXURE-I**FORMAT FOR WARRANTY COMPLAINTS**

1. Machine name :
2. Consignee/Railway :
3. PO No :
4. Name of the supplier :
5. Machine commissioned on :
6. Machine PTC issued on :
7. Warranty period expires on :
8. Complaint details
 - a. Complaint No. :
 - b. Ref. of earlier similar complaint :
if any
 - c. first call made on :
 - d. No. of letters/Fax/Calls made :
with date
 - e. Service engineer reported on :
 - f. Action taken by the firm :
 - g. Machine made operational on :
 - h. Any defect is still pending :
 - i. Total Breakdown hours for :
present complaint
 - j. remarks (if any) :

Signature:_____

Name:_____

Designation:_____

Office Stamp:_____

(Complaint lodged by)

ANNEXURE-J

FORMAT FOR MILE STONE CHART

Machine Name:
Consignee/Division.:
PO no.:
Name of Supplier:
Quantity:
Delivery period:
Expected date of Supply:
Expected Date of Commissioning:

S. No.	Name of Activity	Jan				Feb				March				April				May				Cont....				Dec			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Issue of Advance Acceptance (A/A)																												
2	Issue of PO																												
3	Preparation of GA/foundation drawings																												
4	GA drawings approved																												
5	Procurement of raw material (castings, forgings etc.)																												
6	Procurement of sub-assemblies and other bought out items																												
7	Procurement of electrical																												

ANNEXURE-K

QUALITY ASSURANCE PLAN FOR EOT CRANE								
ISL NO.	COMPONENT & OPERATION	TYPE OF CHECK	QUANTAM OF CHECK	ACCEP TANCE NORM	FORMAT OF RECORD	SOURCE	REMARK	OTHER REMARKS
1	2	3	4	5	6	7	8	9
01.	RAW MATERIAL							
1.1	Structural material for Bridge Girders, End Carriage, Crab, Platform,	Chem. & Mech.	1 Sample per size of plate and Other Structural	IS: 2062-2011, Grade E-250 BR or BO	T.C. & Inv.	SAIL TISCO IISCO, ESSAR Jindal Steel, RIN vendor appd. lab	CHP	Identification and Tests to be carried out in the absence of Mill T.C and proper Co-relation chalk mark
1.2	Rope Drum Plate	Chem. & Mech.	1 Sample per size of plate	IS: 2062-2011, Grade E-250 BR or BO	T.C. & Inv	-do-	CHP	-do-
	Seamless Steel Tubes of Gr. A106/ A53 of Gr. 'A', 'B', 'C' ASTM Standard	Acid Etching of end	100%	ASTM A-106	IR	Vendor	CHP	Check whether welded or seamless
1.3	Brake-Drum	Chem.	1 Sample	IS:1875 Class 3A or above IS:1030 Grade 280-520W	T.C	Manfr.	V	Forging or Cast steel
1.4	Gears	Chem.	1 per size per lot	DIN17210 DIN 10084 IS: 9175 EN-353 SAE-8620 -do-	T.C.	Vendor Appd. Lab	CHP	Case casburising low carbon alloy steel
1.5	Pinions	Chem.	-do-	-do-	-do-	-do-	CHP	-do-
1.6	Shoave/Pulleys	Chem.	1/lot	IS: 2062-2011 Gr-E-250 BR or BO IS: 1030 GR 230-450 (for Cast Steel) IS: 1875 Class 2 or above (for Forged Steel) BM 320 or IS: 14329 (for Malleable Iron Casting)	T.C.	Vendor/	V Lab Approve	-do-
1.7	Wheels	Chem.	1 Sample	IS:1570	-do-	-do-	CHP	C ₅₈ Mn ₇₅

1	2	3	4	5	6	7	8	9
1.8	Hooks	U.T.	100%	IS: 3664 ASTM A 388	T.C. and Inv.	Vendor/ appd. agency	CHP	U.T. on shank portion only
1.9	Wire rope	Examination of reports for breaking load	100%	IS: 2266	T.C. and Inv.	Manf./ auth. Stockist	V	Wire ropes of Usha Martin Fort Stoket Wilame & South India Bombay wire rope to be used
2.0	Rails	Visual	100%	Rail	Inv.	Manf./ auth. stockist	V	
2.1	Bearings	Visual	100%	Mfrs. Standard	Inv.	Manf./ auth. stockist	CHP	For Bearing mtd. in the country
02 IN PROCESS INSPECTION								
2.1	Welding Procedure/ Welder qualification	WPS PQR WCQR	TYPE test	As per IS:7318 IS:817 AWS D14.1 ASME Sec IX		Vendor	V	Proper welding / welders records maintained by as per ASME ix AWS D14.1 Inspecting Engineer to carry out the type test if he is not satisfied
2.2	Welding of Rope drum	MPI/DPT RT of Joint	100%	IS:4853	I.R.	Qualified/auth radiography Agency	V	To be conducted by ISNT/ASNT qualified personnels
a)	Rope drum (for seamless tube)	Flattening test	100%	ASTM-A-106 IS 2328	TC	Vendor	V	
2.3	Welding of Box- girder, crab, End carriage etc.	Visual DPT	100% Random	IS: 822 AWS D 14.1 IS: 3658 ASTM E-165	I.R. I.R.	Vendor Vendor	CHP CHP	Check of blow holes, size and waviness
2.4	Welding (Soundness)	R.T. of Butt welds in tension	100%	IS: 4853 ASME SEC. V & VIII ASTM-A-388	I.R.	auth. Radiographic agency	CHP	(Review of RT films - weld no. to be given by inspector)
2.5	Gear & Pinions							
a)	U.T.	Ultrasonic testing	100%	IS:3664 when backwall echo set to 100% (a) defect shall not exceed 20% (b) Backwall echo	I.R.	IS:3664	CHP	for thickness >50 mm

b)	Dimensional accuracy	Measurement	Random	IS: 3681 (Grade- 8 DIN 8)	I.R.	Vendor	CHP	Min. 50% Qty. to be witnessed & other 50% to be verified.
c)	Hardness	Hardness	100%	pinion 50 – 60 HRC gears 2 to 3 HRC lower than pinion	I.R.	I.R.	-do-	CHP Difference in hardness of gears & pinion must not be less than 2-3 HRC
d)	MPI	Crack Detection	Random	ASTM E-709 No Linear Indication	I.R.	-do-	V	
e)	Surface finish	Surface	Random	1.6 microns max.	I.R.	-do-	CHP	1.6 microns max.
2.6	Gear Boxes:							
a)	Sound level	Sound	100%	COFMOW Specs. Sound Gear Box Practice	I.R.	-do-	CHP	85 db at a distance of 1 meter from Gear Box.
b)	Temp. rise	-do-	100%	Maximum 20 deg. "C" above ambient temperature after 2Hours continuous Running	I.R.	Vendor	CHP	Maximum 20 deg. C. above ambient.
c)	Leakage	-do-	100%		I.R.	Vendor	CHP	No Leakage
d)	Backlash	Measurement	Random		I.R.	Vendor	V	
2.7	Hooks	Proof load	100%	IS: 15560 for 'C' Hook IS: 5749 for Ramshorn Hook		T.C.	Vendor/rappd. Lab.	CHP
		DPT after Proof load	100%	IS: 3658 ASTM E165	I.R.	-do-	CHP	

1	2	3	4	5	6	7	8	9
03	FINAL INSPECTION							
3.1	Motors	Review of routine test certificate	100%	IS:325 IEC:60034	T.C. & Inv.	Manuf./auth. stockist	V	In case of purchase from auth. stockist, manufacturers invoice to auth. stockist should be available for verification by inspector.
3.2	Cables	Review of Type test/ Routine test	100%	IS:694 IS:1554 IS:9968	T.C. & Inv.	Manuf./auth. stockist	V	-do-
3.3	Control Panel & Pendant wiring, marking, continuity Input, Output, sequence operation	Visual check of fitting of components	100%	Electrical Diagram	I.R.	Vendor	CHP	Component type/routine test certificate to be reviewed.
3.4	Components	Visual/rating	100%	-do-	I.R.	Vendor	CHP	
3.5	Complete Assembled EOT	Visual & Checking over-all dimensions alignment & completeness	100%	Appd. drgs./Sch. II	I.R.	Vendor	CHP	
		Load test/ overload test, Deflection test, Hoisting speed measurements, for LT & CT current measurement	100%	IS:3177 IS:800 IS: 807 IS:3938	I.R.	Vendor	CHP	
3.6	Painting	Surface preparation	100%	COFMOW SPEC.	I.R.	Vendor	V	Sand blasting will be preferred.
3.7	Lubrication		100%	-do-	I.R.	Vendor	V	Ease of lubrication without dismantling any component.
V	= Verification				M	= Major		
CHP	= Hold Point-to be got cleared before further processing				Vendor	= Crane Mfr.		
I.R.	= Inspection Report				Appd. lab	= Lab. approved by inspecting Engineer		
T.C.	= Test Certificate				Col.7	= If test facility is not available with Vendor test must be done in an approved lab.		
CR	= Critical							

ANNEXURE-L**PROFORMA FOR EQUIPMENT AND QUALITY CONTROL EMPLOYED BY
THE MANUFACTURER**

Tender No. Date of Opening

1. NAME OF THE FIRM**2. LOCATION**

i) Head Office

ii) Works/Factory

2.2 Telephone No.(with STD code)

i) Head Office

ii) Works/Factory

2.3 Telegraphic address & Telex/fax

i) Head Office

ii) Works/Factory

3. DESCRIPTION OF FACTORY/WORKS

i) Total Land area (in Sq. meters)

ii) Total covered area(in Sq. meters)

iii) Different Sub-units(with details of covered/uncovered area, etc.)

iv) Special features, if any:

4. NO. OF PERSONNEL EMPLOYED(CATEGORY-WISE)

i) Managerial*

ii) Supervisory*

iii) Skilled artisans

iv) Unskilled

* The qualification may also be indicated.

5. GENERAL INFORMATION- TECHNICAL

5.1 Description of different departments in the Factory/Works and function of each department, along with an organisation chart

5.2 Detailed description of machinery and plant in each department (make and year of procurement/commissioning to be provided. For special type of equipment copy of pamphlets/write-ups to be furnished so as to supplement the description).

5.3 Details of raw-materials held in stock(state whether imported/indigenous).

5.4 Production capacity of the quoted items

i) Per month

ii) Per year

5.5 List of other items, which the firm regularly manufactures and corresponding production capacity.

6. DESIGN CAPABILITY

6.1 Details of Qualified Personnel(indicating qualification and experience)

6.2 Other facilities available.

7. MANUFACTURING PROCESS

7.1 Level of in-house facilities

7.2 Important items of work done by outside vendors.

7.3 Brief details of manufacturing process relevant to the items quoted.

8. AFTER-SALES-SERVICE

8.1 Facilities available at works and branch offices.

8.2 Assessment of quality of service including response times.

Signature.....

Name.....

Designation.....