

SOUTH EASTERN RAILWAY

MECHANICAL DEPARTMENT

CHAKRADHARPUR DIVISION

Tender Document for

Tender Notice No. : MECHCKP-26-27-18
Name of Work : Housekeeping and sanitation work of Railway colony of
LOCO/Doubling, CKP for a period of 02 years.
Type of Tender : Service E-Tender under single packet system

Divisional Railway Manager (Mechanical)
South Eastern Railway,
Chakradharpur.

TOP SHEET

1. Tender Notice No. : MECHCKP-26-27-18
2. Name of Work: Housekeeping and sanitation work of Railway colony of LOCO/Doubling, CKP for a period of 02 years.
3. Tender Value: Rs. 25,80,170.16/- (Rupees Twenty five lakh forty eighty thousand one hundred seventy and Paise sixteen Only.)
4. Period of Contract: Two years from the date of commencement of work.
5. Earnest Money: Rs.51,600/- (Rupees Fifty one thousand six hundred only)
6. Date & Time of Closing Tender: 02.07.2026 at 15:00 Hrs.
7. Number pages of Tender Document: 28
8. Cost of tender Form: Rs. 3,000/- (Rupees three thousand) only.

Tender Notice

South Eastern Railway

Housekeeping and sanitation of Railway Colony, LOCO/DOUBLING, CKP.

Tender Notice Number: MECHCKP-26-27-18

For & on behalf of the President of India, Divisional Railway Manager (Mechanical), Chakradharpur S.E. Railway invites E-Tender for the under mentioned service contract. Manual offers are not allowed against the tender, and any such manual offer received shall be ignored.

Name of Work	Tender Value	E.M.D.
Housekeeping and sanitation work of Railway colony of LOCO/Doubling for a period of 02 years.	Rs 25,80,170.16/-	Rs.51,600/-

- Cost of tender form: Rs. 3,000/-
- Place of opening of tender: Office of the Sr. DME/ CKP, S.E. Railway.
- Date and time of closing of tender: 02.07.2026 at 15:00 Hrs.
- Tenderer can be viewed at website <http://www.ireps.gov.in>.

The tenderer shall have following minimum eligibility criteria to participate in the tender.

Technical Eligibility Criteria:

Work experience: - The bidder should have satisfactorily completed *in the last three previous financial years and the current financial year upto the date of opening of the tender, one similar single service contract** for a minimum of 35% of advertised value of the bid. *Completed service contract includes on-going service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid. ** Similar service contract means any contract that is so specified by the competent authority. Work experience certificate from private individual shall not be accepted. Certificate from public listed company/private company/Trusts having annual turnover of Rs 500 crore and above subject to the same being issued from their Head Office by a person of the company duly enclosing his authorization by the Management for issuing such credentials. Note.The bidder shall submit details of work executed by them in the prescribed format 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.

Similar work implies “The contractor should have experience in any sanitation and conservancy work (disposal of garbage / refuses) related to colony cleaning or Manual / Mechanized cleaning of station/Platforms or Upkeeps & maintenance of sanitation work (surface sweeping & maintenance of drains, septic tanks, toilets & bathroom, general cleaning & maintenance of hygiene) including collection, segregation, transportation of solid waste and operation of solid waste management system / plants to any Railway establishment or in any establishment of service buildings/ offices/ hospital/ public places/workshop/organizations run by Govt./Semi-Govt./PSUs/Autonomous bodies”.

Financial Eligibility Criteria: The bidder will qualify only if they have minimum financial capabilities as below (The balance sheet and all other financial documents attested / certified by CAs to substantiate fulfilment of Financial Eligibility Criteria should be with UDIN, failing which the offer is likely to be rejected without any further reference).

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.

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 (**Annexure-V Financial DATA**) and/or banking reference (**Annexure-IV BANK CERTIFICATE**) certified by chartered accountant with her stamp, signature and membership number shall be submitted by the bidder along with bid. 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.

Instruction to Tenderer

1. This tender is governed by General Condition of Contract for Services (January 2018) & various letters issued by Railway Board with latest amendments and Special terms and Conditions of Contract. However, wherever the terms of GCC for Services-2018 contradicts the Special terms and Conditions of Contract of tender document, in such case Special Conditions of Contract will prevail. Tenderer must go through General Conditions of Contract for Services (available at www.indianrailways.gov.in) and Special Conditions of Contract before quoting the rates.
2. **The balance sheet and all other financial documents attested / certified by CAs to substantiate fulfilment of Financial Eligibility Criteria should be with UDIN, failing which the offer is likely to be rejected without any further reference.**
3. Cost of tender document and EMD should be paid online on IREPS portal only, other forms of payment are not acceptable.
4. In no circumstances the amount paid for tender form is refundable.
5. The rate quoted by the tenderer shall be inclusive of all taxes leviable by the union of India/State Govt/Civil authorities and other charges required for carrying out the work successfully.
6. The tender is under Single Packet System.
7. Tenderer has to upload the scanned copy of PAN card.
8. Tenderer must upload the scanned copy of all documents relating to Eligibility criteria & mandatory Technical compliance along with the offer failing which the offer shall be summarily rejected.
9. Tenderer has to upload the scan copy of vendor mandate form duly filled as per the format given in the tender document.
10. Tenderer has to upload GST registration certificate.
11. Tenderer has to upload Annexure-II i.e. Bid Form(First sheet) duly filled in failing to which the offer shall be summarily rejected.
12. The Bidder shall give full details of the constitution of the Firm/JV/Company/Society etc. and shall also submit following documents (as applicable) failing which the offer shall be summarily rejected
 (a)**Sole Proprietorship Firm:** The Bidder shall submit the notarized copy of the affidavit or any other document issued from State / Central Government. (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 for said Bid/contract. (c)**Joint Venture (JV):** The Bidder shall submit documents as mentioned in Clause 2.4 to GCC for services-2018. (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 for said Bid/contract. (e)**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 for said Bid/contract.
13. Micro and Small Enterprises (MSME) registered with District 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 are exempted for payment of cost of tender document & Earnest Money deposit, however, documentary evidence/certificates in this regard should be uploaded for such exemption failing which the offer shall be summarily rejected. Authority: As per Railway Boards letter no 2016/CE-I/CT/3/MSME, Dated 29-08-2016.
14. **FORMAT FOR EXEMPTION OF COST OF TENDER DOCUMENT & Earnest Money Deposit** (Tenderer has to upload the same in his / their letter pad duly signed): I/ We am/are Micro and small Enterprise registered from (Body approved by Ministry of MSME) with registration No.....and terminal validity up tofor similar service contracts. Certificate in this regard should be uploaded.

15. Tenderer has to upload declaration regarding employment/Partnership etc. of retired Railway employee as per Annexure-III duly filled in, failing to which the offer shall be summarily rejected.
16. RB letter no. 2025/F(X)-II/10/14, date: 17.10.2025 for online BG verification through IPAS is applicable for the instant tender.
17. RB letter no. 2026/E(LL)/AT/CNR/5, date: 11.05.2026 regarding Labour Law provisions for Employees and Contract Labour is applicable for the instant tender and same letter is uploaded in the document section.

Annexure-I

Check List

Documents to be attached at the time of bidding for the e-tender

Sr. no.	Documents to be attached	Yes	No
1.	Proof of work experience in similar work with supporting documents as per minimum eligibility criteria failing which offer shall be summarily rejected.		
2.	Audited balance sheet duly certified by Chartered Accountant etc. clearly indicating the annual financial turnover as per minimum eligibility criteria failing which offer shall be summarily rejected. (The balance sheet and all other financial documents attested / certified by CAs to substantiate fulfilment of Financial Eligibility Criteria should be with UDIN, failing which the offer is likely to be rejected without any further reference.)		
3.	Liquidity certificate as mentioned in eligibility criteria. Annexure IV and Annexure V as enclosed to be submitted for liquidity criteria. Non submission of liquidity as per the said annexures by the bidder shall result in summarily rejection of his/their bid. (The balance sheet and all other financial documents attested / certified by CAs to substantiate fulfilment of Financial Eligibility Criteria should be with UDIN, failing which the offer is likely to be rejected without any further reference.)		
4.	Duly filled Format for exemption of cost of tender document & EMD if exemption is applicable failing which the offer shall be rejected.		
5.	On line payment receipt of Tender Document cost submission if applicable.		
6.	Documents as per Annexure-I, Annexure – II, Annexure VI, Annexure VII and Annexure VIII to be submitted along with the bid duly filled in.		

Special terms and conditions of contract

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.
2. The work will be carried out for a period of 02 years from the date of commencement of work. However, work is to be commenced within 30 days from the date of issue of LOA. No time period extension for commencement of work will be allowed in ordinary circumstances except with the approval of Sr.DME/CKP with penalty of Rs.5,000/- per day beyond 30 days & upto the date of commencement of the work.
3. The Contractor will nominate a representative/supervisor-in-charge who will maintain liaison with the DME/EnHM/CKP OR CHI/CKP or his nominated representative for carrying out cleaning activities of LOCO/DOUBLING Railway colony, CKP, liaison with Railways etc.
4. Quality of the works carried out should be jointly certified by CHI/CKP or his nominated representative and representative of the contractor and record to this effect has to be maintained by the contractor or his nominated representative to prepare the bill for the completed month.
5. Authorised Railway representative will conduct inspection after completion of work.
6. The Contractor shall at his own expense provide himself with additional sheds, storehouses and yards in such situations and in such numbers as is requisite for carrying out the work. The free space will be provided by the Railway at LOCO/DOUBLING as decided by authorized Railway representative. The Contractor shall be responsible for the safe custody of the materials, machine and stores.
7. This work is based on outcome basis in which suitable number of contractual staff (Ensuring High level of cleanliness) as per need have to be deployed by the contractor.
8. The quality of work will be closely monitored and shall be inspected daily by Railway Authority. The contractor will not employ any unethical practices to compromise the quality of work. Contractor or his men will not use any such means, which will affect the quality of work and may cause damage to Railway property due to such practice, for which contractor will be solely responsible. If any such incident takes place and the Contractor is found responsible, Railways will reserve the right to terminate the Contract immediately.
9. The contractor shall use suitable tools, Standard Quality cleaning chemicals & equipment for proper cleaning of Railway colony and disposal of garbage without causing any harm to the railway property and without any violation to the guidelines issued by Central Pollution Control Board (CPCB).
10. The employees of contractor shall not be entitled for any facility as is being provided to Railway staff. It is the sole responsibility of contractor to observe and abide by Provision of Labour Act, Workman compensation Act, Provident fund Act, Minimum wages Act, Payment of wages Act and contribution towards EPF, Gratuity Act and other regulations framed by the Govt. of India and revised time to time Railway will not be responsible for any violation of the act of regulation by the contractor. In case of non compliance i.e. non payment as per prevalent rate of minimum wage, ESI & PF, unpaid amount shall be deducted from running bill.
11. The contractor shall furnish complete details of the staff deployed by him i.e. their name, address, age, and certificate of police verification, medical certificate to the authorized Railway representative before commencement of the work and in case of induction of any new staff by the contractor at any stage during the currency of the contract then contractor has to provide the above documents to the authorized Railway representative.
12. The contractor shall provide proper identity cards to the staff employed for this purpose as per RB letter no. E(G)2025/Misc/4/ID Card, date: 03.07.2025 or latest. The concerned CHI shall inform RPF authority regarding the contractor's employee deputed to work inside the Railway premises.

13. Contractor has to deploy sufficient trained man power for the prompt and efficient work. The labourers deployed by the contractor for the entire work must have individual Savings Bank account in any Scheduled Commercial Bank of India in their own name. The payment to the labourer by the contractor shall be done through bank accounts of the individual labour only as per the latest minimum wages issued from Chief Labour commissioner (C) and not in cash. The contractor while submitting the on account/final bill for a particular month shall enclose the photocopy of the bank statement showing that payment has been made directly to bank account 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 labour.
14. Payment to all contractual staffs engaged by the contractor for this work shall be done by the contractor by 5th of every month through individual savings bank account for work done by the contractual staff in previous month positively. He should submit bank statement as proof of such payment by 7th of every month or next working day if 7th day is a public holiday/ Bandh etc. Individual contractual staffs engaged by the contractor must have EPF and ESI accounts in their name and contractor must contribute dues in these accounts and submit proof of such submission to authorised Railway representative. The contractor must also upload details of above payments of minimum wages, EPF, ESI contributions in Shram kalyan portal and Shram suvidha portal by 10th of every month.
15. The contractor shall ensure that all employees/persons engaged/authorized by him for carrying the work, behave properly with Railway Officers /Staff. In the event of any kind of misbehaviour, any wrong intimation provided by contractor's staff reported by the Nodal Officer/CHI, the contractor shall immediately withdraw such employee/person from the work.
16. Contractor has to make mandatory updating of Labour data on "ShramikKalyanPortal" on the website www.ShramikKalyan.indianrailways.gov.in and the detail particulars to be submitted along with the bill failing to this the on account / Final bill will not be released.
17. EPF, ESI for individual contractor's staff must be remitted to appropriate level. Periodical verification of the EPF, ESI amount deposited by the contractor shall be verified by Railway administration. The contractor must submit the document in regard to remittance of the same as and when asked by Railway administration. Submission of these documents before submission of final bill shall be must for release of Security Deposit and Performance Guarantee.
18. While carrying out the work if there is any injury or any casualty to contractor's staff occurring at any working place of this contract, the contractor will be solely responsible and compensation will be borne by the firm. Contractor shall be solely responsible for the safety of all the men and equipment of the firm. Railways will not be responsible on this account in any manner. The contractor shall at all times indemnify the "Railways" against all claims which may be made in respect of the said work for infringement of any Right or Law or Act.
19. If staff of the contractor damage any Railway property, the contractor will compensate the Railway for the losses.
20. The arrangement for the stay of the contractor's staff shall be made by the Contractor at his own cost.
21. Before commencement of work Joint Inspection report has to be prepared as per Format-12 and same to be submitted to the office of Sr.DME/CKP on next working day.
22. All registers & formats shall be supplied by the contractor at his own cost.
23. Price variation clause (PVC):-Price variation Clause is applicable in this tender as per extant rule of GCC Service-2018.
24. The contractor shall provide one number of new set of Desktop PC consisting of UPS & Printers to the authorized Railway representative of LOCO/DOUBLING as per the specification mentioned below.

Each set consisting of 1 number Desktop PC, 1 number UPS & 1 number Printer before commencement of the work failing to which penalty shall be imposed. The maintenance of PC, UPS &

Printer during the currency of contract shall be borne by the Contractor. The required consumables i.e. Cartridge, licensed Antivirus valid for 2 years etc. for functioning of printer & PC will be supplied by the contractor.

Specification of Computer: Core i3 (10th/11th Gen) or Ryzen 3 (latest gen) or better processor, minimum 128 GB SSD + 500 GB HDD memory, minimum 8 GB DDR4 RAM, OS- Windows-10 or latest with preinstalled Microsoft office, Display: more than 18", with mouse & Key board, with wi-fi & Bluetooth connectivity with power adapter. Make: HP/DELL/LENEVO or similar.

Specification of Laser Jet Printer: Monochrome Printer : Make: HP, Canon, Brother or similar.

Specification of UPS: Output Power capacity: 600 VA or higher, Input: 140 V – 300 V AC, 50 Hz, Output: 230V AC (Modified sine wave). Make: APC/ Microtek/Intex or similar.

After completion/termination of the said contract, whichever is applicable, PC along with UPS & Printer shall be the property of Railway.

25. All direct & indirect costs and obligation pertaining to employment of specialized manpower will be borne by contractor under turnkey scope of work.
26. It shall be deemed that the Contractor has undertaken a visit to the Site of Works and is aware of the site conditions prior to the submission of the offer.
27. **SCOPE OF WORK:**
 1. The contractor shall be responsible for providing comprehensive housekeeping, sanitation, cleaning of Railway colony at LOCO/DOUBLING, CKP.
 - **Schedule A:** Cleaning, sanitation and Garbage Disposal of LOCO/DOUBLING Railway colony.
 2. The instant work shall be carried out on an outcome-based approach. Accordingly, the contractor shall engage an adequate number of manpower, machines, tools, tackles and other required resources to ensure proper execution of the work strictly in accordance with the details specified in the scope of work.
 3. **Sch.A:** The details of area covered under LOCO/DOUBLING Colony cleaning is appended below:

Sr. no.	Description	Area
1	Cleaning along with Grass & Bush cutting of Surface area of 10 ft surrounding of the residential quarter (Frequency: 4 days in a week) in Sq. Mt.	15329.00
2	Cleaning along with Grass & Bush cutting of Surface area of Road (Main Road + Sub Road) (Frequency: 4 days in a week) in Sq. Mt.	45849.02
3	Cleaning along with Grass & Bush cutting of Surface Area of open space (Open space + Hospital Area+ STP School)(Frequency: Bi-Weekly for 4 months during monsoon season & Weekly for rest 08 months in a year) in Sq. Mt.	80826.91
4	Cleaning of Small Drain (Frequency: Daily for 4 months during monsoon season & Bi-weekly for rest 08 months in a year) in R. Meter.	5501.03
5	Cleaning of Big Drain (Frequency: Daily for 4 Months during monsoon season & Weekly for rest 08 Months in a Year) in R. Meter.	1380.74
6	Cleaning of Outfall/Rain Water Drain (Frequency: Daily for 4 months during monsoon season & weekly for rest 08 months in a year) in R. Meter.	457.20
7	Maintenance of sewer line i.e. clearing underground night soil for free flowing including desilting work of septic tank (daily) in R. Meter	1068.48
8	Anti malaria work through fogging/Insecticidal spray of the drains (small drain:5501.03 + big drain: 1380.74 + outfall drain: 457.20 = 7338.97) weekly during rainy season of four months & rest 8 months twice in a month in R. Meter.	7338.97

- I. **Cleaning Surface area of 10 ft surrounding of the residential quarter (Frequency: 4 days in a week)**
 - a. The contractor shall clean and maintain the surface area of **10 feet surrounding each residential quarter in the Railway colony**. The area includes open spaces, pathways and frontage adjoining the boundary walls/verandah. The cleaning shall be done three days in a week.

- b. Sweeping of the surface area, pathways and open spaces.
- c. Removal of dust, litter, dry leaves, paper, plastic, bottles and other solid waste.
- d. Collection of garbage in designated dustbins i.e. biodegradable garbage to be collected in Green dustbin & Non-biodegradable to be collected in blue dustbin and transportation of both biodegradable & Non-biodegradable garbage to the nominated disposal point by the contractor at his own cost.
- e. Contractor to ensure segregation of biodegradable and non-biodegradable waste in designated bins.
- f. Contractor shall deploy adequate manpower along with required tools to ensure timely cleaning & transportation of garbage from Railway quarter to the nominated place.
- g. No waste should be left unattended near quarters or open spaces.
- h. Grass & Bush cutting of Surface area of 10 ft. surrounding of the residential quarter as per the advice of authorized Railway representative.
- i. Contractor must ensure that garbage is not burnt inside the colony.

II. Cleaning along with Grass & Bush Cutting of Surface area of Road (Main Road + Sub Road) (Frequency: 4 days in a week)

- a. Sweeping & cleaning with Grass & Bush cutting of Surface area of Road as per advice of authorized Railway representative.
- b. Removal of dust, litter, dry leaves, paper, plastic, bottles and other solid waste.
- c. Collection of garbage in designated dustbins i.e. biodegradable garbage to be collected in Green dustbin & Non-biodegradable to be collected in blue dustbin and transportation of both biodegradable & Non-biodegradable garbage to the nominated disposal point by the contractor at his own cost.
- d. Contractor to ensure segregation of biodegradable and non-biodegradable waste in designated bins.
- e. Contractor shall deploy adequate manpower along with required tools to ensure timely cleaning & transportation of garbage to the nominated place.
- f. No garbage should be left scattered or accumulated along roadsides .

III. Cleaning of Surface area of open space and jungle (Frequency: Bi-weekly for 4 months during monsoon season & weekly for rest 08 months in a year.)

- a. The contractor shall undertake bush cutting, grass trimming and cleaning of open surface areas within the Railway colony premises in accordance with the prescribed frequency, or as directed by the authorised Railway representative.
- b. All open spaces including roadsides, vacant plots, boundaries and surrounding areas of residential quarters must be covered.
- c. Cut bushes, grass, weeds and waste material shall be collected immediately after cutting and disposed of at the nominated disposal site at the contractor's own cost. The required transportation facility i.e. vehicle along with its fuel, driver etc. shall be provided by the contractor at his own cost.
- d. Avoiding overgrowth of weeds and shrubs. Maintaining a neat and clean appearance of the colony premises.
- e. Adequate manpower, cutting tools/equipment and its consumables shall be arranged by the contractor at his own cost.

IV. Cleaning of all drains(Small, Big and Outfall Drain) (Frequency: Daily for 4 months during monsoon season & weekly for rest 08 months in a year) of LOCO/DOUBLING Colony:

- a. The contractor shall carry out cleaning, removal of silt, mud, garbage, plastic, polythene, weeds and other foreign materials upto the concrete base of the drain from all drains (Big, small & outfall) within the Railway colony/premises.
- b. Cleaning shall be done in such a way that the flow of water in the drains remains free and unobstructed at all times.
- c. Trim the grass that has grown inside the drains and in the surrounding area (at least one foot from the civil structure) of the drain.
- d. The silt/garbage collected from drains shall be transported and disposed of at the nominated

- dumping area after cleaning.
- e. The contractor shall deploy sufficient manpower with proper tools, implements and protective gear for effective execution of this work
 - f. Frequency of cleaning of all drains shall be as follows: During Monsoon Season (04 months = 120 days): Daily cleaning of all drains & during Non-Monsoon Season (08 months): Cleaning of all drains one (01) day in a week or as advised by authorised Railway representative.
- V. **Maintenance of sewer line i.e. clearing underground night soil for free flowing including desilting work (daily) of Railway colony LOCO/DOUBLING: daily**
- a. The contractor shall carry out cleaning, maintenance and desilting of underground septic tank, sewer lines (night soil carrying lines) to ensure free flow of sewage at all times by mechanical means.
 - b. Removal of silt, sludge, night soil, grease, plastic, debris and other obstructions from sewer lines.
 - c. Desilting of manholes and chambers connected with sewer lines.
 - d. Flushing of sewer lines with water/jetting machine to ensure smooth flow.
 - e. Safe collection, lifting and disposal of removed silt/sludge at an approved disposal site, as directed by authorised Railway representative.
 - f. Preventive maintenance to avoid choking, backflow or overflowing of sewage.
 - g. All cleaning staff must be equipped with proper safety gear and work shall comply with manual scavenging prohibition norms.
 - h. Cleaning and dislodging of septic tank as and when required as per advice of authorized Railway representative / competent authority.
- VI. **Anti-malaria work through fogging of the drains weekly during rainy season of four months & rest 8 months twice in a month:**
- a. The contractor shall carry out fogging of all open drains (Big, small & outfall), nallahs and vulnerable mosquito breeding points within the Railway Colony of LOCO/DOUBLING.
 - b. The fogging chemical shall be WHO-approved, non-hazardous to humans and effective against malaria and dengue vector mosquitoes.
 - c. Fogging shall be done using portable/power sprayers or mounted fogging machines ensuring complete coverage of drains and surrounding bushy/green areas. All required equipment & chemical shall be provided by the contractor at his own cost. Empty chemical containers shall be disposed of safely as per local pollution control guidelines.
 - d. The dilution ration of chemical shall be advised by authorised Railway representative.
 - e. The work shall be carried out in the evening hours (after 5 PM) or early morning, when mosquito activity is high.
 - f. Frequency of Fogging: weekly during rainy season of four months i.e. June to September and rest 8 months twice in a month or as and when required as per advice of authorized Railway representative.
- VII. **Removal / disposal of carcass (dead animal) big size i.e. cow, buffalo etc. & small animal i.e. dog, cat etc. as and when required including transportation & disinfectant the area by bleaching powder/phenyl at dead body lying area after disposal.**
- a. The contractor shall be responsible for removal and disposal of carcass (dead animals) of all sizes (big animals such as cow, buffalo, etc. and small animals such as dog, cat, goat, etc.) lying within the Railway colony.
 - b. Work shall be carried out as and when required within 2 hours on receiving intimation from the authorised Railway representative of LOCO/DOUBLING.
 - c. The carcass shall be transported in a safe and hygienic manner by the contractor to the designated disposal site.
 - d. After removal, the area where the carcass was lying shall be disinfected properly using bleaching powder/phenyl or other approved disinfectant to avoid foul smell, unhygienic conditions and spread of infections.
- VIII. **Disposal of solid waste of Railway colony at nominated place of LOCO/DOUBLING. Contractor has to provide 01 number of tractor with trolley having capacity 110 cft.**
- a. The contractor shall collect solid waste generated in the dustbins provided at different locations at Railway colony LOCO/DOUBLING.
 - b. The waste shall be transported and disposed of at the nominated disposal site as instructed by the authorised Railway representative.

- c. The contractor shall provide and maintain one (01) tractor with trolleys, with a minimum capacity of 110 CFT.
- d. Collection and disposal of waste shall be carried out daily without interruption, including Sundays/holidays.
- e. The contractor shall ensure timely clearance of all dustbins to maintain cleanliness and hygiene in the colony premises.

IX. Providing Twin waste bin (one Green for biodegradable waste & one Blue for non-biodegradable waste) having capacity 200 ltr each for staff colony:

- a. The contractor shall supply all the required twin waste bin (one Green for biodegradable waste & one Blue for non-biodegradable waste) of minimum 200 litres capacity each, with stand/holder of durable quality to the authorised Railway representative before commencement of the work.
 - b. The contractor shall fix the same in staff colony of LOCO/DOUBLING on or before the date of commencement of work. The location for fixing of the same will be decided by the authorised Railway representative or at difference of 250 mtrs apart.
 - c. The bins shall be of durable plastic/FRP/HDPE material, rust-proof, weather-resistant and mounted on a sturdy stand for proper stability.
 - d. The dustbins should be covered to prevent spread of odour, entry of stray animals and mosquito breeding and also clearly labelled with a complaint number for addressing any issues.
 - e. Daily cleaning, washing & disinfection of bins to be ensured by the contractor to maintain hygiene.
 - f. A 24/7 cleaning and sanitization helpline number of contractor representative & authorised Railway representative will be provided on each waste bin for assistance by the contractor.
 - g. Contractor has to provide the twin dustbin with stand (200 ltr. capacity each) of NILKAMAL make only (no other make is acceptable) as per the image given in Format-14.
4. **Inspection and irregularity resolution of colony cleaning work:**
Inspection of cleaning and sanitisation will be conducted by the authorized Railway representative daily. If any irregularities noticed by the authorized Railway representative during inspection, then the same must be resolved within 2 hours of intimation given by the authorized Railway representative.

**5. Performance of the contractor to be assigned on daily basis based on the daily Score Sheet:
For the evaluation of above following points would be assigned to grades:**

Grade	Excellent	V. Good	Good	Average	Poor
Points	5	4	3	2	1

Based on the above evaluation criteria, a **Daily Score Sheet** will be prepared jointly signed by both contractor representative & authorized Railway representative to assess the performance of the contractor. The score sheet will record the extent and quality of work carried out each day against the defined scope of work. The marks/points obtained in the daily score sheet will form the basis for monitoring performance, imposing penalties for deficiencies and releasing payment as per the contract terms.

S No	Activity	Marks obtained
1	Cleaning along with Grass & Bush cutting of Surface area of 10 ft surrounding of the residential quarter.	
2	Cleaning along with Grass & Bush cutting of Surface area of Road	
3	Cleaning along with Grass & Bush cutting of Surface area of open space	
4	Cleaning of small drain	
5	Cleaning of big drain	
6	Cleaning of outfall/rain water drain	
7	Maintenance of sewer line i.e. clearing underground night soil for free flowing including desilting work of septic tank	
8	Anti malaria work through fogging/Insecticidal spray of the drains (small drain, big drain, outfall drain).	

9	Removal / disposal of carcass (dead animal) big size i.e. cow, buffalo etc. as and when required including transportation & disinfectant the area by bleaching powder/phenyl at dead body lying area after disposal.	
10	Removal / disposal of carcass (dead animal) small size i.e. dog, cat etc. as and when required including transportation & disinfectant the area by bleaching powder/phenyl at dead body lying area after disposal.	
11	Total Score attained	
12	Percentage = (Total score attained/ Max marks) X 100	

Signature of contractor representative

Signature of Railway representative

Note: The activity which is not covered for execution for that day shall be marked as NA.

Based on above, a daily score sheet, the contractor will be penalized / rewarded on its basis for the above items of Sch.A only. The table below sets out the deduction which can be levied based on the performance (Out-come).

Average Performance Score	Performance Benefits/Deductions
Above – 85%	No penalty
75% to 85%	Penalty @ 5% on the accepted rate shall be imposed for the items covered in the score card of Sch.A only.
65% to 74.99%	Penalty @ 10% on the accepted rate shall be imposed for the items covered in the score card of Sch.A only.
50% – 64.99%	Penalty @ 15% on the accepted rate shall be imposed for the items covered in the score card of Sch.A only.
<50%	Penalty @ 30% on the accepted rate shall be imposed for the items covered in the score card of Sch.A only.

According to the table provided above, based on day-to-day performance score of the contractor, the contractor's payment will be determined for Sch.A. If the contractor's monthly performance is not satisfactory, score is <50%, the contract review process can be initiated. The railway authority will determine the appropriate course of action including the following:

a) A performance notice may be sent to the contractor to improve the delivery of services/correct any default or negligent performance of duty that is highlighted in the notice.

b) In the notice, the authority may provide a stipulated time for corrective action to be taken by the contractor. If the contractor does not take corrective action or the contractor's service delivery does not improve within the stipulated time as provided, the appropriate authority may choose to initiate the termination proceedings.

28. Project Resources:

A. Man power: The contractor has to depute sufficient number of man power to execute the work as per the mentioned scope of work.

- The persons to be deployed on a daily basis as per the requirement. The age of the cleaning staff should be maintained preferably in between 18 to 50 years with good physical capacity to do the allotted work comfortably.
- All personnel need to be courteous to Railway Staff and at no point of time they should be found in intoxicated condition.
- The staff deployed should be able to carry out the work assigned and in case the staff is not found carrying out his job to the satisfaction of Railway supervisor, then that particular staff will be treated as short deployment.
- The Contractor shall have to make his own arrangements for housing facilities for his staff.
- During any urgency additional works not covered under this scope of work should be taken over by the contractor as per advice of authorized Railway representative. For such extra work, payments will be verified by the Railway Authority.

B. Uniforms, Name badges:

All the Cleaning personnel should be smartly dressed in neat and clean uniforms and protective gear. However, this list is indicative and the contractor must provide for any other accessory as may be required for maintenance, cleaning etc. prescribed under any law currently in- force in India and as decided by Railway. However, during the course of the contract period, replacement of any and all of the above must be provided by the contractor as and when it becomes necessary, whatever the reason of such necessity. The workforce must have the appropriate protective gear in proper and good working condition at all times during the contract period.

Item	Quantity per staff per Year	Specification / Remarks
Shoe for both Supervisor & staff	2 pairs	Good durable quality & comfortable wearing so that no obstacles are caused to workers while working.
Rain coat (Jacket & trousers) for both Supervisor & staff	1 pairs	Good durable quality.
Uniform of staff	3 Pairs	Dark green shirt and trousers with distinguishing logo shall be provided by the contractor.
Uniform of Supervisor	2 Pairs	White colour shirt and Black colour trousers with distinguishing logo shall be provided by the contractor.
Winter cloth for both Supervisor & staff	1 pair	Full-sleeve woolen sweater/jacket (Black colour) suitable for outdoor duty in winter season.
Cotton mask for staff	24 nos.	Each staff shall be given a green Coloured surgical type mask for avoiding any direct infection.
Gloves for staff	12 pairs	Workers shall wear good durable quality rubber gloves all the time while working. It shall be orange Coloured upto palm size i.e. 18" long.
Identity Card for both staff & Supervisor	1 no.	All housekeeping & cleaning staff shall be provided with Photo identity cards. Identity cards shall be prepared by the contractor as per Railway Board letter no. E(G)2025/Misc/4/ID Card, date: 03.07.2025.

Note- The contractor shall have to provide all protective gears viz. uniforms / aprons with distinctive logos and identifications, Gum Boots, Hand gloves, Goggles, Identity cards etc. to all its workers/staff (as per above table) and ensure that his men wear these at all times while working at Railway premises. This essential attire shall also serve for their easy identification by Railway Security & EnHM staff and supervisors. The Railway shall give them permission to enter within the railway premises to execute the said cleaning work only.

C. Cleaning Machine & equipment:

1. The Machine & Equipment provided for Cleaning and Housekeeping should be in good working condition with new machine consumables and have adequate capacities in such manner that all Cleaning and housekeeping operation are comfortably completed.
2. The contractor shall also keep adequate nos. of spare machine & equipment so that during any failure, the contractor is able to provide spare machine & equipment without affecting cleaning work. The upkeep and performance of machinery and equipment shall be full responsibility of contractor.
3. The contractor shall be responsible for round the clock availability, serviceability and maintenance of the mechanized equipment. This mechanized equipment should be dedicated to this contract and cannot be taken out for any other job. Any repair/replacement of the equipment will have to be arranged by the contractor. It has to be ensured that in case of failure of any equipment, the same is repaired / replaced within six hours from the time of failure at contractor's cost. If this is not done a penalty shall be imposed as per penalty clause. If the repair work is absolutely essential and carried out by the Railways, that cost will have to be borne by the contractor.

The details of required equipment / Machines & Plants are mentioned below:

Sr. no.	Name of Equipment / Machines & Plants	Minimum quantity
---------	---------------------------------------	------------------

1	Tractor	1
2	1Ton loading capacity Truck equipped with two separate containers one for biodegradable & the other for non-biodegradable.	1
3	Fogging machine	3
4	Petrol driven grass cutting machine	2

Note:

- (1). If any machines other than the above are likely to be deployed then the same is to be provided by the contractor for proper execution of the work.
- (2). Quantity of machine should not be less than above mentioned quantity. However, Contractor may be provided more numbers of machine to achieve best level of cleanliness.
- (3). The contractor has to provide fuel, skilled manpower etc. for the operation of required machinery.

D. The following registers shall be maintained by contractor representative & authorised Railway representative. All registers and required formats shall be supplied by the contractor for both LOCO/DOUBLING colony at his own cost.

1. Attendance Register as per Format-1.
2. Cleaning of surface area of open space register as per Format-2.
3. Cleaning of small drain register as per Format-3.
4. Cleaning of big drain register as per Format-4.
5. Cleaning of outfall / rain water drain register as per Format-5.
6. Anti malaria work through fogging register as per Format-6.
7. Removal / disposal of carcass big size i.e. cow, buffalo etc. register as per Format-7.
8. Removal / disposal of carcass small size i.e. dog, cat etc. register as per Format-8.
9. Disposal of solid waste register as per Format-9.

29. Payment:

Monthly bill is to be prepared at the end of each month. The same is to be submitted to Sr.DME/CKP or DME(EnHM)/CKP every month along with the monthly bill. 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/CKP. The contractor shall submit his bills to the DRM (Mechanical)/CKP every month for certification supported with the daily score card duly verified and signed by authorized Railway representative. Delay in payment of bills will not be acceptable cause for any hindrance in satisfactory performance of work.

1. The payment of Sch.A shall be done as per the average score obtained by the contractor on the day.

30. Penalty: The following penalties shall be imposed due to poor performance by the contractor.

1. If cleaning of the 10 ft surrounding surface area is not done, a penalty of ₹300/- per quarter per instance shall be imposed.
2. If complaints are received from residents regarding non-cleaning or improper cleaning then a penalty of ₹200/- per complaint shall be imposed after verification by authorised Railway representative.
3. If the garbage are burnt inside the colony then a penalty of Rs. 5,000/- per instance shall be imposed.
4. If cleaning of road surface area is not done in any location, then a penalty of Rs. 300/- per location shall be imposed.
5. In case of failure to carry out bush cutting/cleaning of open space on any scheduled day or as per advice of authorized Railway representative then a penalty of ₹500/- per instance shall be imposed.
6. If the contractor fails to carry out the drain cleaning work as per the advice of authorized Railway representative, then a penalty of ₹500/- per instance shall be imposed.
7. Non-attending the complaint/overflowing sewer line within 24 hours a penalty of ₹1,000/- per

location per day till rectification shall be imposed.

8. If fogging is not carried out as per advice of authorized Railway representative, then a penalty of ₹300/- per instance shall be imposed.
9. Failure to attend/remove the carcass within 2 hours of intimation a penalty of Rs. 1000/- per instance shall be imposed.
10. If the contractor fails to supply the required number of wastebin having capacity 200 ltr. to the authorised Railway representative before commencement of work then a penalty of Rs. 100/- per less number of wastebin per day beyond date of commencement till supply of the materials shall be imposed.
11. If the contractor fails to clean bins (200 ltr capacity) daily then a penalty of Rs. 100/- per bin per day shall be imposed.
12. If the contractor fails to replace the damaged wastebin (200 ltr capacity) within 1 day of intimation received from authorised Railway representative then a penalty of Rs. 200/- per day per location shall be imposed.
13. During inspection if any irregularities noticed by Railway officer then a penalty of Rs. 5000/- per instance shall be imposed.
14. If any staff is found without proper uniform, then a penalty of Rs. 500/- per staff per instance shall be imposed in this regard the decision of authorised Railway representative is final and binding on contractor.
15. If any staff is found in intoxicated condition or misbehave to Railway staff during working hours a penalty of Rs. 5,000/- per staff per instance shall be imposed and the said staff must be suspended from that day and new staff must be engaged by the contractor from next day.

Format-1

Attendance Register:

Sr. no	Name of staff	Date												
		1	2	3	4	5	6	28	29	30	31
	Sign. of Contractor representative													
	Sign. of Rly representative													

Format-2

Cleaning of surface area of open space register

Sr. no.	Date	Location and total Area in Sq. Mt to be cleaned	Details of work to be executed	Whether work completed or not	Name of staff deployed by the contractor	Signature	
						Contractor representative	Rly. representative

Format-3

Cleaning of small drain Register

Sr. no.	Date	Drain Location & total distance in R. Mt to be cleaned	Details of work to be executed	Work completed or not	Name of staff deployed by the contractor	Signature	
						Contractor representative	Rly. representative

Format-4**Cleaning of Big drain Register**

Sr. no.	Date	Drain Location & total distance in R. Mt to be cleaned	Details of work to be executed	Work completed or not	Name of staff deployed by the contractor	Signature	
						Contractor representative	Rly. representative

Format-5**Cleaning of outfall / rain water drain Register**

Sr. no.	Date	Drain Location & total distance in R. Mt to be cleaned	Details of work to be executed	Whether work completed or not	Name of staff deployed by the contractor	Signature	
						Contractor representative	Rly. representative

Format-6**Anti malaria work through fogging register**

Sr. no.	Date	Drain Location for fogging & total distance in R. Mt	Type of fogging needs to be done (Thermal/ Mist/ Other)	Whether work completed or not	Name of staff deployed by the contractor	Signature	
						Contractor representative	Rly. representative

Format-7**Removal / disposal of carcass big size i.e. cow, buffalo etc. register:**

Sr. no.	Date	Location	Time of Information Received	Type of Carcass (Cow/ Buffalo etc.)	Time of Disposal	Disinfectant Used (Bleaching powder/ Phenyl etc.)	Signature	
							Contractor representative	Rly. representative

Format-8**Removal / disposal of carcass small size i.e. dog, cat etc. register:**

Sr. no.	Date	Location	Time of Information Received	Type of Carcass (Dog/ Cat etc.)	Time of Disposal	Disinfectant Used (Bleaching powder/ Phenyl etc.)	Signature	
							Contractor representative	Rly. representative

Format-9**Disposal of Garbage register:**

Date	Type of waste (Biodegradable / Non-biodegradable)	Mode of Disposal	Disposal Site	Total number of trips on the day	Signature	
					Contractor representative	Rly. representative

Format-10

Checklist to be submitted with all contract bills where minimum 20 labour to be engaged in any given single day (As indicated in the contract agreement)

Sl. No.	Compliance items	Yes	No	NA	Remarks	Verification by associate accounts
1	Principal employer's Labour License exists					
2	Communication to commencement of work sent to Labour Commissioner office in Form VIB					
3	Register of contractors being maintained in Form-II by the principal Employer.					
4	Representative of Principal employer for the contract nominated.					
5	Daily labour register signed by both the parties is maintained in the contract.					
6	Last visit by the nominated representative to the contractor's office for verification.				Date last visited	
7	Wage registers verified and certification of payment given by the nominated representative.				Last date of such certificate	
8	Whether payment of wages of all the contract labours being made through bank. If not, then enclose the breakup and reasons thereof.					
9	Has the contractor obtained UAN (Universal Account number) for the contract labours.					
10	Whether contractor's EPF registration verified.					
11	Deposit of PF contribution of all the contract labours verified. In case of default, enclose details.				Last deposit to the EPFO	
12	Whether contractor's ESI registration verified.					
13	Deposit of ESI contribution of all the contract labours verified. In case of default, enclose details.				Last deposit to the ESI	
14	Issue of wage slips to the labours verified by the nominated representative.				Last date of such check	
15	Amenities to the labours such as drinking water, urinals, latrine, washing facility and first aid being provided by the contractor.					
16	Maintenance & preservation of other registers checked by the nominated representative.				Last date of such check	
17	Has the contractor displayed his license at the work site.					
18	Has the contractor displayed the extracts of CLRA act (in English, Hindi & local language)					
19	If it is a final bill, whether the communication of completion of work has been sent to the labour office in form - VI-A.					

Date:

Place:

Signature & Stamp of authorized representative of Principal Employer

Format-11						
Checklist to be submitted with all bills by the contractor where minimum 20 labour to be engaged in any given single day (As indicated in the contract agreement)						
Sl. No	Compliance items	Yes	No	NA	Date	Remarks
1	Date till which the contractors labour license is valid					
2	Communication of commencement of work to labour commissioner office in form -VIA					
3	Whether the contractor has valid certificate of ren. Under BOCW Act from the state Govt. concerned for the instant work					
4	Last inspection of the contractor's site / office by the nominated representative.					
5	Whether the wage register maintained in form - XVII/XVIII contains the bank account details of each labour.					
6(i)	Date of contractors EPF registration.					
6(ii)	Date of contractors ESI registration.					
7	Is there any labour whose PF contribution has not been sent. If yes enclosed details.					
8	Deposit of PF & ESI contribution by the contractor.					
(i)	Upto which month PF contribution sent by the contractor.					
(ii)	Is there any labour whose PF contribution has not been sent. If yes enclosed details.					
(iii)	Upto which month ESI contribution sent by the contractor.					
(iv)	Is there any labour whose ESI contribution has not been sent. If yes enclosed details.					
9	Wage slips of labour in form - XIX is being given to labours.					
10	Maintenance and preservation of other registers.					
(i)	Register of labour employeeed in form-XIII					
(ii)	Registers in form-XVI (Muster roll)					
(iii)	Register of wages (Form-XVII)					
(iv)	Register of wages -Cum Muster roll(Form-XVII)					
(v)	Register of OT (Form-XXIII) etc.					
11	Provision of site facilities.					
(i)	Drinking water provided in terms with rule 40 of CLRR-1971					
(ii)	Rest Rooms provided as per rule -41 of CLRR-1971					
(iii)	Latrins and urinals provided as per rule -51 of CLRR-1971					
(iv)	Firs aid provided as per rule 58 & 59 of CLRR-1971.					
12	Has the contractor displayed his licence in work place.					
13	Has the contractor displayed the extracts of CLRR Act (in English, Hindi, Local language).					
14	Last date of submission of Half yearly returns to labour office in form -XXIV					
15	If it is a final bill, whether the communication of completion has been sent to the labour office in form- VI-A					
16	Any notice receive from the labour office for non compliance of labour laws. If yes enclose details.					

Date
Place

Signature & Stamp of the Contractor

Format-12**Format for joint Inspection****A. Staff details:**

Sr. no.	Name of Staff & Designation	Father name	Mobile phone no.	Address with Police verification certificate	Medical fitness certificate	Signature of contractor	Signature of Staff

B. Details of Cleaning chemicals, Tools, consumables, machines, dustbins etc. supplied by the contractor:

Name of cleaning chemicals, Tools & consumable, Cleaning machine	Make	Quantity

C. Details of Computer, UPS, Printer supplied by the contractor:

Item	Make	Model no.	Specification
COMPUTER			
UPS			
PRINTER			

Signature with date and seal /stamp

Contractor

Signature with date and seal /stamp

Authorised Railway representative

Signature with date and seal /stamp

Authorised Railway Officer

NB: Joint inspection report to be submitted at the office of Sr.DME/CKP on the next working day.

Format-13

Image of Twin dustbin having capacity 200 Ltr. each



Annexure – II**S. E. Railway****BID FORM (First Sheet)**

Tender No. MECHCKP-26-27-18.

Name of work: Housekeeping and sanitation work of Railway colony of LOCO/DOUBLING, CKP for a period of 02 years.

To

The President of India

Acting through the Sr. Divisional Mechanical Engineer, Chakradharpur, S. E. 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 **45** 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 S. E. Railway, at the rates quoted in the attached schedule and hereby bind myself/ourselves to complete the work in all respects within **24** 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 Services, 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 ₹..... 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 the time specified in the tender document.
4. (a) I/We am/are a Micro and Small Enterprise registered from (body approved by Ministry of MSME) with registration number and terminal validity upto 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

Annexure-III
CERTIFICATE OF INFORMATION REGARDING EMPLOYMENT / PARTNERSHIP
ETC. OF RETIRED RAILWAY EMPLOYEES WITH THE TENDERER

Sr. No.	Information sought	Whether 'Yes' or 'No'
1	Is any retired Railway Engineer/Gazetted Officer associated with the firm as detailed vide para 16 a), b) & c) of IR Standard GCC, April 2022	

Note: - If information as required as per 16.a), b), c) above has not been furnished, contract is liable to be dealt in accordance with provision of clause 62 of the Standard General Condition of contract.

Annexure-IV
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 "Housekeeping and sanitation work of Railway colony of LOCO/DOUBLING, CKP for a period of 02 years." against Tender No. MECHCKP-26-27-18, is awarded to the above firm, we shall be willing to provide overdraft / credit facilities to the extent of Rs..... to meet their working capital requirements for executing the above contract.

-Sd-

Name of Bank.....

Senior Bank Manager.....

Address of the Bank.....

Signature of Chattered Accountant
 with Membership No.

UDIN NO.

Annexure –V
Financial DATA

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

S.N.	Description	Financial Data for Latest Last 5 Years (Indian Rupees)				
		2021-2022	2022-2023	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 five 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 5 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 Annexure 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.

NB: In case audited balance sheet of the last financial year i.e. 2025-26 is not made available by the bidder, he has to submit an affidavit certifying that the balance sheet has actually not been audited so far. In such a case the financial data of previous '4' audited financial years will be taken into consideration for evaluation. If the audited balance sheet of any year other than the last year is not uploaded, the tender will be considered as non-responsive.

Signature of Chattered Accountant

with Membership No.

UDIN NO.

Annexure – VI*(On a non-judicial stamp paper of Rs.100/-)***INDEMNITY****(To be filled by Contractor)**

I on behalf of M/shereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/swill abide by all safety rules and procedures. I declare that I M/swill be responsible for any safety violation/accident etc. RAILWAY ADMINISTRATION will not be responsible in case of any accident and will not compensate financially or otherwise. I M/sdeclare that the entire claim raised by staff deputed by me, shall be borne by me only.

I hereby declare that I am sole responsible on behalf of M/s for giving such declaration.

.....

Name of Indemnifier

.....

Signature of Indemnifier

Stamp/seal of the Indemnifier/Contractor

ANNEXURE-VII**Undertaking for disclosure of information under RTI Act**

We are aware that the Ministry of Railways is required to furnish information to applicants under Right to Information (R.T.I) Act which may include information pertaining to us. We do hereby give our unconditional consent to RAILWAY ADMINISTRATION for providing the information/records to the applicants as 'third party' information under R.T.I Act except for the following matters:

- 1.
- 2.
- 3.

Stamp &Signature ofTenderer

MANDATE FORM (Must be filled up)
BY
VENDER / CONTRACTOR / EMPLOYEE FOR
EFT / ECS / RTGS / NEFT PAYMENT

1. NAME OF THE FIRM / PERSON /PARTY
2. ADDRESS
.....
TELEPHONE NO. & FAX
CELL PHONE: E. MAIL
3. P. A. N NO.
4. PARTICULARS OF BANK ACCOUNT
BANK NAME
BRANCH NAME & ADDRESS
.....
BANK BRANCH TELEPHONE NO.
ACCOUNT TYPE (whether SB or Current):
ACCOUNT NO.
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., S. E. Railway will not be held responsible. I have understood the scheme and agree to discharge the 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 IFS code, an attestation from the bank attesting the IFS code should be given}.

SIGNATURE OF BANK OFFICIAL

Rate Schedule

Name of the Work : Housekeeping and sanitation work of Railway colony of LOCO/DOUBLING, CKP for a period of 02 years.
Tender no. : MECHCKP-26-27-18
Approximate cost : Rs. 25,80,170.16/-
Earnest Money : Rs. 51,600/-
Period of Contract : Two years from the date of starting of the work.
Allocation No. : J 314-32.

Sch. no. A: LOCO/DOUBLING Colony cleaning and disposal of garbage at nominated place:					
Item. No.	Details of activity	Unit	Total Qty. for 2 years	Unit Rate including GST in Rs.	Total amount for 2 years including GST in Rs.
1	Cleaning along with Grass & Bush cutting of Surface area of 10 ft surrounding of the residential quarter (Frequency: 4 days in a week).	Sq. Mt	6376864	0.02	127537.28
2	Cleaning along with Grass & Bush cutting of Surface area of Road (Main Road + Sub Road) (Frequency: 4 days in a week).	Sq. Mt	19073192.32	0.03	572195.77
3	Cleaning along with Grass & Bush cutting of Surface Area of open space (Open space + Hospital Area+ STP School)(Frequency: Bi-Weekly for 4 months during monsoon season & Weekly for rest 08 months in a year).	Sq. Mt	10345844.48	0.02	206916.89
4	Cleaning of Small Drain (Frequency: Daily for 4 months during monsoon season & Bi-weekly for rest 08 months in a year)	R. Mt	2024379.04	0.02	40487.58
5	Cleaning of Big Drain (Frequency: Daily for 4 Months during monsoon season & Weekly for rest 08 Months in a Year).	R. Mt	419744.96	0.02	8394.9
6	Cleaning of Outfall/Rain Water Drain (Frequency: Daily for 4 months during monsoon season & weekly for rest 08 months in a year).	R. Mt	138988.8	0.37	51425.86
7	Maintenance of sewer line i.e. clearing underground night soil for free flowing including desilting work of septic tank (daily)	R. Mt	779990.4	0.11	85798.94
8	Anti malaria work through fogging/Insecticidal spray of the drains (small drain:5501.03 + big drain: 1380.74 + outfall drain: 457.20 =7338.97) weekly during rainy season of four months & rest 8 months twice in a month.	R. Mt	469694.08	0.01	4696.94
9	Removal / disposal of carcass (dead animal) big size i.e. cow, buffalo etc. as and when required including transportation & disinfectant the area by bleaching powder/phenyl at dead body lying area after disposal.	No.	12	570.00	6840.00

10	Removal / disposal of carcass (dead animal) small size i.e. dog, cat etc. as and when required including transportation & disinfectant the area by bleaching powder/phenyl at dead body lying area after disposal.	No.	80	285.00	22800.00
11	Disposal of solid waste of the Railway Colony at the nominated place at CKP. The contractor shall provide One (01) numbers of tractors with trolleys having a capacity of 110 CFT	Trip	3600	356.41	1283076.00
12	Providing Twin waste bin having capacity 200 ltr each for staff colony	No.	20	8500	170000.00
Total value of Sch.A for two years in Rs.					25,80,170.16

“END OF TENDER DOCUMENT”