

# MODERN COACH FACTORY, RAEBARELI

## SCOPE OF WORK

### 1.0 Applicable Drawings:-

LAYOUT OF LETTERING INSIDE FOR 2ND CLASS AC CHAIR CAR LHB (EOG) WITH BRAILLE SCRIPT as per Drg.No. LZ64001 alt d ITEM 1 TO 4,6 TO 8, 10 TO 13, 17, 19,24& 25 WITH BRAILLE SCRIPT to specification ICF/MD/SPEC-253 amnt 03.

### 2.0 Scope of Work

This scope of work covers the 2ND CLASS AC CHAIR CAR (EOG) coaches to DRAWING NO Drg.No. LZ64001 alt d ITEM 1 TO 4,6 TO 8, 10 TO 13, 17, 19,24& 25 WITH BRAILLE SCRIPT. The work shall be carried out in accordance with Specification No. specification ICF/MD/SPEC-253 amnt 03, applicable to LHB type coaches.

All manual work shall be executed strictly as per approved working instructions and relevant drawings. This scope of work pertains to PL No. 33680838.

### 3.0 Details of Scope of Work

#### 3.1 Application of Stickers

Application of stickers shall be carried out as per the approved marking diagram, including rectification of defects, if any, arising during application.

- **Area:** Complete interior (inside of the coach)
- **Method:** Manual

#### 4.0 Process for Application

The process includes only interior adhesion of stickers.

##### 4.1 Measurement for Location of Stickers

Proper measurement and marking shall be carried out to ensure accurate positioning of stickers as per the approved marking diagram.

- Identify the exact location of the sticker as per the approved drawing/marketing diagram.
- Use measuring tools (scale, measuring tape, templates) to ensure accurate positioning.
- Mark reference points lightly for guidance.

##### 4.2 Surface Preparation

- Remove dust and other foreign particles from the surface.
- Clean the surface thoroughly to remove oil, grease, moisture, or any contaminants.
- Use lint-free cloth and suitable cleaning agents (such as IPA/alcohol).
- Ensure the surface is completely dry before application.
- Final cleaning shall be carried out using compressed air.

##### 4.3 Inspection of Surface

- Check for defects such as scratches, dents, rust, or unevenness.
- Rectify all surface defects before applying the sticker.

##### 4.4 Sticker Preparation

- Verify correct sticker type, size, colour, and text as per specifications.
- Ensure the sticker is free from damage, dust, or wrinkles.



**4.5 Trial Positioning (Dry Fit)**

- Place the sticker on the marked area without removing the transparent film.
- Confirm alignment and positioning as per the approved drawing.

**4.6 Adhesion / Application of Stickers**

The sticker, pre-mounted on a transparent film, shall be applied carefully on the pre-measured area ensuring correct alignment. Adhesion shall be carried out manually.

- Peel off the backing film gradually.
- Apply the sticker from one side to the other (top to bottom or centre outward).
- Avoid full direct placement to prevent air entrapment.
- For plate stickers, drill holes as per the approved drawing/template.
- After positioning the plate, secure it using the specified rivets.

Suitable access equipment shall be used, wherever required, to access coach sidewalls and end walls for measurement and application of stickers.

**4.7 Pressing and Fixing**

- Use a squeegee or soft cloth to press the sticker evenly.
- Remove air bubbles by pushing them outward.
- Ensure proper adhesion at edges and corners.

**4.8 Inspection and Rectification**

After completion of the work, all applied stickers shall be rechecked to ensure proper adhesion and correct positioning as per the approved drawing.

- Check for defects such as improper adhesion, incorrect positioning, scratches, rivets or gloss issues.
- All defects shall be rectified immediately.

The contractor shall be responsible for rectification of all defects observed at any stage up to the dispatch of coaches from MCF. All rectifications shall be completed and cleared by MCF Quality before dispatch.

**5.0 Materials Required for Sticker Application**

The following materials shall be required for proper execution of sticker application work:

**5.1 Consumables**

- Masking tape (for positioning and alignment)
- Lint-free cleaning cloths
- Cleaning solvents (e.g., Isopropyl Alcohol – IPA / Propan-2-ol)
- Mild detergent solution (if required for initial cleaning)
- Rivets

**5.2 Tools & Equipment**

- Measuring tape / steel scale
- Templates (if applicable as per design)
- Squeegee (plastic/rubber)
- Soft cloth or felt applicator
- Cutter/knife (for trimming if required)
- Spray bottle (for cleaning solution, if used)
- Drilling machine
- Riveting machine

**5.3 Access Equipment**

- Elevating trolleys / working platforms (for coach sidewalls, roof and height access)

**5.4 Inspection & Quality Items**

- Approved marking diagram / drawings
- Inspection checklist (if applicable)
- Marker/Chalk/Pencil for reference marking

### 5.5 Personal Protective Equipment (PPE)

- Safety gloves
- Safety goggles
- Safety helmets
- Face mask (when using solvents)
- Safety shoes

### 6.0 General Conditions & Scope – Interior Sticker Application

1. **Provision of Coach Shells**  
Coach shells as received from the paint shop shall be handed over to the contractor for execution of interior sticker application strictly as per the approved scope of work, drawings, and marking diagrams.
2. **Responsibility for Materials**  
All materials required for sticker application work, including stickers, adhesives (if applicable), rivets, and all associated consumables, shall be arranged, supplied, and maintained by the contractor entirely at his own cost and responsibility.
3. **Assessment of Material Requirement**  
The quantities of materials indicated in the scope of work are only tentative and for guidance. The contractor shall independently assess, calculate, and ensure availability of adequate materials required for timely and satisfactory completion of work.
4. **No Extra Payment for Quantity Variation**  
Any variation (increase or decrease) between the indicative quantities and actual consumption during execution shall be solely borne by the contractor. No additional payment or claim shall be entertained on this account under any circumstances.
5. **Provision of Machinery, Tools & Equipment**  
Except for basic utilities such as compressed air, electricity, and water (to be provided by the Railway), all machinery, tools, tackles, drill machine, rivet machine working stands, ladders, movable platforms/trolleys, safety equipment, and testing/inspection instruments required for execution of work shall be arranged by the contractor.
6. **Provision of Consumables & Safety Items**  
The contractor shall arrange all consumables required for execution of work, including but not limited to cloth, soap/detergents, brushes, cleaning agents, application tools, uniforms, hand gloves, respirator masks, sanitizer, and other personal protective and safety equipment for deployed manpower.
7. **Material Handling & Surface Preparation**  
The contractor shall be responsible for safe handling and transportation of materials from depot/store/sub-store to the workplace. Surface preparation activities such as inspection, measurement, marking, and thorough cleaning of application areas shall be carried out by the contractor to ensure surfaces are smooth, dry, and free from dust, oil, grease, moisture, or any irregularities prior to sticker application.
8. **Movement of Coach Shells**  
The contractor's manpower shall assist, whenever required, in the movement, positioning, and shifting of coach shells within the paint shop, furnishing shop, or any other designated area, in coordination with the authorized paint shunting staff, without causing any damage.
9. **Rectification of Defects**  
Any defects, misalignment, peeling, bubbling, rivets or improper adhesion observed after sticker application on side walls, end walls, roof, or interior portions shall be rectified immediately by the contractor at the nominated location or furnishing shop, without any delay or additional cost.
10. **Responsibility for Damage & Housekeeping**  
The contractor shall be fully responsible for any damage caused to coach surfaces, fittings, or stickers due to improper handling, negligence, or poor workmanship during execution. The

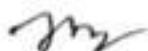
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contractor shall carry out necessary repairs or replacements at his own cost and ensure proper cleaning and housekeeping of the work area after completion of the job.

#### 7.0 MISCELLANEOUS TERMS AND CONDITIONS

1. Contractor will deploy dedicated staff round the clock (three-shift working), including Sundays, holidays, and night shifts, if required. The contractor's staff should be available at all duty times as required by MCF/RBL. The contractor has to work as per the requirements of MCF/RBL. Duty timings of MCF/RBL may be 8 working hours per shift, and there may be three shifts in a day. Contractor staff should work in three shifts if required. Timings for contractor's staff can be altered from those of MCF's shift timings, if required.
2. The contractor should depute qualified personnel for sticker application works. The minimum qualification for a painter is ITI/Intermediate with three years of experience, and the minimum qualification for a supervisor should be a Diploma in any branch of Engineering with three years of experience or Graduation with three years of experience.
3. The contractor should fulfill all responsibilities and shall maintain all records specified under the Contract Labour (Regulation & Abolition) Act, 1970. The contractor will abide by the provisions of MCF/RBL rules and regulations.
4. The contractor shall maintain proper activity-wise records in registers, which may be checked on a daily basis by the concerned supervisor of MCF. Apart from the staff, one experienced person for supervising the work and coordination with Railway officials should be available at all times. He must have a proper communication system (mobile phone, etc.).
5. The contractor should furnish complete details of the labourers and supervisors. The list of names of all labourers along with supervisors should be submitted to the consignee before starting the work.
6. The contractor's staff shall not dump garbage such as used masking material, sanding discs, cloth, masks, empty drums, paint scrap, etc., generated during the painting process, at random places. It shall be disposed of only in nominated bins/places.
7. The contractor shall provide proper uniforms, photo ID cards, hand gloves, safety helmets, cotton gloves, safety shoes, etc., to his workers for ease of working and identification.
8. Wherever there is any conflict between the specifications/drawings and the tender documents, the provisions of the tender documents shall prevail. Any amendment, revision, or latest version of drawings, specifications, working instructions, or technical documents issued by competent Railway/MCF authority during the validity of the contract shall also be applicable and binding on the contractor, and the work shall be executed accordingly without any additional claim unless specifically approved by the competent authority.
9. The contractor will be bound to maintain, either unilaterally or jointly with the Railway representative, any type of record(s) or report(s) related to the said work in the format as decided by the competent authority or any authorized representative of MCF/RBL.
10. **Housekeeping:** Necessary steps, such as laying sheets, shall be taken to protect the floor and surrounding areas from spray painting. The contractor shall clean the work area at least twice a week or as required. If the contractor fails to do so, a penalty of ₹500 per week shall be imposed.
11. **Disposal of Wastes:** The contractor shall arrange for disposal of all waste materials, consumables, etc., generated during painting operations at the nominated place on a daily basis. Otherwise, MCF/RBL will arrange disposal, and the charges will be deducted from the contractor's running bills. General garbage shall be disposed of in bins provided by MCF/RBL or as per instructions.
12. **Safety:** In view of the potentially hazardous nature of the work, necessary precautions shall be taken for the safety of operating and supervisory personnel. The contractor shall provide all necessary safety items (including respirators, face masks, gloves, protective clothing, and sanitizer). The contractor must ensure that staff follow SOPs related to COVID-19 as advised by State/Central Government/MCF from time to time.




13. **Time Schedule:** The coach sticker work should be completed within 2 hours. However, a maximum extension of 30 minutes is permitted in rare cases with valid reasons. Time beyond this limit shall attract penalty as per relevant clauses. The contractor should maintain a buffer for adjusting the schedule of coach supply. No compensation shall be entertained on account of coach supply. The work will be carried out at Modern Coach Factory, Lalganj, Raebareilly.
14. If required, the contractor shall reapply stickers on coaches in any other colour scheme provided by MCF, subject to the total requirement remaining unchanged.
15. The measuring instruments and equipment should be arranged by the contractor at the MCF site before starting the work.
16. Payment of wages to contract labourers shall not be less than the minimum wages and shall be made 100% through bank (NEFT/A/c payee cheque/net banking), along with compliance of PF and ESI obligations. Proof of monthly bank statements of labour payments shall be submitted to MCF/RBL along with the bill.

#### 8.0 Penalty Clause

Penalty for not working properly (if found and certified by MCF authority) shall be imposed as under:

1. A penalty of ₹500/- per LHB coach per day may be imposed if the contractor fails to complete the work as per the scope of work within the specified time.
2. In case of delay in attending defects advised by the Railway representative, a penalty of ₹500/- per coach per day may be imposed.
3. A penalty of ₹1000/- per person may be imposed if any contractor staff is found chewing tobacco/gutkha, spitting, or littering pan masala/gutkha pouches.
4. A penalty of ₹500/- per person per day may be imposed if contractor staff or supervisors violate safety instructions or fail to wear the required PPE.
5. In case of inordinate delay in work, a penalty of ₹10,000/- per day may be imposed. The decision of MCF/RBL regarding inordinate delay shall be final.
6. In case of any miscommunication, either over phone or in person, a penalty of ₹100/- per event may be imposed.

#### 9.0 Inspection and Quality Control

1. Stage inspection shall be carried out by the contractor or his authorized representative, and suitable records shall be maintained.
2. Detailed records for sticker application and gloss values shall be maintained by the contractor in a register, and the same shall be cross-verified by the MCF/RBL representative by recording observations. The readings shall be recorded based on the average value of measurements taken.
3. The coach shall be offered to MCF/RBL authorities after completion of each stage of work to obtain a clearance certificate. The next stage of application shall be started only after acceptance of the previous stage.
4. In case any deficiencies are pointed out by MCF/RBL, the same shall be attended to by the contractor without delay.
5. The contractor or his authorized representative shall have ultimate responsibility for maintaining the quality of work for all activities carried out under the scope of work.
6. Stickers applied shall be free from visual defects such as air pockets, misalignment, wrinkles, or any other imperfections.
7. Final inspection shall be carried out by MCF/RBL. In case of any deviation from specified parameters, the decision of MCF/RBL shall be final and binding.



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**10.0 Maintenance / Warranty Period**

1. The supply of material and application shall be warranted for a period of **60 months**, as per MDTs-156 Rev. 06 (or latest specification), for parameters such as gloss retention, premature failure in colour retention (decolorization of film applied), cracking of film, patching/peel-off, blistering, etc., covering both manufacturing and application defects.
2. If any imperfection is noticed or any defect arises during the warranty period due to improper material or poor workmanship, the contractor shall rectify the defect/imperfection **free of cost** at the base depot of the coach.
3. The contractor shall submit a warranty certificate for each individual coach at the time of completion of work, duly verified and cleared by Quality/MCF.

**11.0 Measuring Instruments & Equipment**

The contractor or his authorized representative shall provide properly calibrated measuring instruments (with various ranges), shade cards, and a gloss meter of reputed manufacturers with superior quality/performance, as required by the specification for inspection purposes. These instruments may also be used by MCF/RBL authorities.

**12.0 equipments**

All machinery and tools, such as working stands, working trolleys/ladders, safety equipment, testing and inspection instruments along with their spare parts, shall be arranged by the contractor at his own cost.

**13.0 Special Conditions for Materials**

1. The materials as per Para 5.1 and 5.2 of the scope of work shall be supplied and applied by the contractor along with relevant documents.
2. The firm shall ensure availability of materials at the MCF site to meet production targets.
3. **Marking of Items:** All supplied items shall be duly marked with the date of manufacturing, date of expiry, batch number, manufacturer's name, P.O. number, etc.
4. **Packing of Items:** Materials shall preferably be supplied in a coach-set basis. Other packing arrangements may be used, if required, to complete packing in a coach set. Used residuals/containers shall be returned to the firm for further disposal.
5. Any unused quantity of items shall become the property of MCF. However, if any additional quantity is required to achieve satisfactory quality, the same shall be supplied by the contractor at no extra cost.

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