

Scope Of Work

The work involves management of 'SLAM' system available at LS/GD. SLAM is a shed management of application software functions on a computer network. Management involves feeding of data and generation of reports etc. in day to day management.

1. QUALIFICATION OF DEPLOYED STAFF/OPERATORS:

- a) Operators deployed should be minimum 10+2 and shall also have CCC Certificate issued by NIELIT to depict having good knowledge in data entry in computer applications. The proof of the same (Document Copies) should be submitted to the consignee before starting the work.
- b) Work is expected for error-free SLAM data entry. Consignee may instruct the contractor for changing operator(s) if he/she/they are found to be incompetent/ making frequent errors on the job and the contractor shall abide by the instruction of consignee. In case of any conflict the decision of Sr.DEE/TRS/GD shall be followed.

2. WORKING HOURS / DAYS FOR OPERATORS:

- a) General duty timings are: 08:00-17:00hrs.
- b) The shift duty timing is: 06:00-14:00Hrs., 14:00-22:00Hrs. and 22:00-06:00 Hrs.
- c) Wherever holiday is mentioned in this tender document, it means National Holidays (NH) and Gazetted Holidays (GH) followed in the Shed (Open Line) as per Holiday calendar issued by NER competent authority from time to time.

Contractor has to arrange operators (data entry) for carrying out the works as assigned by the consignee and scope of the work as indicated below and should be followed strictly. Deployment of the staff in any shifts for management of SLAM will be decided by the Consignee. Decision of the Consignee in this regard will be final and binding.

3. PPO SHIFT:

- a) As per the current work pattern, three shift duties, as decided by the Consignee, shall be operated round the clock in the PPO shift on all days, including Sundays, holidays, and festivals. Operators must be available during the following shifts: 22:00–06:00 hrs, 06:00–14:00 hrs, and 14:00–22:00 hrs, to carry out the tasks assigned by the Consignee. In case an operator is not available for any of the shifts on any given day, a penalty will be imposed.
- b) **PENALTY:** Working of operators in PPO shift duties to carry out the assigned works is very essential and contractor has to ensure that shift duties are never left unmanned in any circumstances. If any shift duty is unmanned i.e. without operator(s) in 06.00 to 14.00 hrs. shift, 14.00 to 22.00 hrs. shift a penalty of Rs. 2,000/-, and in 22:00 to 6:00 hrs. a penalty of Rs. 3,000/- will be imposed as decided by the Consignee for each shifts duty left without an operator and the accepted unit rate per day for the activity of "Management of SLAM at PPIO Shift (For Working days, Sundays Holidays)" will also be deducted for that day.



c) Activity wise detail:

- i. Loco details like inward to loco shed/outward from are entered into SLAM.
- ii. To assist the section In-charge in carrying out all assigned activities of the section.
- iii. This section has been established for planning and to carryout Pre & Post inspection of Minor Schedules(IA, IB, and IC) and major schedules (TOH, IOH) and unscheduled inspections of BG AC Electric Locomotives.
- iv. Job card preparation in SLAM software during all schedules duly issuing last failure/ occurrence details, cyclic checks, modifications, reliability action plan for required sections.
- v. Data entry is required for the details of interaction with TLCs, HQrs and other zonal railways for shed loco position.
- vi. Entry & maintaining the staff attendance in SLAM/ Locomax software duly generating reports.
- vii. Updating loco history, loco transfers, new locos received, condemned, updating minor known issues in abnormalities register, loco schedule skips/cancellations /new schedule augmentations etc.
- viii. Data entry of daily position planning, monthly schedule planning, annual schedule planning, daily PPO shift planning, loco inventory updating etc. in shed's asset management application.
- ix. Updating loco history, loco transfers, new locos received, condemned, updating minor known issues in abnormalities register, loco schedule skips/ cancellations/ new schedule augmentations etc.,
- x. Updating Loco movement like daily loco inwards and outwards with SPM, Energy consumption, regeneration readings etc.
- xi. Updating/ Creating Loco schedule/ un-schedules testing, job cards and making corrections if required in shed software applications. Job cards printing, dispatch and updating electronically.
- xii. Entry and updating of MU locos details.
- xiii. Entry and updating of POH loco schedule dates like outgoing/ incoming after POH shop wise status details and relevant equipment changes.
- xiv. Updating current location of overdue locos.

4. INVESTIGATION SECTION:

- a) Sufficient operators must be available on general Shifts in investigation section on all the working days of the shed excluding the Sundays, holidays etc., to carry out the assigned work. In case, operator(s) are not available for any of the sections operated during any of the day, a penalty will be imposed.
- b) **PENALTY:** For not carrying out the assigned work, an amount of Rs.3000/- would be deducted and the accepted unit rate for the activity of "Management of SLAM" at investigation section for working days will also be deducted for that day.
- c) Activity wise detail:
 - i. Updating the loco history into SLAM and preparing time to time.



- ii. Planning of minor/ major schedules for the month POH/ TOH/ IOH annually.
- iii. To call the planned locos daily for consultation with TLC & CTLC, messages received from TLC/ CTLC from time to time.
- iv. Correspondence with other sections, sheds, POH.
- v. Feeding the staff attendance in SLAM/ Locomax generating reports and checking the status.
- vi. Updating of daily shed outage, online loco defects & unusual occurrences, current position of locos, which are under monitoring.
- vii. Taking Usage, Progress, and Data & Analysis Reports as directed by the respective officers.

5. OTHER SECTION:

- a) Sufficient operators must be available on general shifts on all the working days of the shed excluding the Sundays, holidays etc., to carry out the assigned work in each section as per railway requirement. In case operator(s) are not available for any sections operated during any of the day, a penalty will be imposed.
- b) PENALTY: For not carrying out the assigned works an amount of Rs. 3000/- would be deducted and the accepted unit rate for the activity of "Management of SLAM for other sections. (For Working days)" will also be deducted for that day.
- c) Activity wise detail:
 - i. Details of Data entry before & after Electrical Inspection during Minor (IA, IB, IC and ICO) & Major Schedules (TOH, IOH) and unscheduled repairs on Electric equipment's, Electro Pneumatic contactors, Power and control circuits, roof equipment's and lighting circuits of 3-Phase locomotives.
 - ii. Data entry of warranty with section equipment and failure/occurrence details, cyclic checks, modifications, reliability action plans in SLAM software.
 - iii. Correspondence with technical, stores & drawing sections Entry & maintaining the staff attendance in software duly generating reports.
 - iv. Data of Monitoring & measuring devices are listed and relevant calibration records being maintained, receipt & issuing of T & P items by the tool room.
 - v. Maintaining of TM and its associate equipment history & entry of O/H details in SLAM application.
 - vi. Details of Data entry before & after Mechanical Inspection during Minor (IA, IB, IC, ICO) & Major schedules (TOH, IOH) and unscheduled repairs on Mechanical equipment, Data entry of warranty with section equipment and failure/ occurrence details, cyclic checks, modifications, reliability action plan and wheel wear measurements in SLAM software.
 - vii. Maintaining of TFP, CHT, Valve sets and its associate equipment changing history & entry of O/H details in SLAM application.



- viii. Maintaining of Loco body, CBC, Buffers, Cattle Guard and it's associate equipment changing history & entry of O/H details in SLAM application.
 - ix. Maintaining of Pneumatic equipment, Pantograph and its associate equipment changing history SLAM application.
 - x. Maintenance of Pit wheel lathe, Overhead cranes, all mill Wright equipment & general electric substation, supply installations in shed. Data entry of warranty with section equipment's and failure/occurrence details, cyclic checks, modifications, reliability action plans in SLAM software.
 - xi. Updating/entry of sections equipment inventories, transfers, repairs, warranty status, condemnations etc.
 - xii. Acknowledge sections job cards as a token of work initiation and to update the job cards once section repairs are done.
 - xiii. Updating of sections activities related to their repair/overhauling of their equipment in-line with job cards and also to update the system with inventory and job card management. Update their schedule forms/ checklists etc. and repair sheets electronically of the equipment.
6. Apart from above the following activities to be carried out by the data entry operators;
- a. Updating Repair/ Overhauling sheet for equipment's which are removed from the Loco or newly received equipment's and Update equipment test profiles.
 - b. Update out station equipment changing and provision of foreign equipment's to the loco also Updating section sub-stores data.
 - c. Updating of sections daily equipment spare status etc. equipment changes, equipment failures and Updating of abnormalities registers maintaining at sections.
 - d. Updating/ collecting wheel measurements for every visit of the loco within MW, M4 sections.
 - e. Updating of Loco lifting details.
 - f. Updating/ scanning of drawings, circuits, cabling Index, SMI's, STRs, TCs, MS, and Specifications.
 - g. Updating of maintenance manuals etc.



Special Conditions of the Contract:

S.No.	Item	Description
1	General	<ol style="list-style-type: none"> 1. The standard IR General Conditions of Contract (GCCS-2022) with all the correction slips up to latest as amended from time to time will be applicable for this contract. Contractor will be considered well familiar with the clauses of GCC. Contractor may read GCC available in the office of Sr.DEE/TRS/GD, or download it from Railway Board website. These are also attached with this tender document. 2. The cancellation of any document such as power or attorney, partnership deed etc. shall forthwith be communicated by the contractor to the Rly in writing, failing which the Rly shall have no responsibility or liability for any action on the strength of the said documents. 3. The contractor should inform to the concerned SSE/Officer before commencement of work and also regarding day to day working. 4. All other conditions not mentioned below shall be applicable as per GCC-2022.
2	Place of work	Loco Shed Gonda
3	Execution of work	<ol style="list-style-type: none"> 1. Work must be started within 15 days after issue of LOA. 2. The work shall be executed within the shed premises. 3. All the work should be carried as per agreed schedule of work in such a manner that will not cause any hindrance to the normal working of Railways.
4	Timeline of Assigned Job	<ol style="list-style-type: none"> 1. Cycle time: work allotted must be completed on same day/ shift. 2. Deployment of staff in shifts/ sections to be decided by the consignee.
5	Consignee	<ol style="list-style-type: none"> 1. The consignee for- <ol style="list-style-type: none"> a. Item 1 (SLAM at PPIO section) shall be CLI In-charge / PPO section, Loco Shed, Gonda. b. Item 2 (SLAM at Investigation section) shall be SSE In-charge / IO section, Loco Shed, Gonda. c. Item 3 (SLAM for other sections) shall be SSE In-charge / Technical section, Loco Shed Gonda. 2. All communications regarding work shall normally be done by SSE In-charge (Technical Section), Loco Shed, Gonda. He/She shall act as co-ordinating SSE among all other consignees. 3. Inspecting officer shall be DEE/TRS/GD or as nominated by Sr.DEE/TRS/GD.
6	Maintaining Of Records	<ol style="list-style-type: none"> 1. Attendance/ Duty Roaster of operators 2. A register shall be kept by the contractor showing the details of day-to-day work carried out by the contractor. The register would be counter signed by representative(s) of Railways Day wise. The details will be used for assessing the quantum of work carried out every month and the purpose of payment to the contractor.

7	Inspection of Work	The work carried out by the successful tenderer will be inspected by the Sr. Divisional Electrical Engineer (Rolling Stock) Electric Loco Shed, Gonda or his authorized representative to ensure quality of work & to ensure the execution of work as per scope of work at different stages. A monthly summarized joint report shall be prepared by the contractor and signed by consignee and concerned officer. This joint note shall indicate the quantum of work done in the month along with remarks by railway consignee and applicable penalty (if any).
8	Supervisor	<ol style="list-style-type: none"> 1. It will be obligatory on the part of the contractor to employ Engineers Graduate OR Diploma holders for the duration of contracts as under (Rly Bd. Letter no. 2012/CE-I/ CT/O/20 dated 10.5.13):- 1. One Qualified Graduate Engineer when the cost of work to be executed is Rs. 200 lakh and above. 2. One qualified Diploma holder Engineer when the cost of work to be executed is more than Rs. 25 lakh, but less than Rs. 200 lakh. Technical staff should be available at the site whenever required by engineer in-charge to take instructions. 2. In case contractor fail to employ the Technical staff as aforesaid, he shall be liable to pay a reasonable amount not exceeding a sum of Rs. 40000/- (Rupees Forty thousand only) for each month of default in case of Graduate Engineer and Rs. 25000/- (Rupees twenty five thousands only) for each month or part thereof for the default period in case of Diploma holder. The decision of engineer-in-charge as to the period for each the required technical staff as not employed by the contractor and as the reasonableness of the amount to be deducted on this account shall be final and binding on the contractor.
9	Use Of Material, tools etc.	<ol style="list-style-type: none"> 1. All required tools / materials / equipments for the work will be given by Railway, within the premises of Loco Shed Gonda. 2. Railway will also provide Electricity required for the within the premises of Loco Shed Gonda.
10	Released Material	There is no released material in this work.
11	Warranty	Warranty is not applicable for this work.
12	Contractors Liability	<ol style="list-style-type: none"> 1. Loco shed, Gonda has electrified tracks of 25000 Volts. Contractor and their staffs are warned to keep away from Electric Traction wires and fittings. They are also forbidden to approach or come in contact with such wires and fittings either directly in person or through articles such as poles, bamboos, metallic rods, ladders etc. as it is likely to prove dangerous. They are warned not to climb on to platform roofs, on top of vehicles/lorry/truck or structures near traction lines without the permission of the Engineer of the shed. 2. The Contractor shall execute the contract in conformance to all applicable laws of the land. The consignee shall not be liable in any way for any penalties, claims and charges arising out of the execution of contract by the contractor. For all such expenses and liabilities, the contractor shall be solely responsible. This shall

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		<p>include any compensation claims arising out of any accident during execution of contract.</p> <ol style="list-style-type: none"> 3. The contractor shall be solely responsible for any damages suffered by the consignee's property during execution of contract. The liability shall be limited to making good the damages inflicted. 4. The contractor shall remain liable for theft of any Railway material by its staff. He must take necessary proceedings against each staff to prevent such occurrence and shall reimburse the cost of any stolen material, which will be determined by the Railway administration. In the event of there being repeated cases, the contract shall be liable to be terminated in accordance with GCC 2022. 5. The contract against this tender shall be Outcome/activity based and payment shall be based on the work activity completed as per scope of work along with the instructions/directions and to the complete satisfaction of Railway Engineer/Supervisor i.e. payment towards work shall be made on the basis of work done as per defined unit instead of payment on basis of manpower deployed. Since, the payment to the contractor by Railways shall be based only on work activity/outcome, the Contractor shall be solely responsible for utilization of man and machine and complying to all statutory requirements of payment of wages, ESIC, EPF etc. to the personnel utilized by the contractor for performing work activities as per scope of work. 6. It shall be the sole responsibility of the contractor to observe and abide by the provision of Labour act, such as workman compensation act, provident fund act, minimum wages act, payment of wages act, gratuity act etc. and other regulations framed by the Govt. and revised from time to time. Contractor shall also be responsible to follow other statutory provisions as per labour laws as applicable to them. Railway will not be responsible for any violation of the act or regulation by the agency.
13	Issue Of Identity Cards By Contractors	<ol style="list-style-type: none"> 1. The Contractor shall issue Laminated Identity card to each and every person employed by him and deployed for execution of the contract work as given below, at his own cost. Failure on the part of the Contractor to issue identity cards to their employees will be treated as breach of contract conditions. 2. It is mandatory on the part of every employee, deployed by the Contractor to keep in his possession, the identity card, issued by the Contractor throughout the execution of the work. Failure to possess such identity will be treated as unauthorized persons in the Railway premises. Such persons shall be liable for prosecution as per law. 3. It is mandatory for the Contractor to submit the list of employees issued with the identity cards and deployed for execution of the particular contract, to the Railway's Engineer at site before commencement of the work and also for any subsequent changes

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		made during the execution of work. 4. No claims whatsoever arising out of implementation of special conditions pertaining to issue of Identity cards shall be admissible.
14	Penalty	<ol style="list-style-type: none"> 1. If the contractor fails to start the work within 15 calendar days from the date of issue of LOA, then from 16th day onwards a penalty of Rs 1000 per day will be imposed for delay in starting the work and it will be deducted from the bill submitted by the contractor. 2. If the contractor fails to complete the assigned work on the same day/ shift, then penalty as per scope of work for individual activities shall be applicable. This penalty will be applicable for delay(s) on Contractor's Account. 3. If any Railway material(s) get damaged during work by the contractor, cost towards damages shall be recovered from contractor's on account bills. In case the damage is so much that it cannot be recovered from on account bills then the contract shall be terminated (with the approval of Sr.DEE) duly deducting damages from on account bill, PG and SD. 4. If any staff of contractor is found without ID card, a penalty of Rs. 500/- per person per day will be applicable. Railway may also initiate proceedings against trespass. 5. Sr.DEE/TRS/GD may condone above penalties if reasonable explanation is made by the contractor. 6. Extension of Time With liquidated Damage (LD) for delay due to Contractor will also be applicable as per GCC.
15	Payment	<ol style="list-style-type: none"> 1. Payment shall be done as per provisions available on IRWCMS. 2. Payment will be made to the firm/contractor on the basis of actual work done and after inspection, acceptance & certification of consignee - coordinating SSE / Technical, recorded in quarterly summarized joint note and verified by inspecting officer, DEE/TRS/GD. 3. Payment as above shall be subject to any deductions of any amount for which the Contractor is liable under the contract against this tender, including Conservancy Cess charges. 4. All the taxes applicable as per rules will be deducted from contractor's bill. 5. GST shall be borne by Contractor (submission of Tax Invoice for the same) and Income Tax will be deducted as per extant rules. Bidder may consider this aspect, while quoting for the work.
16	Bill Passing Authority	Sr.DEE/TRS/GONDA
17	Bill Paying Authority	Sr. DFM/LJN
18	Allocation	05-511-32
19	Perf. Guarantee	Performance Guarantee shall be applicable as per GCC 2022.
20	Security Deposit	Security Deposit shall be applicable as per GCC 2022.
21	Indemnity Bond	Not Applicable.
22	Price variation Clause	Price Variation Clause (PVC) shall be applicable only in tender having



		advertised value above Rs. 2 Crores.
23	Variation In Quantity	Variation in quantity shall be applicable as per GCC 2022
24	Shramik Kalyan Portal	<ol style="list-style-type: none"> 1. Mandatory updation of Labour data on Railway's shramikkalyan portal by Contractor. For details refer clause 55-C of GCC 2022. 2. Contractor is to abide by the provisions of the Payment of Wages Act & Minimum Wages Act in terms of clauses 54 and 55 of Indian Railways General Condition of Contract. In order to ensure the same, an application has been developed and hosted on the website 'www.shramikkalyan.indianrailways.gov.in'. The contractor shall register his firm/company etc. And upload requisite details of labour and their payment in this portal.
25	Cess charges	<ol style="list-style-type: none"> 1. Since work has to be executed within Shed premises. Therefore, Cess charges for deployment of persons for executing this work will be recovered from contractor bill as per the rate mentioned below or as per the latest rate applicable at the time of billing. 2. Monthly Cess Charges against Average No. of Labourers or Workmen employed per day. For 1 to 5 person = Rs.159/-. For 6 to 10 person = Rs.312/-. For 11 to 25 = Rs.785/-. In case number of persons deployed for the work is more than 25 then appropriate rates will be applicable as per Rly. Bd. letter no. F(X)/95/1/1, dated 07.09.2021 or latest.
26	Agreement And Stamp Duty	<ol style="list-style-type: none"> 1. Non-Judicial stamp duty paper of Rs. 100/- will have to be deposited by the contractor for execution of agreement. 2. It will be the responsibility of contractor to sign the agreement within 7 days after notice/ intimation from the office that agreement is ready. 3. Contractor will submit a separate notarized affidavit on stamp paper of Rs. 10/- that in case special writ petition pending before the Hon. Supreme court regarding the value of stamp paper for execution of such agreement is decided in favor of Government, the Contractor will deposit the amount in excess of Rs. 100/- towards stamp duty in the account of State Government. Format shall be provided with LOA. 4. Until a formal agreement is prepared and executed, letter of acceptance of this tender shall constitute a binding contract between the Railway and the Contractor. 5. Before Agreement vetting by finance, no payment will be made to the firm.

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