

**CWS-PL-MECHANICAL/WESTERN RLY
TENDER DOCUMENT**

Tender No: WR-PL-ME-EST-709640

Closing Date/Time: 06/07/2026 11:00

CWM/Mech/ PL acting for and on behalf of The President of India invites E-Tenders against Tender No **WR-PL-ME-EST-709640** Closing Date/Time 06/07/2026 11:00 Hrs. Bidders will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.

1. NIT HEADER

Name of Work	Outsourcing of data entry operation work in Lower Parel Workshop.		
Bidding type	Normal Tender		
Tender Type	Open	Bidding System	Two Packet System
Tender Closing Date Time	06/07/2026 11:00	Date Time Of Uploading Tender	13/06/2026 15:13
Pre-Bid Conference Required	No	Pre-Bid Conference Date Time	Not Applicable
Advertised Value	15879492.00	Tendering Section	ESTIMATE
Bidding Style	Single Rate for Each Schedule	Bidding Unit	
Earnest Money (Rs.)	229400.00	Validity of Offer (Days)	90
Tender Doc. Cost (Rs.)	0.00	Period of Completion	24 Months
Contract Type	Service - General	Contract Category	Expenditure
Bidding Start Date	22/06/2026		
Are JV allowed to bid	No	Number of JV Member Allowed	0
Are Consortium allowed to bid	No	Number of Consortium Member Allowed	0
Ranking Order For Bids	Lowest to Highest	Expenditure Type	Capital (WMS)

2. SCHEDULE

S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
Schedule () A-Outsourcing of data entry operation work in Lower Parel Workshop							15377760.00	Above/ Below/Par
1	1	12000.00	Man-Days	1281.48	15377760.00	AT Par	15377760.00	
	Description:- Minimum wage as per Central Labour Commissioner (CLC) for skilled workers, including statutory provisions EPF, ESIC , EDLI, and Bonus (where applicable), along with applicable GST.							
S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
Schedule () B-Service Charges							501732.00	Above/ Below/Par
1	Lump Sum				501732.00	AT Par	501732.00	
	Description :- Service Charges @ 3.85% inclusive GST (3.85% on rate of schedule -A excluding GST)							

3. ITEM BREAKUP

No item break up added

4. ELIGIBILITY CONDITIONS

Important : All documents uploaded and remarks / confirmation entered by the bidders against any eligibility condition shall be opened as part of technical bid only

Special Financial Criteria

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
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1	T1- Financial 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 upto 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.	No	No	Allowed (Mandatory)
2	T2-Liquidity: The bidder should have access to or has available liquid assets, lines of credit and other financial means to meet cash flow that is valued at 5% of the estimated bid value net of applicant's commitments for other contracts. The audited balance sheet and/or banking reference certified by chartered accountant with her stamp, signature and membership number shall be submitted by the bidder along with bid.	No	No	Allowed (Mandatory)

Special Technical Criteria

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	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.	No	No	Allowed (Mandatory)
1.1	Defination of Similar Work :- "Data Entry/Record keeping works in Railway, Central / State Government / PSUs"	No	No	Not Allowed

Bidders shall confirm and certify on the behalf of the tenderer including its constituents as under:

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

Partnership firm/Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc.

S.No.	Description
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1	Partnership firm/Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc. Please submit a certificate in the prescribed format (please download the format from the link given below). Non submission of the certificate, or submission of certificate either not properly filled in, or in a format other than the prescribed format shall lead to summary rejection of your offer. (Click here to download the Format of Self Certification)
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5. COMPLIANCE

Important All documents uploaded and remarks / confirmation entered by the bidders against any : compliance condition shall be opened as part of technical bid only.

Check Lst

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	As per Tender Condition mentioned in Tender Document.	No	No	Not Allowed

Commercial-Compliance

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	As per Tender Condition mentioned in Tender Document.	No	No	Allowed (Mandatory)
2	Please enter the percentage of local content in the material being offered. Please enter 0 for fully imported items, and 100 for fully indigenous items. The definition and calculation of local content shall be in accordance with the Make in India policy as incorporated in the tender conditions.	No	Yes	Allowed (Optional)

General Instructions

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	As per Tender Condition mentioned in Tender Document.	No	No	Not Allowed

Special Conditions

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	As per Tender Condition mentioned in Tender Document.	No	No	Not Allowed

Technical-Compliances

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	As per Tender Condition mentioned in Tender Document.	No	No	Allowed (Mandatory)

Undertakings

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	As per Tender Condition mentioned in Tender Document.	No	No	Not Allowed

6. Documents attached with tender

S.No.	Document Name	Document Description
1	GCCservices2018.pdf	GCC for Services
2	DocumentmergedforServices.pdf	Correction slips and doc of GCC
3	TenderDocumentDataEntry1362026.pdf	Tender Document

This tender complies with Public Procurement Policy (Make in India) Order 2017, dated 15/06/2017, issued by Department of Industrial Promotion and Policy, Ministry of Commerce, circulated vide Railway Board letter no. 2015/RS(G)/779/5 dated 03/08/2017 and 27/12/2017 and amendments/ revisions thereof.

As a Tender Inviting Authority, the undersigned has ensured that the issue of this tender does not

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violate provisions of GFR regarding procurement through GeM.

Signed By: VINEETKUMAR TRIPATHI

Designation : PEPL