



पश्चिम रेलवे Western Railway

MECHANICAL DEPARTMENT

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

Name of Work: "Outsourcing of data entry operation work in Lower Parel Workshop."

Quantity: 12000 Man-Days

The President of India invites e-Tender for the above work through Chief Workshop Manager, Western Railway, Lower Parel, and Mumbai - 13.

Tender issued by:	Tender uploaded by:
Office of the Chief Workshop Manager, Carriage Repair Workshop, Western Railway, N.M. Joshi Marg, Lower Parel, Mumbai -400 013.	M/s.

ESTIMATED COST: Rs. **1,58,79,492.00** /-

BID SECURITY DEPOSIT: Rs. **2,29,400.00**/-

COST OF E-TENDER DOCUMENT: ₹ **NIL**

TENDER SUBMISSION END DATE& TIME: **As per NIT**

TENDER OPENING DATE& TIME: **As per NIT**

TENDERER PLEASE NOTE THAT THIS BOOK CONTAINS PAGE NO. 01 to 111

This may be submitted intact, digitally signed& each page of this book may be signed & stamped by the tenderer in token of having gone through the contents of the respective page.

But even if the tenderer is submitting his bid without submission of digitally signed & stamped complete tender document it will be safely assumed that tenderer has gone through all the terms & conditions and is accepting all terms and conditions of tender before submitting his bid unless he is submitting any deviation separately.

INDEX**Tender No:** WR-PL-ME-EST-709640**Name of Work:** "Outsourcing of data entry operation work in Lower Parel Workshop."**Quantity:** 12000 Man-Days

Sr. No.	Description of Items	Page No.
1	Cover Sheet	1
2	Index	2
3	Meanings of Terms	3-4
4	Eligibility of Bidder and Bid Evaluation	5-9
5	Bid Documentation, Schedule of Rates	10-49
6	Evaluation of Technical Bid - Annexure - I	50
7	Bid Form (First Sheet), (Second Sheet), (Third Sheet)- Annexure - II	52-57
8	Contract Agreement for Services - Annexure - III	58
9	The Contractor Labour (Regulation & Abolition) Central Rules, 1971 - Annexure - IV, V, VI, VII, VIII, IX	59-64
10	Police Verification Proforma - Annexure - X	65
11	First Aid Facilities - Annexure XI	66
14	Format for Certificate	67
15	Special Conditions of Contract	68-72
16	Annexures of Special Condition of Contract - B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R	73-90
17	Instruction to bidders	91-94
18	Scope of Work	95-111

General Conditions of Contract**I. MEANING OF TERMS**

- 1.1 **Interpretation:** These shall be subject to modifications additions or suppression by special conditions of contract and/or special specifications, if any, annexed to the Bid Forms.
- 1.2 **Definition:** In these General Conditions of Contract, the following terms shall have the meanings assigned hereunder except where the context otherwise requires.
Examples of earning contracts are running (operating) 4-wheeler / 2-wheeler stands; publicity on platforms / trains etc.; running (operating) various type of stalls on platforms including reservation centers, book-stalls, restaurants, fast-food stalls, tea-stalls etc.
- 1.2.1 **Railway** shall mean the President of the Republic of India or the Administrative Officers of the Railway or of the Successor Railway authorized to deal with any matters, which these presents are concerned on her behalf.
- 1.2.2 **General Manager (GM)** shall mean the Officer-in-Charge of the general superintendence and control of the Zonal Railway/Production Units and shall also include the General Manager (Construction) and shall mean and include their successors, of the Successor Railway.
- 1.2.3 **Chief Manager** shall mean the Officer in charge of the user department i.e. Mechanical/ Commercial/ Operations/ Safety/ Finance/ Health/ Engineering including S & T and Electrical of both Open line and Construction department including production units etc. (for e.g. **PCME, PCOM, PCCM, PCE, PCMD** etc.) and shall mean and include their successors of the Successor Railway.
- 1.2.4 **Chief Works Manager (CWM)** shall mean the Officer in charge of the workshop of the Zonal Railway and shall mean and include the Chief Works Manager of the Successor Railway. Deputy Chief Mechanical Engineer (Dy.CME) shall mean Officer in charge of the workshop after CWM and shall mean and include the Dy.CME of the Successor Railway.
- 1.2.5 **Manager** shall mean the workshop officers or equivalent officers of the user department i.e. Mechanical/ Finance/Personal/store and Electrical etc. in executive charge of the works (e.g. WM, AFA, AWM, AMM etc.) and shall include the superior officers of the same departments and shall mean & include the successors of the Successor Railway.
- 1.2.6 **Bidder** shall mean the person/ the firm/ co-operative or company whether incorporated or not who Bids for the services with a view to execute the works on contract with the Railway and shall include their personal representatives, successors and permitted assignees.
- 1.2.7 **Limited Bids** shall mean bids invited from all or some contractors on the approved or select list of Contractors with the Railway.
- 1.2.8 **Open Bids** shall mean the bids invited in open and public manner and with adequate notice.
- 1.2.9 **Works** shall mean the works contemplated for delivery of services as per drawings and schedules set forth in the Bid forms and required to be executed according to the specifications.
- 1.2.10 **Service** means any subject matter of procurement other than goods or works, except those incidental or consequential to the service, and includes physical, maintenance, housekeeping, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a procuring entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf.
- 1.2.11 **Earning Contract** means a contract in which the contractor makes payment to Railway for some notified activity, i.e. where Railway gets some earning by awarding the contract. Examples of earning contracts are running (operating) 4-wheeler / 2-wheeler stands; publicity on platforms / trains etc.; running (operating) various type of stalls on platforms including reservation centers, book-stalls, restaurants, fast-food stalls, tea-stalls etc."

- 1.2.12 **Specifications** shall mean the Standard Specifications for Materials & Services of Railway as specified by Railway under the authority of the Ministry of Railways or the Chief Manager or as amplified, added to or superseded by Special Specifications, if any or as specified in the Bid document.
- 1.2.13 **Schedule of Rates of the Railway (SOR)** shall mean the Schedule of Rates issued under the competent authority from time to time.
- 1.2.14 **Drawings** shall mean the maps, drawings, plans, tracings or prints thereof annexed to the contract and shall include any modifications of such drawings and further drawings as may be issued by the Manager from time to time.
- 1.2.15 **Contractor** shall mean the Person/Firm/Co-operative Society or Company whether incorporated or not who enters into the contract with the Railway and shall include their executors, administrators, successors and permitted assignees.
- 1.2.16 **Contract** shall mean and include the Agreement of Work Order, the accepted Schedule of Rates or the Schedule or Rates of Railway modified by the Bid percentage for items of works quantified, or not quantified, the General Conditions of Contract, the Special Conditions of Contracts, if any; the Drawings, the Specifications, the Special Specifications, if any and Bid Forms, if any.
- 1.2.17 **Tools and plants** shall mean all appliances or things of whatsoever nature required for the execution, completion or maintenance of the services.
- 1.2.18 **"Temporary Works"** shall mean all temporary works of every kind required for the execution completion and/or maintenance of the services.
- 1.2.19 **Site** shall mean the lands, spaces, trains and other places on, under, in or through which the services are to be carried out and any other lands or places provided by the Railway for the purpose of the contract.
- 1.2.20 **Period of Maintenance** shall mean the specified period of maintenance from the date of completion of the works, as certified by the Manager.
- 1.2.21 **Two Bid System / Two Packet System** shall mean a system of bid evaluation where there is simultaneous receipt of separate technical and financial bids. The technical evaluation of bids is completed first and the financial bids of only the technically responsive bids are opened, for further evaluation. This is the standard method to be adopted.
- 1.2.22 **Quality and Cost Based Selection** shall mean a system of bid evaluation where weightages are assigned to technical and financial criteria, wherein higher weightage is assigned to technical criteria based on the importance of quality of consultancy services sought. The evaluation is made on the basis of combining the weighted scores for technical and financial criteria.
- 1.2.23 LPL shall mean Lower Parel
- 1.3 **Singular and Plural:** Words importing the singular number shall also include the plural and vice versa, where the context requires.
- 1.4 **Headings and Marginal Headings:** The headings and marginal headings in these general conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or the contract.
- 1.5 **Use of personal pronouns:** The form of personal pronouns adopted in this documents in relation to bidders is 'she', 'her' etc. It shall be deemed to signify/include all persons (and objects) irrespective of the gender/sex.

II. ELIGIBILITY OF BIDDERS AND BID EVALUATION

2.1 Qualification Criteria

2.1.1 Eligible Applicant

- 2.1.1.1 The Bids for this contract will be considered only from those Bidders [proprietorship firms, partnership firms, companies, corporations] etc. who meet requisite eligibility criteria. In the case of

a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.

2.1.1.2

- a. A Bidder shall submit only one bid in the particular Bidding process, either individually as a Bidder or as a partner of a J.V. A Bidder who submits or participates in, more than one bid will cause all of the proposals in which the Bidder has participated to be disqualified. No Bidder can be a sub-contractor while submitting a bid individually or as a partner of a JV in the same bidding process.
- b. Any Central government department/ Ministry of Railways must not have banned business with the Bidder (any member in case of JV) as on the date of Bid submission.
- c. If the bidder (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 5 years. The Bidder should submit an undertaking to this effect as part of the bid.
- d. Bidders must not have a conflict of interest. Following shall be considered as conflict of interest in this bidding process:
 - i. If a Bidder or his/her associates/affiliates (inclusive of parent firms) has been engaged by the Employer (Railways) to provide consulting services for the preparation related to procurement or on implementation of the project;
 - ii. If a Bidder lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for an implementation of the project, if the personnel would be involved in any capacity on the same project."
- e. If the bidder or any of its constituents has changed its name or created a new business entity as covered by the definition of "Allied Firm" under para 1102 (iii) of Chapter XI of Indian Railways Vigilance Manual, consequent to having been banned business dealings or suspended business dealings

2.1.1.3 **Participation of Joint Venture (JV) Firms:** **Not applicable to this contract.** This shall be applicable to the tenders of value more than Rs. 10 crores (Rupees 10 Crore) only. {Authority: Railway Board's Letter No. 2002/CE-I/CT/37 JV Pt. VIII dated 14.12.2012}

2.2 Disqualification of Bidders

2.2.1 Employment / Partnership etc. of Retired Railway Employees

- a. Should a Bidder be a retired Manager of the Gazetted rank or any other Gazetted Officer working before her retirement, whether in the executive or administrative capacity or whether holding a pensionable post or not, in any department of any of the railways owned and administered by the President of India for the time being, or
- b. Should a Bidder being partnership firm have as one of its partners a retired Manager or retired Gazetted Officer as aforesaid, or
- c. Should a Bidder being an incorporated company have any such retired Manager or retired officer as one of its Directors or
- d. Should a Bidder have in her employment any retired Manager or retired Gazetted Officer as aforesaid, then the full information as to the date of retirement of such Manager or Gazetted Officer from the said service and in case where such Manager or Officer had not retired from Government service at least one year prior to the date of submission of the Bid as to whether permission for taking such contract, or if the contractor be a partnership firm or an incorporated company, to become a partner or Director as the case may be, or to take the employment under the contractor, has been obtained by the Bidder or the Manager or Officer, as the case may be from the President of India or any officer, duly authorised by her in this behalf, shall be clearly stated in writing at the time of submitting the Bid.

Bids without the information above referred to or a statement to the effect that no such retired Manager or retired Gazetted Officer is so associated with the Bidder, as the case may be, shall be rejected.

- 2.2.2 Should a Bidder or contractor being an individual on the list of approved Contractors, have a relative(s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relative(s) of the shareholder(s) employed in gazette capacity in any department of Indian Railway, the authority inviting bids shall be informed of the fact at the time of submission of Bid, failing which the bid may be disqualified/rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with the provision in Clause 7.4 of the General Conditions of Contract.
- 2.2.2.1 If the bidder or any of its constituents has been levied with a penalty for violation of labour laws for three times in the last two years (from the date of opening of tender) by the appropriate enforcing agency like the Labour Commissioner etc. *the bid may be disqualified / rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with the provision in clause 7.4 of the General Conditions of Contract.*
- 2.2.2.2 The contractor shall be disqualified from participating in the bidding for services in a Railway division,
- If any previous contract of the bidder or any of its constituents had been terminated under clause 7.4 in that Railway division, with in the previous 2 years from date of submission of bids.
 - In that Railway division, the bidder or any of its constituents has been imposed a penalty equivalent to the maximum penalty that can be imposed under a previous contract, such a figure being specified, with in the previous 2 years from date of submission of bids. (Period of 2 years shall be reckoned from the date on which the total accrued amount of penalties has reached the maximum penalty that can be imposed under the contract, as specified by the Competent Authority)
- The declaration to this effect shall be furnished by the contractor as a part of his bid document. A format in this regard shall be made a part of the tender document. In case this declaration is found to be false, process for 'banning of businesses' against the bidder/contractor shall be initiated as per extent rules.**

2.3 Bid Evaluation System

Evaluation of the bids shall be done as per the following system –

For evaluation of bids, the eligibility criteria as mentioned in clause 2.3.1 shall be considered.

The following methods of bid evaluation shall be used which shall be as per GCC services clause 2.6 B: **Two Bid Systems / Two Packet System:** This method of evaluation shall be used for all service contracts having bid value exceeding Rs 50 Lakh. This shall be based on the eligibility criteria as per clause 2.3.1.1, 2.3.1.2 & 2.3.1.3 below. The procedure detailed below shall be adopted for dealing with

'Two Packets System' of Bidding:

With a view to assess the bids technically without being influenced by the financial bids, 'Two Packets System of Bidding' shall be adopted.

The first packet shall be with the objective of scrutinizing the capability, financial strength, experience etc. of the bidders. If the technical offers are found acceptable by meeting the minimum qualifying marks as provided in the technical criteria, the second packet shall be opened and the bids shall be processed for finalization in the normal manner (eligible lowest bidder). Those bidders who do not meet this criterion shall not be considered for opening their financial bids.

However, if on the basis of information contained in the first packet, the Tender Committee needs clarification regarding processes, specifications etc.; communication can be initiated with the bidders. In seeking clarifications, all communications with bidders shall be properly recorded so that an audit trail is maintained. Clarifications shall be confined to the documents/information already submitted by the bidder.

2.3.1 Minimum Eligibility Criteria

2.3.1.1 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.

Definition of Similar Service Contract: The definition of similar service contract is given below:-

"Data Entry/Record keeping works in Railway, Central / State Government / PSUs"

Work experience certificate from private individual shall not be accepted. Certificates 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 authorisation by the management for issuing such credentials.

Notes:

The bidder shall submit details of work executed by them in the prescribed format alongwith 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.

2.3.1.2 Financial Standing: The Bidders will be qualified only if they have minimum financial capabilities as below –

i. **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.

ii. **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.

(Note: Banking Reference certified by Bank will also be considered valid)

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.

2.3.1.3 Other Criteria: Based on the nature of services required, type of contract and other such considerations, the competent authority has included other criteria in the minimum eligibility criteria for the **qualification of bidders as per Annexure- I.**

The Bidder shall be required to produce attested copies of the relevant documents in support of their credentials for being considered during technical evaluation. As per the marking assigned in the Annexure-I, each Bidder shall be assigned score for Technical Bid (STB). **Bidders who's STB shall be 60 or above shall be qualified for consideration of their financial bids. Bidders who do not meet**

the minimum qualifying marks of 60 shall not be considered further for opening of their financial bids and their bids shall not be considered further for award of the tender.

Note: If Audited Balance Sheet for any financial year is not available, a certificate from Chartered Accountant issued on the basis of any other Government approved document like GST Returns/VAT statement (if applicable) and 26AS will be considered as standard document for financial turnover for that financial year.

(vide Railway Board Letter No. 2016/EnHM/06/02 dated 18.10.2018)

2.3.2 Evaluation of Technical Bid

2.3.2.1 Bidder's Credentials: The bidder shall submit along with the Bid document, documents in support of their claim to fulfill the minimum eligibility criteria as mentioned in the bid. In two packet system of bidding, each bidder shall be assigned score for their technical bid. The score of technical bid should be more than or equal to minimum qualifying marks as mentioned in bid document. The system of assigning score shall be as per the bid document.

2.3.2.1.1 Note: for e-bidding on GeM portal, digitally signed documents will also be valid.

2.3.2.1.2 Note: Undertaking to be submitted as per format attached as Annexure XII.

2.3.2.1.3 Each page of the copy of documents / certificates in support of credentials, submitted by the bidder, shall be self-attested by the bidder or authorized representative of the bidding firm. Self-attestation shall include signature, stamp and date (on each page). Only, those documents will be considered for evaluating bid, which are duly self-attested as above.

2.3.2.1.4 The bidders shall be required to submit an undertaking certifying the truthfulness of all the documents submitted/uploaded along with the tender. This shall be mandatory for all the bidders. In case of failure of the bidder to submit the undertaking, their offer shall be summarily rejected. Format for same is given at Annexure-XII

After opening the bid, the tender committee shall verify the credentials of the bidder who is declared as the lowest bidder (L1) for their authenticity. In case the credentials of L1 are not found to be in order, her bid shall be treated as technically unresponsive and thus invalid. The process shall be repeated for the next higher bidder till the valid L1 is established. If any document (or copy thereof) submitted by a bidder is found to be false / forged:

- a. The bidder / each partner / member of the bidding firm shall be liable to legal actions apart from punitive actions, as decided by competent authority of Railways. In such an eventuality, the bid (bid) shall also be summarily rejected.
- b. If the contract has already been awarded, or Letter of Acceptance (LOA) has been issued and in the event of any failure to comply with the above, the contract shall be terminated, irrespective of the stage of progress in execution of the work. In such an eventuality, Security Deposit (SD), Performance Guarantee (PG) and partial / full payments otherwise due to the contractor, in respect of the partial / full work executed by the contractor, shall be forfeited by the Railways.
- c. Other punitive actions, like banning the bidder and partners / members of the bidding firm for future dealings with Indian Railways and / or the Government of India may also be taken by the Railway / Govt. of India authorities

2.3.3 Evaluation of Financial Bid

The financial proposal shall be evaluated to determine the lowest bidder.

In case, the evaluated financial offers of two or more technically qualified bidders are Lowest and same, then the Bid of the bidder who is technically more sound (having scored higher marks in evaluation of technical bid as per clause 2.3.2) shall be considered as the lowest. If the marks in the evaluation of technical bids of the lowest bidders are also found to be equal, then the bid of the bidder with the higher

cumulative annual financial turnover over the last three years and the current financial year shall be considered as the lowest.

2.4 Right of Railway to Deal with Bids

The Railway reserves the right of not to invite bids for any of railway service/s and when Bids are called to accept a Bid in whole or in part or reject any Bid or all Bids without assigning reasons for any such action. The authority for the acceptance of the Bid will rest with the Railway. It shall not be obligatory on the said authority to accept the lowest Bid or any other Bid and no Bidders(s) shall demand any explanation for the cause of rejection of their Bid nor the Railway to assign reasons for declining to consider or reject any particular Bid/s

- 2.4.1 If the bidder(s) deliberately gives / give wrong information in her / their tender or creates / create circumstances for the acceptance of her / their tender, the Railway reserves the right to reject such tender at any stage.
- 2.4.2 If the bidder(s) expire(s) after the submission of her / their tender or after the acceptance of her / their tender, the Railway shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, the Railway shall deem such tender as cancelled, unless the firm retains its character.
- 2.4.3 If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, falls to sign the procurement contract as may be required, or falls to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder. This clause shall not be applicable for Consultancy contracts.

III. BID DOCUMENTATION

3. Bid (Tender) Form

Bid (Tender) Forms shall embody the contents of the contract documents either directly or by reference and shall be as per specimen form be furnished with Bid forms and they shall be required to submit evidence regarding their financial status, previous experience and ability to execute the works.

MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, *UDYOG Aadhar*, any other body specified by Ministry of MSME or Startups as recognized by Department of Industrial policy & Promotion shall be supplied such Bid documents free of cost on confirmation (photocopy) of their evidence to this effect.

3.1 Omissions & Discrepancies

Should a Bidder find discrepancies in or omissions from the drawings or any of the Bid Forms or should she be in doubt as to their meaning, she should at once notify the authority inviting Bidders who may send a written instruction to all the Bidders. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of tender and successful Bidder shall take upon herself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

3.2 Earnest Money

- 3.2.1 The Bidder shall be required to deposit earnest money with the Bid for the due performance with the stipulation to keep the offer open till such date as specified in the Bid, under the conditions of Bid. The earnest money shall be as under –

	Value of the Work	Earnest Money Deposit (EMD)
a)	For works/ services estimated to cost up to Rs. 1 crore	2% of the estimated cost of the work
b)	For works/ services estimated to cost more than Rs. 1 crore	Rs. 2 lakh plus ½% (half percent) of the excess of the estimated cost of the work beyond Rs. 1 crore subject to maximum of Rs. 1 crore

Note:

- MSEs registered with District Industries Centres, Khadi and Village 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 or Startups as recognized by Department of Industrial policy & Promotion shall be exempted from payment of minimum EMD detailed in the bid.

- 3.2.2 It shall be understood that the Bid documents have been sold/issued to the Bidder and the Bidder is permitted to bid in consideration of stipulation on their part, that after submitting her Bid she will not resile from her/ their offer or modify the terms and conditions thereof in a manner not acceptable to the Manager. Should the Bidder fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Railway.
- 3.2.3 If her Bid is accepted, this earnest money mentioned in sub clause 3.2.1 above will be returned to the successful bidder after the submission and verification of the Performance Guarantees as per clause 4.11 of this General Conditions of Contract. The Earnest Money of other Bidders shall, save as herein before provided, be returned to them, but the Railway shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.
- 3.2.4 The Earnest Money is to be deposited through GeM website. (Not applicable to this Tender)

3.3 Care in Submission of Bids

- 3.3.1 Before submitting a Bid, the Bidder shall be deemed to have satisfied herself by actual inspection of the site and locality of the services, that all conditions liable to be encountered during the delivery of the services are taken into account and that the rates she enters in the Bid forms are adequate to accord with the provisions in Clause – 4.42 of the General Conditions of Contract for the delivery of services to the entire satisfaction of the Manager.
- 3.3.2 When the service is bidden for, by a firm or a company of contractors, the Bid shall be signed by the individual legally authorized to enter into commitments on their behalf.
- 3.3.3 Railway shall not be bound by any power of attorney granted by the Bidder or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

3.4 Execution of Contract Document

The Bidder whose bid is accepted shall be required to appear in person at the office of concerned Manager, as the case may be, or if a firm or corporation, a duly authorized representative shall so appear and execute the contract document within 7 days after receipt of notice issued by the Railway that such documents are ready; and failure to do so shall constitute a breach of the agreement affected by the acceptance of the bid in which case the Railway may determine that such Bidder has abandoned the contract and there upon her bid and acceptance thereof shall be treated as cancelled and the Railway shall be entitled to forfeit the full amount of the Earnest Money of the bid and performance guarantees for the bid available with the Railway.

3.5 Form of Contract Document

Every contract shall be complete in respect of the document it shall so constitute. Not less than 3 copies of the contract document shall be signed by the competent authority and the contractor – one copy given to the contractor, one copy for the finance department and one copy for the contract manager.

The form of contract document shall be provided in the tender/bid documents for every individual work.

IV. GENERAL OBLIGATIONS

4.1 Execution Co-Relation and Intent of Contract Documents

The contract documents shall be signed in triplicate by the Railway and the Contractor. The contract documents are complementary and what is called for by anyone shall be as binding as if called for by all, the intention of the documents is to include all labour and materials, equipment and transportation necessary for proper execution of the services. Materials or works/services not covered by or properly inferable from any heading or class of the specifications shall not be supplied by the Railway to the contractors unless distinctly specified in the contract documents. Materials or works/services described in words which so applied have a well-known technical or trade meaning shall be held to refer to such recognized standards.

4.1.1 If a service is transferred from the jurisdiction of one Railway to another Railway or to a Project authority or vice versa while contract is in subsistence, the contract shall be binding on the Contractor and the Successor Railway/Project in the same manner & take effect in all respects as if the Contractor and the Successor Railway/Project were parties thereto from the inception and the corresponding officer or the Competent Authority in the Successor Railway/Project will exercise the same powers and enjoy the same authority as conferred to the Predecessor Railway/Project under the original contract/agreement entered into.

4.1.2 If for administrative or other reasons the contract is transferred to the Successor Railway, the contract shall, notwithstanding any things contained herein contrary there to, be binding on the Contractor and the Successor Railway in the same manner and take effect in all respects as if the Contractor and the Successor Railway had been parties thereto from the date of this contract.

4.2 Law Governing the Contract

The contract shall be governed by the law for the time being in force in the Republic of India.

4.2.1 Compliance to Regulations and Bye-Laws

The Contractor shall conform to the provision of any statute relating to the services and regulations and bye- laws of any local authority and of any water, drainage and lighting companies or undertakings, with whose system the services are proposed to be provided and shall before making any variation from the drawings or the specifications that may be necessitated by so confirming give to the Manager notice specifying the variation proposed to be made and the reason for making the variation and shall not carry out such variation until she has received instructions from the Manager in respect thereof. The Contractor shall be bound to give all notices required by statute, regulations or bye-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

4.2.2 Communications to be in Writing

All notices, communication, reference and complaints made by the Railway or the Manager or the Manager's Representative or the Contractor inter se concerning the works/ services shall be in writing and no notice, communication, reference or complaint not in writing shall be recognized.

4.3 Service of Notices on Contractors

The Contractor shall furnish to the Manager the name, designation and address of her authorized agent and all complaints, notices, communications and references shall be deemed to have been duly given to the Contractor, if delivered to the Contractor or her authorized agent or left at or posted to the address so given and shall be deemed to have been so given in the case of posting on day on which they would have reached such address in the ordinary course of post or on the day on

which they were so delivered or left. In the case of contract by partners, any change in the constitution of the firm shall be forthwith notified by the Contractor to the Manager.

4.4 Occupation and Use of Land

No land belonging to or in the possession of the Railway shall be occupied by the Contractor without the permission of the Railway. The Contractor shall not use, or allow to be used, the site for any purposes other than that of executing, or in relation to the execution of the services.

4.5 Assignment or Subletting of Contract

The Contractor shall not assign or sublet the contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the special permission in writing of the Railway. Any breach of this condition shall entitle the Railway to rescind the contract under Clause 7.4 of these Conditions and also render the contractor liable for payment to the Railway in respect of any loss or damage arising or ensuing from such cancellation. The permitted subletting of services by the Contractor shall not establish any contractual relationship between the sub-contractor and the Railway and shall not relieve the Contractor of any responsibility under the Contract.

4.6 Railway Passes

No free Railway passes shall be issued by the Railway to the Contractor or any of her employees/workers. Wherever required 'authority for entering restricted area' or 'authority for on board services' shall be provided.

4.7 Carriage of Materials

No forwarding orders shall be issued by the Railway for the conveyance of Contractor's materials, tools and plant by Rail which may be required for use in the services and the contractor shall pay full freight charges at public tariff rates thereof.

4.8 Representation on Site

The Contractor shall, when she is not personally present on the site of the work place, keep a responsible agent during working hours who shall on receiving reasonable notice, present herself to the Manager, and orders given by the Manager or the Manager's representative to the agent shall be deemed to have the same force as if they had been given to the Contractor. Before absenting herself, the Contractor shall furnish the name and address of her agent for the purpose of this clause and failure on the part of the Contractor to comply with this provision at any time will entitle the Railway to rescind the contract under Clause 7.4 of these Conditions.

4.9 Relics, Treasures, Lost and Found

All gold, silver, oil and other minerals of any description and all precious stones, coins, treasures, relics antiquities, lost and found etc. which shall be found in or upon the site shall be the property of the Railway and the Contractor shall duly preserve the same to the satisfaction of the Railway and shall from time to time deliver the same to such person or persons as the Railway may appoint to receive the same.

4.10 Indemnity by Contractors

The Contractor shall indemnify and save harmless the Railway, from and against, all actions, suit proceedings, losses, costs, damages, charges, claims and demands of every nature and description brought or recovered against the Railways by reason of any act or omission of the Contractor, her agents or employees, in the execution of the services/works wherever applicable or in her guarding of the same. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained, and whether or not any damage shall have been sustained.

4.11 Performance Guarantee

- 4.11.1** Performance guarantee at a rate of 5% of the contractual value shall be deposited by the successful bidder. The successful bidder shall have to submit a Performance Guarantee (PG) valuing 5% of the

contract value in four separate parts of 1.25 % each of the contract value, within 30 (thirty) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto the date of submission of PG from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty days, i.e. from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG after 60 days from the date of issue of LOA, a notice shall be served to the contractor to deposit the PG immediately however not exceeding 90 days from the date of issue of LOA). In case the contractor fails to submit the requisite PG even after 90 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re- tender for that work. If last day is a bank holiday or office closure next working day should be considered as the last day for submission of the PGs. Decision of Authority competent to sign the Contract Agreement would be final in case of any dispute.

4.11.2 The value of PG to be submitted by the, contractor will not change for variation upto 25% (either increase or decrease). In case during the course of execution, value of the contract increases by more than 25% of the original contract value, an additional Performance Guarantee amounting to 3% (Three percent) for the excess value over the original contract value shall be deposited in four equal parts by the contractor. On the other hand, if the value of Contract decreases by more than 25% of the original contract value, Performance guarantee amounting to 3% of the decrease in the contract value shall be returned to contractor. The PG amount in excess of required PG for decreased contract value, available with railways shall be returned to the contractor duly safeguarding the interest of Railways.

4.11.3 The applicable Performance Guarantee shall be calculated as per the revised value of the contract covering all variations upto the determination of the contract

4.11.4 If the penalty imposed exceeds 50% of the applicable maximum penalty (as per the revised value of the contract), a PG equivalent to 25% of the applicable PG shall be forfeited. If the penalty imposed exceeds 75% of the applicable maximum penalty a PG equivalent to 50% of the applicable PG shall be forfeited. The PGs shall be encashed after the completion of the contract. (Rly Bd's L.No. 2017/EnHM (CE)/25/11 Dt. 07.03.2018)

4.11.5 The successful bidder shall submit the Performance Guarantees (PG) in any of the following forms, amounting to 5 % of the contract value –

- a. A deposit of cash;
- b. Irrevocable Bank Guarantee;
- c. Government Securities including State Loan Bonds at 5% below the market value;
- d. Deposit Receipts, Pay Orders, Demand Drafts and Guarantee Bonds. These forms of Performance Guarantee could be either of the State Bank of India or of any of the Nationalized Banks;
- e. Guarantee Bonds executed or Deposits Receipts tendered by all Scheduled Banks;
- f. A Deposit in the Post Office Saving Bank;
- g. A Deposit in the National Savings Certificates;
- h. Twelve years National Defence Certificates;
- i. Ten years Defence Deposits;
- j. National Defence Bonds and
- k. Unit Trust Certificates at 5% below market value or at the face value whichever is less. Also, FDR in favour of AFA(W&S)/PL (free from any encumbrance) may be accepted.

Note- The instruments as listed above will also be acceptable for Guarantees in case of Mobilization Advance.

4.11.6 The Performance Guarantees shall be submitted by the successful bidder after the Letter of Acceptance (LOA) has been issued, but before signing of the contract agreement. These PGs shall be initially valid up to the stipulated date of completion and maintenance period, if any plus 60 days

beyond that. In case, the time for completion of service gets extended, the contractor shall get the validity of PGs extended to cover such extended time for completion and maintenance period, if any of service plus 60 days.

4.11.7 The Performance Guarantees (PGs) shall be released after physical completion of the work/ service delivery based on 'Completion Certificate' issued by the competent authority stating that the contractor has completed the assigned services in all respects satisfactorily and passing of final bill based on "No Claims Certificate" from the contractor. In case any contract provides for warranty/ maintenance clause then 25 % of the Performance Guarantee would be retained till the warranty/ maintenance period is over and a certificate to that effect is issued by the Manager.

4.11.8 Whenever the contract is rescinded, the Performance Guarantees shall be encashed / forfeited. The balance work or services for the same shall be got done independently without risk & cost of the failed contractor. The failed contractor shall be debarred for a period of 2 years from the date of such rescindment from participating in the bid which includes delivery of balance services of failed contract. If the failed contractor is a Partnership firm, then every member/ partner of such a firm shall be debarred for a period of 2 years from the date of such rescindment from participating in the bid which includes delivery of balance services of failed contract in his/her individual capacity.

4.11.9 The Manager shall not make a claim under the Performance Guarantee except for amounts to which the President of India is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of –

- a. Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Manager may claim the full amount of the Performance Guarantee.
- b. Failure by the contractor to pay President of India any amount due, either as agreed by the contractor or determined under any of the Clauses / Conditions of the Agreement, within 30 days of the service of notice to this effect by Manager.
- c. The Contract being determined or rescinded under provision of the GCC, the Performance Guarantee shall be forfeited in full and shall be absolutely at the disposal of the President of India.

4.12 Force Majeure

As per General conditions of contract for services January 2018.

4.13 Illegal Gratification

4.13.1 Any bribe, commission, gift or advantage given, promised or offered by or on behalf to the Contractor or her partner, agent or servant or, anyone on her behalf, to any officer or employee of the Railway, or to any person on her behalf in relation to obtaining or execution of this or any other contract with the Railway shall, in addition to any criminal liability which she may incur, subject contractor to the rescission of the contract and all other contracts with the Railway and to the payment of any loss or damage resulting from such decision and the Railway shall be entitled to deduct the amounts so payable from any moneys due to the Contractor(s) under this contract or any other contracts with the Railway.

4.13.2 The Contractor shall not lend or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee of the Railway and if she shall do so, the Railway shall be entitled forthwith to rescind the contract and all other contracts with the Railway. Any question or dispute as to the commission or any such offence or compensation payable to the Railway under this Clause shall be settled by the General Manager of the Railway, in such a manner as s he shall consider fit & sufficient and her decision shall be final & conclusive. In the event of rescission of the contract under this Clause, the Contractor will not be paid any compensation whatsoever except payments for the work/ services rendered upto the date of rescission.

4.14 Contractor's Understanding

It is understood and agreed that the Contractor has, by careful examination , satisfied herself as to the nature, scope and location of the services, the type / character of equipment and facilities needed preliminary to, and during the progress of the services, the general and local conditions, the

labour conditions prevailing therein and all other matters which can in any way affect the services under the contract.

4.15 Commencement of Services

The Contractor shall commence the services within 15 days (unless specified otherwise) after the receipt by her of an order in writing to this effect from the Manager or as directed by the Manager and shall proceed with the same with due expedition and without delay.

4.16 Accepted Programme

The Contractor shall submit schedule of delivery of services, the details of organisation (in terms of labour and supervisors) plant and machinery that she intends to utilize (from time to time) for execution of the services. The programme of delivery of services amended as necessary by discussions with the Manager shall be treated as the agreed programme of the delivery of services for the purpose of this contract and the contractor shall endeavour to fulfill this programme of delivery of services. The progress of delivery of services shall be watched accordingly.

4.17 Compliance to Manager's Instructions

The Manager shall direct the order in which the several components of the services shall be provided and the Contractor shall execute without delay all orders given by the Manager from time to time; but the Contractor shall not be relieved thereby from responsibility for the due performance of the services in all respects.

- 4.17.1 In cases, where performance or/and quality of services is/are found to be dissatisfactory, Manager or his representatives shall impose penalty as mentioned in bid document, subject to cumulative penalty for such dissatisfactory performance or/and quality of services does not exceeds 10% of original contract value or as prescribed in the bid document.

4.18 Alterations to be Authorized

No alterations in or additions to or omissions or abandonment of any part of the services shall be deemed authorised, except under instructions from the Manager, and the Contractor shall be responsible to obtain such instructions in each and every case in writing from the Manager.

4.19 Extra Services

Should services over and above those included in the contract require to be provided at the site, the contractor shall have no right to be entrusted with the execution of such works/services which may be carried out by another contractor or contractors or by other means at the option of the Railway.

4.20 Separate Contracts in Connection with Services

The Railway shall have the right to let other contracts in connection with the works/services. The Contractor shall afford other contractors reasonable opportunity for the storage of their materials and the execution of their works/services and shall properly connect and coordinate her work/services with theirs. If any part of the Contractors works/services depends for proper execution or result upon the works/services of another contractor(s), the Contractor shall inspect and promptly report to the Manager any defects in such works/ services that render it unsuitable for such proper execution and results. The Contractor's failure so to inspect and report shall constitute an acceptance of the other contractor's work as fit and proper for the reception of her services, except as to defects which may develop in the other contractor's work after the execution of her work.

4.21 Instructions of Manager's Representative

Any instructions or approval given by the Manager's representative to Contractor in connection with the services shall bind the Contractor as though it had been given by the Manager provided always as follows –

- a. Failure of the Manager's representative to disapprove any work/ services or materials shall not prejudice the power of the Manager thereafter to disapprove such services or material and to order the rectification thereof.

- b. If the Contractor shall be dissatisfied by reason of any decision of the Manager's representative, she shall be entitled to refer the matter to the Manager who shall there upon confirm or vary such decision.

4.22 Adherence to Specifications and Drawings

The whole of the works/ services shall be executed in perfect conformity with the specifications and procedures (and drawings, wherever applicable) of the contract. If Contractor performs any act in a manner contrary to the specifications or drawings or any of them and without such reference to the Manager, she shall bear all the costs arising or ensuing there from and shall be responsible for all loss to the Railway.

- 4.22.1 **Drawings and Specifications of the Works:** The Contractor shall keep one copy of procedures and Specifications at the site, in good order, and such contract documents as may be necessary, available to the Manager or the Manager's Representative.
- 4.22.2 **Ownership of Proprietary Information and Specifications:** All procedures, documents, drawings, processes and specifications and copies thereof furnished by the Railway to the Contractor are deemed to be the property/ proprietary information of the Railway. They shall not be copied, distributed, published, used in any form or on other services. With the exception of the signed contract set, all such documentation in hard copy or soft copy format and other material, shall be returned by the Contractor to the Railway, on completion/ termination of the Contract.
- 4.22.3 **Compliance with Contractor's Request for Details:** The Manager shall furnish with reasonable promptness, after receipt by her of the Contractor's request for the same, additional instructions by means of procedures, specifications or otherwise, necessary for the proper execution of the services or any part thereof. All such procedures, specifications and instructions shall be consistent with the Contract Documents and reasonably inferable there from.
- 4.22.4 **Meaning and Intent of Specification and Drawings:** If any ambiguity arises as to the meaning and intent of any portion of the procedures, specifications and drawings or as to execution or quality of any services or material, or as to the measurements of the services the decision of the Manager thereon shall be final subject to the appeal (within 7 days of such decision being intimated to the Contractor) to the Chief Manager who shall have the power to correct any errors, omissions, or discrepancies in aforementioned items and whose decision in the matter in dispute or doubt shall be final and conclusive.

4.23 Working Timings

The Contractor shall have to carry out any required services round the clock as per directions of the Manager/ Manager's representative.

- 4.24 **Damage to Railway Property or Private Life and Property:** The Contractor shall be responsible for all risk involved in the services rendered and for trespass and shall make good at her own expense all loss or damage whether to the works/services themselves or to any other property of the Railway or the lives, persons or property of others from whatsoever cause in connection with the and this although all reasonable and proper precautions may have been taken by the Contractor, and in case the Railway shall be called upon to make good any costs, loss or damages, or to pay any compensation, including that payable under the provisions of the Workmen's Compensation Act or any statutory amendments thereof to any person or persons sustaining damages as aforesaid by reason of any act, or any negligence or omissions on the part of the Contractor; the amount of any costs or charges including costs and charges in connection with legal proceedings, which the Railway may incur in reference thereto, shall be charged to the Contractor. The Railway shall have the power and right to pay or to defend or compromise any claim of threatened legal proceedings or in anticipation of legal proceedings being instituted consequent on the action or default of the Contractor, to take such steps as may be considered necessary or desirable to ward off or mitigate the effect of such proceedings, charging to Contractor, as aforesaid, any sum or sums of money

which may be paid and any expenses whether for reinstatement or otherwise which may be incurred and the propriety of any such payment, defense or compromise, and the incurring of any such expenses shall not be called in question by the Contractor.

4.25 Sheds, yards and Store Houses

The Contractor shall at her own expense provide herself with sheds, yards and storehouses in such situations and in such numbers as in the opinion of the Manager is requisite for carrying on the services and the Contractor shall keep at each such sheds, yards and store-houses a sufficient quantity of materials / plant in stock as not to delay the carrying out of the services with due expedition and the Manager and the Manager's representative shall have free access to the said sheds/yards/ store houses at any time for the purpose of inspecting the stock of materials or plant so kept in hand, and any materials or plant which the Manager may object to shall not be brought upon or used in the services, but shall be forthwith removed from the sheds/yards/store houses by the Contractor.

4.26 Provision of Efficient and Competent Staff at Sites by the Contractor

- 4.26.1 The contractor shall maintain efficient and competent staff to give the necessary directions to his workers and to see that they provide their services in proper and desirable manner and shall employ only such supervisors, workers and labour in or about the execution of any of these services as are careful and skilled in the various trades. Daily record of such supervisors and labour shall be maintained.
- 4.26.2 The Contractor shall at once remove from the site any agents, permitted sub- contractor, supervisor, worker or labour who shall be objected to by the Manager. If and whenever required by the Manager, she shall submit a correct return showing the names of all staff and workers employed by her.
- 4.26.3 In the event of the Manager being of the opinion that the Contractor is not employing on the services a sufficient number of staff and workers as is specified or otherwise for proper execution of the services within the prescribed procedure and time, the Contractor shall forthwith on receiving intimation to this effect deploy the additional number of staff and labour as specified by the Manager immediately and failure on the part of the Contractor to comply with such instructions will entitle the Railway to rescind/ penalize the contract under suitable clauses of these/special conditions.
- 4.26.4 Deployment of qualified supervisor by the Contractor
- a. The contractor shall employ qualified supervisor based on value of the contract and the extent of services as prescribed in the Bid documents as 'special conditions of the contract' by the Tender inviting authority.
 - b. In case the contractor fails to employ the supervisor, as aforesaid in the above paragraph, she shall be liable to pay penalty at the rates, as may be prescribed by the Ministry of Railways through separate instructions from time to time for the default period for the provisions, as contained in this section or as provided for in the bid document.
 - c. Number of qualified supervisor required to be deployed by the contractor for various activities contained in the service contract shall be as specified in the tender documents by the tender inviting authority.

4.27 Skilled Labour/ Expertise and Testing

The whole of the services and/or supply of materials specified and provided in the contract or that may be necessary to be done in order to form and complete any part thereof shall be executed in the best and most substantial workers with expertise and in a workman like manner with materials of the best and most approved quality of their respective kinds, agreeable to the particulars contained in or implied by the specifications and as referred to in and represented by the drawings or in such other additional particulars, instructions and drawings may be found requisite to be given during the carrying on of the services and to the entire satisfaction of the Manager according to the

instructions and directions which the Contractors may from time to time receive from the Manager. The materials may be subjected to tests by means of such machines, instruments and appliances as the Manager may direct and wholly at the expense of the Contractor.

4.28 Removal of Improper Materials/ Tools and Plant

The Manager or the Manager's Representative shall be entitled to order from time to time:

- a. The removal from the site within the time specified in the order of any materials which in their opinion are not in accordance with the procedures/ specifications.
- b. The substitution of proper and suitable materials/ tools and plants, and
- c. In case of default on the part of the Contractor in carrying out such order, the Railway shall be entitled to rescind the contract under Clause 7.4 of these conditions.

4.29 Facilities for Inspection

The Contractor shall afford the Manager and the Manager's Representative every facility for entering in and upon every portion of the site at all hours for the purpose of inspection or otherwise and shall provide all facilities of every kind required for the purpose and the Manager and the Manager's Representative shall at all times have free access to every part of the site and to all places at which materials / tools and plant for the services are stored or being prepared.

4.30 Temporary Works

All temporary works necessary for the proper execution of the services shall be provided and maintained by the Contractor and subject to the consent of the Manager shall be removed by her at her expenses when they are no longer required, and in such manner, as the Manager shall direct. In the event of failure on the part of the Contractor to remove the temporary works, the Manager will cause them to be removed and cost as increased by supervision and other incidental charges shall be recovered from the Contractor. If temporary huts are provided by the Contractor on the Railway land for labour engaged by her for the execution of services, the contractor shall arrange for handing over vacant possession of the said land after the service is completed; if the contractor's labour refuse to vacate, and have to be rejected by the Railway, necessary expenses incurred by the Railway in connection therewith shall be borne by the Contractor.

4.31 Contractor to Supply Water for Works/ Services

4.31.1 Water Supply From Railway System: The Railway may supply to the Contractor part or whole of the quantity of the water required for the execution of services from the Railway's existing water supply system at or near the site of services on specified terms and conditions and free of cost (unless specified otherwise), provided that the Contractor shall arrange, at her own expense, to effect the connections and lay additional pipe lines and accessories on the site and that the Contractor shall not be entitled to any compensation for interruption of failure of the water supply.

4.31.2 In case the Railway is unable to provide water for the services, the contractor shall be responsible for the arrangements of supply of water necessary for the services.

4.32 Contractor to Arrange Supply of Electric Power for Services

4.32.1 Electric Supply From The Railway System: The Railway may supply to the Contractor part or whole of the electric power wherever available and possible, required for execution of services from the Railway's existing electric supply systems on specified terms and conditions free of cost (unless otherwise specified) only for the services rendered provided the cost of arranging necessary connections shall be borne by the Contractor and that the Contractor shall not be entitled to any compensation for interruption or failure of the electric supply system.

4.32.2 In case the Railway is unable to provide electricity for the services, the contractor shall be responsible for the arrangements of supply of electricity necessary for the services.

4.33 Property in Materials and Plant

The materials and plant brought by the Contractor upon the site or on the land occupied by the Contractor in connection with the services and intended to be used for the execution thereof shall immediately, as they are brought upon the site of the said land, be deemed to be the property of the Railway. Such of them as during the progress of the services are rejected by the Manager under Clause 4.24 of these conditions or are declared by his/her not to be needed for the execution of the services or such as on the grant of the certificate of completion remain unused, shall immediately on such rejection, declaration or grant cease to be deemed the property of the Railway and the Contractor may then (but not before) remove them from the site or the said land. This clause shall not in any way diminish the liability of the Contractor nor shall the Railway be in any way answerable for any loss or damage which may happen to or in respect of any such materials or plant either by the same being lost, stolen, injured or destroyed by fire, tempest or otherwise.

4.34 Tools, Plant and Materials Supplied by Railways

The Contractor shall take all reasonable care of all tools, plant and materials or other property whether of a like description or not belonging to the Railway and committed to her charge for the purpose of the services and shall be responsible for all damage or loss caused by her, her agents, permitted subcontractor, or her workers or others while they are in her charge. The Contractors shall sign accountable receipts for tools, plants and materials made over to her by the Manager and on completion of the services shall hand over the unused balance of the same to the Manager in good order and repair, fair wear and tear excepted, and shall be responsible for any failure to account for the same or any damage done thereto.

4.35 Hire of Railways' Plant

The Railway may hire to the Contractor such plant/ machinery as DG sets, portable engines, pumps etc. for use during execution of the services on such terms as may be specified in the special conditions or in a separate agreement for Hire of Plant.

4.36 Precaution During Progress of Services

During the execution of services, unless otherwise specified, the Contractor shall at her own cost provide the materials for and execute all services as is necessary for the safety , hygiene, satisfaction, elegance, acceptance, proper handling of assets and shall ensure that no damage , injury or loss is caused or likely to be caused to any person or assets or hindrance to other works / services.

4.37 Roads and Water Courses

Existing roads or water courses shall not be blocked, cut through, altered, diverted or obstructed in any way by the Contractor, except with the permission of the Manager. All compensations claimed for any unauthorized closure, cutting through, alteration, diversion or obstruction to such roads or water courses by the Contractor or her agent or her staff shall be recoverable from the Contractor by deduction from any sums which may become due to her in terms of contract, or otherwise according to law.

4.38 Provision of Access to Premises

During progress of services in any street or thoroughfare, the Contractor shall make adequate provision for the passage of traffic, for securing safe access to all premises approached from such street or thoroughfare and for any drainage, water supply or means of lighting which may be interrupted by reasons of the execution of the services and shall react and maintain at her own cost barriers, lights and other safeguards as prescribed by the Manager, for the regulation of the traffic, and provide watchers necessary to prevent accidents.

4.39 Safety of Public

The Contractor shall be responsible to take all precautions to ensure the safety of the public whether on public or Railway property and shall post such look out, such persons as may, in the opinion of the Manager, be required to comply with regulations appertaining to the service.

4.40 Use of Explosives

No explosives shall be used for the services rendered or on the site by the Contractor.

4.41 Suspension of Services

4.41.1 The Contractor shall on the order of the Manager, suspend the progress of the services or any part thereof for such time or times and in such manner as the Manager may consider necessary, and shall during such suspension, properly protect and secure the work so far as is necessary in the opinion of the Manager.

If such suspension is –

- i. Provided for in the contract, or
- ii. Necessary for the proper execution of the services or by the reason of extraneous conditions or by some default on the part of the Contractor, and or
- iii. Necessary for the safety of the services or any part thereof

4.41.2 The Contractor shall not be entitled to the extra costs, if any, incurred by her during the period of suspension of the service, but in the event of any suspension ordered by the Manager for reasons other than aforementioned and when each such period of suspension exceeds 14 days, the Manager shall extend the time of service for completion of the services as the Manager may consider proper, having regard to the period or periods of such suspensions and to such compensations as the Manager may consider reasonable in respect of salaries or wages paid by the Contractor to her employees/ workers during the periods of such suspension.

4.41.3 Suspension Lasting More Than 3 Months: If the progress of the services or any part thereof is suspended on the order of the Manager for more than three months at a time, the Contractor may serve a written notice on the Manager requiring permission within 15 days from the receipt thereof to proceed with the service or that part thereof in regard to which progress is suspended and if such permission is not granted within that time the Contractor by further written notice so served may, but is not bound to, elect to treat the suspension where it affects part only of the service as an omission of such part or where it affects the whole of the services, as an abandonment of the contract by the Railway.

4.42 Rates for Items of Services

The rates, entered in the accepted Schedule of Rates of the Contract are intended to provide for services duly and properly completed in accordance with the General and Special (if any) Conditions of the Contract and the Specifications/ procedures specified in the contract document including drawings wherever applicable along with all labour, materials, tools, and plants etc.

4.42.1 Rates for Extra Items of Services: Any additional item of work carried out by the Contractor on the instructions of the Manager which is not included in the accepted Schedules of Rates shall be executed at the rate agreed upon between the Manager and the Contractor before the execution of such items of work.

The Contractors shall be bound to notify the Manager at least seven days before the necessity arises for the execution of such items of works that the accepted Schedule of Rates does not include rate or rates for the extra work involved.

The rates payable for such items shall be decided at the meeting to be held between the Manager and Contractor, in as short a period as possible after the need for the special item has come to the notice. In case the Contractor fails to attend the meeting after being notified to do so or in the event of no settlement being arrived at, the Railway shall be entitled to execute the extra works by other means and the Contractor shall have no claim for loss or damage that may result from such procedure.

4.42.2 Provided that if the Contractor commences work or incurs any expenditure in regard thereto before the rates as determined and agreed upon as lastly hereuntofore-mentioned, then and in such a case the Contractor shall only be entitled to be paid in respect of the services carried out or expenditure incurred by her prior to the date of determination of the rates as aforesaid according to the rates as shall be fixed by the Manager. However, if the Contractor is not satisfied with the decision of the Manager in this respect, she may appeal to the Chief Manager within 30 days of getting the decision of the Manager, supported by analysis of the rates claimed. The Chief Manager's decision after hearing both the parties in the matter would be final and binding on the Contractor and the Railway.

4.43 Clearance of Site on Completion

On completion of the services, the Contractor shall clear away and remove from the site all tools /plants and surplus materials, rubbish and temporary works of every kind and leave the whole of the site clean to the satisfaction of the Manager. No final payment in settlement of the accounts for the services shall be paid, held to be due or shall be made to the, Contractor till, in addition to any other condition necessary for final payment, site clearance shall have been affected by her, and such clearance may be made by the Manager at the expense of the Contractor in the event of her failure to comply with this provision within 7 days after receiving notice to that effect.

Should it become necessary for the Manager to have the site cleared at the expenses of the Contractor, the Railway shall not be held liable for any loss or damage to such of the Contractor's property as may be on the site and due to such removal, there from which removal may be affected by means of public sales of such materials and property or in such a way as deemed fit and convenient to the Manager.

4.44 Digital Contract Labour Management System

A comprehensive computerized contract labour management system for creating a database and monitoring attendance is crucial for efficient performance and for safeguarding workers' welfare. This system shall be put in place by the contractor or by Indian Railways, as decided by the Railways and as per the special conditions of contract. Use of this system shall be mandatory in labour intensive service contracts i.e. housekeeping etc. In other service contracts, a special mention of the applicability of this clause shall be made in the special conditions of the contract.

The important features of the computerized contract labour management system shall be as follows

- **Database** – Maintenance of certified identification and demographic details for contract workers – A detailed biodata of each contract worker shall be saved in the system with details like – personal, educational, family, hometown, police verification, medical, insurance, PF registration etc.
- **Certified Identification** –Identification data issued by Government or reliable agencies like Nation ID (Aadhar Card), Voters ID, driving license, PAN card etc. to be stored in the application.
- **Identity Card generation** – An identity card with details like site, blood group, photographs can be incorporated on the card, along with a colour band based on the category of labour.
- **Biometric details like** – photograph, fingerprint, iris-map to be stored in the system for authentic identification of contract workers. Biometric authorization is a reliable method to curb Proxy Attendance.
- **Attendance data** – All entries and exits to be recorded in time and attendance machines – using fingerprints or proxy card. Another attendance in between the entry and final exit can also be recorded, on case by case basis, if deemed necessary.
- **Restricted Entry** – A contract worker can be denied entry on infringement of any vital requirement like expiry of medical or accident Insurance, driving license, contract terms, work permit dates etc.
- **Shift Logic** – The system can be used to manage the shift logic – so that overtime, double shifts if any can be logged in the system and systemic restrictions can be placed to prevent double shifts, unless Railway supervisor approves the request digitally/otherwise.

- **Time sheet generation** – Time sheets shall be generated on a daily, weekly or monthly basis or any other frequency as specified by the Indian Railways.
- **Consumables** – Material issued to or returned by contract worker is recorded in the system, as applicable (optional)
- **Safety, Performance and Labour Law training** – The dates of safety, performance and labour law training to be stored in the system which can raise an alert when a refresher training is due.

In case of Emergency

- **Who's where** – in case of an emergency and disaster recovery it is important and the application provides the count and location of contract workers.
- **Alerts** - Pre-defined email and SMS alerts, notifications and exception reports can be generated which can be utilized by Railways staff, supervisors etc. to manage service contracts efficiently.

4.45 Environmental Requirements

The Contractor shall, when working on the Premises, perform its obligations under the Contract in accordance with the Indian Railways environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

4.46 Data Protection

4.46.1 Where the Contractor is processing Personal Data, as a Data Processor for the Indian Railways, the Contractor shall:

- Process the Personal Data only in accordance with instructions from Indian Railways (which may be specific instructions or instructions of a general nature) as set out in this Contract or as otherwise notified by Indian Railways;
- Comply with all applicable laws;
- Process the Personal Data only to the extent; and in such manner as is necessary for the provision of the Provider's obligations under this Contract or as is required by Law or any Regulatory Body;
- Implement appropriate technical and organisational measures to protect the Personal Data against unauthorized or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorized or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
- Take reasonable steps to ensure the reliability of its staff and agents who may have access to the Personal Data;
- Obtain prior written consent from the Authority in order to transfer the Personal Data to any sub-contractor for the provision of the Services;
- Not cause or permit the Personal Data to be transferred, stored, accessed, viewed or processed outside of India without the prior written consent of the Indian Railways
- Ensure that all staff and agents required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this clause.
- Ensure that none of the staff and agents publish disclose or divulge any of the Personal Data to any third parties unless directed in writing to do so by the Railways
- Not disclose Personal Data to any third parties in any circumstances other than with the written consent of the Railways or in compliance with a legal obligation imposed upon the Railways; and

4.46.2 Notify the Indian Railways (within five Working Days) if it receives:

- a request from a Data Subject to have access to that person's Personal Data; or
- a complaint or request relating to the Indian Railways' obligations under the law;

4.46.3 The provision of this clause 4.45 shall apply during the Contract Period and indefinitely after its expiry.

4.47 Intellectual Property Rights

- 4.47.1** All Intellectual Property Rights in any guidance, specifications, instructions, toolkits, plans, data, drawings, databases, software, patents, patterns, models, designs or other material (the "IP Materials"):
- furnished to or made available to the Contractor by or on behalf of the Railways shall remain the property of the Railways;
 - prepared by or for the Contractor on behalf of the Railways for use, or intended use, in relation to the performance by the Contractor of its obligations under the Contract shall belong to the Railways; and the contractor shall not, and shall ensure that the staff shall not (except when necessary for the performance of the contract) without prior approval, use or disclose any intellectual property rights in the IP materials.
- 4.47.2** The Contractor hereby assigns to the Railways, with full title guarantee, all Intellectual Property Rights which may subsist in the IP Materials prepared in accordance with clause 4.46.1 (b). This assignment shall take effect on the date of the Contract or as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights produced by the Contractor. The Contractor shall execute all documentation necessary to execute this assignment.
- 4.47.3** The Contractor shall waive or procure a waiver of any moral rights subsisting in copyright produced by the Contract or the performance of the Contract.
- 4.47.4** The Contractor shall ensure that the third-party owner of any Intellectual Property Rights that are or which may be used to perform the Contract, grants to the Railways a non-exclusive licence or, if itself a licensee of those rights, shall grant to the Railways an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty free and irrevocable and shall include the right for the Railways to sub-license, transfer, novate or assign to other Contracting Authorities, the Replacement Contractor or to any other third party supplying services to the Railways. This is particularly relevant to any digital contract management system developed for Indian Railways as per clause 4.43.
- 4.47.5** The Contractor shall not infringe any Intellectual Property Rights of any third party in supplying the Services and the Contractor shall, during and after the Contract Period, indemnify and keep indemnified and hold the Railways harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Railways may suffer or incur as a result of or in connection with any breach of this clause.
- 4.47.6** The Railways shall notify the Contractor in writing of any claim or demand brought against the Railways for infringement or alleged infringement of any Intellectual Property Right in materials supplied or licensed by the Contractor.
- 4.47.7** The Contractor shall at its own expense conduct all negotiations and any litigation arising in connection with any claim for breach of Intellectual Property Rights in materials supplied or licensed by the Contractor, provided always that the Contractor:
- shall consult the Railways on all substantive issues which arise during the conduct of such litigation and negotiations;
 - shall take due and proper account of the interests of the Railways; and
 - shall not settle or compromise any claim without the Railways' prior written consent (not to be unreasonably withheld or delayed).
- 4.47.8** The Railways shall at the request of the Contractor afford to the Contractor all reasonable assistance for the purpose of contesting any claim or demand made or action brought against the Railways or the Contractor by a third party for infringement or alleged infringement of any third party Intellectual Property Rights in connection with the performance of the Contractor's obligations

under the Contract and the Contractor shall indemnify the Railways for all costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so.

- 4.47.9** If a claim, demand or action for infringement or alleged infringement of any Intellectual Property Right is made in connection with the Contract or in the reasonable opinion of the Contractor is likely to be made, the Contractor shall notify the Railways and, at its own expense and subject to the consent of the Railways (not to be unreasonably withheld or delayed), use its best endeavours to:
- modify any or all of the Services without reducing the performance or functionality of the same, or substitute alternative Services of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions herein shall apply mutates mutandis to such modified Services or to the substitute Services; or
 - procure a licence to use and supply the Services, which are the subject of the alleged infringement, on terms which are acceptable to the Railways,
- and in the event that the Contractor is unable to comply with sub-clauses (a) or (b) above within twenty Working Days of receipt of the Contractor's notification the Railways may terminate the Contract with immediate effect by notice in writing.
- 4.47.10** The Contractor grants to the Railways a royalty-free, irrevocable and non-exclusive license (with a right to sub- license) to use any Intellectual Property Rights that the Contractor owned or developed prior to the Commencement Date and which the Railways reasonably requires in order exercise its rights and take the benefit of this Contract including the Services provided.

V. VARIATIONS, MEASUREMENT AND PAYMENTS

5.1 Extension of Time

Subject to any requirement in the contract as to completion of any portions or portions of the works before completion of the whole, the contractor shall fully and finally complete the whole of the works comprised in the contract (with such modifications as may be directed under conditions of this contract) by the date entered in the contract or extended date in terms of the following clauses. However, care may be taken to ensure that the extension in service contracts (other than Consultancy contracts) is on the ground that new contract has not been finalized.

5.1.1 Extension Due to Modification

If any modifications have been ordered which in the opinion of the Manager have materially increased the magnitude of the services, then such extension of the contracted date of completion may be granted as shall appear to the Manager to be reasonable in the circumstances, provided moreover that the Contractor shall be responsible for requesting such extension of the date as may be considered necessary as soon as the cause thereof shall arise and in any case not less than one month before the expiry of the date fixed for completion of the services

5.1.2 Extension for Delay Not Due to Railways or Contractor

If in the opinion of the Manager, the progress of services has any time been delayed by any act or neglect of Railway's employees or by other contractor employed by the Railway under Clause 4.20 of these Conditions or in executing the work/service not forming part of the contract but on which contractor's performance necessarily depends or by reason of proceeding taken or threatened by or dispute with adjoining or to neighboring owners or public authority arising otherwise through the Contractor's own default etc. or by the delay authorized by the Manager pending arbitration or in consequences of the contractor not having received in due time necessary instructions from the Railway for which she shall have specially applied in writing to the Manager or her authorized representative then upon happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Manager within 15 days of such happening, but shall nevertheless make constantly her best endeavours to bring down or make good the services and shall do all that may be reasonably required of her to the satisfaction of the Manager to proceed with the services.

The contractor may also indicate the period for which the service is likely to be delayed and shall be bound to ask for necessary extension of time. The Manager on receipt of such request from the contractor shall consider the same and shall grant such extension of time as in her opinion is reasonable having regard to the nature and period of delay and the type and quantum of work affected thereby. No other compensation shall be payable for works so carried forward to the extended period of time, the same rates, terms and conditions of contract being applicable as if such extended period of time was originally provided in the original contract itself.

5.1.3 Extension for Delay Due to Railways

In the event of any failure or delay by the Railway, to hand over the Contractor possession of the site necessary for the execution of the services, or to give the necessary notice to commence the services, or to provide the necessary drawings or instructions or any other delay caused by the Railway due to any other cause whatsoever, then such failure or delay shall in no way affect or vitiate the contract or alter the character thereof or entitle the contractor to damages or compensation therefore, but in any such case, the Railway may grant such extension or extensions of the completion date as may be considered reasonable.

5.2 Extension of Time for Delay Due to Contractor

The time and uninterrupted delivery of services shall be deemed to be the essence of the contract and the service must be completed not later than the date(s) as specified in the contract. If the contractor fails to complete the services within the time/manner as specified in the contract for the reasons other than the reasons specified in Clause 5.1, the Railway may, if satisfied that the service delivery can be completed by the contractor within reasonable short time thereafter, allow the contractor for further extension of time as the Manager may decide. On such extension, the Railway will be entitled without prejudice to any other right and remedy available on that behalf, to recover from the contractor as agreed damages and not by way of penalty a sum equivalent to 0.10% of the contract value of the service for each week or part of the week.

- 5.2.1 For the purpose of this clause, the contract value of the services shall be taken as value as per contract agreement including any supplementary contract agreement issued. Provided also, that the total amount of liquidated damages under this condition shall not exceed 5% In lieu, competent authority while granting extension to the currency of contract under Clause 5.2 of GCC may also consider levy of token penalty, as deemed fit based on the merit of the case of total value of the contract.

This section does not limit Indian Railways from imposing any penalties under other provisions and such penalties will be applicable concurrently.

Provided further, that if the Railway is not satisfied that the service can be completed by the Contractor and in the event of failure on the part of the contractor to complete the service within further extension of time allowed as aforesaid, the Railway shall be entitled without prejudice to any other right or remedy available in that behalf, to appropriate the contractor's Performance Guarantee and rescind the contract under Clause 7.4 of these Conditions, whether or not actual damage is caused by such default.

5.3 Modification to Contract to be in Writing

In the event of any of the provisions of the contract requiring to be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the Railway and the Contractor and no service shall proceed under such modifications until this has been done. Any verbal or written arrangement abandoning, modifying, extending, reducing or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the Railway unless and until the same is incorporated in a formal instrument and signed by the Railway and the Contractor, and till then the Railway shall have the right to repudiate such arrangements.

- 5.3.1 **Powers of Modification To Contract:** The Manager on behalf of the Railway shall be entitled by order in writing to enlarge or extend, diminish or reduce the services or make any alterations in

their design, character position, site, quantities, dimensions or in the method of their execution or in the combination and use of materials for the execution thereof or to order any additional service to be done or any services not to be done and the contractor will not be entitled, to any compensation for any increase/reduction in the quantities of work but will be paid only for the actual amount of work done and for approved materials supplied against a specific order.

5.3.2 Unless otherwise specified in the special conditions of the contract, the accepted variation in quantity of each individual item of the contract would be upto 25% of the quantity originally contracted. The contractor shall be bound to carry out the service at the agreed rates and shall not be entitled to any claim or any compensation whatsoever upto the limit of 25% variation in quantity of individual item of services.

5.3.3 **Valuation of Variations:** The variation referred to in Sub-Clause 5.3.2 of this Clause shall in no degree affect the validity of the contract; but shall be performed by the Contractor as provided therein and be subject to the same conditions, stipulations and obligations as if they had been originally and expressively included and provided for in the Specifications and Drawings and the amounts to be paid therefore shall be calculated in accordance with the accepted Schedule of Rates. Any extra items/quantities of work falling outside the purview of the provisions of Sub-Clause 5.3.2 above shall be paid for at the rates determined under Clause – 4.41.1 of these Conditions.

5.3.4 Variations in Quantities During Execution of Service Contracts: The procedure detailed below shall be adopted for dealing with variations in quantities during execution of works contracts:

1. Individual NS items in contracts shall be operated with variation of plus or minus 25% and payment would be made as per the agreement rate. For this, no finance concurrence would be required.
2. For the tenders accepted at the Zonal Railways level, the variation in quantities will be approved by the authority in whose current tender acceptance powers, the revised value of the agreement lies.
3. In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender for operating that item is considered not practicable, quantity of that item may be operated in excess of 125% of the agreement quantity (100% i.e., the original quantity + 25% i.e., quantity over and above the original quantity) subject to the following conditions:
 - a. Since there is an in-built rate reduction Clause of 2% & 4% for variation between 125% & 140% & between 140% and 150% respectively on the accepted rates it will only require the prior approval of the Tender Accepting Authority (TAA) who is an officer not below the rank of JAG without finance concurrence subject to other conditions mentioned in Clause 42(4) of GCC 2014.
 - b. However, a Supplementary Agreement/Addendum to original Agreement should be drawn subsequent to sanction of the variation by an officer not below the rank of JAG, which needs to be vetted by Associate Finance.
 - c. Quantities operated in excess of 125% but up to 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender.
 - d. Quantities operated in excess of 140% but up to 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender.
4. Variation in quantities of individual items beyond 150% will be prohibited and would be permitted only in exceptional unavoidable circumstances with the concurrence of Associate Finance and shall be paid at 96% of the rate awarded for that item in that particular tender.
5. The variation in quantities as per the above formula will apply only to the individual items of the contract and not on the overall contract value.

6. Execution of quantities beyond 150% of the overall agreement value should not be permitted and, if found necessary, should be only through fresh tenders or by negotiating with the existing contractor, with personal concurrence of PFA and personal sanction of General Manager.
7. The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1% of the total original agreement value.
8. No such quantity variation limit shall apply for foundation items.
9. As far as SSR/SOR items are concerned, the limit of 25% would apply to the value of SSR/SOR schedule as a whole and not on individual SSR/SOR items. However, in case of NS items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate).
10. For tenders accepted by Board Members and Railway Ministers, variations up to 110% of the original agreement value may be accepted by General Manager.
11. The aspect of Vitiating if any, shall be governed as per Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018.
12. In zonal contracts, the variation in the contract should not exceed 25% of the contract value
13. Overall agreemental Value, arrived at by adding the positive variation and subtracting the negative variation from the accepted value of the contract, shall be taken for deciding the competency of sanction. (Authority: RB Ltr no 2017/Trans/01/Policy dated 27-03-2018)
14. The estimate provision/ preparation of revised estimate shall be ensured. The extant rules for excess over estimate, if any, due to escalation/ other than escalation, shall be followed.

5.4 Claims

5.4.1 Monthly Statement of Claims

The Contractor shall prepare and furnish to the Manager once in every month an account giving full and detailed particulars of all claims for any additional expenses to which the Contractor may consider herself entitled to and of all extra or additional works ordered by the Manager which s he has executed during the preceding month and no claim for payment for and such work will be considered which has not been included in such particulars.

5.4.2 Signing of "No Claim" Certificate

The Contractor shall not be entitled to make any claim whatsoever against the Railway under or by virtue of or arising out of this contract, nor shall the Railway entertain or consider any such claim, if made by the Contractor, after s h e shall have signed a "No Claim" Certificate in favor of the Railway in such form as shall be required by the Railway after the works are finally measured up. The Contactor shall be debarred from disputing the correctness of the items covered by "No Claim" Certificate or demanding a clearance to arbitration in respect thereof.

5.5 MEASUREMENTS

5.5.1 Quantities in Schedule Annexed to Contract

The quantities set out in the accepted Schedule of Rates with items of works quantified are the estimated quantities of the services and they shall not be taken as the actual and correct quantities of the work to be executed by the Contractor in fulfillment of her obligations under the contract.

5.5.2 Measurement of Services/ Work

- a. Measurements shall be recorded on the basis of day to day records maintained by way of check list or any other methodology provided in the Bid documents.
- b. The Contractor shall be paid for the works/services at the rates in the accepted Schedule of Rates and for extra services at rates determined under Clause 4.41.1 of these Conditions on the measurements taken by the Manager or the Manager's representative in accordance with the rules prescribed for the purpose by the Railway. The quantities for items the unit of which in the accepted Schedule of Rates is 100 or 1000 shall be calculated to the nearest whole number, any fraction below half being dropped and half and above being taken as one; for items, the unit of

which in the accepted Schedule of Rates is single, the quantities shall be calculated to two places of decimals. Such measurements will be taken of the work in progress from time to time and at such intervals as in the opinion of the Manager shall be proper having regard to the progress of work. The date and time on which 'on account' or 'final' measurements are to be made shall be communicated to the Contractor who shall be present at the site and shall sign the results of the measurements (which shall also be signed by the Manager or the Manager's representative) recorded in the official measurements book as an acknowledgement of her acceptance of the accuracy of the measurements.

- c. Failing the Contractor's attendance, the service may be measured up in her absence and such measurements shall, notwithstanding such absence, be binding upon the Contractor whether or not she shall have signed the measurement books provided always that any objection made by her to measurement shall be duly investigated and considered in the manner set out as following: It shall be open to the Contractor to take specific objection to any recorded measurements or Classification on any ground within seven days of the date of such measurements. Any re-measurement taken by the Manager or the Manager's representative in the presence of the Contractor or in her absence after due notice has been given to her in consequence of objection made by the Contractor shall be final and binding on the Contractor and no claim whatsoever shall thereafter be entertained regarding the accuracy and classification of the measurements.
- d. If an objection raised by the Contractor is found by the Manager to be incorrect, then the Contractor shall be liable to pay the actual expenses incurred in measurements.

5.6 PAYMENTS

5.6.1 "On-Account" Payments

The Contractor shall be entitled to be paid from time to time by way of "On-Account" payment only for such works as in the opinion of the Manager she has executed in terms of the contract. All payments due on the Manager's or the Manager's Representative's certificates of measurements shall be subject to any deductions which may be made under these presents provided always that the Manager may by any certificate make any correction or modification in any previous certificate which shall have been issued by her and that the Manager may withhold any certificate, if the services or any part thereof are not being carried out to her satisfaction.

5.6.2 Rounding Off Amounts

The total amount due on each certificate shall be rounded off to the nearest rupee, i.e. sum less than 50 paise shall be omitted and sums of 50 paise and more upto Rs.1 will be reckoned as Rs. 1.

- 5.6.3 **On Account Payments Not Prejudicial to Final Settlement** "On-Account" payments made to the Contractor shall be without prejudice to the final making up of the accounts (except where measurements are specifically noted in the Measurement Book as "Final Measurements" and as such have been signed by the Contractor) and shall in no respect be considered or used as evidence of any facts stated in or to be inferred from such accounts nor of any particular quantity of service having been executed nor of the manner of its execution being satisfactory.

- 5.6.4 **Manner of Payment:** The payments would be released in the manner as specified by the Railway Board time to time.

5.6.5 Points to be ensured while Passing the Bills

- a. Railways shall ensure that all relevant records are to be certified by the contractor and the employee nominated by Principal Employer.
- b. Railways shall ensure that Gross Minimum wages including ESI, PF etc. is paid as per the actuals by the contractor to all workers. In case, if the Contractor fails to pay the gross minimum wages, the same shall be informed to Regional Labour Commissioner.
- c. Railways shall ensure that all the relevant records related to statutory obligations and agreement conditions are submitted by the contractor for claiming monthly bills.

- d. Railways shall upload the details of the contractor online on the Employees' Provident Fund Organisation (EPFO) portal. Every month, Railways may, if required, cross – verify the contractor's monthly statements regarding PF and other contributions from the EPFO's records online.
- e. The contractor is required to provide documentary evidence to show the coverage of all her workers or labour under the schemes mentioned in Clause 6.17 on an annual basis. Upon verification of the records by Railways, payments can be released to the contractor.

5.7 Price Variation Clause (PVC):

The Price Variation Clause is devised as per the composition of an individual work/ service contract can be incorporated by the tender inviting authorities based on the following general principles. The amount payable on account of Price variation shall be settled every quarter.

- 5.7.1 **Applicability:** Price Variation Clause (PVC) shall be applicable only for tenders of value as prescribed by the Ministry of Railways through instructions/circulars issued from time to time and for long term contracts, where delivery period extends beyond 18 months. * Materials supplied free of cost by Railway to the contractors shall fall outside the purview of Price Variation Clause. If, in any case, accepted offer includes some specific payment to be made to consultants or some materials supplied by Railway free or at fixed rate, such payments shall be excluded from the gross value of the work for the purpose of payment/recovery of price variation. (*referto rule 225, General Financial Rules, 2017)
- 5.7.2 **Base Month:** The Base Month for 'Price Variation Clause' shall be taken as month of opening of bids including extensions, if any, unless otherwise stated elsewhere. The quarter for applicability of PVC shall commence from the month following the month of opening of bid. The Price Variation shall be based on the average Price Index and minimum wages of the quarter under consideration.
- 5.7.3 **Validity:** Rates accepted by Railway Administration shall hold good till completion of service contract period and no additional individual claim shall be admissible on account of fluctuations in market rates, increase in taxes/any other levies/tolls etc. except that payment/recovery for overall market situation shall be made as per Price Variation Clause given hereunder
- 5.7.4 Adjustment for variation in prices of material, labour, fuel etc. shall be determined in the manner prescribed.
- 5.7.5 Components of various items in a contract on which variation in prices be admissible, shall be Material, Labour and Fuel and shall be taken based on their proportions in the estimate. However, for fixed components, no price variation shall be admissible.
- 5.7.6 The price escalation shall be calculated based on the following clauses i.e. 5.7.6 (a) and 5.7.6 (b) and the higher of the two shall be paid.
 - a. The percentages of labour component, material component, fuel component etc. in various types of Services shall be as under:
 - b. In contracts where the number of workforce is specified, any revision in the minimum wages etc. notified through government order/circulars etc. after the date of submission of bids shall be compensated by the Railway administration, on an actual basis.

Component	Percentage	Component	Percentage
(A) Housekeeping Contracts			
Labour Components	70%	Other Material Components	15%
Fuel Components	0%	Fixed Component*	15%
(B) Consultancy Contracts			
Labour Components	80%	Other Material Components	5%
Fuel Components	0%	Fixed Component*	15%
(C) Other Contracts			
Labour Components	35%	Other Material Components	55%
Fuel Components	35%	Fixed Component*	15%

Formulae: The Amount of variation in prices in several components (labour material etc.) shall be worked out by the following formulae:

$$(i) L = \frac{W \times (LQ - LB)}{LB} \times \frac{LC}{100}$$

$$(ii) M = \frac{W \times (MQ - MB)}{MB} \times \frac{MC}{100}$$

$$(iii) F = \frac{W \times (FQ - FB)}{FB} \times \frac{FC}{100}$$

L Amount of price variation in Labour

M Amount of price variation in Materials

F Amount of price variation in Fuel

LC % of Labour Component

MC % of Material Component

FC % of Fuel Component

W Gross value of work done (services performed) by contractor as per on-account bill(s), excluding cost of materials supplied by Railway at fixed price. This will also exclude specific payment, if any, to be made to the consultants engaged by contractors (such payment shall be indicated in the contractor's offer)

LB Consumer Price Index Number for Industrial Workers - All India: Published in R.B.I. Bulletin for the base period

LQ Consumer Price Index Number for Industrial Workers - All India: Published in R.B.I. Bulletin for the average price index of the 3 months of the quarter under consideration

MB Index Number of Wholesale Prices – By Groups and Sub-Groups: All commodities – as published in the R.B.I. Bulletin for the base period

MQ Index Number of Wholesale Prices – By Groups and Sub-Groups: All commodities – as published in the R.B.I. Bulletin for the average price index of the 3 months of the quarter under consideration
FB Index Number of Wholesale Prices – By Groups and Sub-Groups for Fuel and Power as published in the R.B.I. Bulletin for the base period

FQ Index Number of Wholesale Prices – By Groups and Sub-Groups for Fuel and Power as published in the R.B.I. Bulletin for the average price index of the 3 months of the quarter under consideration

5.7.7 For material portion, the relevant RBI Bulletin (index numbers of wholesale prices in India - by Groups and Sub- groups — Averages) shall be used.

5.7.8 The demands for escalation of cost shall be allowed on the basis of provisional indices made available by Reserve Bank of India and revision in the minimum wages. Any adjustment needed to be done based on the finally published indices shall be made as and when they become available.

5.8 Price variation During Extended Period of Contract: The price adjustment as worked out above, i.e. either increase or decrease shall be applicable upto the stipulated date of completion of work including the extended period of completion where such extension has been granted under Clause 5.1 of the Standard General Conditions of Contract. However, where extension of time has been granted due to contractor's failure under Clause 5.2, price adjustment shall be done as follows:

5.8.1 In case the indices or minimum wages increase above the indices or minimum wages applicable to the last month of original completion period or the extended period under Clause 5.1, the price adjustment for the period of extension granted under Clause 5.2 shall be limited to the amount payable as per the Indices or minimum wages applicable to the last month of the original

completion period or the extended period under Clause 5.1 of the General Conditions of Contract; as the case may be.

5.8.2 In case the indices fall below the indices or minimum wages applicable to the last month of original/ extended period of completion under Clause 5.1, as the case may be; then the lower indices or minimum wages, as the case may be, shall be adopted for the price adjustment for the period of extension under Clause 5.2 of the Standard General Conditions of Contract.

5.9 Maintenance of Works Contemplated in the services: Service contracts may have an element of work included to provide services. In such cases the content of this para shall be applicable —

The Contractor shall at all times during the progress and continuance of the service and also for the period of maintenance of Works contemplated in the Service specified, if any in the Bid Form after the date of passing of the certificate of completion by the Manager or any other earlier date subsequent to the completion of the work that may be fixed by the Manager be responsible for and effectively maintain and uphold in good substantial, sound and perfect condition all and every part of the work and shall make good from time to time and at all times as often as the Manager shall require, any damage or defect that may during the above period arise in or be discovered or be in any way connected with the work, provided that such damage or defect is not directly caused by errors in the contract documents, act of providence or insurrection or civil riot, and the Contractor shall be liable for and shall pay and make good to the Railway or other persons legally entitled thereto whenever required by the Manager so to do, all losses, damages, costs and expenses they or any of them may incur or be put or be liable to by reasons or in consequence of the operations of the Contractor or of her failure in any respect.

5.9.1 Certificate of Completion of Works contemplated in Service:

As soon as in the opinion of the Manager, the work has been completed and has satisfactorily passed any final test or tests that may be prescribed, the Manager shall issue a certificate of completion duly indicating the date of completion in respect of the work and the period of maintenance of the work, if applicable, shall commence from the date of completion mentioned in such certificate. The Manager may also issue such a certificate indicating date of completion with respect to any part of the work (before the completion of the whole of work), which has been both completed to the satisfaction of the Manager and occupied or used by the Railway. When any such certificate is given in respect of part of a work, such part shall be considered as completed and the period of maintenance, if any shall commence from the date of completion mentioned in the completion certificate issued for that part of the work.

5.9.2 Maintenance Certificate: In case maintenance period is specified in the contract, for any part the Contract, it shall not be considered as completed until a Maintenance Certificate shall have been signed by the Manager stating that the works have been completed and maintained to her satisfaction. The maintenance Certificate shall be given by the Manager upon the expiration of the period of maintenance or as soon thereafter as any works ordered during such period pursuant to Clause 5.9.1 of these Conditions shall have been completed to the satisfaction of the Manager and full effect shall be given to this Clause notwithstanding the taking possession of or using the works/ services or any part thereof by the Railway.

5.9.3 Contractor Not Absolved By Completion Certificate: The Certificate of Completion (in respect of the works referred to in Sub-Clause 5.9.1 of this Clause in GCC service) shall not absolve the Contractor from her liability to make good any defects imperfections, shrinkages or faults which may appear during the period of maintenance specified in the Bid arising in the opinion of the Manager from materials or quality of workers not in accordance with the drawings or specifications or instruction of the Manager, which defects, imperfections, shrinkages or faults shall upon the direction in writing of the Manager be amended and made good by the Contractor at her own cost; and in case of default on the part of Contractor, the Manager may employ labour and materials or appoint another Contractor to amend and make good such defects, imperfections, shrinkages and

faults and all expenses consequent thereon and incidental thereto shall be borne by the Contractor and shall be recoverable from any moneys due to her under the contract.

5.9.4 Approval Only by Maintenance Certificate: No certificate other than Maintenance certificate referred to in Clause 5.9.3 of the Conditions shall be deemed to constitute approval of any work or other matter in respect of which it is issued or shall be taken as an admission of the due performance of the contract or any part thereof or of the accuracy of any claim or demand made by the Contractor or of additional varied work having been ordered by the Manager nor shall any other certificate conclude or prejudice any of the powers of the Manager.

5.10 Certificate of Completion of Services:

As soon as in the opinion of the Manager, the service has been completed and has satisfactorily passed any final test or tests that may be prescribed, the Manager shall issue a certificate of completion duly indicating the date of completion. The Manager may also issue such a certificate indicating date of completion with respect to any part of the service (before the completion of the whole of service), which has been both completed to the satisfaction of the Manager. When any such certificate is given in respect of part of a service, such part shall be considered as completed.

5.10.1 Approval Only by Completion Certificate: No certificate other than completion certificate referred to in Clause 5.8 of the Conditions shall be deemed to constitute approval of any service or other matter in respect of which it is issued or shall be taken as an admission of the due performance of the contract or any part thereof or of the accuracy of any claim or demand made by the Contractor or of additional varied work having been ordered by the Manager nor shall any other certificate conclude or prejudice any of the powers of the Manager.

5.11 Cessation of Railway's Liability: The Railway shall not be liable to the Contractor for any matter arising out of or in connection with the contract of the execution of the works/ services unless the Contractor shall have made a claim in writing in respect thereof before the issue of the Completion Certificate for service / Maintenance Certificate for works contemplated in service, as the case may be under this clause.

5.12 Unfulfilled Obligations: Notwithstanding the issue of Completion Certificate for service / Maintenance Certificate for works contemplated in service as the case may be the Contractor and (subject to Clause 5.9) the Railway shall remain liable for the fulfilment of any obligation incurred under the provision of the contract prior to the issue of the Completion Certificate for service / Maintenance Certificate for works contemplated in service which remains unperformed at the time such certificate is issued and for the purposes of determining the nature and extent of any such obligations, the contract shall be deemed to remain in force between the parties thereto.

5.13 Final Payment

On the Manager's certificate of completion in respect of the services, adjustment shall be made and the balance of account based on the Manager or the Manager's representative's certified measurements of the total quantity of service executed by the Contractor upto the date of completion and on the accepted schedule of rates and for extra works on rates determined under Clause 4.42.1 of GCC shall be paid to the Contractor, subject always to any deduction which may be made under these presents, and further subject to the Contractor having delivered to the Manager either a full account in detail of all claims she may have on the Railway in respect of the works or having delivered "No Claim Certificate" and the Manager having after the receipt of such account given a certificate in writing that such claims are correct, that the whole of the works to be done under the provisions of the Contracts have been completed, that they have been inspected by her since their completion and found to be in good and substantial order, that all properties, works and things, removed, disturbed or injured in consequence of the services have been properly replaced and made good and all expenses and demands incurred by or made upon the Railway for or in the respect of damage or loss by from or in consequence of the services, have been satisfied agreeably and in conformity with the contract.

- 5.13.1 **Post Payment Audit:** It is an agreed term of contract that the Railway reserves to itself the right to carry out a post-payment audit and or technical examination of the works/ services and the final bill including all supporting vouchers, abstracts etc. and to make a claim on the contractor for the refund any excess amount paid to her, if as a result of such examination any over-payment to her is discovered to have been made in respect of any services done or alleged to have been done by her under the contract.
- 5.13.2 **Production of Vouchers etc. by the Contractor:** For a contract more than Rs 2 crore, the contractor shall, whenever required, produce or cause to be produced for examination by the Manager any quotation, invoice, cost or other account, book of accounts, voucher, receipt, letter, memorandum, paper of writing or any copy of or extract from any such document and also furnish information and returns verified in such manner as may be required in any way relating to the execution of this contract or relevant for verifying or ascertaining cost of execution of this contract (the decision of the Manager on the question of relevancy of any documents, information or return being final and binding on the parties). The contractor shall similarly produce vouchers etc., if required to prove to the Manager, that materials supplied by her, are in accordance with the specifications laid down in the contract.
- 5.13.3 If any portion of the service in a contract of value more than Rs 2 crore be carried out by a sub-contractor or any subsidiary or allied firm or company (as per Clause 4.5 of the General Conditions of Contract), the Manager shall have power to secure the books of such sub-contract or any subsidiary or allied firm or company, through the contractor, and such books shall be open to her inspection.
- 5.13.4 The obligations imposed by Sub Clause 5.13.2 & 5.13.2 of GCC Services Jan' 2018 is without prejudice to the obligations of the contractor under any statute, rules or orders binding on the contractor.
- 5.13.5 **Signature on Receipts for Amounts:** Every receipt for money which may become payable or for any security which may become transferable to the Contractors under these presents, shall, if signed in the partnership name by anyone of the partners of a Contractor's firm be a good and sufficient discharge to the Railway in respect of the moneys or security purported to be acknowledged thereby and in the event of death of any of the Contractor, partners during the pendency of the contract, it is hereby expressly agreed that every receipt by anyone of the surviving Contractor partners shall if so signed as aforesaid be good and sufficient discharge as aforesaid provided that nothing in this Clause contained shall be deemed to prejudice or effect any claim which the Railway may hereafter have against the legal representative of any contractor partner so dying for or in respect to any breach of any of the conditions of the contract, provided also that nothing in this clause contained shall be deemed to prejudice or effect the respective rights or obligations of the Contractor partners and of the legal representatives of any deceased Contractor partners inter se.

VI. LABOUR LAWS AND RELATED OBLIGATIONS

6.1 Independent Contractor

- 6.1.1 The status of the Contractor shall be that of an independent contractor. The Contractor, its employees, agents and any subcontractors performing under this Contract are not employees or agents of the State or any agency, division or department of the State simply by virtue of work performed pursuant to this Contract. Neither the Contractor nor its employees shall be considered employees of the Railways or the Govt. of India/ State simply by virtue of work performed pursuant to this Contract.
- 6.1.2 To ensure compliance of labour laws in a service contract the bidder shall be disqualified for consideration of award of the bid if she/they have been levied with a penalty for violation of labour

laws for three times in the last two years (from the date of opening of tender) by the appropriate enforcing agency like the Labour Commissioner etc. The declaration to this effect shall be furnished by the contractor as a part of his bid document. A format in this regard shall be made a part of the tender document. In case this declaration is found to be false, process for 'banning of business' against the bidder/contractor shall be initiated as per extent rules.

- 6.1.3 Indian Railways may also undertake measures, as decided by competent authority, to ensure labour welfare for contract workers, as deemed fit, such as:
- Helpline for complaints from labour regarding payment of wages, work site facilities, sexual harassment etc.
 - Provision for recording anonymous complaints from workers, citizens etc. regarding violation of labour laws by Contractor
- 6.1.4 The Railways shall ensure that the contractor shall pay the wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, through the bank transfer. The contractor will be required to submit every month, documentary evidence in the form of Bank Statement of having transferred the gross minimum wages to each of the workers. Failure to do so will entail in Indian Railways taking up any measure to ensure the payment of wages including, but not limited to, withholding contractor's on-account bills.

6.2 Legal Obligations

The contractor shall be responsible for carrying out all legal obligations as may be required by the law. Broadly they are as under:

- Contractor Labour (Regulation and Abolition) Act, 1970
- Minimum Wages Act, 1948
- Payment of Wages Act, 1936
- The Workman's Compensation Act, 1923
- Provisions of Employees Provident Fund and Miscellaneous Provisions Act, 1952
- Employees' State Insurance Act, 1948
- Employees' Pension Scheme, 1995
- Factories Act, 1948
- Enforcement of Employment of Manual Scavengers and construction of Dry Latrines (Prohibitions) Act, 1993
- Child Labour Act, 1986
- Apprentices Act, 1961
- Equal Remuneration Act, 1976
- Safai Karamcharis Act, 1993
- Industrial Disputes Act, 1947
- Maternity Benefit Act, 1961
- Trade Unions Act, 1926
- Payment of Bonus Act, 1965
- Payment of Gratuity Act, 1972
- Industrial Employment (Standing Orders) Act, 1946
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

6.3 Labour Law Awareness

- 6.3.1 The contractor has to mandatorily provide a comprehensive day-long training carried out by a certified Third Party agency for the awareness of labour laws, grievance redressal mechanism and other provisions applicable to her staff, workers, labour employed by her directly or indirectly in service of the Railways. The contractor must submit relevant documentary proof to Railways of having conducted such training to all workers.

- 6.3.2 The contractor must provide a comprehensive booklet (that is approved by Indian Railways) containing all the relevant updated labour legislations, rules and other applicable provisions, to every worker at the outset of the contract in the local vernacular language.

While all the laws mentioned in Clause 6.2 are applicable to labour, some of the statutory provisions of the key legislations are provided as follows –

6.4 Provisions of Contract Labour (Regulation and Abolition) Act, 1970 / Rules 1950

- 6.4.1 The Contractor shall comply with the provision of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971 as modified from time to time, wherever applicable and shall also indemnify the Railway from and against any claims under the aforesaid Act and the Rules.
- 6.4.2 The registration of the principal employer and the establishment shall be ensured before the commencement of the contract.
- 6.4.3 Contractors employing more than 20 workers shall obtain License from the Asst. Labour Commissioner before the commencement of the work and continue to have a valid license until the completion of the work. Any failure to fulfill the requirement shall attract the penal provision of the Contract arising out of the resultant non- execution of the work.
- 6.4.4 The Contractor shall send half yearly return in **Form XXIV** (in duplicate), provided in **Annexure VIII** to Indian Railways and to the Licensing Officer, so as to reach the Railways and Licensing Officer concerned not later than 30 days from the close of the half year. (Half year for the purpose of this rule means “a period of 6 months commencing from 1st January and 1st July of every year).
- 6.4.5 The Contractor shall pay to the labour employed by her directly or through subcontractors the wages as per provision of the aforesaid Act and the Rules wherever applicable. The Contractor shall notwithstanding the provisions of the contract to the contrary, cause to be paid the wages to labour indirectly engaged on the works including any engaged by sub-contractors in connection with the said work, as if the labour had been immediately employed by her.
- 6.4.6 In respect of all labour directly or indirectly employed in the work for performance of the contractor's part of the contract, the Contractor shall comply with or cause to be complied with the provisions of the aforesaid Act and Rules wherever applicable.
- 6.4.7 In every case in which, by virtue of the provisions of the aforesaid Act or the Rules, the Railway is obliged to pay any amount of wages to a worker employed by the Contractor or her sub-contractor in execution of the work or to incur any expenditure on account of the contingent liability of the Railway, due to the contractor's failure to fulfill her statutory obligations under the aforesaid Act or the rules, the Railway will recover from the Contractor, the amount of wages so paid or the amount of expenditure so incurred and without prejudice to the rights of the Railway under the Section 20, Sub-Section (2) and Section 2, Sub-Section (4) of the aforesaid Act.
- The Railway shall be at liberty to recover such amount or part thereof by deducting it from any sum due by the Railway to the contractor whether under the contract or otherwise.
- The Railway shall not be bound to contest any claim made against it under Sub-Section (1) of Section 20 and Sub-Section (4) of Section 21 of the aforesaid Act except on the written request of the Contractor and upon her giving to the Railway full security for all costs for which the Railway might become liable in contesting such claim. The decision of the Railway regarding the amount actually recoverable from the contractor as stated above shall be final and binding on the Contractor.
- 6.4.8 The actual area of working i.e. Station/Colony shall be registered with the regional, central labour commission office.

6.4.9 Principal Employer & Duties

- 6.4.9.1 Principal Employer is –

- a. in relation to any office or department of the Government or a local authority, the head of that office or department or such other officer as the Government or the local authority, as the case may be, may specify in this behalf,
- b. in any other establishment, any person responsible for the supervision and control of the establishment.

6.4.9.2 Duties of Principal Employer

It is the duty of the Principal Employer to ensure the amenities as described below under Sections 17, 18, 19 of the Act, shall be provided by the Contractor within the prescribed time limit. Otherwise, such amenities shall be provided by the Principal Employer and the necessary deductions shall be made to the extent facilities provided. (Section 20).

6.4.10 Contractor's Responsibilities:

The following provisions shall be made by the Contractor under the law –

- a. **Canteen** – The necessary refreshment stalls shall be provided for the workers where the workforce is more than 100 by the Contractor (section 16).
- b. **Rest Rooms** – Provision of rest rooms is essential wherein the labour is required to halt at night in connection with the work (section 17)
- c. **Drinking Water & Sanitation** – Provision of wholesome drinking water/ urinals/ washrooms/washing facilities/supply of dungry cloth, soap solution, coconut oil etc. shall be ensured to the contract labour (Section 18). Contractor shall permit inspection of all drinking water and sanitation arrangements at all times by the Manager, the Manager's Representative or the Medical Staff of the Railway.

Should the contractor fail to make the adequate sanitary arrangements, these will be provided by the Railway and the cost therefore recovered from the Contractor.

- d. **First Aid Facilities** – Provision of First Aid facility shall be provided and maintained by the contractor during all working hours. The first aid box shall be equipped with prescribed contents as provided in Annexure XI at the working place. (Section 19) First aid boxes shall be provided and maintained so as to be readily assessable during all working hours at the rate of not less than 1 box for 150 contract labour or part thereof ordinarily employed.

6.4.11 Payment of Wages:

- a. The responsibility for payment of wages lies with the contractor (Section 21) who shall be responsible for payment of wages to each worker employed by her as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.
- b. Every Principal Employer shall nominate a representative duly authorized by her to be present at the time of Disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.
- c. In case of contractor fails to make payment of wages within the prescribed period or makes short payment, then the Principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor.
- d. The Minimum Rate of Wages for all Workers as notified by Regional Labour Commissioner shall be paid through Nationalized Banks.
- e. The Contractor shall ensure the Bank remittance of salaries for all her employees and necessary documents in this connection shall be furnished to the Railways for claiming monthly bills.
- f. In case of revision of rates of minimum wages, the contractor must also submit documents regarding revision notifications of Minimum wages (Wages and VDA) and proof of payment to the labour with revised rates.
- g. Date of payment of wages to workers by the Contractor must be as follows-

Employees less than one thousand (1000)	Employees more than one thousand (1000)
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Before expiry of the seventh (7) day	Before the expiry of tenth (10) day after the last day of wage period
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- h. Any worker terminated by the contractor, the wages earned by shall be paid before expiry of second working day from the day on which their employment is terminated.
- i. All payments of wages shall be made on a working day at the work place and during the working hours. Final payment shall be made within 48 hours of the last working day.
- j. Deductions: Wages shall be paid without any deductions of any kind except those specified by the state government and permissible under the payment of wages act 1936

6.5 Minimum Wages Act, 1948/ Rules 1950

The Contractor shall be responsible to ensure compliance with the provision of the Minimum Wages Act, 1948 (hereinafter referred to as the "said Act") and the Rules made there under in respect of any employees directly or through petty contractors or sub- contractors employed by her/them. Following are the salient features of the Minimum Wages Act, 1948 for which the contractor shall produce a certificate of compliance which shall be verified by the railway manager and placed on record.

6.5.1 Wages to Labour:

- a. The Contractor shall display of Notices in English and Hindi/Local vernacular language in the workplace and other wise make all workers aware regarding the minimum rates of wages fixed, hours of work, wage period, abstract of laws & rules made there under, date & place of payment, Name, address & contact details of the Labour Enforcement Officer.
- b. The contractor shall maintain the Register of Muster Roll, Register of Wages (Form XVII as provided in the Annexure VI), Register of Fines, Register of deductions for damages/loss, Register of Overtime at the workplace in the prescribed formats under the law.
- c. The contractor shall issue monthly wage slips as per **Form XIX provided in Annexure VII** to all workers showing the details of the gross wages, deductions if any and the net wages.
- d. The Contractor shall submit Annual Return in the prescribed form to the concerned Labour Enforcement Officer (Central).

6.5.2 Proof of Payment of Wages: Bank remittance of salaries of all the Contractor's workers and to produce the documents to the effect to Railways for claiming monthly bills.

6.5.3 Weekly Rest: The contractor shall also provide weekly rest on staggered basis to all workers and comply with all other provisions of the law.

6.6 Provisions of Payments of Wages Act

The Contractor shall comply with the provisions of the Payment of Wages Act, 1936 and the rules made there- under in respect of all employees directly or through petty contractors or sub-contractors employed by her in the services/works. If in compliance with the terms of the contract, the Contractor directly or through petty contractors or sub-contractors shall supply any labour to be used wholly or partly under the direct orders and control of the Manager whether in connection with the works to be executed hereunder or otherwise for the purpose of the Manager, such labour shall never the less be deemed to comprise persons employed by the contractor and any moneys which may be ordered to be paid by the Manager shall be deemed to be moneys payable by the Manager on behalf of the Contractor and the Manager may on failure of the Contractor to repay such money to the Railways deduct the same from any moneys due to the Contractor in terms of the contract. The Railway shall be entitled to deduct from any moneys due to the contractor (whether under this contract or any other contract) all moneys paid or payable by the Railway by way of compensation of aforesaid or for costs of expenses in connection with any claim thereto and the

decision of the Manager upon any question arising out of the effect or force of this Clause shall be final and binding upon the Contractor.

6.7 Provisions of Employees Provident Fund and Miscellaneous Provisions Act, 1952

The Contractor shall comply with the provisions of Para 30 & 36-B of the Employees Provident Fund Scheme, 1952; Paras 3 & 4 of Employees' Pension Scheme, 1995; and Para 7 & 8 of Employees Deposit Linked Insurance Scheme, 1976; as modified from time to time through enactment of "Employees Provident Fund & Miscellaneous Provisions Act, 1952", wherever applicable and shall also indemnify the Railway from and against any claims under the aforesaid Act and the Rules.

6.7.1 Employees' Provident Fund Scheme, 1952

6.7.7.1 Payment of Contributions

- a. The employer shall, in the first instance, pay both the contribution payable by herself (in this Scheme referred to as the employer's contribution) and also, on behalf of the member employed by her directly or by or through a contractor, the contribution payable by such member (in this Scheme referred to as the member's contribution).
- b. In respect of employees employed by or through a contractor, the contractor shall recover the contribution payable by such employee (in this Scheme referred to as the member's contribution) and shall pay to the principal employer the amount of member's contribution so deducted together with an equal amount of contribution (in this Scheme referred to as the employer's contribution) and also administrative charges.
- c. It shall be the responsibility of the principal employer to pay both the contribution payable by herself in respect of the employees by or through a contractor and also administrative charges.

Explanation: For the purposes of this paragraph, the expression "administrative charges" means such percentage of the pay (basic wages, dearness allowance, retaining allowance, if any, and cash value of food concessions admissible thereon) for the time being payable to the employees other than an excluded employee, and in respect of which Provident Fund Contribution are payable as the Central Government may, in consultation with the Central Board and having regard to the resources of the Fund for meeting its normal administrative expenses fix.}

6.7.2 Employees' Pension Scheme, 1995

Para 3 (1): From and out of the contributions payable by the employer in each month under Section 6 of the "Act" or under the rules of the Provident Fund of the establishment which is exempted either under clauses (a) and (b) of sub-section (i) of Section 17 of the Act or whose employees are exempted under either paragraph 27 or paragraph 27-A of the Employees' Provident Fund Scheme, 1952, a part of contribution representing 8.33 per cent of the Employee's pay shall be remitted by the employer to the Employees' Pension fund within 15 days of the close of every month by a separate bank draft or cheque on account of the Employees' Pension Fund contribution in such manner as may be specified in this behalf by the Commissioner. The cost of the remittance, if any, shall be borne by the employer.

Para 3(2): The Central Government shall also contribute at the rate of 1.16 per cent of the pay of the members of the Employees' Pension Scheme and credit the contribution to the Employees' Pension Fund:

Para 4: Payment of Contribution:

- a. The employer shall pay the contribution payable to the Employees' Pension Fund in respect of each member employed by her directly or by or through a contractor.
- b. It shall be the responsibility of the Principal employer to pay the contributions payable to the Employees' Pension Fund by herself in respect of the employees directly employed by her and also in respect of the employees employed by or through a contractor.

6.7.3 Employees' Deposit Linked Insurance Scheme, 1976

6.7.3.1 Contribution (Para 7 & 8):

- a. The contribution payable by the employer and the Central Government under sub-section (2) and sub- section (3) of Section 6-c of the Act, shall be calculated on the basis of the basic of the basic wages, dearness allowance (including the cash value of any food concession) and retaining allowance, if any, actually drawn during the whole month whether paid on daily, weekly, fortnightly or monthly basis.

Provided that where the monthly pay of an employee exceeds fifteen thousand rupees, the contribution payable in respect of her by the employer and the Central Government shall be limited to the amounts payable on a monthly pay of fifteen thousand rupees including dearness allowance, retaining allowance (if any) and cash value of food concession.

- b. The contribution by the employer shall be remitted by her together with administrative charges at such rate as the Central Government may fix from time to time under sub-section 4 of Section 6-c of the Act, to the Insurance Fund within fifteen days of the close of every month by a separate bank draft or cheque or by remittance in cash in such manner as may be specified in this behalf by the Commissioner. The cost of remittance, if any, shall be borne by the employer.
- c. It shall be the responsibility of the employer to pay the contribution payable by herself in respect of the employees directly employed by her and also in respect of the employees employed by or through a contractor.

6.7.3.2 Reporting of Accidents to Labour: The Contractor shall be responsible for the safety of all employees directly or through petty contractors or sub-contractor employed by her on the works and shall report serious accidents to any of them however and wherever occurring on the works to the Manager or the Manager's Representative and shall make every arrangement to render all possible assistance.

6.7.3.3 Duties of Contractors

With reference to the provisions of Clause 6.7 above, it shall be the primary duty of the employer (contractor) to ensure compliance with the provisions of the said Acts. Every contractor shall, within seven days of the close of every month (or any other period specified by the Railways), submit to the principal employer a documentary proof of having complied with the aforementioned Acts (as applicable) which shall be mandatory before the on account bills are cleared.

The Contractor(s) shall conform to all laws, bye-laws rules and regulations for the time being in force pertaining to the employment of local or imported labour and shall take all necessary precautions to ensure and preserve the health and safety of all staff employed directly or through petty Contractors or Sub – Contractors on the works/ services.

6.7.3.4 Duties of Indian Railways: Indian Railways shall upload the details of all the contractors under their employ on the EPFO portal online in order to ensure compliance of the contractor with the labour laws and rules implemented by the Employees' Provident Fund Organization.

6.8 Provisions of Workmen's Compensation Act

- 6.8.1 This Act facilitates to provide for the payment by certain classes of employers to their workers of compensation for injury by accident.
- 6.8.2 It is the Employer's liability to pay the compensation to a worker for death or personal injury resulting into total or partial disablement or occupation disease caused to a worker arising out of and during the course of employment (Section 3). The amount of compensation is as per the Section 4 of the Act.
- 6.8.3 The contractor shall accept liability for compensation in accordance with the provisions of the Workmen's' Compensation Act, 1923 or any statutory modification thereof for the time being in force in respect of the persons employed by her/ him.
- 6.8.4 In every case in which by virtue of the provisions of Section 12 Sub-Section (1) of the Workmen's Compensation Act 1923, Railway is obliged to pay compensation to a worker directly or through petty contractor or subcontractor employed by the Contractor in executing the work, Railway will recover from the Contractor the amount of the compensation so paid, and, without prejudice to the

rights of Railway under Section 12 Sub-section (2) of the said Act, Railway shall be at liberty to recover such amount or any part thereof by deducting it from any sum due by Railway to the Contractor.

6.9 The Maternity Benefit Act, 1961

The Maternity Benefit Act 1961 will be applicable to the contractor's staff, workers, labour employed directly or indirectly through sub-contractors or petty contractors. While the entire act is applicable, the following provisions must be given special regard.

6.9.1 Employment of, or work by, women prohibited during certain periods (Section 4)

- a. Without prejudice to the provisions of section 6, no pregnant woman shall, on a request being made by her in this behalf, be required by her employer to do during the period specified in sub-section (4) any work which is of an arduous nature or which involves long hours of standing, or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.
- b. The period referred to in sub-section (3) shall be –
 - i. the period of one month immediately preceding the period of six weeks, before the date of her expected delivery;
 - ii. any period during the said period of six weeks for which the pregnant woman does not avail of leave of absence under section 6.

6.9.2 Right to payment of maternity benefits (Section 5) –

- a. Subject to the provisions of this Act, every woman shall be entitled to, and her employer shall be liable for, the payment of maternity benefit at the rate of the average daily wage for the period of her actual absence, that is to say, the period immediately preceding the day of her delivery, the actual day of her delivery and any period immediately following that day.
- b. The maximum period for which any woman shall be entitled to maternity benefit shall be twenty-six weeks of which not more than eight weeks shall precede the date of her expected delivery.

6.9.3 Dismissal during absence of pregnancy (Section 12)

- a. The contractor shall not dismiss or discharge a woman on the account of being pregnant any time during the contract period.
- b. When a pregnant woman absents herself from work in accordance with the provisions of this Act, it shall be unlawful for her employer to discharge or dismiss her during or on account of such absence or to give notice of discharge or dismissal on such a day that the notice will expire during such absence, or to vary to her disadvantage any of the conditions of her service.
- c. The discharge or dismissal of a woman at any time during her pregnancy, if the woman but for such discharge or dismissal would have been entitled to maternity benefit or medical bonus referred to in section 8, shall not have the effect of depriving her of the maternity benefit or medical bonus.

6.10 The Sexual Harassment of Women at the Workplace (Prevention and Redressal) Act, 2013

- 6.10.1 The contractor must set up an internal complaints committee in accordance to the Act for the redressal of sexual harassment at the workplace for all the workers under her employ. The contractor's staff, workers, labours employed directly or indirectly through sub-contractors or petty contractors will also be able to approach the Railways' Internal Complaints Committee set up under the Act to file a complaint of sexual harassment. In the absence of such a committee already in place, the person responsible for the management, supervision and control of the workplace at Railways will be required to constitute a committee according to the Act.

6.11 Safai Karmachari Act, 1993

- 6.11.1 The National Commission for the Safai Karmacharis was constituted under this Act to promote and safeguard the interests/rights of Safai Karmacharis.
- 6.11.2 The guidelines and instructions issued by National Commission for Safai Karmachari, Govt. of India shall be complied with by the contractor. The National Commission under this Act have the

Constitutional Provisions/Rights to investigate any specific grievances of Safai Karmacharis. Hence, it is the duty of the Contractor to comply the provisions under this Act.

6.12 Child Labour (Prohibition and Regulation) Act, 1986

Provisions of Child Labour (Prohibition and Regulation) Act, 1986 along with its latest amendments would be binding on the contractor.

- 6.12.1 Non-Employment of Labour below the Age of 18: The Contractor shall not employ anyone below the age of 18 as labour directly or through petty contractors or sub- contractors for the execution of work.

6.13 Apprentices Act, 1961

- 6.13.1 The Contractor shall be responsible to ensure compliance with the provisions of the Apprentices Act, 1961 and the Rules and Orders issued thereunder from time to time in respect of apprentices directly or through petty contractors or sub-contractors employed by her for the purpose of carrying out the Contract.
- 6.13.2 If the contractor directly or through petty contractors or sub-contractors fails to do so, their failure will be a breach of the contract and the Railway may, in its discretion, rescind the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the Act.

Note: The contractors are required to engage apprentices when the works undertaken by them last for a period of one year or more and/or the cost of works is rupees one lakh or more.

6.14 Miscellaneous Provisions

6.14.1 Railway Not to Provide Quarters for Contractors

- a. No quarters shall normally be provided by the Railway for the accommodation of the Contractor or any of their staff employed on the work.
- b. In exceptional cases where accommodation is provided to the Contractor at the Railway's discretion, recoveries shall be made at such rates as may be fixed by the Railway for the full rent of the buildings and equipment therein as well as charges for electricity, water supply and conservancy.

6.14.2 Labour Camps and Provisions for Workers

- a. The Contractor shall at her own expense make adequate arrangements for the housing, supply of drinking water and provision of clean sanitation including urinals etc. for her staff and workers, directly or through the petty contractors or sub-contractors
- b. The Contractor shall also make provision for temporary creche (Bal-mandir) where 50 or more workers are employed at a time.
- c. Suitable sites on Railway land, if available, may be allotted to the Contractor for the erection of labour camps, either free of charge or on such terms and conditions that may be prescribed by the Railway.
- d. All camp sites shall be maintained in clean and sanitary conditions by the Contractor at her own cost.

6.14.3 Preservation of Peace

- a. The Contractor shall take requisite precautions and use their best endeavours to prevent any riotous or unlawful behaviour by or amongst their workers and others, employed directly or through the petty contractors or sub- contractors for services, and for the preservation of peace and protection of the inhabitants and security of property in the neighbourhood of the site of work/services.
- b. In the event of the Railway requiring the maintenance of a special Police Force at or in the vicinity of the site during the tenure of service contract, the expenses thereof shall be borne by the Contractor and if paid by the Railway shall be recoverable from the Contractor.

6.14.4 Treatment of Contractor's Staff in Railway Hospitals

- a. In times of emergency or due to lack of availability of medical care, the Contractor's labour and their families will be granted free treatment in Railway Hospitals and dispensaries.
- b. However, the cost incurred for such treatment of the Contractor or her labour including the cost of medicines, dressing and diet money according to the normal scale and additional charges for special examinations such as pathological and bacteriological examination, X-Ray, etc. and for surgical operation etc. may be recoverable from the Contractor in such cases.
- c. In all other circumstances, the Contractor and their staff, their labour and their families requiring medical aid from the Railway Hospital and dispensaries will be treated as private patients and charged accordingly.

6.14.5 Medical Facilities at Site

The Contractor shall provide medical facilities at the site as may be prescribed by the Manager on the advice of the Railway Medical Authority in relation to the strength of the Contractor's resident staff and workers.

6.14.6 Railway Schools for Contractor's Staff

During the contract period, the contractor, her staff/ employees, workers or any labour employed through sub- contractor or petty sub-contractors, can approach the Railway School in the vicinity of the site of work, for admission of their wards, which will be granted at the sole discretion of the Railways.

6.14.7 Use of Intoxicants

The contractor or her staff or any labour employed through sub-contractors or petty contractors, shall be prohibited from the use of any intoxicating substances including, but not limited to, intoxicating beverages during the service period or on site or near the site or in any of the trains, stations, buildings, encampments or tenements owned, occupied by or within the control of the Contractor or any of her/ his employees. The Contractor shall exercise influence and authority to the utmost extent to secure strict compliance with this condition.

6.14.8 Restrictions on the Employment of Retired Managers of Railway Services within One Year of their Retirement

The Contractor shall not, if she is a retired Government Manager of Gazetted rank, herself engage in or employ or associate a retired Government Manager of Gazetted rank, who has not completed one year from the date of retirement, in connection with this contract in any manner whatsoever without obtaining prior permission of the President and if the Contractor is found to have contravened this provision it will constitute a breach of contract and administration will be entitled to terminate the contract at the risk and cost of the contractor and forfeit earnest money deposit (EMD) and performance guarantee (PG) of the contract

6.15 Medical Certificate of Fitness for Labour

The contractor shall not employ a person below 18 years of age. For the purpose of execution of work/ services under the contract, unless a medical certificate of fitness in the prescribed form (Proforma as per Annexure IX) granted to each worker by a certifying surgeon certifying that s he is fit to work as an adult, is obtained and kept in the custody of the contractor or a person nominated by her in this behalf and the person carries with her, while at work, a token giving a reference to such certificate.

- 6.15.1 Period of Validity of Medical Fitness Certificate:** A certificate of fitness granted or renewed for the above said purposes shall be valid only for a period of one year at a time. The certifying surgeon shall revoke a certificate granted or renewed if in her opinion the holder of it is, no longer fit for work in the capacity stated therein. Where a certifying surgeon refuses to grant or renew a certificate or revoke a certificate, she shall, if so required by the person concerned, state her reasons in writing for doing so.

- 6.15.2 **Medical Re-Examination of Labour:** Where any official appointed in this behalf by the Ministry of Labour is of the opinion that any person employed in connection with the execution of any work under this contract in the age group 18 to 65 years is without a certificate of fitness or is having a certificate of fitness but no longer fit to work in the capacity stated in the certificate, she may serve on the Contractor, or on the person nominated by her/him in this regard, a notice requiring that such persons shall be examined by a certifying surgeon and such person shall not if the concerned official so directs, be employed or permitted to do any work under this contract unless she has been medically examined and certified that she has been granted a certificate of fitness or a fresh certificate of fitness, as the case may be.

EXPLANATIONS:

- a. Only Qualified Medical Practitioners can be appointed as "Certifying Surgeons" and the term "Qualified Medical Practitioners" means a person holding a qualification granted by an authority specified in the Schedule to the Indian Medical Degrees Act, 1916 (VII to 1916) or in the Schedule to the Indian Medical Council Act, 1933 (XXVII) of 1933.
- b. The Certifying surgeon must be a medical officer in the service of State or Municipal Corporation.

6.16 Police Verification of Labour employed by Contractor

The contractor is required to submit Police Verification certificates for all contractual staff that she/he will be hiring for delivery of services for Indian Railways. The format for the same is provided in the Annexure X.

6.17 Mandatory Compliance of Government Schemes

The contractor must ensure and provide documentary evidence for the following –

- 6.17.1 All the workers or labour employed directly or indirectly by the contractor must be enrolled under the Pradhan Mantri Jan Dhan Yojana (PMJDY), a scheme that aims to provide all the citizens of India a bank account, credit facility, insurance cover and debit card.
- 6.17.2 All the workers or labour employed directly or indirectly by the contractor between the ages 18 – 70 years must be enrolled under the Pradhan Mantri Suraksha Bima Yojana (PMSBY), an accident insurance scheme which will be a one year cover, renewable from year to year, offering accidental death and disability cover for death or disability on account of an accident. The contractor will be responsible to pay the premium per annum per member for all her workers during the contract period.
- 6.17.3 All the workers or labour employed directly or indirectly by the contractor between the ages 18 – 50 years must be enrolled under the Pradhan Mantri Jeevan Jyoti Bima Yojana, an insurance scheme which will be a one year cover, renewable from year to year, offering life insurance cover for death due to any reason. The contractor will be responsible to pay the premium per annum per member for all her workers during the contract period.
- 6.17.4 The contractor must submit documentary evidence to show the coverage of all her workers or labour under the above mentioned schemes at all times during the contract period on an annual basis.

VII. DETERMINATION OF CONTRACT

7.1 Right of Railway to Determine the Contract

The Railway shall be entitled to determine and terminate the contract at any time should, in the Railway's opinion, the cessation of work becomes necessary owing to paucity of funds or from any other cause whatever, in which case the value of approved materials at site and / or of work done to date by the Contractor will be paid for in full at the rate specified in the contract. Notice in writing from the Railway of such determination and the reasons therefore shall be conclusive evidence thereof.

7.2 Payment on Determination of Contract

Should the contract be determined under clause 7.1 and the Contractor claims payment for expenditure incurred by her in the expectation of completing the whole of the work, the Railways shall admit and consider such claims as are deemed reasonable and are supported by vouchers to the satisfaction of the Manager. The Railway's decision on the necessity and propriety of such expenditure shall be final and conclusive.

7.3 No Claim on Compensation

The Contractor shall have no claim to any payment of compensation or otherwise, howsoever on account of any profit or advantage which she might have derived from the execution of the work in full but which she did not derive in consequence of determination of contract.

7.4 Determination of Contract Owing to Default of Contractor

If the Contractor should –

- a. Become bankrupt or insolvent, or
- b. Make an arrangement with or assignment in favour of her creditors, or agree to carry out the contract under a Committee of Inspection of her creditors, or
- c. Being a Company or Corporation, go into liquidation (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), or
- d. Have an execution levied on her goods or property on the services, or
- e. Assign the contract or any part thereof otherwise than as provided in Clause 4.5 of these Conditions, or
- f. Abandon the contract, or
- g. Persistently disregard the instructions of the Manager, or contravene any provisions of the contract, or
- h. Fail to adhere to the agreed programme of work by a margin of 10% of the stipulated period, or
- i. Have been imposed with maximum cumulative penalty as per Clause 4.17.1, or
- j. Fail to remove materials from the site or to pull down and rectify service wherever applicable after receiving from the Manager notice to the effect that the said materials or Works. (Rly Bd's L.No. 2017/EnHM (CE)/25/11 Dt. 07.03.2018)
- k. have been condemned or rejected under Clause 4.24, 4.26 and 4.27 of these Conditions, or
- l. Fail to take steps to employ competent or additional staff and labour as required under Clause 4.25 of the Conditions, or
- m. Fail to afford the Manager or Manager's representative proper facilities for inspecting the services or any part thereof as required under Clause 4.28 of the Conditions, or
- n. Promise, offer or give any bribe, commission, gift or advantage either herself or through her partner, agent or servant to any officer or employee of the Railway or to any person on her or on their behalf in relation to the execution of this or any other contract with this Railway.
- o. At any time after the Bid relating to the contract, has been signed and submitted by the Contractor, being a partnership firm admits as one of its partners or employees under it, or being an incorporated company elect or nominate or allow to act as one of its directors or employee under it in any capacity whatsoever, any retired officer of the Gazetted rank or any other retired Gazetted officer working before her retirement, whether in the executive or administrative capacity, or whether holding any pensionable post or not, in the Railways for the time being owned and administered by the President of India before the expiry of one year from the date of retirement from the said service of such officer, unless such officer has obtained permission from the President of India or any officer duly authorised by her in this behalf, to become a partner or a director or to take employment under the contract as the case may be, or
- p. Fail to give at the time of submitting the said bid:

- i. The correct information as to the date of retirement of such retired officer from the said service, or as to whether any such retired officer was under the employment of the Contractor at the time of submitting the said Bid, or
- ii. The correct information as to such officers obtaining permission to take employment under the Contractor, or
- iii. Being a partnership firm, the correct information as to, whether any of its partners was such a retired officer, or
- iv. Being in incorporated company, correct information as to whether any of its directors was such a retired officer, or
- v. Being such a retired officer suppress and not disclose at the time of submitting the said Bid the fact of her being such a retired officer or make at the time of submitting the said Bid a wrong statement in relation to her obtaining permission to take the contract or if the Contractor be a partnership firm or an incorporated company to be a partner or director of such firm or company as the case may be or to seek employment under the Contractor. Then and in any of the said clause, the manager on behalf of the Railway may serve the Contractor with notices stipulated in the GCC services Jan'18 clauses 7.4.1, 7.4.2 & 7.4.3.

7.4.1 Performance Notice

- a. In the event of the above and in any of the said clauses, the Manager on behalf of the Railway may serve the Contractor with a Performance notice as per Annexure-XII of GCC Service Jan'18 in writing to the effect to make good the default as well as initiation of bidding process for the balance service.
- b. Railways reserves the right to float a new tender and invite bids for the delivery of services to replace the contractor put on notice, from the date on which this notice is served. The existing contractor shall not be allowed to participate in any bid which includes delivery of balance services of subject contract. However, in case the existing contractor's performance has improved to the satisfaction of the Manager, then Railways may terminate the bid proceedings, at any stage of the bid process.
- c. Notwithstanding Railway's initiation of the bidding process, the financial bids shall be opened only after the termination of the subject contract.
- d. After the issue of this notice, the performance of contractor shall be assessed on a weekly basis by the manager. Manager after satisfied with the improvement in the performance of contractor may issue a letter of revocation of the performance notice as per GCC Service Jan'18. If the performance is found unsatisfactory after the first week or thereafter, then Railways will be at liberty to issue the 7-day notice, which will be governed by Section 7.4.2.

7.4.2 Seven Days' Notice: As per General Conditions of Contract for Services January'2018.

7.4.3 Termination Notice As per General Conditions of Contract for Services January'2018.

7.5 Right Of Railway After Rescission Of Contract Owing To Default Of Contractor

In the event of any or several of the courses, referred to in clause 7.4.3, being adopted:

- 7.5..1 The Contractor shall have no claim to compensation for any loss sustained by her by reason of her having purchased or procured any materials or entered into any commitments or made any advances on account of or with a view to the delivery of the services wherever applicable or the performance of the contract and Contractor shall not be entitled to recover or be paid any sum for the services wherever applicable thereto actually performed under the contract unless and until the Manager shall have certified the performance of such services wherever applicable and the value payable in respect thereof and the Contractor shall only be entitled to be paid the value so certified.
- 7.5..2 The Manager or the Manager's Representative shall be entitled to take possession of any materials, tools, implements, machinery and buildings on the services wherever applicable or on the property on which these are being or ought to have been executed, and to retain and employ the same in the

further execution of the services wherever applicable or any part thereof until the completion of the services without the Contractor being entitled to any compensation for the use and employment thereof or for wear and tear or destruction thereof.

- 7.5.3 The Manager shall as soon as may be practicable after removal of the Contractor fix and determine ex parte or by or after reference to the parties or after such investigation or enquiries as she may consider fit to make or institute and shall certify what amount (if any) had at the time of rescission of the contract been reasonably earned by or would reasonably accrue to the Contractor in respect of the services then actually done by her under the contract and what was the value of any unused, or partially used materials, any tools and plants and any temporary works upon the site. The legitimate amount due to the contractor after making necessary deductions and certified by the Manager should be released expeditiously.

VIII. SETTLEMENT OF DISPUTES – INDIAN RAILWAY ARBITRATION RULES

8.1 Matters Finally Determined by the Railways

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after its completion and whether before or after the determination of the contract, shall be referred by the contractor to the GM and the GM shall, within 120 days after receipt of the contractor's representation, make and notify decisions on all matters referred to by the contractor in writing provided that matters for which provision has been made in GCC Service Jan' 18 Clauses 3.5, 4.13, 4.22.4, 4.41.1, 5.4.2, 5.5.2. (c), 6.5, 6.6, 6.7, 6.8, 7.1, 7.2, and 7.4 of General Conditions of Contract or in any Clause of the Special Conditions of the Contract shall be deemed as 'excepted matters' (matters not arbitrable) and decisions of the Railway authority, thereon shall be final and binding on the contractor; provided further that 'excepted matters' shall stand specifically excluded from the purview of the Arbitration Clause.

8.2 Demand for Arbitration

- 8.2.1 In the event of any dispute or difference between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account or as to the withholding by the Railway of any certificate to which the contractor may claim to be entitled to, or if the Railway fails to make a decision within 120 days, then and in any such case, but except in any of the "excepted matters" referred to in Clause 63 of GCC Services Jan'18 Conditions, the contractor, after 120 days but within 180 days of his presenting his final claim on disputed matters shall demand in writing that the dispute or difference be referred to arbitration.
- 8.2.1.1 (a) The demand for arbitration shall specify the matters which are in question, or subject of the dispute or difference as also the amount of claim item-wise. Only such dispute or difference, in respect of which the demand has been made, together with counter claims or set off, given by the Railway, shall be referred to arbitration and other matters shall not be included in the reference.
- (b) The parties may waive off the applicability of sub-section 12(5) of Arbitration and Conciliation (Amendment) Act 2015, if they agree for such waiver, in writing, after dispute having arisen between them, in the prescribed format.
- 8.2.2 (a) The Arbitration proceedings shall be assumed to have commenced from the day, a written and valid demand for arbitration is received by the Railway.
- (b) The claimant shall submit his claim stating the facts supporting the claims alongwith all the relevant documents and the relief or remedy sought against each claim within a period of 30 days from the date of appointment of the Arbitral Tribunal.
- (c) The Railway shall submit its defence statement and counter claim(s), if any, within a period of 60 days of receipt of copy of claims from Tribunal thereafter, unless otherwise extension has been granted by Tribunal.

(d) Place of Arbitration : The place of arbitration would be within the geographical limits of the Division of the Railway where the cause of action arose or the Headquarters of the concerned Railway or any other place with the written consent of both the parties.

8.2.3 No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defence thereof during the course of arbitration proceedings subject to acceptance by Tribunal having due regard to the delay in making it.

8.2.4 If the contractor(s) does/do not prefer his/their specific and final claims in writing, within a period of 90 days of receiving the intimation from the Railways that the final bill is ready for payment, he/they will be deemed to have waived his/their claim(s) and the Railway shall be discharged and released of all liabilities under the contract in respect of these claims.

8.3 Obligation During Pendency Of Arbitration

8.3.1 Work under the contract shall, unless otherwise directed by the Engineer, continue during the arbitration proceedings, and no payment due or payable by the Railway shall be withheld on account of such proceedings, provided, however, it shall be open for Arbitral Tribunal to consider and decide whether or not such work should continue during arbitration proceedings.

8.4 Appointment of Arbitrator: As per General Conditions of Contract for Services January'2018.

9.1 Other Conditions of Tender:

9.1.1 **Procedure to be adopted for dealing with cases where L-1 bidder withdraws in cases of Stores and Services (other than Consultancy) Tenders:** If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.

{Authority: Railway Board's letter no. 2017/Trans/01/Policy, Dated 17.11.2017}

9.1.2 System of Verification of Tenderer's credentials:

i. For the works (and service) tenders, it has been decided to adopt the certificate-based system of credential verification. The tenderer shall submit along with the tender document, documents in support of his/their claim to fulfill the eligibility criteria as mentioned in the tender document. Each page of the copy of documents/certificates in support of credentials, submitted by the tenderer, shall be self-attested/digitally signed by the tenderer or authorized representative of the tendering firm. Self-attestation shall include signature, stamp and date (on each page). Only those documents which are declared explicitly by the tenderer as "documents supporting the claim of qualifying the laid down eligibility criteria", will be considered for evaluating his/their tender.

ii. The tenderer shall submit a certificate in the name of the tenderer stating that they are not liable to be disqualified and all their statements/documents submitted along with bid are true and factual. Standard format of the certificate to be submitted by the bidder is enclosed as Annexure-XII. Non submission of the certificate by the bidder shall result in summary rejection of his/their bid. And it shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self-attested by which they/he is qualifying the Qualifying Criteria mentioned in the Tender Document. It will not be obligatory on the part of Tender Committee to scrutinize beyond the submitted document of tenderer as far as his qualification for the tender is concerned. (Authority: RB letter No. 2018/CE-I/CT/37/GCC/Policy Dt. 12.05.2020)

iii. The Railway reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by the Railway, make

available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the Railway shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of the Railway thereunder.

- iv. In case of any wrong information submitted by tenderer, the contract shall be terminated, Earnest Money Deposit (EMD), Performance Guarantee (PG) and Security Deposit (SD) of contract forfeited and agency barred for doing business on entire Indian Railways for 5 (five) years.
- v. The tender validity period will be 90 days for tendering of tenders having certificate based system of credential verification.

9.1.3 Handling Vitiating during Variation in Contract Quantities

- i. As a result of variations, a contract shall be considered “vitiating” only when, the following percentage variation in contract value between tenderers are noticed to have been exceeded.

SN	Value of Contract	Percentage difference between present Contractor and new L-1 as a result of variation. (percentage shall be calculated with base as the revised contract quantities multiplied by the rates of the present contractor)
1	Small value Contracts (Tender Value less than Rs 50 lakh)	10
2	Other than small value Contracts (Tender Value equal to or more than Rs 50 lakh)	5

- ii. When the percentage difference between present Contractor and new L-1 is noticed as becoming beyond the values specified above, the following action shall be taken.

The railway administration should immediately examine whether it is practicable to bring in a new agency to carry out the extra quantity of work keeping in view the progress of the work in accordance with the original contract and the nature and lay-out of the work. If it is found that there will be no serious practical difficulty in meeting the additional quantity of work done by another agency, then fresh tenders for the extra quantity may be invited otherwise negotiating the rate with the existing contractor for arriving at a reasonable rate for the additional quantities of work, may be adopted.

- iii. The above shall be regulated as under:

- a. The case shall be decided by the tender accepting authority (competent for the revised quantity) and shall not be treated as a case of single tender. The provision of Railway Board letter no. 2007/CE.I/CT/18/Pt. XII dated 31.12.2010 hereby gets superseded.
- b. These instructions will be similarly applicable to earning contracts with H-1, H-2 substituted for L-1, L-2 and so on.
- c. Executives while executing the work shall make all efforts to ensure that no vitiating takes place in normal circumstances. Vitiating should be an exception rather than a routine affair. Efforts should be made to invite bids on the basis of percentage above/below/at par.
- d. Vitiating should always be computed with respect to the items, rates, quantities and conditions as available at the time of Tender Opening and subsequent changes/additions by way of new items will not be counted for computing Vitiating.

{Authority: Railway Board's letter no. 2017/Trans/01/Policy, Dated 08.02.2018}

- 9.1.4 Contractor is to abide by the provisions of Payment of Wages act & Minimum Wages act. In order to ensure the same, an application has been developed and hosted on website 'www.shramikkalyan.indianrailways.gov.in'. Contractor shall register his firm/company etc. and

upload requisite details of labour and their payment in this portal. These details shall be available in public domain. The Registration/ updation of Portal shall be done as under:

- a. Contractor shall apply for one time registration of his company/firm etc. in the Shramikkalyan portal with requisite details subsequent to issue of Letter of Acceptance. Engineer shall approve the contractor's registration in the portal within 7 days of receipt of such request.
- b. Contractor once approved by any Engineer, can create password with login ID (PAN No.) for subsequent use of portal for all LoA's issued in his favour.
- c. The contractor once registered on the portal, shall provide details of his Letter of Acceptances (LOA) / Contract Agreements on shramikkalyan portal within 15 days of issue of any LOA for approval of concerned engineer. Engineer shall update (if required) and approve the details of LOA filled by contractor within 7 days of receipt of such request.
- d. After approval of LOA by Engineer, contractor shall fill the salient details of contract labours engaged in the contract and ensure updating of each wage payment to them on shramikkalyan portal on monthly basis.
- e. It shall be mandatory upon the contractor to ensure correct and prompt uploading of all salient details of engaged contractual labour & payments made thereof after each wage period.
- f. While processing payment of any 'On Account bill' or 'Final bill' or release of 'Advances' or 'Performance Guarantee / Security deposit', contractor shall submit a certificate to the Engineer or Engineer's representatives that "I have uploaded the correct details of contract labours engaged in connection with this contract and payments made to them during the wage period in Railway's Shramikkalyan portal at 'www.shramikkalyan.indianrailways.gov.in' till _ Month, Year."

Annexure-I

Evaluation of Technical Bid

The Bidder shall satisfy the following eligibility criteria by submitting document in support of their claims along with the tender document itself to fulfil the minimum eligibility criteria:

Sr. No.	Weightage	Technical Criteria	Documentation	Scoring
1	27%	Previous Work Done The bidder shall submit documents related to completed or ongoing similar service contracts during the last three previous financial years and current financial year along with the details of payments received and % penalties imposed therein, to classify the completed or ongoing similar service contracts in the following categories- 1. Payment received more than or equal to 80% or 50% or 40% of the current advertised bid value and % penalties imposed therein.	Certificate from client firm authorizing payment along with %age penalties imposed, contract wise for completed or ongoing similar service contracts with satisfactory performance. In case penalty is not mentioned in certificate 0 marks will be given for the calculation of scores for this purpose.	For each completed or ongoing similar service contracts with satisfactory performance shall be as under- a) 100 marks if the bidder has completed or received payment as under- One project>80% or Two projects>50% or Three or more projects>40% Of the advertised value of the bid. b) 50 marks if the bidder has completed and received payment as under- One Project>50% or Two projected>40% of the advertised value of the bid. c) 20 marks if the bidder has completed or received payment as under- One project>40% value completed No marks if all projects less than 40% value completed. Deduction for % penalty imposed in the respective completed or ongoing similar service contracts; The score of each completed or ongoing similar service contracts with satisfactory performance shall be reduced by a % equal to the percentage penalty imposed in respective contract. No reduction for % penalty less 5%. Contract where % penalty is more than 20% of the contract value shall not be considered for the calculation of scores for this purpose.
2	46%	Turnover (in last three and current financial year) [Less than 1.5 times of the value of the work is not eligible]	As per audited balance sheet certified by the CA.	(a) 100 Marks- More than 25 times advertised value of work. (b) 70 Marks- 10 to 25 times advertised value of work (c) 50 Marks- 5 to 10 times advertised value of work (d) 30 Marks- 1.5 to 5 times advertised value of work
3	27%	Number of years in operation (Firms having less than one year of experience are	Company establishment certificate and company's work order copy/ agreement copy/	(a) 100 Marks – More than 8 years (b) 80 Marks- 5 to 8 years. (c) 60 Marks- 2 to 5 years. (d) 40 Marks- 1 to 2 years.

		not eligible)	completion certificate as proof of operation Years shall be counted from the date of agreement of the work	
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ANNEXURE - II

BID FORM (First Sheet)

WESTERN RAILWAY

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

Name of Work: "Outsourcing of data entry operation work in Lower Parel Workshop."

Quantity: 12000 Man-Days

To,

The President of India,

Acting through the Deputy Chief Mechanical Engineer(P), Lower Parel Workshop Western Railway

1. I/We have read the various conditions to the Bid attached hereto and agree to abide by the said conditions.
2. I/We also agree to keep this Bid open for acceptance for a period of 90 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 Western 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 start of work.
3. I/We also hereby agree to abide by the Indian Railways General Conditions of Contract for Service Contracts, 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.
4. A sum of Rs. _____ (As mentioned GeM BID document) 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 fifteen days after receipt of orders to that effect.
5. I/We am/are a Micro and Small Enterprise registered from (body approved by Ministry of MSME) with registration No. and terminal validity up to for similar service contracts.
6. 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.....

BID FORM (Second Sheet)

1. Instructions to Tenders and Conditions of Tender: The following documents form part of Tender / Contract:
 - a. Tender forms – First Sheet and Second Sheet
 - b. Special Conditions/Specifications (enclosed)
 - c. Schedule of approximate quantities (enclosed)
 - d. Standard General Conditions of Contract and Standard Specifications for Materials and Works of Indian Railway as amended/corrected upto latest Correction Slips, copies of which can be seen in the office of CWM-LPL or obtained from the office of the Chief Manager, Western Railway on payment of prescribed charges.
 - e. Schedule of Rates as amended / corrected upto latest Correction Slips, copies of which can be seen in the office of CWM-LPL or obtained from the office of the Chief Manager, Western Railway on payment of prescribed charges.
 - f. All general and detailed drawings pertaining to this work which will be issued by the Manager or her representatives (from time to time) with all changes and modifications.
2. **Drawings for the Work:** The Drawings for the work can be seen in the office of the CWM-LPL and / or Chief Manager, Western Railway at any time during the office hours. The drawings are only for the guidance of Bidder(s). Detailed working drawings (if required) based generally on the drawing mentioned above, will be given by the Manager or her representative from time to time.
3. The Bidder(s) shall quote her / their rates as a percentage above or below the Schedule of Rates of Western Railway as applicable to Lower Parel Workshop except where she/they are required to quote item rates and must tender for all the items shown in the Schedule of approximate quantities attached. The quantities shown in the attached Schedule are given as a guide and are approximate only and are subject to variation according to the needs of the Railway. The Railway does not guarantee work under each item of the Schedule.
4. Tenders containing erasures and / or alterations of tender documents are liable to be rejected. Any correction made by tender(s) in her/their entries must be attested by her / them.
5. The works are required to be completed within a period of 24 months from the date of start of work.
6. **Earnest Money:**
 - a. The Bid must be accompanied by a sum of Rs. (as mentioned in NIT and tender document) as earnest money deposited in cash or in any of the forms as specified in tender document, failing which the Bid will not be considered. However, registered MSEs in terms of Ministry of MSMEs notification No. 503 are exempted from Earnest Money Deposit.
 - b. The Bidder(s) shall keep the offer open for a minimum period of 90 days from the date of opening of the Bid. It is understood that the Bid documents have been sold/issued to the Bidder(s) and the Bidder(s), is/ are permitted to Bid in consideration of the stipulation on her / their part that after submitting her / their Bid subject to the period being extended further, if required by mutual agreement from time to time, she will not resile from their offer or modify the terms and conditions thereof in a manner not acceptable to the Chief Manager/Manager. Should the Bidder fail to observe or comply with the foregoing stipulation, the amount deposited as Earnest Money for the due performance of the above stipulation, shall be forfeited to the Railway.
 - c. If the Bid is accepted, the amount of Earnest Money will be returned to the successful bidder after the submission of the Performance Guarantees as per clause 4.11, for the due and faithful fulfillment of the contract. This amount of EMD shall be forfeited, if the Bidder(s)/ Contractor(s) fail to execute the Contract Document within 7 days after receipt of notice issued by Railway

that such documents are ready or to commence the work within 15 days (unless otherwise specified) after receipt of the order to that effect.

- d. Earnest Money of the unsuccessful Bidder(s) will, save as here-in-before provided, be returned to the unsuccessful Bidder(s) within 15 days after finalization of the Bid / negotiation, but the Railway shall not be responsible for any loss or depreciation that may happen to the Security for the due performance of the stipulation to keep the offer open for the period specified in the Bid documents or to the Earnest Money while in their possession nor be liable to pay interest thereon.
7. **Rights of the Railway to Deal with Tender:** The authority for the acceptance of the tender will rest with the Railway. It shall not be obligatory on the said authority to accept the lowest tender or any other tender and no bidder(s) shall demand any explanation for the cause of rejection of her/their tender nor the Railway to assign reasons for declining to consider or reject any particular tender or tenders.
8. If the bidder(s) deliberately gives / give wrong information in her / their tender or creates / create circumstances for the acceptance of her / their tender, the Railway reserves the right to reject such tender at any stage.
9. If the bidder(s) expire(s) after the submission of her / their tender or after the acceptance of her / their tender, the Railway shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, the Railway shall deem such tender as cancelled, unless the firm retains its character.
10. **Bidder's Credentials:** Bidder shall submit the documents as demanded under Bid Evaluation criteria along with the Bid.
11. No manual bid will be accepted and any document related to the bid will not be accepted manually.
12. **For e- bidding:** Relevant guidelines should be followed.
13. Non-compliance with any of the conditions set forth therein above is liable to result in the tender being rejected.
14. **Execution of Contract Documents:** The successful Bidder(s) shall be required to execute an agreement with the President of India acting through the Dy. CME(P)/PL, Western Railway or its representative for carrying out the work according to Standard General Conditions of Contract, Special Conditions / Specifications annexed to the tender and Specification for work and materials of Railway as amended/corrected up to latest Correction Slips, mentioned in tender form (First Sheet).
15. **Partnership Deeds, Power of Attorney Etc.:** The bidder shall clearly specify whether the bid is submitted on her own or on behalf of a partnership concern. If the bid is submitted on behalf of a partnership concern, she should submit the certified copy of partnership deed along with the tender and authorization to sign the tender documents on behalf of partnership firm. If these documents are not enclosed along with tender documents, the tender will be treated as having been submitted by individual signing the tender documents. The Railway will not be bound by any power of attorney granted by the bidder or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.
16. The bidder whether sole proprietor, a limited company or a partnership firm if they want to act through agent or individual partner(s) should submit along with the tender or at a later stage, a power of attorney duly stamped and authenticated by a Notary Public or by Magistrate in favour of the specific person whether she/they be partner(s) of the firm or any other person specifically authorising her/them to submit the tender, sign the agreement, receive money, witness measurements, sign measurement books, compromise, settle, relinquish any claim(s) preferred by the firm and sign "No Claim Certificate" and refer all or any disputes to arbitration.

- 16.1 The Bidder shall clearly specify whether the Bid is submitted on her own or on behalf of a Partnership Firm/Joint Venture (JV)/Society etc. The Bidder(s) who is/are constituents of Firm, Company, Association or Society shall enclose self-attested copies of the Constitution of their concern, Partnership Deed and Power of Attorney along with their Bid. Bid Documents in such cases shall to be signed by such persons as may be legally competent, Association or Society, as the case may be.
- 16.2 The Bidder shall give full details of the constitution of the Firm/JV/Company/Society etc. and shall also submit following documents (as applicable), in addition to documents mentioned above:
- a. Sole Proprietorship Firm: The Bidder shall submit the notarized copy of the affidavit.
 - 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 and to submit & sign the Bid, sign the agreement, witness measurements, sign Measurement Books, receive payment, make correspondences, compromise/settle/relinquish any claim (s) preferred by the firm, sign 'No Claim certificate', refer all or any dispute to arbitration and to take similar action in respect of all Bids/contracts OR said Bid/contract.
 - c. Joint Venture (JV): **Not applicable to this tender.**
 - 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.
 - 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.
- 16.3 If it is mentioned in the Bid that it is being submitted on behalf of/by a Sole Proprietorship Firm/Partnership Firm/Joint Venture/Registered Company etc., the afore-mentioned document/s (as applicable) should be enclosed along with Bid. If it is NOT mentioned in the Bid that it is being submitted on behalf of/by a Sole Proprietorship Firm/Partnership Firs/Joint Venture/Registered Company etc., then the Bid shall be treated as having been submitted by the individual who has signed the Bid.
- 16.4 After opening of the Bid, any document pertaining to the Constitution of the Firm/JV/Society etc. shall neither be asked nor be entertained/ considered.
- 16.5 A Bid from JV/Consortium/Partnership Firm etc. shall be considered only where permissible as per the Bid/ Tender conditions
- 17. Employment/Partnership etc. of Retired Railway Employees:**
- a. Should a bidder be a retired Manager of the Gazetted rank or any other Gazetted officer working before her retirement, whether in the executive or administrative capacity or whether holding a pensionable post or not, in any department of any of the railways owned and administered by the President of India for the time being, or should a bidder being a partnership firm have as one of its partners a retired Manager or retired Gazetted Officer as aforesaid, or should a bidder being an incorporated company have any such retired Manager or retired officer as one of its Directors or should a bidder have in her employment any retired Manager or retired Gazetted Officer as aforesaid, the full information as to the date of retirement of such Manager or Gazetted Officer from the said service and in case where such Manager or Officer had not retired from Government service at least 2 years prior to the date of submission of the tender as to whether permission for taking such contract, or if the contractor be a partnership firm or an incorporated company, to become a partner or Director as the case may be, or to take the employment under the contractor, has been obtained by the bidder or the Manager or Officer, as the case may be from the President of India or any officer, duly authorised by her in this behalf, shall be clearly stated in writing at the time of submitting the bid. Bids without the information above referred

to or a statement to the effect that no such retired Manager or retired Gazetted Officer is so associated with the bidder, as the case may be, shall be rejected.

- b. Should a bidder or contractor being an individual on the list of approved Contractors, have a relative(s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relative(s) of the shareholder(s) employed in gazetted capacity in the any department of the _____ Railway, the authority inviting tenders shall be informed of the fact at the time of submission of tender, failing which the tender may be disqualified/rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with provision in Clause 7.4 of Standard General Conditions of Contract.

18. Tender Document Cost: Not applicable.

19. In case of non-submission of tender Earnest Money Deposit (EMD), wherever applicable, or in case of rejection of claim for exemption of the same due to invalid supporting document submitted, offer will be summarily rejected.

20. MSEs which are interested in availing themselves of the benefits should enclose with their offer the proof of their being MSE registered for tendered item with any of the agencies mentioned in the notification of Ministry of MSME indicated below: a. District Industries Centers b. Khadi and Village Industries Commission c. Khadi and Village Industries Board d. Coir Board e. National Small Industries Corporation f. Directorate of Handicraft and Handloom g. Any other body specified by Ministry of MSME. Tender cost and tender security (EMD) is waived off for those Micro & Small Enterprises (MSEs) and NSIC registered Agencies who have monetary limit more than cost of work indicated in the NIT and registered for the tendered item. {Authority: Railway Board's Letter No. 2016/EnHM/06/09 dated 23.08.2017}. All MSEs who are having Udyog Aadhar Memorandum shall be given all benefits available under Public Procurement Policy for MSEs Order, 2012. {Authority: Railway Board's Letter No. 2010/RS(G)/363/1 dated 31.03.2016}.

21. The MSME certificate submitted for exemption should be for the item tendered as per the Railway Board's guidelines vide letter no. 2010/RS(G)/363/1 dtd. 05.07.2012.

22. The tenderer(s) must keep themselves updated through the website <https://gem.gov.in/> regarding corrigenda, if any, to the Notice Inviting Tender or tender document, which shall be uploaded on the same website. It is the responsibility of the tenderer to check any correction or any modification published subsequently on the website and the same shall be taken into account while submitting the tender.

23. Conditional tenders are liable to be rejected. Railway reserves the right to cancel the tender without assigning any reason whatsoever.

24. Offers with validity of offer less than what is prescribed in the tender documents will be rejected summarily.

Signature of Bidder(s)

Date _____

ANNEXURE – II (Contd...)

**BID FORM
(Third Sheet)****Name of Work:** "Outsourcing of data entry operation work in Lower Parel Workshop."**Quantity:** 12000 Man-Days**Schedule of Estimated Rates & Quantities**

SNo.	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 (Item Directory - Not Applicable)							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.							
SNo.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
Schedule B-Service Charges (Item Directory - Not Applicable)							501732.00	Above/ Below/ Par
1	Lump Sum				501732.00	At Par	501732.00	
	Service Charges @ 3.85% inclusive GST (3.85% on rate of schedule -A excluding GST)							

NOTE-

- The quantities shown in above schedule are approximate and are as a guide to give the bidders an idea of quantum of work involved. The railway reserves the right to increase/decrease and/or delete or include any of the quantities given above and no extra rate will be allowed on this account.
- Rates accepted are final and no enhancement at a later date is contemplated during the currency of the contract except statutory liabilities. The schedule of Rates & Quantities shall be read together with the GCC in vogue and the terms & conditions incorporated in the tender paper. Rates are inclusive of all Govt. taxes and other charges of material and labour.
- Quoted Rate shall be applied uniformly on each item of the schedule. The supplier of goods and/or services would be subject to GST Act and Rules as applicable from time to time.
- Detail Price break up is given at Point no. 45 of Scope of Work.

Signature of Bidder(s)

Date _____

ANNEXURE – III

CONTRACT AGREEMENT OF SERVICES

_____ RAILWAY

Contract Agreement No. _____

Dated - _____

ARTICLES OF AGREEMENT made this day of 20 between President of India acting through the Railway Administration hereafter called the "Railway" of the one part and herein after called the "Contractor" of other part.

WHEREAS the Contractor has agreed with the Railway for performance of the services (Name of work) set forth in the Schedule hereto annexed upon the General Conditions of Contract for Service Contracts corrected up to latest Correction Slips here-into annexed AND WHEREAS the performance of the said works is an act in which the public are interested.

NOW THIS INDENTURE WITNESSETH that in consideration to the payments to be made by the Railways, the Contractors will duly perform the said Services in the said schedule set forth and shall execute the same with great promptness, care and accuracy in a worker like manner to the satisfaction of the Railway and will complete the same in accordance with the said specifications and said drawings and said conditions of contract on or before the _____ day of _____ 20 and will observe, fulfill and keep all the conditions therein mentioned (which shall be deemed and taken to be part of this contract, as if the same have been fully set forth herein), AND the Railway, both hereby agree that if the Contractor shall duly perform the said services in the manner aforesaid and observe and keep the said terms and conditions, the Railway will pay or cause to be paid to the Contractor for the said services on the final completion thereof the amount due in respect thereof at the rates specified in the Schedule hereto annexed.

(Signature) _____

Signature_____

Contractor _____

Railway Designation _____

(For President of India)

Address _____

Address _____

Date _____

Date_____

Annexure - IV

Form XIV (See Rule 76)

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Employment Card

Name and address of contractor.....

Name and address of Establishment in/ under which contract is carried on

Name of work and location of work Name and address of Principal Employer
.....

1. Name of the worker _____
2. S. S. No. in the register of workers employed _____
3. Nature of employment/Designation _____
4. Wage rate (with particulars of unit in case of piece-work) _____
5. Wage period _____
6. Tenure of employment _____
7. Remarks _____

.....

Signature of Contractor

Annexure – V

Form XV (See Rule 77)

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Service Certificate

Name and address of contractor_____

Name and address of Establishment Nature and location of work _____ in/under which contract is carried on_____

Name and address of the worker _____

Name and address of Principal Employer _____

Age or date of birth _____

Identification Marks _____

Parent's/Spouse's name _____

Sr. No.	Total period for which employed for		Nature of work done	Rate of wage (With particular of unit in case of piece work)	Remarks
	From	To			
1	2	3	4	5	6

Signature.....

Annexure – VI

Form XVII [See Rule 78(1) (a) (i)]

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Register of wages

Name and address of contractor_____

Name and address of Establishment in/under which contract is carried on _____ -

Nature and location of work_____

Name and address of principal employer_____

Wage Period: Monthly

Sr. No.	Name of Worker	Serial No. in the register of workers	Designation/ nature of work done	No. of days worked	Units of work done	Daily rate of wages/ piece rate
1	2	3	4	5	6	7

Amount of wages earned								
Basic wages	Dearness Allowances	Over time	Other cash payments (Nature of payment to be indicated)	Total	Deductions if any, (indicate nature)	Net amount paid	Signature/ Thumb impression of worker	Initial of contractor or her representative

Annexure – VII

Form XIX [See Rule 78(1)(b)]

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Wage Slip

Name and address of contractor_____

Name of Worker_____

Name of Parent/ Spouse of the worker_____

Nature and location of work_____

For the week/ fortnight/ month ending_____

1. No. of days worked_____

2. No. of units worked in case of piece rate workers_____

3. Rate of daily wages/piece rate_____

4. Amount of overtime wages_____

5. Gross wages payable_____

6. Deductions, if any_____

7. Net amount of wages paid_____

Signature of the contractor or their representative

Annexure VIII

FORM XXIV [See Rule 82(1)]

The Contract Labour (Regulation & Abolition) Central Rules, 1971*Return to be sent by the Contractor to the Licensing Officer**(Every contractor shall send half yearly return in Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the half year and a copy of the same should also be sent to the Indian Railways at the same time)*

Half-Year-Ending.....

1. Name and address of the Contractor :
2. Name and address of the establishment :
3. Name and address of the Principal employer :
4. Duration of Contract: From _____ to _____
5. No. of days during half year on which-
 - a. the establishment of the Principal employer had worked
 - b. the contractor's establishment had worked... ..
6. Maximum number of contract labour employed on day during the half year-

Men	women	Children	Total
-----	-------	----------	-------
7. i) Daily hours of work and spread over-
 - ii) (a) whether weekly holiday observed and on what day-
(b) If so, whether it was paid for-
 - iii) No. of work hours (man-hours) of overtime worked
8. No. of work-days (man-days) worked by –

Men	women	Children	Total
-----	-------	----------	-------
9. Amount of wages paid –

Men	women	Children	Total
-----	-------	----------	-------
10. Amount of deduction from wages, if any-

Men	women	Children	Total
-----	-------	----------	-------
11. Whether the following have been provided –
 - i. Canteen _____
 - ii. Rest-Room _____
 - iii. Drinking water _____
 - iv. Creches _____
 - v. First-Aid _____ (If the answer is 'yes' state briefly standards provided)

Place

Date

Signature of Contractor

ANNEXURE -IX

FORM-XI {See rule 223 (c)}

The Contract Labour (Regulation & Abolition) Central Rules, 1971

Certificate of Medical Examination

1. Certificate Serial No _____ Date _____

2. Name _____

Identification marks: (1) _____

(2) _____

3. Parent's Name _____

4. Sex _____

5. Residence _____ son/daughter of _____

6. Date of birth, if available _____ and/or certificate age _____

7. Physical Fitness

I hereby certify that I have personally examined (name) son/daughter of residing atwho is desirous of being employed in manual work and that his/her age as nearly as can be ascertained from my examination is years and that he/she is fit for employment in as an adult/adolescent.

8. Reason for –

(1) Refusal of certificate _____

(2) Certificate being revoked _____

Signature with Seal

Signature/ Left hand

Medical Inspector/CMO

Thumb impression of worker

Note - 1. Exact details of cause of physical disability should be clearly stated.

2. Functional/ productive abilities should also be stated if disability is stated.

ANNEXURE - X

POLICE VERIFICATION

PHOTO

(of applicant
signed by
contractor)

Sr. No.	Particulars	
1	Full Name with Aliases	
2	Parent's Name	
3	Nationality	
4	Present Address in full with Police Station and District	
5	Period of Residence	
6	Home/ Permanent Address in full with Police Station and District	
7	Addresses with police stations and districts where the applicant has resided continuously for more than 6 months in past 5 years	
8	Aadhaar Number*	
9	The applicant has been involved in a criminal case as accused (yes/No). If yes, then details.	
10	The applicant has been arrested in connection with a criminal case (yes/No). If yes, then details.	
11	The applicant has been convicted for a criminal offence (yes/No). If yes, then details.	

*optional

Declaration (by applicant): I certify that the above information is correct and complete to the best of my knowledge and belief.

Countersigned by:	Signature of Applicant
Contracting Railway Supervisor	Date
Date	Place

Police Certification:

The details as stated above are correct and the above person does not have any criminal or any case registered or pending in any court of law as per official records available.

Counter signature of Authorized
Signatory with stamp

Annexure – XI

FIRST AID FACILITIES TO BE PROVIDED TO ALL WORKERS BY CONTRACTOR

Sr. No.	Item	Workers do not exceed 50	Workers exceed 50
		Qty.	Qty.
1	Small sterilized dressings	6	12
2	Medium size sterilized dressings	3	6
3	Large size sterilized dressings	3	6
4	Large size sterilized burn dressings	3	6
5	Packets sterilized cotton wool(15gms)		6
6	Iodine bottle	1 (30 ml)	1 (60 ml)
7	Bottle containing salvolatile having the dose and mode of administration indicated on the label	1 (30 ml)	1 (60 ml)
8	Adhesive plaster roll		1
9	Snake bite lancet	1	1
10	Bottle of Potassium Permanganate crystals	1 (30 gms)	1 (30 gms)
11	Pair of scissors	1	1
12	First Aid leaf let	1	1
13	Aspirin Tablets	1 (100(each of 5 grains))	1 (100(each of 5 grains))
14	Ointment for burns	1	1
15	Anti-septic solution	1	1

Annexure – XII

FORMAT FOR CERTIFICATE TO BE SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS

I (*Name and designation*) ** appointed as the attorney/authorized signatory of the tenderer (including its constituents), M/s (hereinafter called the tenderer) for the purpose of the Tender documents for the work of as per the tender No of (Western Railway), do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

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.
4. I/we have verified the content of the documents 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.
5. 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.
6. 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.
7. 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.
8. I/we understand that if the certificates regarding eligibility criteria submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the tender EMD besides banning of business for five year on entire IR. Further, I/we (*insert name of the tenderer*)** and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/We also understand that if the certificates submitted by us are found to be false / forged or incorrect at any time after award of the contract, it will lead to termination of the contract alongwith forfeiture of EMD/SD and Performance Guarantee besides any other action provided in the contract including banning of business for five years on entire IR.
10. I/We declare that certify that I/We am/are not blacklisted or debarred by Railways or any other Ministry/Department/PSU (Public Sector Undertaking) of the Govt. of India /State Govt. from participation in tenders / contracts on the date of opening of bids either in our individual capacity or as members of the JV Firm in which we were / are members.

SEAL AND SIGNATURE OF THE TENDERER

Place:

Dated:

** The contents in Italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.

SPECIAL CONDITIONS OF CONTRACT

1. **Officer in charge:** Dy. CME(P)/ PL
2. **Officer in charge representative:** Any officer nominated by PE/PL.
3. **Consignee:** SSE/INSP-I/PL or any supervisor as nominated by officer in charge representative.
4. The contractor's staff should be clearly identifiable in the workplace. Name badges/ Identity card, duly authenticated by railways; have to be prominently displayed by the labour. Cost of such incurrence would be borne by the contractor and no extra cost would be paid by the Railways. **Ref:- Annexure E**
5. THIS CONTRACT WILL BE GOVERNED BY **GCC FOR SERVICES – 2018** WITH LATEST AMENDMENT IF ANY.
6. All Annexures should be filled by contractor.
7. The tenderer(s) must keep themselves updated regarding corrigenda, if any, to the Notice Inviting Tender or tender document, which shall be uploaded on the same website. It is the responsibility of the tenderer to check any correction or any modification published subsequently and the same shall be taken into account while submitting the tender.
8. The contractor shall be responsible for the general conduct and discipline of his labours/ supervisor. Railway administration shall impose financial penalty as deemed fit in all cases of misconduct/ indiscipline.
9. Successful bidder is required to execute contract agreement of service as per **Annexure-III** of SLA.
10. Electricity, water, compressed air if required for this work at Railway premises shall be arranged by Railway and Contractor has to use his own transmission equipment, wiring, etc. However, if railway is unable to provide these facilities due to unforeseen reasons, contractor shall make alternative arrangements within earliest possible time at the work site for making available these facilities for which no compensation will be made to the contractor. Contractor shall ensure that there is no wastage of any Railway resources during his use.
11. Contractor will have to abide by the labour laws in force. Any claims in this regard, whatsoever, will have to be borne by the successful tenderer only. Such labours engaged is the liability of the contractor and Railway bears no liability whatsoever on such engagement.
12. The contractor shall be responsible for providing safety for the installation as well as labour during execution of the said work; Railway will not be liable in any manner to indemnify the contractor for any injury/loss/liquidated damages of any kind what so ever, how so ever caused in connection with this work.
13. The contractor shall ensure that his employees while on the premises of the railways or while carrying out their obligations under this contract observe the standards of cleanliness, decorum, safety and general discipline laid down by the Railways and the Railway shall be sole judge as to whether or not his employees have observed the same.
14. The Railway will not make any payments for any such additional work carried out by the contractor without permission of the Railway's authorized representative.
15. **The tenderer should quote be considering the minimum wages of Centre or state whichever is higher and he should pay the labour engaged for this work the minimum wage of Centre or state whichever is higher.**
16. **The contractor has to submit valid certificate of registration with EPFO and ESIC, PF no. and ESIC No. of the workers employed for this work before start of work or latest during the bill**

submission without which bill shall not be passed.

17. The contractor shall be responsible and liable for payment of salaries, wages and other legal dues of the employees who are employed by him for the purpose of carrying out the work assigned to them by Railways and comply all statutory rules and regulations which may be applicable for the employees, employed by him under the terms of this contract
18. **Wages to labor:** All the rules under the Contract Labor (Regulation & Abolition) Act, 1970 & Rules 1971 shall be applicable. The contractor has to maintain Muster roll and Wage register as per the Contract labor (Regulation & Abolition) Act 1971. The contractor shall arrange bank payment for his contract labor as per the minimum wages including PF, ESI, leave payment & Bonus and shall produce documentary proof for the same at the time of Billing, without which bills will not be cleared.
19. The EPF and ESIC payment contribution made for labour by the contractor shall be matching with the details displayed in the EPFO (in form of Electronic Challan Cum Return) and ESIC (contribution History sheet) web portal and proof of same shall be submitted along with bills.
20. The contractor shall observe all statutory laws viz. EPF, ESIC, Minimum wages act, contract act and all such acts as may be applicable to him from time to time.
21. The successful contractor ensure payment of wages etc. to labour engaged by him, where in it has been mentioned to update the newly launched Railway's portal www.shramikkalyan.indianrailways.gov.in, detail user manual for this is available on help link of Home page of portal.
22. Contractor shall ensure that the payment of its employee(s) engaged for this work is being made into employee(s) Bank account and sufficient documentary proof of the same/statement of banks shall be provided while submitting the bills.
23. The contractor should follow all the Railway Rules & Regulations, all labor laws/workmen compensation act, industrial safety rules, procedures, methods, practices etc., minimum wages act, provision of insurance, ESI, EPF, Bonus, leave salary etc. The contractor will himself be responsible for all statutory obligations of labour laws.
24. Rates accepted by Railway Administration shall hold good till completion of Service contract period and no additional individual claim shall be admissible on account of hike in minimum wage fluctuations in market rates, increase in taxes/any other levies/tolls etc.
25. The Contractor should depute at least one Supervisor as Site In-charge which should be at least a graduate degree holder to act as representative of Contractor who will be authorized to receive and take all over issues by the Inspecting officer of the Railway and who shall be present at site when the work is under execution. It shall observe all safety and security rules prevailing at the place of work and shall liaise with railway for any instruction; clarification etc. It shall be authorized to receive and acknowledge material issued by the Railway if any and take all orders issued by the Railways.
26. Contractor has to keep their tools and plants in their own custody at the space provided by Railways. Theft or any unusual occurrence will be the full responsibility of the contractor.
27. Contractor should obtain work permit from Assistant Labour Commissioner's office, for engaging labour for the advertised work at Lower Parel workshop, Mumbai as per the Contract Labour (Regulation & Abolition) Act.
28. The Railway shall not entertain any request or claim by the contractor's labour for any temporary/casual/permanent employment in the Railway on the basis of work done through this contract at any point of time. The contractor shall make this clear to his labours.

29. Railway reserve the right to ask the contractor to remove any person if found to be unsuitable for work or any other ground like bad conduct etc. In such situation the contractor must remove the concerned person and replace a suitable person forthwith. The person so removed must not be engaged by the contractor in any site of Railways.
30. The Contractor will be responsible for the Compliance with the provision of hours of employment regulations in respect of the labours employed by him in the manner decided upon by the appropriate authorities. The terms appropriate authority means central Govt. as laid down in rules in respect of hours of employment regulation 1951 and subsequent rules as issued from time to time by the state Govt. The contractor should follow all the Railway Rules & Regulations, all labor laws/workmen compensation act, minimum wages act etc. whichever applicable to him/her. The contractor will himself be responsible for all statutory obligations of labour laws.
31. Firm should ensure the safety of his men, materials, machines and other surrounding equipment. Also take all necessary precautions to avoid any accident/untoward incident if anything happened on account of their work contractor will be solely responsible for it and losses should be borne by firm. Contractor shall provide necessary PPE (personnel protective equipment) like helmet, safety shoes, goggles, Hand gloves, mask etc. as per requirement to all its labour engaged for this work to prevent any occupational health hazards to the staff as per sewage handling and disposal regulation. The prohibition of employment as manual scavengers and their rehabilitation act, 2013 should be follow by the contractor.
32. The contractor is required to submit necessary documents for **Police Verification certificates** for all contractual staff that she/he will be hiring under this contract for Indian Railways. The format for the same is provided in the **Annexure X**. Later the police verification shall be done as per Railway extant rules. If the police verification does not come on or before the date of engagement, the staff concerned will be engaged for one month on provisional basis. If the police verification is not received during the provisional period, he will have to be relieved from Railway duty and will be re-engaged only when the police verification is received and he is found clear from criminal cases. If required Railway may allow the staff to continue work for some more time without police verification at discretion of Railway. The necessary charges should be borne by the contractor.
33. If police verification certificate is directly submitted by contractor to Railway then above procedure of submitting **Annexure X** will not be required. If police verification is directly submitted by the contractor to Railway in any other authentic format, the same shall also be accepted by Railway.
34. It will be responsibility of the contractor to ensure that all his workmen observe industrial safety rules, procedures, methods, practices etc. The Railway Administration shall not be liable for any accident, injuries etc. to his workmen.
35. The work should be carried out in such a manner and in consultation with consignee that the railway working or out turn should not be affected.
36. The contractor shall note that no compensation due to any loss of life/material or any other account anywhere either in railway premises or at contractor's premises shall be given by the Railway Administration and contractor shall have to pay all compensation in case of any accident, injury to his labor, for which Contractor is not liable to claim any compensation from railways.
37. The contractor shall advise his contact number to the Railway and ensure that he is contactable at all working hours of the workshop and also in emergency. He shall liaise with railway for any instruction; clarification etc. He shall be authorized receive and acknowledge material issued by the Railway if any and take all orders issued by the Railways.
38. **Terms of Payment:** The standard payment terms subject to recoveries of any amount under the liquidated damages clause of contract will be as under:
- a. No advance payment will be made to the contractor.

- b. The bills should be submitted to the bill section along with all prescribed documents and certificates. **Bills shall be passed as per Railway extant rules.** Bills for the work shall be accompanied with all necessary supporting documents. The payment to the contractor will be made by **AFA (W&S)/Lower Parel Workshop, Western Railway.**
- c. The Income tax will be deducted at source as per applicable rules.
- d. 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 penalty as specified in work evaluation and as per penalty clause.
- e. ECS/EFT Payment: -
- Tenderer should give consent in a mandate form for receipt of payment through ECS/EFT.
 - Tenderer should provide the details of Bank A/C in line with RBI guidelines for the same. These details will include Bank Name, Branch Name & Address, Account type, Bank A/c No. and Bank & Branch code as appearing in MICR cheque issued by the bank.
 - Tenderer should attach certificate from their bank certifying the correctness of all above mentioned information.
 - In case of nonpayment through ECS/EFT or where ECS/EFT facility is not available, payment will be released through cheque.
- 39. Taxes and duties:** The offered rate is to be strictly quoted by the tenderer in the Rate Schedule only. It should be inclusive of all govt. taxes and other charges etc. Separate Break-up of the Rates & Taxes will not be considered. Tenderers shall be aware of the structures of Taxes, Duties, and Levies etc. prevailing in the country before quoting. TDS from on Account Bills will be made as per extant rules.
- 40. Other charges/taxes:** Works contract Tax, Cess charges, water charges, Misc. charges shall be charged as per extant rules as applicable from time to time and will be deducted from the bills of the firm.
- 41. Completion period:** The contract shall remain in force for a period of **24 Months.**
- 42.** However; Railway reserves the right to extend the completion period at the same rate, terms and conditions.
- 43.** Contractor would be permitted to work as per timing mentioned in work permit in the premises of workshop and if required by Railway, the Engineer may permit the contractor to work on Holidays and Sundays or on any other time.
- 44. Omissions & Discrepancies:** -The tenderer(s) shall not take any advantage of any misinterpretation of the conditions due to typing or any other error and in doubt, shall bring it to the notice of the Dy.CME(P)/PL without delay. In case any contradiction, only the printed rules & books should be followed and no claim for the misinterpretation shall be entertained.
- 45.** The contract may be short-closed as per requirement of Railways.
- 46.** Bill paying authority: - AFA (W&S)/PL Workshop
- 47. Penalty:** As per Sr. No. 14 of Scope of work.
- 48.** Warranty/ Guarantee: Not Applicable.
- 49.** The contractor and its staff shall follow social distancing norms and all other instructions (including SDOP-Standard Detailed Operating Procedure) issued by Railway, State/Central government to fight contagious diseases like COVID- 19.
- 50.** Care in Submission of Tenders:

- i. Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate and all-inclusive to accord with the provisions in Clause-37 of the Standard General Conditions of Contract for the completion of works to the entire satisfaction of the Engineer.
- ii. Tenderers will examine the various provisions of The Central Goods and Services Tax Act, 2017(CGST)/ Integrated Goods and Services Tax Act, 2017(IGST)/ Union Territory Goods and Services Tax Act, 2017(UTGST)/ respective state's State Goods and Services Tax Act (SGST) also, as notified by Central/State Govt. & as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.
- iii. The successful tenderer who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to railway immediately after the award of contract, without which no payment shall be released to the Contractor. The Contractor shall be responsible for deposition of applicable GST to the concerned authority.
- iv. In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/ SGST Act, the railway shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned authority.

ANNEXURE-B

Annual Contractual Turnover**NAME OF BIDDER/JV PARTNER:**

Annual Contractual Turnover Data for the Previous 3/4 Years (Contractual Payment only)			
Year	Amount Currency	Exchange Rate	Indian National Rupees Equivalent
Average Annual Contractual Turnover for Last 3 years			

1. The average annual contractual turnover shall be calculated as an average of "total contractual payments" in the previous three financial years. However, in case balance sheet of the previous year is yet to be prepared/ audited, the audited balance sheet of the fourth previous year shall be considered for calculating average annual contractual turnover.
2. The information supplied shall be substantiated by data in the audited balance sheets and profit and loss accounts for the relevant years in respect of the bidder or all members constituting the bidder.
3. Contents of this form should be certified by a Chartered Accountant duly supported by Audited Balance Sheet duly certified by the Chartered Accountant.

SEAL AND SIGNATURE OF THE BIDDER

Certified that all figures and facts submitted in this form have been furnished after full consideration of all observations/notes in Auditor's reports.

(Signature of Charter Accountant)
Name of CA:

Registration No: _____

(Seal)

List of similar nature of works completed in last three financial years and current year

Sr. No.	Description of work	Name of the organization for whom executed and contract	Contract agreement No. and date of award	Approx. value of contract (Rs.)			Date of commencement		Date of finish		Period of completion (in years, months and days)		Main features of the work/ Nature of Contract	Remarks	Page(s) on which supporting documents attached
				Agreement value (Rs.)	Final value (Rs.)	Amount Penalty applied in Rs.	Scheduled	Actual	Scheduled	Actual*	Scheduled	Actual			

Note:

- Supporting documents/certificates (duly attested) from the organizations with whom worked/are working should be closed.
- Work experience certificate from private individual shall not be accepted. Certificates 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.
- Tenderers may retype this annexure, if space given is considered inadequate.
- The completion certificate should clearly show **the amount/percentage of penalty levied** on the contractor for the contract. For no penalty Nil penalty shall be mentioned. In case the penalty value is not shown, Railway will not consider the credential for scoring purpose at its sole discretion.
- *In case of ongoing contracts, date of commencement of contract and the date the contract period will be completed should be mentioned with.

Seal of the Contractor

Signature of the Contractor with date

Form of Declaration for Non Termination of Previous Contract

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

I/We_____ do declare that me or any of my constituents should be debarred from the subject tender at any stage of the work, if

- (i) Any previous contract, being executed me or any of my constituents had been terminated under clause no.7.4 of the General Conditions of Contract for Services in that Railway division, within the previous 2 years from date of submission of bids of this tender.
- (ii) In that Railway division, me or any of my constituents has been imposed a penalty equivalent to the maximum penalty that can be imposed under a previous contract, such a figure being specified, with in the previous 2 years from date of submission of bids. (Period of 2 years shall be reckoned from the date on which the total accrued amount of penalties has reached the maximum penalty that can be imposed under the contract, as specified by the Competent Authority).

I/We hereby declare that if declaration to this effect furnished as a part of this bid is found to be false, I/We understand that process for 'banning of businesses against me/us shall be initiated as per extent rules.

Seal of the Contractor

Signature of the
Contractor with date

ANNEXURE E**SPECIAL CONDITIONS FOR ISSUE OF IDENTITY CARDS, UNIFORMS AND PROTECTIVE ITEMS**

1. The contractor is bound to issue Identity cards, uniforms and protective items (helmets, hand gloves, goggles, masks, etc for protection against any injury / chemical reactions to skin, etc) 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 & protective gears etc. to their employees will be treated as breach of contract conditions and therefore will be dealt as per GCC.
2. It is mandatory on the part of every employee, deployed by the contractor to keep in his possession the identity card & protective gears, issued by the contractor throughout the execution of the work. Failure to possess such items 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 work and also for any subsequent changes 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.
5. As soon as the contract work is over or any contract worker leaves the contractor, the identity card of that worker must be cancelled.
6. Identity cards should be issued in following format.
7. If the above said provisions of **Annexure-E** are not adhered by the contractor a penalty as per penalty clause shall be levied on the contractor for each report received from the consignee or inspecting authority.

Proforma of I-card

	Front Side		Back Side
O N C O N T R A C T	ID-Card Carriage Repair Workshop Lower Parel, WR <div style="border: 1px solid black; height: 80px; margin: 10px 0; text-align: center;">Employee Photo</div> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;">Employee Signature</div> Name: (Employee) <div style="display: flex; justify-content: space-between; font-size: small;"> Signature of Contractor Signature of Railway Authority </div>		<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Mo. No.:</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Aadhaar No.:</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Department</div> Name of Contract: Name of Firm: Validity of Contract: (From _____ to _____) Date of Issue: _____ Validity: _____ <div style="font-size: x-small; text-align: center;"> Instruction Please surrender to issuing authority on Completion/Termination of contract </div>

Size: 8.75 x 5.4 cm (Indicative)**Card Colour: Orange****Lanyard Colour: Orange****Font Colour: Black**

MANDATE FORM FOR EFT/NEFT**1. PARTICULARS OF THE PARTY:**

- i. NAME: _____
- ii. ADDRESS: _____
- iii. PHONE NO: _____
- iv. MOBILE _____
- v. FAX NO. _____
- vi. INCOME TAX PAN NO. _____
- vii. EMAIL ID. _____

2. PARTICULARS OF BANK ACCOUNT

- i. CITY: _____
- ii. BANK NAME: _____
- iii. BRANCH: _____
- iv. BANK ADDRESS: _____
- v. BANK TEL NO. _____
- vi. FAX NO. _____
- vii. BANK MICR CODE (9 DIGIT): _____
- viii. BANK IFS code: _____
- ix. BANK ACCOUNT NO: _____
(Please enclose a cancelled blank cheque)
- x. ACCOUNT TYPE:(SAVINGS/CURRENT/CASHCREDIT): _____

3. Certified that the particulars furnished with reference to Bank Account are correct and the bank guarantees to honour all EFT/NEFT advices/reports as per RBI Regulations.

Bank's Seal

Signature of the authorized official of the bank**4. DECLARATION BY THE PARTY:**

I hereby declare that the particulars given in this mandate form are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, the User institution i.e., FA & CAO/Western Railway, Mumbai, /AFA(W&S)/Western Railway Lower Parel will not be held responsible.

Date _____

Signature of the Party with Stamp

Annexure-G

The sample GST compliant invoice

1. Supplier Name
2. Supplier GSTIN
3. Invoice No.
4. Invoice Issue Date
5. Total value
6. Taxable Value
7. Goods A/c HSN, Service Accounting Code
8. Goods and Services Description
9. Unit Qty. Code
10. Quantity
11. Rate
12. Whether eligible for ITC-Partial/Full/NIL
13. IGST Rate
14. IGST Charged Amt.
15. CGST Rate
16. CGST Charged Amt.
17. SGST/UGST Rate
18. SGST Charged Amt.
19. Cess Rate
20. Cess Charged Amt.
21. Name/ Recipient of Service/Goods
22. Place of Supply
23. Recipient GSTIN
24. Tax Payable on Reverse Charge Basis(Y/N)
25. TDS

Tenderer's Seal

Signature of the tenderer

Format Bank Guarantee Bond for Performance Guarantee

To

President of India, Acting Through the FA&CAO(W&S)/PL, Western Railway, Lower Parel (or any other competent authority specified by Railway)

1. In consideration of the President of India (hereinafter called "the Government") having agreed to exempt M/s _____ (hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement dtd. made between and for (hereinafter called "the said Agreement") the Performance Guarantee for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees. _____ only).
We _____ (indicate the name of Bank hereinafter referred to as "The Bank") at the request of _____ contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said contractor(s) of any of the terms and conditions contained in the said Agreement.
2. We _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur merely on a demand from the Government stating their amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We undertake to pay to the Government any money so demanded not outstanding any dispute or disputes raised by the contractor(s) in any suit for proceedings pending before any court of tribunal relating to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s)/Supplier(s) shall have no claim against us for making such payment.
4. We _____ (indicate the name of the Bank) further agree that the Guarantee herein, contained shall remain in force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Railways certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.
5. We, _____ Bank Ltd. further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations here-in under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to the Sureties would, but for this provision have effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the Constitution of the Bank or the contractor(s).

WR-PL-ME-EST-709640

7. We, _____(indicate the name of the Bank) undertake not to revoke this Guarantee during its currency except with the previous consent of Government in writing.
Date this _____day of _____2022.

Bank.) For _____(Indicate the name of the

Format for No Claim Certificate

1. I/We Was/Were awarded the work namely_____.
2. The work has been completed and jointly measured and full payment has been made to me/us in terms of the measurement so recorded and in accordance with provisions of work order/agreement.
3. I/We have no other claim against the Railways.
4. I/We have made payments to the labourers & sub-contractors strictly as per labour laws and other rules/laws of land in force. The Railways shall not be responsible for any dispute arisen between me/us with labourers & sub-contractors later on.
5. I/We hereby undertake and reiterate that I/We have given this No Claim Certificate with free consent and without any coercion as such the Railways stands relieved from all contractual obligations for above noted work order/agreement.

Thanking you,

Yours Faithfully,

(Signature)

Name of the Contractor with date

List of Personnel/ Organization available on Hand

Sr. No.	Name	Designation	Qualification	Remarks
1	2	3	4	5

List of Personnel/ Organization proposed to be engaged for the subject work

Sr. No.	Name	Designation	Qualification	Remarks
1	2	3	4	5

Tenderer's Seal

Signature of the tenderer

Annexure-K**List of Plant & Machinery available on hand (owned)**

SN	Particulars of the Equipment	No. of Units	Kind & Make	Capacity	Age & Condition

List of Plant & Machinery proposed to be inducted for the subject work

SN	Particulars of the Equipment	No. of Units	Kind & Make	Capacity	Age & Condition

List of Plant & Machinery proposed to be hired for the subject work

SN	Particulars of the Equipment	No. of Units	Kind & Make	Capacity	Age & Condition

Tenderer's Seal

Signature of the tenderer

ACCEPTANCE/DEVIATION SCHEDULE

Clause #	Accepted (Yes/No)	If No, list Deviation(s)
Special Conditions of contract:		
Specifications of work:		

Note: If no deviation, then write NIL. (Please do not keep this page as blank.)

Tenderer's Seal

Signature of the tenderer

Signature of Tenderer

Signature of PE/PL

List of Similar Works on Hand

Please attach attested certificate from authorities who awarded the work & made payments giving full description of work & payment received.

Sr. No.	Description of Work	Organization for whom executed and details of contact person with phone & fax no.	Approx. value of Contract at the time of award (Rs.)	Date of Award	Actual Date of Start of Work	Schedule Date of Completion	Actual payment done (up to date of tender opening)	Approximate value of balance work yet to be done

Note:

- i. Supporting documents/certificates from the organizations with whom worked/are working should be closed.
- ii. Certificate for works executed for private individuals/organization shall not be considered.

Tenderer's Seal

Signature of the tenderer

Declaration regarding association of the tenderer with serving/ retired Gazetted Railway Officer(s)

I/We _____ the under signed hereby solemnly declare and certify that I /We do not have any of our relative/ relatives employed in the Indian Railway as mentioned below:

- (a) Should a Bidder be a retired Manager of the Gazetted rank or any other Gazetted Officer working before her retirement, whether in the executive or administrative capacity or whether holding a pensionable post or not, in any department of any of the railways owned & administered by the President of India for the time being, or
- (b) Should a Bidder being partnership firm have as one of its partners a retired Manager or retired Gazetted Officer as aforesaid, or
- (c) Should a Bidder being an incorporated company have any such retired Manager or retired officer as one of its Directors or
- (d) Should a Bidder have in her employment any retired Manager or retired Gazetted Officer as aforesaid, then the full information as to the date of retirement of such Manager or Gazetted Officer from the said service and in case where such Manager or Officer had not retired from Government service at least one year prior to the date of submission of the Bid as to whether permission for taking such contract, or if the contractor be a partnership firm or an incorporated company, to become a partner or Director as the case may be, or to take the employment under the contractor, has been obtained by the Bidder or the Manager or Officer, as the case may be from the President of India or any officer, duly authorized by her in this behalf, shall be clearly stated in writing at the time of submitting the Bid.
- (e) Should a Bidder or contractor being an individual on the list of approved Contractors, have a relative(s) or in the case of partnership firm or company of contractors one or more of her shareholder(s) or a relative(s) of the shareholder(s) employed in gazette capacity in any department of Indian Railway, the authority inviting bids shall be informed of the fact at the time of submission of Bid, failing which the bid may be disqualified/rejected or if such fact subsequently comes to light, the contract may be rescinded in accordance with the provision in Clause 7.4 of the GCC for Services.

Except the names as mentioned below:

1.....

2..... and so on.

NOTE : Names, Designation, Name of Office, Headquarter of the Tenderer's Relative in Western Railway (Mechanical Department) to be mentioned by the tenderer(s) in 1, 2, 3 and so on above.

Sr. No.	Name of the Railway Officer	Relationship with the tenderer	If serving, designation & place of working	If retired			
				Date of Retirement	Designation & place of working at time of retirement	Whether period of retirement is more than 1 year from the date of submission of tender	Particulars of permission taken for associating with the tenderer
1	2	3	4	5	6	7	8

Note: If no Railway Officer is associated with the tenderer, then write **NIL**. (Please do not keep this page as blank.)

Tenderer's Seal

Signature of the tenderer

Signature of Tenderer

Signature of PE/PL

Details of the Tenderer

Sr. No.	Description	Details
1	Name of the tenderer	
2	Address	
	Mobile Number	
	Telephone Number	
	Fax No.	
	e-mail ID*	
3	Status of the tenderer: individual/proprietorship firm/partnership firm/private limited/ public limited/Society/Autonomous body (Attach documentary evidence.)	
4	PAN No. (Attach documentary evidence.)	
5	GSTIN No. (If applicable) (Attach documentary evidence.)	
6	EPF Registration No. (Attach documentary evidence.)	
7	ESIC Registration No. (Attach documentary evidence.)	
8	Other Registration details under other applicable Laws (Attach documentary evidence.)	
9	Name of the person signing the tender	
10	Authority for signing the tender (Refer to Clause No. 6(b) of Part-I of General Conditions of Contract of Indian Railways)	

* The date of delivery of any letter by Railway to the contractor on the email address will be deemed to be the date of receipt of the same by the contractor. Therefore, contractor should regularly check his incoming emails. If there happens to be any change in the email ID and other contact details, the same should be communicated by the contractor to Railways immediately.

The above information should be necessarily submitted by the tenderer.

Tenderer's Seal

Signature of the Tenderer

Annexure- 'P'

SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY BANK CERTIFICATE

Bank Certificate

No.

This is to certify that M/s..... (Name of Firm) is a reputed company with a good financial standing.

If the contract for the work (Tender No. **WR-PL-ME-EST-709640** & Name of Work - **"Outsourcing of data entry operation work in Lower Parel Workshop".**) is awarded to the above firm, we shall be willing to provide overdraft / credit facilities to the extent of ₹..... (In Words Rupees.....) to meet their working capital requirements for executing the above contract.

Date:- (Signature of Senior Bank Manager)
Name of Bank
Address of the Bank

Change the text as follows for Joint Venture (If applicable):

This is to certify that M/s (Name of JV Firm) who has formed a JV with M/s..... and M/s..... for participating in this bid, is a reputed company with a good financial standing.

If the contract for the work, namely..... (Tender No. & Name of Work) is awarded to the above joint venture, we shall be able to provide overdraft / credit facilities to the extent of `..... (In Words Rupees.....) to M/s to meet their working capital requirements for executing the above contract.

[This should be given by the JV members in proportion to their financial participation]

Date :- (Signature of Senior Bank Manager)
Name of Bank
Address of the Bank

Annexure-Q

Daily Material Transaction Register (DMTR)

S. No.	Date of Transaction	Reference to Receipt/ Issue of Voucher		Full particulars of Material Received or Issued			
		No.	Date	Class	P.L. No.	Nomenc- lature	New, Second hand, Scrap
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				</			

Site Inspection (Proforma)

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

Name of Work : **Outsourcing of data entry operation work in Lower Parel Workshop.**

I / We hereby declare and certify that I / We have inspected / investigated the site(s) of work and have fully familiarized myself / ourselves with all aspects of working restraints such as accessibility, conditions, location, Geophysical / terrain conditions etc., where upon only rates have been quoted be me/us.

Date:

Seal and Signature of Tenderer

Instructions to bidders:

- 1) The bidders shall be required to submit an undertaking certifying the truthfulness of all the documents submitted/ uploaded alongwith the tender. This shall be mandatory for all the bidders. **In case of failure of the bidder to submit the undertaking, their offer shall be summarily rejected. Format for same is given at Annexure-XII. Annexure-XII is given in general conditions (SLA).**
- 2) **This tender has minimum eligibility criteria as given in General conditions of contract (SLA) clause 2.3.1. Bidders are instructed to give necessary documentary proof for same. Evaluation of bidder's technical and financial eligibility will be done as per conditions given in general condition of contract (SLA).**
- 3) Lowest offer for the work will be decided based on overall rates quoted by individual firm.
- 4) Work will be executed as per scope of work, special conditions (STC) and General Conditions (SLA) given by Lower Parel Workshop in BID document. **The bidder is advised to visit the workshop before submitting his offer to ensure proper understanding of areas covered under contract.** The bidders are also instructed to read all conditions given in above documents before participating in Bid.
- 5) GST contribution will be paid as per rates prevailing during the time of billing.
- 6) The bidders shall be required to submit Annexure-B to Annexure-R given in Special conditions of contract (STC). Also, the applicable Annexures of SLA named from II to XVI to be filled and submitted.
- 7) The Terms and Conditions stipulated in STC & SLA will supersede those in GTC and Terms and Conditions.
- 8) Sufficient manpower should be deployed during contract period in order to adhere scope of work. For that purpose, contractor is advised to visit workshop for better clarification of geographical conditions of locations mentioned in scope of work.
- 9) % Above/ % Below/ At par will be calculated from overall rate quoted by firm for billing purpose of actual work carried out by firm.
- 10) MSEs which are interested in availing themselves of the benefits (EMD exemption) should enclose with their offer the proof of their being MSE registered **with** any of the agencies mentioned in the notification of Ministry of MSME.
- 11) **Below are list of Annexures attached along with the bid document. Bidders are advised to duly fill and submit such Annexures as applicable.**

Sr. No.	Annexure	Description	Name of document	Remarks
1.	C	List of similar nature of works completed in last three financial years and current year	Special Conditions of contract.	Required to be furnished by the bidder as per clause 2.3.1.1 of SLA.
2.	D	Form of Declaration for Non Termination of Previous Contract.	Special Conditions of contract.	Clause 2.2.4 of SLA. The declaration to this effect shall be furnished by the contractor as a part of his bid document. A format in this regard shall be made a part of the tender document. In case this declaration is found to be false, process for 'banning of businesses' against the bidder/contractor shall be initiated as per extent rules.

3.	E	Special conditions for issue of identity cards, uniforms and protective items	Special Conditions of contract.	To be adhered to after the award of the contract.
4.	F	Mandate form for EFT/NEFT	Special Conditions of contract.	To be provided by bidder as required for billing.
5.	G	The sample GST compliant invoice	Special Conditions of contract.	To be filled and submitted by the bidder, if applicable.
6.	H	Format Bank Guarantee Bond for Performance Guarantee	Special Conditions of contract.	To be used after the award of the contract if PG is to be submitted in the form of BG.
7.	I	Format for No Claim Certificate	Special Conditions of contract.	At the time of completion of work.
8.	J	List of Personnel/Organization available on Hand & List of Personnel/Organization proposed to be engaged for the subject work	Special Conditions of contract.	May be provided at the time of bidding.
9.	K	List of Plant & Machinery available on hand (owned), List of Plant & Machinery proposed to be inducted for the subject work & List of Plant & Machinery proposed to be hired for the subject work.	Special Conditions of contract.	May be provided at the time of bidding.
10.	L	Acceptance / deviation schedule	Special Conditions of contract.	May be provided at the time of bidding if necessary.
11.	M	List of Works on Hand	Special Conditions of contract.	To be provided at the time of bidding.
12.	N	Declaration regarding association of the tenderer with serving/retired Gazetted Railway Officer(s)	Special Conditions of contract.	As per clause 2.2.1 of SLA, if annexure not provided the bid can be disqualified/ summarily rejected.
13.	O	Details of the Tenderer	Special Conditions of contract.	To be provided along with the bid.
14.	P	Sample format for banking reference for liquidity bank certificate	Special Conditions of contract.	Clause 2.3.1.2 (ii) (Liquidity) & the Notes thereby.
15.	Q	Daily Material Transaction Register (DMTR).	Special Conditions of contract.	To be filled at the time of supply of consumables.
16.	R	Site Inspection (Proforma)	Special Conditions of contract.	To be filled at the time of bidding.
17.	II	Bid form (first sheet) western railway	SLA	To be filled, signed and stamped by the bidder and submitted along with the bid.
18.	II (Continued)	BID FORM (Second Sheet)	SLA	Sign and stamp of bidder required and submitted along with the bid.

19.	II (Continued)	Bid Form (Third Sheet): Schedule of Estimated Rates and Quantities.	SLA	Sign and stamp of bidder required and submitted along with the bid.
20.	III	CONTRACT AGREEMENT OF SERVICES	SLA	To be made, if necessary, after award of the tender.
21.	IV	Employment Card	SLA	To be maintained by the successful tenderer during work execution.
22.	V	Service Certificate	SLA	To be maintained by the successful tenderer during work execution.
23.	VI	Register of wages	SLA	To be maintained by the successful tenderer during work execution.
24.	VII	Wage Slip	SLA	To be maintained by the successful tenderer during work execution.
25.	VIII	Return to be sent by the Contractor to the Licensing Officer	SLA	To be maintained by the successful tenderer during work execution.
26.	IX	Certificate of Medical Examination	SLA	To be maintained by the successful tenderer during work execution.
27.	X	POLICE VERIFICATION	SLA	To be maintained by the successful tenderer during work execution.
28.	XI	FIRST AID FACILITIES TO BE PROVIDED TO ALL WORKERS BY CONTRACTOR	SLA	To be maintained by the successful tenderer during work execution.
29.	XII	UNDERTAKING FOR TRUTHFULNESS/ CORRECTNESS OF DOCUMENTS SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER	SLA	Clause 2.3.2.5 of SLA. If not submitted the bid shall be summarily rejected.

The above mentioned Annexures are indicative & the tenderer should thoroughly go through all the tender documents such as SLA, special terms and conditions & scope of work.

12) The tenderer should go through the '**Execution of contract documents**' clause No. 14 of Bid form (Second Sheet) of Annexure-II of SLA. Also, the clause No. 15, 16, 16.1, 16.2 (a), (b), (c), (d) & (e), 16.3 & 16.4 & 16.5 should be read for all the relevant documents to be submitted.

13) **Check List**

Sr. No.	Item	(√) Yes / No (with remark, if any)
1.	Name of the firm	
2.	Name , designation & authorization of the person submitting the bid	
3.	Type of firm	Proprietor / Pvt. Ltd. / PSU / Partnership / Govt. Dept. / Others (specify)
4.	Earnest Money	Yes / No
5.	<u>Work Experience</u> As per clause no.2.3.1.1 of Service Level Agreement of the tender document.	Yes / No
6.	<u>Financial Standing</u> As per clause no.2.3.1.2Service Level Agreement of the tender document:-(a) T1- Financial Turnover (b) T2 - Liquidity	Yes / No
7.	Summary of Information pertaining to Tenderer (Annexure-O of special conditions of contract)	Yes / No
8.	Bid Form – Annexure-II	Yes / No
9.	Schedule of Deviation - Annexure-L	Yes / No
10.	Certificate of Employment/Partnership, etc. of Retired Railway Employees - Annexure-N	Yes / No
11.	List of similar works completed in last three financial years - Annexure-C	Yes / No
12.	List of works on hand - Annexure-M	Yes / No
13.	List of Personnel Organization - Annexure-J	Yes / No
14.	List of Plant & Machinery - Annexure-K	Yes / No
15.	Banking Reference for Liquidity - Annexure-P	Yes / No
16.	Non-termination of previous contract- Annexure- D	Yes / No
17.	Partnership Deeds & Power of Attorney, if applicable	Yes / No
18.	Site Inspection (proforma) (Annexure-R of special conditions of contract).	Yes / No

SCOPE OF WORK

1. **Name of Work:** Outsourcing of data entry operation work in Lower Parel Workshop.
2. **Quantity:** 12000 Man-Days.
3. **Engineer-in-Charge:** Dy. CME(P)/PL
4. **Engineer-in-Charge's Representative:** PE/PL or any officer nominated by Engineer-in-charge.
5. **Consignee:** SSE/Insp-I/PL or any other SSE nominated by Engineer-in-charge.
 - a. Consignee shall prepare Measurement Book (MB) Base on Report Collected from Individual shops i.e. from individual site-in-charges.
 - b. Consignee shall forward Annexure-4, Format of certification at Annexure-1, Annexure-2, contractor's invoice along with M.B, duly filled & signed and complete in all respect to Dy. CME (P)/PL's office (Estimate Cell/PCO/PL), in order to avoid delay in payment for completed work.
 - c. The consignee is responsible for arranging gate passes for data operators.
6. **Site-in-Charge:** Respective shop supervisor or any other SSE nominated by Engineer-in-charge.
 - a. The site-in-charge shall allot work to the allotted data operator to him, he shall monitor execution of work, progress of work & certify work completion, liaison to the contractor pertains to their shop and he will maintain record of work. Site-in-charge shall also fill Annexure-5 which gives details of work started and completed and will submit to consignee.
 - b. The site-in-charge is responsible for maintaining a record of their attendance and amount of work given by them.
 - c. Site-in-charge shall also carry out 100% check of work of his shop. The overall work shall be carried out under his supervision.
7. **Place of Work:** The work has to be carried out in Lower Parel workshop. Therefore, every precaution and safety rules shall be taken care by firm/contractor to protect their data operators/manpower & system. All Safety equipment's should be provided to data operators by contractor and All safety and work related training should be ensured by contractor.
8. **Quantity: 12000 Man-Days (20 Operators per day)**
9. **Description of Work:-**Data Entry and other work (in computer system) inside the lower parel workshop.
10. **Commencement of work:** work shall be commence within 30 days of date of issue LOA.
11. **Scope of Work for contractor:**

The scope of work includes outsourcing of data entry activities in MS Office, MS Access, MS Excel, Google Sheets, UDM, MS PowerPoint, ROAMS (Rolling Assets Management System)/WISE, and any other platform of Indian Railways at Lower Parel Workshop. The details of these activities are as follows:

 - i. Data operator has to perform various data entry work in MS office, MS Access, Excel Sheet, Google Sheet or any other software, platform like WISE/ROAMS or any other platform of

- Indian Railways etc. used by Indian Railway for daily work.
- ii. Make various data entry, records handling, report generation and processing related works in all applicable modules of ROAMS/WISE application software or any other software, platform used by railway.
 - iii. The data entry operator may need to visit multiple sections within the workshop premises and gather information for data entry from various supervisors as per requirement.
 - iv. The data entry operator will be responsible for entering data into computer systems. Databases or spread sheets ensuring accuracy, completeness, and confidentiality of data. Computer system and internet facility will be provided by railway at free of cost.
 - v. Attend to any other work assigned by the Site-in-Charge, including data entry, system operation, scanning, printing, typing work, preparation of PDF files, monthly generation of reports, etc.
 - vi. One person shall be deployed by the contractor who will be responsible for manpower management, supervision, and overall monitoring of the data entry process to ensure accuracy and efficiency in the workshop. He shall coordinate with the consignee and data operators for all contract-related matters. He may be one of the data operators; however, in such a case, he shall ensure the proper discharge of both responsibilities, i.e., contractual coordination work and the duties assigned by the Site-in-Charge.
 - vii. Training for WISE, ROAMS, or any other exclusive Railway platform shall be provided by the Railway to the data operator during the initial period only. In the event that the deployed data operator leaves the assignment, the Railway shall not provide training to the substitute operator. The contractor shall ensure that the replacement operator is fully familiar with the assigned work and relevant platforms. However, the Railway shall not provide training for general software applications such as MS Office, Google Sheets, etc. It is presumed that all data operators deployed by the contractor are well-versed and proficient in basic computer applications.
 - viii. Operators will also be responsible for compiling data and preparing reports on a monthly basis, as well as on an as-needed basis as requested by site-in-charges.
 - ix. Data feeding in particular section will be verified by nominated person of that section i.e. site-in-charge.
 - x. Operator has to create database on MS Access to enter the data as instructed by respective shop supervisor/site-in-charge. He has to ensure accuracy, completeness and confidentiality of data.
 - xi. Within the ROAMS system, operator has to enter data in the Rolling Stock module, Assembly module, Material module, and Production Planning module. In the Assembly Module, for instance, operators will undertake tasks such as generate structure of assembly, dismantle assembly and install Assembly with Mark & Fit assembly. These assignments will be allocated by the respective Shop Supervisor/site in charge. All tasks will be data collection and entry related only.
 - xii. Equipment's for protection such as helmets, shoes, PPE kit etc are to be arranged by the Contractor in order to ensure safety of his data operators. All data operators should have valid ID card provided by firm/contractor.
 - xiii. The working hours shall generally be from 08:00 hrs to 16:30 hrs (including a 30-minute lunch break) from Monday to Saturday, except on declared holidays (as per workshop schedule). However, operator-wise timings may be changed as per requirement, as directed by the Railway representative. All data operators shall be registered for biometric attendance, and marking biometric attendance shall be mandatory.
 - a) In case an operator reports late by up 30 minutes, half-day wages shall be deducted

separate penalty shall be levied for such late reporting or absence.

- b) If the delay exceeds 30 minutes, the operator shall be treated as absent for the day, and no hiring charges shall be payable for that day. In addition, a penalty for absence shall also be levied.
- c) If any operator leaves early (i.e., before 16:30 hrs), he/ she shall be treated as absent for the day.

In cases of late reporting or attendance issues arising due to reasons beyond the control of the operator or under unforeseen circumstances, the matter shall be examined by the Engineer-in-Charge. The decision of the Engineer-in-Charge in this regard shall be final and binding on the contractor.

- xiv. Work shall be done with day to day in consultation with the Site-in-Charges.
- xv. In case an operator is absent from duty, the firm shall arrange for a suitable replacement/substitute to ensure uninterrupted workflow. The substitute shall be fully conversant with the work of the concerned section. No additional or repeat training regarding the work shall be provided to the substitute by the Railway. Therefore, the firm shall ensure that the substitute data operator is well-versed in the assigned work.
- xvi. The Firm shall be fully responsible for the conduct and behavior of the personnel deployed in the office. In case any loss or damage occurs to the office's movable or immovable property due to the negligence of the deployed personnel, the Firm shall bear the cost of such loss or damage. Spitting and littering within the workshop premises shall be considered punishable offenses, and an appropriate penalty may be imposed as decided by the Engineer-in-Charge.
- xvii. If it is found that the conduct or efficiency of any person deployed by the Firm is unsatisfactory, the firm shall have to remove the concerned person and engage a new person within 24 hours of intimation by railway. The decision of the designated officer in this regard shall be final and binding on the firm.
- xviii. It will be the responsibility of the Firm to meet transportation, food, medical and any other requirements in respect of the persons deployed by it in the Railway Office and Railway office will have no liabilities in this regard.
- xix. The persons deployed by the service providing Firm shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular employees or casual, ad hoc, contractual employees of the Railway Office during the period of contract or on or after the expiry of the contract.
- xx. The Contractor shall commence the work within 30 days from the date of award of the contract or as instructed by the Railway. Prior to commencement, the Contractor shall ensure that all deployed data operators are familiar with Railway working procedures and the workshop premises. All necessary formalities, including biometric registration and other administrative requirements, shall be completed. A familiarization period of 4-6 days may be required. During this period, the respective Site-in-Charge shall provide necessary guidance regarding the assigned duties and introduce the operator to platforms such as WISE, ROAMS, or any other platform used by Indian Railways for day-to-day data entry work. Training for WISE, ROAMS, or any other exclusive Railway platform shall be provided by the Railway during the initial period (1 week) only. No repeat training shall be provided thereafter.
- xxi. The supervisor nominated by the Contractor shall maintain a daily register of the deployed data operators, recording details such as the section in which each operator is working, number of operators present, details of substitutes provided (if any), and other relevant information, the same has to be counter signed by Consignee.

12. Eligibility criteria/Qualification for staff provided by contractor for data entry

- a. A certified course in Computer Applications or Data Entry Operations from a recognized institute, or a certificate such as MS-CIT issued by a recognized body.
- b. Good knowledge of English and Hindi (reading, writing, and communication skills).
- c. The operator should be proficient in using computers, including MS Office (MS Word, MS Excel, MS Access, etc.) and the internet, with good typing speed in English. A typing certificate, if available, shall be preferred.
- a. The data operator's knowledge of computer applications such as MS Excel, MS Word, and other relevant software shall be assessed/tested by the consignee and the Site-in-Charge prior to biometric registration and submission of documents. Only upon satisfactory evaluation shall the data operator be permitted to commence work.

13. Quality of Work: The quality of work shall be closely monitored by site in-charges and shall be jointly measured with contractor representative. The contractor shall not employ any unethical practices to compromise the quality of work. Contractor or his men shall not use any such means, which shall affect the quality of work, railway data and may cause damage to Railway property due to such practice, for which contractor shall be solely responsible. If any such incident takes place and the Contractor is found responsible, Railways shall reserve the right to terminate the Contract immediately or impose appropriate penalty.

14. Penalty:

- i. **Delay in commencement:** If the contractor fails to **commence work within 30 days** of the issue of the LOA or as and when intimated by Railway to start the work, a penalty of Rs. 2000/- may be levied for each delayed day. If the contractor further the contract shall be determined by as per IR GCC.
- ii. **Incomplete/ Delay in execution:** If the allotted work is partially completed and/or not completed within the stipulated time, the work shall be treated as not done, and a penalty of ₹300/- per instance of delay shall be imposed.
- iii. **Error in work:** A penalty of ₹100/- per error shall be imposed for the first 10 data entry errors in a calendar month, **per section/ shop** and ₹500/- per error thereafter for the remaining errors in the same month **per section/ shop**. The error count shall be calculated on a monthly basis and reset to zero at the beginning of each new month. For the purpose of these clause, errors include typographical errors, calculation errors and any other data-related inaccuracies.
- iv. **Penalty for Absentee:** a) If an operator reports late by 30 minutes, half-day wages shall be deducted. No separate penalty shall be levied for such late reporting.

b) If the exceeds 30 minutes, the operator shall be treated as absent for the day. No hiring charges shall be payable for that day, and a penalty of Rs.1,000 per day for absence shall also be levied..

The above tender should also have the following conditions-

15. GST and service charge will be payable.

16. All the workers deployed by the contractor should carry out **biometric attendance** inside the workshop premises.

17. It is the responsibility of the contractor to take care of the T& P items (tools and plants) used by the contractor's staff in the contract duration. Any damages caused because of the contractor's

workers will be recovered from the running bills.

18. The contractor will have to provide ID card (Format enclosed), PPE safety equipment, dress, and safety shoes to his workers.
19. The contractor will be responsible for any damage to materials, life of labours etc. during the period of work.
20. The list of persons proposed to be deployed for the subject work should be got approved by Railway before commencement of the work by the contractor. Contractor have to submit the proof of qualification of the employee before deployed. If any changes/replacement in approved list of persons is required, then it shall be done with prior approval of competent Railway authority.
21. The contractor will be responsible for any compensation to be paid to his employees/labours as a result of any mishap during the course of work.
22. Breach of contract: The work undertaken by the contractor under the provision of this contract & these conditions shall at all times and from time to time to be carried out to the entire satisfaction of the Railway Administration and failure on any part of the contractor to carry out the work in such a manner shall constitute a breach of contract on the part of the contractor and necessary action as per GCC and contract condition can be taken.
23. Adherence to Minimum Wages: The contractor will have to adhere to minimum wages Act during the currency of the contract and will have to make payment to his staff accordingly. It shall be the responsibility of the contractor to make payment to his staff in accordance with the prevailing minimum wages during the period of the contract. As such, the contractor must ensure the observance of minimum wages Act while quoting rates for the subject work.
24. The contract agency shall be responsible for adhering to the labour laws and damages or losses caused on account of breach or infringement of above laws by the agency or its labours, the Railway administrative will not be liable to make good the losses or damages and it will be absolute responsibility of the agency/ contractor to make good the losses or damages caused on above contract.
25. No advance payment on any account shall be made by the Railways.
26. The contractor shall submit **valid proof of payment** made to the contract labour engaged for the work on monthly basis otherwise bill payment will not processed by Railway.
27. Annexure-4 along with all supporting documents shall be submitted with the bills.
28. The contractor will maintain daily attendance register of its labour and the same has to be counter signed by Consignee.
29. The contractor shall engage the labour whose character and antecedents have been verified by the contractor before they are utilized to work for Railway. The contractor shall adhere to stipulation in regard to eligibility of labour to be employed as laid down by the State Govt./Labour Commissioner.
30. The responsibility to comply all laws in relation to employment and safety of the persons involved for this work will lie with the contractor. Any damages or responsibility for violation of any law will be borne by the contractor.
31. Arbitration: On the event of any question, dispute etc arising under these conditions in connection with this tender will be settled through arbitration clause 63 with its entire subclause of general condition of the contract (Railway G.C.C. code and standard specification (1969) of W.

Railway will be applicable. After arbitration any disputes or dissimilarity between firm and administration will be decided within the jurisdiction of any civil court of Mumbai.

- 32.** Payment shall be made on monthly basis on the quantum of work carried out as per scope of work. The contractor will submit bills along with invoice, Bank statement of payment to workers/Staff engaged, Challan in support of deposition of contribution of EPFO & ESIC & Documents/ Challan in support of deposition of contribution.
- 33.** Payment to the contractor will be released through ECS/ RTGS/NEFT/LOC or manner as specified by the Railway Board time to time. Mandate form for receiving Payment through ECS/ RTGS/NEFT/LOC to be submitted by contractor.
- 34. Statutory Deductions:-**All Statutory charges payable to Central/State Governments shall be deducted from the contractor bill as applicable from time to time.
- i. Income Tax: - Income Tax, Water charges, Cess charges shall be charged as per extant rules as applicable from time to time and will be deducted from the bills of the firm. TDS @ 2% on GST shall also be deducted at source from the running bills as per extent rules applicable from time to time. (Railway Board letter no. 2018/AC-II/1/46, dated: 17.09.2018, 19.09.2018, 29.09.2018).
 - ii. GST: - The tenderer shall take into account all condition liable to be encountered during the Execution of works and the rate offered should be all inclusive. It shall be the duty of the tenderer to examine the various provision of the GST Act, 2017/IGST Act, 2017/UGST Act, and 2017/States SGST Acts, as notified by appropriate government from time to time. The firm should quote GSTIN No. along with other details and shall be liable to deposit applicable GST to the concern authority.
 - iii. TDS on GST: Will be payable as per extant rules.
 - iv. Railway reserves the right to make any of the following deductions:
 - a) Income tax 2% or as applicable on total invoice value.
 - b) Any other statutory deduction as applicable as per the orders of the Govt. of India or State Govt.
 - c) Fine/penalty as per terms of the contract.
 - d) Financial liability on the Railway due to defective work done by the contractor while executing this contract.
 - e) Water/cess& conservancy charges as per latest rates applicable shall be deducted from the running bills.
 - f) The rate including all the expenses such as fuel, lubricants, labour, other establishment charges, statutory taxes, repair and maintenance charges etc. Railways shall not be liable to pay any other charges except the rates accepted as per the offer form/schedule.
 - g) Payment shall be made to contractor after the completion of complete work as mentioned in the schedule of rates- on monthly basis. Payment shall be made as per the actual quantity.
- 35.** Income tax and other taxes will be deducted from the Contractor's bill as per prevalent rate.
- 36. MODE OF PAYMENT:** The contractor can raise 01 bill every month after completion of work. Payment shall be made on Actual work done basis. The bills should be submitted to site-in-charge who will certify the work mentioned in the bill but before that the bills as well as M.B. should be filled up and signed by Site-in-charge for 100% check and countersigned by Engineer-in-charge's representative or Officer i.e. PE/PL for 20% test check. Then it should be forwarded to the Dy. CME (P)/PL's (Estimate Cell/PCO/PL) office along with the details if required. Payment, shall he made to the Contractor through NEFT Scheme only. The details required for payment are as under:
- i. Bank's name.

- ii. Type of A/c (Saving Bank/ Current A/c / Cash/ Credit A/c).
 - iii. Ledger Folio No.
 - iv. A/c No. along with proof i.e.; bank cancelled cheque or photocopy of first page of pass book
- 37. Measurement Book (MB):** The consignee shall take the measurement of work by visiting the worksite and note the progress of work periodically and the same shall be recorded in measurement book by his own. MB shall be signed jointly by consignee and contractor, based on which payment will be made by the Railways as per rules.
- 38. Record Keeping:**
- a. Proper record keeping of the attendance register, house-keeping, etc. must be meticulously maintained in a register, with joint signatures from both the railway representative and the contractor.
 - b. Proper record of material supplied by the contractor & railway shall be maintained in register & jointly signed by the railway Representative and contractor.
 - c. Proper record of safety counseling given to staff in register shall be maintained jointly signed by Railway representative and contractor.
 - d. All record keeping registers/sheets shall be maintained by Site-In-Charge
- 39. Performance Guarantee-** Successful Tenderer has to submit Performance Guarantee (PG) as per Para 4.11 of GCC for Services **of 5% or** updated up to date.
- 40.** Contractor's should liaison with consignee for any instruction, clarification etc. He should maintain adequate mobile communication with Railway for which he should carry mobile phone at all time.
- 41.** Bidders cannot make any claim against Railway administration towards its expense incurred in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during bidding process.
- 42.** The rate quoted by the tenderer should be inclusive of all expenditures as labour cost, transportation charges, all taxes (including 18% GST), and any other expenditure required necessary during satisfactory execution of work.
- 43.** If any Special Terms and conditions are quoted by the Tenderer in tender form, the Railways Administration is not bound to consider the same.
- 44.** Railway administration reserves the right to short – close this contract at any stage by giving prior notice to the contractor.
- 45. Shramik kalyan Portal:** Contractor is to abide by the provisions of Payment of Wages act & Minimum Wages act of Indian Railways General Condition of Contract for service. In order to ensure the same, an application has been developed and hosted on website www.shramikkalyan.indianrailways.gov.in. Contractor shall register his firm/company etc. and upload requisite details of labour and their payment in this portal. These details shall be available in public domain. Contractor has to submit Annexure-1 at time of billing for Shramik Kalyan.

46. Compliance with Labour Laws and Payment of Wages

The contractor shall comply with all applicable labour laws, rules, regulations, and amendments issued by the Government from time to time. The contractor shall disburse monthly wages to all deployed workers on or before the **7th day of the succeeding month** through bank transfer. Documentary proof of wage payment, including bank statements and wage sheet (format enclosed) shall be submitted to the Consignee on or before the **7th day of each month**.

47. Appointment Letter, I-Card and Fitness Certificate

The contractor shall issue an appointment letter, I-Card and medical fitness certificate for every employee deployed under this contract before commencement of work. Copies of the appointment letter and fitness certificate shall be submitted to the Consignee prior to deployment of the employee. (Formats enclosed)

48. Calculation of Man-Days and Billing

- The number of Man-Days for a month shall be calculated as:
Total Working Days in the Month × Number of Operators Advised by the Railway.
The contractor shall raise the bill accordingly for the manpower component under **Schedule-A**. The service charges under **Schedule-B** shall be payable as a fixed monthly lump-sum amount as quoted by the contractor.
No hiring charges shall be payable for the Man-Days corresponding to absent operators.

Example:

If there are **25 working days** in a month and **20 operators** are advised by the Railway:

Total Man-Days = $25 \times 20 = 500 \text{ Man-Days}$

Bill Amount under Schedule-A = $X \times 25 \times 20$

Where **X** is the unit rate quoted by the contractor under Schedule-A.

If only **400 Man-Days** are actually deployed against the required **500 Man-Days**, hiring charges for the shortfall of **100 Man-Days** shall not be payable. In addition, penalties for absenteeism shall be levied as per the provisions of the contract.

49. Detail Price break up is given in below table.

- a) Payments to the contractor are based on the actual deployment of workers (Man-days), verified through their attendance.
- b) For Schedule-A: The contractor shall comply with the latest minimum wage rates notified by the Chief Labour Commissioner (Central) [CLC(C)] from time to time. The quoted rates under Schedule-A shall not be less than the prevailing minimum wages applicable on the date of tender opening. Any offer quoting rates below the applicable CLC(C) minimum wages is liable to be **summarily rejected**.
- c) For Schedule-B: The service charges quoted by the contractor under Schedule-B shall be in accordance with the provisions of the Office Memorandum dated 06.01.2023 issued by the Procurement Policy Division, Ministry of Finance, Government of India. Accordingly, the

service charge quoted by the contractor shall not be less than 3.85%. Any offer quoting service charges below the prescribed minimum limit is **liable to be rejected.**

- d) Contractors must provide adequate proof of monthly payments for EPF (Employee Provident Fund), ESIC (Employee State Insurance Corporation), EDLI (Employees' Deposit Linked Insurance), and bonuses. Only upon providing such proof can the contractor claim these amounts in their bill. Without this proof, the railway will not make these payments.
- e) Both schedule charges are inclusive of GST applicable.

Schedule-A: Cost Calculation- Manpower (Skilled)			
Sr. No.	Description	cost per month	Cost per man-day
1	Charges of labour to Rly. (01 Labour, 8 hrs.) Basic +DA		₹ 1,008.00
2	Basic + DA (Rs. 1008/- per day) @ 25 working days in a month	₹ 25,200.00	
3	EPF (employer) (12% of Rs. 15000/- ceiling)	₹ 1,800.00	₹ 72.00
4	EDLI (0.5% of Rs. 15000/- ceiling)	₹ 75.00	₹ 3.00
5	Admin Charges (0.5% of Rs. 15000/-) (goes to contractor)	₹ 75.00	₹ 3.00
6	ESIC (3.25% of basic + DA) (Rs. 21,000/- upper wage limit)	Not Applicable	Not Applicable
7	Bonus of (8.33% of basic + DA) (Rs. 21,000/- upper wage limit)	Not Applicable	Not Applicable
8	Total Wages of 01 Worker of 1 Month	₹ 27,150.00	₹ 1,086.00
9	GST 18% on Sr. No. 8	₹ 4,887.00	₹ 195.48
10	Total Wage with GST (18%)	₹ 32,037.00	₹ 1,281.48
11	Total cost for 12000 Man-days		₹ 1,53,77,760.00

Schedule-B: Service charge

Sr. No.	Description	units	Cost for 12000 Man-Days
1	3.85% Service charge including GST (1086*12000*3.85%)	Lumsump	₹ 5,01,732.00
Total cost			₹ 1,58,79,492.00

Annexure-1

Format of Certificate

(To be submitted by Contractor with every bill)

Contract/LOA No.:

Name of the firm:

Name of the work:

Bill period:

I/we hereby declare that: -

1. I/We have paid salary to all laborers engaged in this contract, confirming to prevailing minimum wages of this bill period as notified by central government.
2. I/We have paid EPF, ESIC, and ECS to concerned departments of all laborers.
3. I/We are aware of all terms and conditions of contract agreement and all are binding on me.
4. I/We have paid all duties, taxes and levies to concerned departments of government of India.
5. All the information furnished with bill of this particular period is true.
6. I have uploaded the correct details of contract laborers engaged in connection with this contract and payments made to them during the wage period in railway's shramikkalyan portal at www.shramikkalyan.indianrailways.gov.in till month year.

I/We undertake that all the information furnished above is true and correct. If, any of the information found fails at any stage, Railway administration /government of India is free to take any action against me/us as per extent rules/norms.

Signature and Stamp of Contractor

Annexure-2

Procedure for Billing:

1. The contractor shall prepare Annexure 4, which must be certified and signed by the Site-in-Charge.
2. The contractor shall raise the Tax Invoice bill (with proper description, HSN/SAC code, Qty., Rate & taxes as per LOA) based on the work certified by the Site-in-Charge on Annexure 4.
3. The contractor must submit all relevant documents as per the checklist given below and any other relevant paper or reference pertaining to contract to the site in charge.
4. Based on Annexure 4, the Site-in-Charge shall fill out the Measurement Book (MB) and jointly sign it with the contractor (authorized person of the firm). Additionally, a 20% check shall be done by the Representative of Engineer-in-Charge or Engineer-in-Charge.
5. The Site-in-Charge shall prepare the penalty certificate. This certificate shall contain: Name of firm (with full address), LOA/Agreement No. (with issued date), Name of work (with ordered quantity), Quantity executed (in billing period), Penalty details (in terms of each clause of LOA/agreement and total penalty for billing period), which must then be signed by the Site-in-Charge, the Contractor, and the Representative of Engineer-in-Charge or Engineer-in-Charge.
6. The Site-in-Charge shall submit the Measurement Book (MB), Annexure 4, Tax Invoice bill, Penalty certificate and all relevant documents as per the checklist to the Estimate Cell.
7. Any document/evidence/record keeping register/attendance register etc. shall be given by the site-in-charge to estimate cell as and when it is required for passing the bill.
8. Upon receiving the bill along with all the documents, the Estimate Cell shall prepare the railway format bill and the finance portion in the MB.
9. Once the Railway format bill is prepared, both the Railway format bill and the finance portion in the Measurement Book (MB) must be signed by the Bill Preparing Authority, the Contractor and the Bill Passing Authority i.e. PE/PL or Dy.CME(P)/PL, or any other officer nominated by Dy.CME(P)/PL. After obtaining all the required signatures, the documents shall be forwarded to the Accounts Office with the details duly uploaded on IPAS.

Checklist to be submitted by contractor along with Bill:

Sr. No.	Documents to be submitted for billing	Yes/No	Ref Page No.
1	Tax Invoice bill		
2	Receipt of GST/Tax payment details (B2B)		
3	Annexure-4		
4	Annexure-1		
5	Wage payment details (Wage Report Card) generated from the Indian Railways Shramik Kalyan Portal		
6	Bank statement (for confirmation of payment made to labour employed by contractor shall be submitted which should be matched with wage payment details).		
7	Electronic Challan Cum Return (ECR) generated challan form the EPFO website		
8	Online challan status (monthly contribution history) from the ESIC		
9	Copy of LOA, extension letter, variation letter, and permission letters		
10	Challan/material inspection sheet/register recording measurement		
11	Bank mandate form/canceled cheque, copy of PAN card, turnover declaration, and GST registration certificate (to be submitted with the first bill only)		

Contractor's sign

Consignee Sign

Annexure 3

POWER OF ATTORNEY FORMAT FOR AUTHORISED SIGNATORY

(To be executed on non-judicial stamp paper duly Notarized of the appropriate value (**Rs. 500**) in accordance with Stamp Duty Act. The stamp paper should be in the name of the Firm / Company who is issuing the Power of Attorney in favour of Authorized Signatory).

POWER OF ATTORNEY

Know all men by these present, we _____ do hereby constitute, appoint and authorize Mr./Ms _____ who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the workof“ **Outsourcing of data entry operation work in Lower Parel Workshop**” including signing and submission of all documents and providing information/responses to Western Railway representing us in all matters, dealing with Western Railway in all matters in connection with our Tender for the said work.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power ofAttorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this. day of.....20...

Place:

(Signature.....,

Name & Designation in Block letters of
Person authorized to sign Power of Attorney
for and on behalf of the Applicant Tenderer)

Common Seal of Company

I accept.

(Signature of Authorized Signatory)

Name and Designation of AS

Signature of Tenderer

Witness:

Witness 1:

Name:

Address:

Occupation:

Notes

Witness 2:

Name:

Address:

Occupation:

Letter of appointment to employee under clause (f) of sub-section (1) of
Section 6 of Occupational Safety, Health and Working Conditions (OSH
&WC) Code, 2020

(To be Issued in English or Hindi and in local language)

Format for Appointment Letter

- i. Name of employee:
- ii. Date of birth:
- iii. Father's / Mother's name:
- iv. Aadhaar number (after obtaining consent):
- v. Labour Identification Number (LIN) of the establishment:
- vi. Universal Account Number (UAN) and / or Insurance Number (ESIC) (if available):
- vii. Designation:
- viii. Type of Employment (Regular/Fixed-term-employment/Contractual):
- ix. Category of skill:
- x. Date of joining:
- xi. Wages/Basic/Pay and Dearness Allowance:
- xii. Other allowance including accommodation whichever is/are applicable:
- xiii. Applicability of social security [Employees' Provident Fund Organization (EPFO) and Employees' State Insurance Corporation (ESIC)] benefits:
- xiv. Broad Nature of duties to be performed:
- xv. Benefits available under chapter VI (Maternity Benefit) of Code on Social Security, 2020 (in case of women employee):
- xvi. Any other information:

Signature / Digital Signature
Employer

Issuance of Wage Slip under Section 50(3) of Code on Wages, 2019

FORM – VIII-C
(See rule 156)
Format for Wage slip

Date of issue:				
Name of the Establishment				
Address:.....			Period:.....	
1.	Name of the Employee:			
2.	Father's/Mother's/Spouse's Name:			
3.	Designation:			
4.	UAN:			
5.	Bank Account Number:			
6.	Wage period:			
7.	Rate of wages payable	a) Basic	b) D.A.	c) other allowances
8.	Total attendance/unit of work done:			
9.	Overtime wages			
10.	Gross wages payable			
11.	Total deductions	a) PF	b) ESI	c) Others
12.	Net wages paid			
*Employer/Pay-in-charge signature				

*Note: Required in case register is maintained physically.

Annexure - 4

Details of work carried out by the firm

Sr. No.	Date	No. of Operator Present	No. of Operator Absent	Penalty, If any	Remarks
1					
2					
3					
4					

Signature of Sight In-Charge/Consignee	Signature of Railway Officer (PE/PL)	Signature of contractor
100% check carried out by me Signature:	20% check carried out by me Signature:	Signature:
Name: Designation: Place:	Name: Designation: Place:	Name: Designation: Place:

Annexure-5

Data entry operator _____ Office

Month- 20

Site in Charge-

Sr. No.	DATE	Name of operator	Attendance	Late attendance if any	Work allotted	Remarks (Completed/ not completed / unsatisfactory)	Error in work as per LOA clause 13 iii	Penalty in Rs (If any)	Sign of operator	Sign of site In charge
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Signature of Tenderer

Signature of PE/PL

16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
TOTAL WORKING DAYS- TOTAL PRESENT DAYS-							TOTAL PENALTY IN Month			

End of Tender Document

Signature of Tenderer

Signature of PE/PL