

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

**CE/CON** acting for and on behalf of The President of India invites E-Tenders against Tender No **DCE-CON-II-KGP-4-2026** Closing Date/Time 17/07/2026 12:00 Hrs. Bidders will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.

**1. NIT HEADER**

<b>Name of Work</b>	Service of Hospitality & Stewardship of Baripada, Chakulia, Bangriposi Camp office, AXEN/C/BPO Office & Dy. CE/Con- II/KGP Office, under the jurisdiction of Dy. CE/Con- II/KGP, S.E. Rly of Kharagpur .		
<b>Bidding type</b>	Normal Tender		
<b>Tender Type</b>	Open	<b>Bidding System</b>	Two Packet System
<b>Tender Closing Date Time</b>	17/07/2026 12:00	<b>Date Time Of Uploading Tender</b>	16/06/2026 16:38
<b>Pre-Bid Conference Required</b>	No	<b>Pre-Bid Conference Date Time</b>	Not Applicable
<b>Advertised Value</b>	11054442.80	<b>Tendering Section</b>	CE/CON/S
<b>Bidding Style</b>	Single Rate for Each Schedule	<b>Bidding Unit</b>	
<b>Earnest Money (Rs.)</b>	205300.00	<b>Validity of Offer ( Days)</b>	60
<b>Tender Doc. Cost (Rs.)</b>	0.00	<b>Period of Completion</b>	24 Months
<b>Contract Type</b>	Service - General	<b>Contract Category</b>	Expenditure
<b>Bidding Start Date</b>	03/07/2026		
<b>Are JV allowed to bid</b>	No	<b>Number of JV Member Allowed</b>	0
<b>Are Consortium allowed to bid</b>	No	<b>Number of Consortium Member Allowed</b>	0
<b>Ranking Order For Bids</b>	Lowest to Highest	<b>Expenditure Type</b>	Capital (Works)

**2. SCHEDULE**

S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
<b>Schedule () A-(Stewardship &amp; Hospitality)</b>							9596280.70	Above/ Below/Par
1	Please see Item Breakup for details.				9596280.70	AT Par	9596280.70	
	<b>Description:-</b> Stewardship & Hospitality							
S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
<b>Schedule () B-Consumable materials &amp; washing of linen</b>							1458162.10	Above/ Below/Par
2	Please see Item Breakup for details.				1458162.10	AT Par	1458162.10	
	<b>Description:-</b> Consumable materials & washing of linen							

**3. ITEM BREAKUP**

<b>Schedule</b>	Schedule A-(Stewardship & Hospitality)					
<b>Item- 1</b>	Stewardship & Hospitality					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	1	Stewardship of Baripada, Chakulia, & Bangriposi Camp Office under the DY. CE/CON-II/KGP and their surrounding area = (1400+500+450+4300) =6650 sqm/day for 24 Month =(6650X730)=4854500. The rate includes ESI. EPF. contribution taxes like GST, contractor profit etc complete.	100 Sqm	4854500.00	36.86	1789368.70

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

2	2	Watching and monitoring of Baripada, Chakulia, & Bangriposi Camp Office on outcome basis. (4 Nos.x 730 days x 8 hrs x 3 Shift =70080). The rate includes ESI. EPF. contribution taxes like GST,contractor profit etc complete. (1 No. Caretaker for 1 Camp Office in Three shifts).	Hour	70080.00	62.86	4405228.80
3	3	Cook outcome basis. (3 Nos. x730 days x 8 hour for 2 years=17520).The rate includes ESI. EPF.contribution taxes like GST,contractor profit etc complete. (01 No. cook for 1 Rest Houses for 8 hrs. Daily as per Schedule approved of Railway).	Hour	17520.00	113.69	1991848.80
4	4	Cook helper outcome basis.(3 Nos. x730 days x 8 hour for 2 years=17520). The rate includes ESI. EPF. contribution taxes like GST, contractor profit etc complete. (1 No. Cook helper for 1 Camp Office for 8 Hrs. daily as per schedule approved by Railway).	Hour	17520.00	80.47	1409834.40
					<b>Total</b>	<b>9596280.70</b>
<b>Schedule</b>	Schedule B-Consumable materials & washing of linen					
<b>Item- 2</b>	Consumable materials & washing of linen					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	1	Coconut Broom	Numbers	240.00	33.71	8090.40
2	2	Feather broom	Numbers	240.00	80.91	19418.40
3	3	Harpic(500ml)	Numbers	360.00	80.91	29127.60
4	4	Bleaching powder	Kg	240.00	67.42	16180.80
5	5	Napthalene Ball	Kg	120.00	505.66	60679.20
6	6	Muratic Acid	Litre	240.00	95.51	22922.40
7	7	Plastic Hand Brush	Numbers	240.00	73.04	17529.60
8	8	Odonil	Numbers	720.00	50.57	36410.40
9	9	Ceiling Brush	Numbers	360.00	58.43	21034.80
10	10	Liquid Soap (200ml)	Numbers	720.00	44.95	32364.00
11	11	Mosquito refill (45ml)	Numbers	600.00	65.17	39102.00
12	12	Hand soap (95gm)	Numbers	1080.00	28.09	30337.20
13	13	Floor cleaner i.e Lizo (500ml)	Numbers	480.00	78.66	37756.80
14	14	Mopping duster	Numbers	720.00	33.71	24271.20
15	15	Table duster	Numbers	720.00	33.71	24271.20
16	16	Mopping brush handle with refill	Numbers	240.00	348.34	83601.60
17	17	Moping refill	Numbers	240.00	213.50	51240.00
18	18	Commode brush	Numbers	240.00	157.32	37756.80
19	19	Wiper with handle	Numbers	240.00	295.53	70927.20
20	20	Room Freshener (200ml)	Numbers	480.00	139.34	66883.20
21	21	Hit red(425ml)	Numbers	1080.00	200.02	216021.60
22	22	Hit black (425)	Numbers	360.00	200.02	72007.20
23	23	Scented phenyl(500)	Numbers	480.00	219.12	105177.60
24	24	wheel detergent	Numbers	480.00	146.08	70118.40
25	25	Collins (500ml)	Numbers	240.00	84.28	20227.20
26	26	Tissue paper roll for toilet	Numbers	480.00	28.09	13483.20
27	27	Tissue paper Napkin	Numbers	480.00	44.95	21576.00
28	28	Steel hand Brush	Numbers	120.00	73.04	8764.80
29	29	Big towel for Baripada, Chakulia, Bangriposi Camp Office, AXEN/C/BPO Office & KGP-II Office	Each	9570.00	11.24	107566.80
30	30	Small towel for Baripada, Chakulia, Bangriposi Camp Office, AXEN/C/BPO Office & KGP-II Office	Each	7490.00	5.62	42093.80
31	31	Double bed sheet for Baripada, Chakulia, Bangriposi Camp Office, AXEN/C/BPO Office & KGP-II Office	Each	470.00	22.47	10560.90

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

32	32	Single bed sheet for Baripada, Chakulia, Bangriposi Camp Office, AXEN/C/BPO Office & KGP-II Office	Each	1250.00	11.24	14050.00
33	33	Pillow cover for Baripada, Chakulia, Bangriposi Camp Office, AXEN Office & KGP-II Office	Each	160.00	3.37	539.20
34	34	Blanket for Baripada, Chakulia, Bangriposi Camp Office, AXEN/C/BPO Office & KGP-II Office	Each	150.00	89.90	13485.00
35	35	Curtain for Baripada, Chakulia, Bangriposi Camp Office, AXEN/C/BPO Office & KGP-II Office	Each	160.00	78.66	12585.60
					<b>Total</b>	<b>1458162.10</b>

**4. ELIGIBILITY CONDITIONS**

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

**Special Financial Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Financial standing: The Bidders shall be qualified only if they have minimum financial capabilities as below: (i)T-1 Annual Turnover: The bidder should have an annual financial turnover not less than 1.5 times the advertised Bid value during the last three financial years and in the current financial year upto the date of opening of tender. The Audited Balance sheet reflecting financial turnover certified by the Chartered Accountant with their stamp, signature and membership number shall be considered. (ii)T-2 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 his/her stamp, signature and membership number shall be submitted by the bidder along with bid. Banking references 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 references 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. In case of JV firms overall liquidity of JV firm shall be assessed by arithmetic sum of liquidity of all members of JV	No	No	Allowed (Mandatory)
1.1	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 Annexure- I) 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.	No	No	Not Allowed

**Special Technical Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Similar Nature of Work: - "Similar service contract means Any Housekeeping work"	No	No	Allowed (Mandatory)
2	Work Experience: The bidder should have satisfactorily completed in the last three financial years and the current financial year upto the date of opening of the tender, one similar single service contract for a minimum value 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. (Authority Para2.6.1.1 of GCC for Services, 2018)	No	No	Allowed (Mandatory)

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

2.1	Evaluation of Technical Bid Bidder's Credentials: The bidder shall submit along with the Bid document, documents in support of their claim to fulfil 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. The system of assigning score shall be as per Annexure I of the Bid document. Bidders who's score shall be 60 (Sixty) or above (as per Annexure I of GCC for Service, Jan'18 and Tender Document) shall be qualified for consideration of their financial bids. Bidders who do not meet the minimum qualifying score of 60 (Sixty) shall not be considered further for opening of their financial bids and their bids shall not be considered further for award of the tender.	No	No	Not Allowed
3	Apart from eligibility criteria, Bid evaluation technical criteria based on weightage of different components of Technical Criteria, documentation required and Score against each weightage technical criteria has been uploaded in document upload Tab which is as per GCC of Services 2018. Bidders are required to upload supporting documents in connection with Bid evaluation-Technical Criteria. Minimum qualifying score against the Bid evaluation-Technical Criteria should be 60 marks.	No	No	Allowed (Mandatory)
4	Work experience certificate from Private individual shall not be accepted. Certificate from public listed company/private company/Trusts having annual turnover of Rs. 500 crore and above subject to the same being issued from their Head Office by a person of the Company duly enclosing the authorization by the Management of issuing such credentials. Notes: The bidders shall submit details of work executed by them in the prescribed format along with bid for the service contracts to be considered for qualification of work experience criteria clearly indicating the nature /scope of contract, actual completion cost and actual date of completion for such contract. (Authority Para 2.6.1.1 of GCC for Services, 2018.	No	No	Allowed (Mandatory)

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

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

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

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

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

**5. COMPLIANCE**

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

**Commercial-Compliance**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	The tenderer has to opt for taking payment through letter of credit (LC) as per Railway Board's letter no. 2018/CE-I/CT/9 dated 4.6.18.	Yes	Yes	Not Allowed
2	Tenderers are required to upload copy of Permanent Account Number, GST registration & Mandate.	Yes	Yes	Allowed (Mandatory)
3	Tenderes are required to upload ESI & EPF registration certificate	Yes	Yes	Allowed (Mandatory)
4	Tenderers are required to furnish a valid and functional email ID and mobile no. to which communication can be done by the Railway Administration	Yes	Yes	Allowed (Mandatory)
5	Micro and Small Enterprises (MSME) registered with District Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation Directorate of Handicraft and Handloom. Any other body Specified by Ministry of MSME are exempted for payment of cost of tender document & Earnest Money deposit. Documentary evidence/certificates in this regard should be uploaded for such exemption. Authority: As per Railway Boards letter no 2016/CE-I/CT/3/MSME, Dated 29-08-2016	No	No	Allowed (Optional)
6	Please enter the percentage of local content in the material being offered. Please enter 0 for fully imported items, and 100 for fully indigenous items. The definition and calculation of local content shall be in accordance with the Make in India policy as incorporated in the tender conditions.	No	Yes	Allowed (Optional)

**General Instructions**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	GCC for Services, 2018 issued by Ministry of Railways with upto date correction Slip will be binding to the instant tender. GCC for Service, 2018 is available on website and can be downloaded as PDF File. Tenderer should download the PDF file and go through the provision of it and comply with all the stipulations of the GCC. Tenderer should go through GCC for Services, 2018 and quote their rates after carefully examining all the aspects such as Qualification Criteria, Bid Evaluation system Annexure-I, Minimum Eligibility Criteria, PVC clause and various other provisions as made in the said GCC.	No	No	Not Allowed

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

2	The Earnest Money and cost of tender document should be paid through online payment only as per the Payment Gateway provided in the IREPS website. Manual payment of EMD and cost of tender document is not allowed. In case the tenderer withdraws his offer within the validity period of his offer or fails to undertake the contract after acceptance of his tender the full earnest money shall be forfeited. If the tender is accepted the amount of earnest money will be retained and adjusted as security deposit for the due and faithful fulfillment of the contract. The earnest money of the unsuccessful tenderers shall save as here-in-before provided be returned to the unsuccessful tenderers within a reasonable time 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 tender documents or to the earnest money while in their possession nor be liable to pay interest thereon.	No	No	Not Allowed
3	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. It shall not be obligatory on the said authority to accept the lowest Bid or any other Bid and no Bidder/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 bids.	No	No	Not Allowed
4	If the tenderers deliberately gives/give wrong information in his/their tender or creates/create circumstances for the acceptance of his/their tender, the Railway reserves the right to reject such tender at any stage	No	No	Not Allowed
5	If the tenderer/s expires after the submission of his/their tender or after the acceptance of his tender, the Rly. shall deem such tender as 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.	No	No	Not Allowed
6	Performance Guarantee will be dealt with in terms of Para 4.11 of GCC for Services, 2018 issued by Ministry of Railways with upto date correction Slip.	No	No	Not Allowed
7	Minimum Eligibility criteria has been prescribed as per Para 2.6.1 of GCC for Services, 2018 issued by Ministry of Railways with up to date correction Slip	No	No	Not Allowed
8	Evaluation of Technical Bid and Financial Bid will be done as per Para 2.6.2 & 2.6.3 of GCC for Services, 2018 issued by Ministry of Railways with upto date correction Slip	No	No	Not Allowed
9	Bid Evaluation Technical Criteria will be done in terms of Annexure-I of GCC for Services, 2018 (PDF file uploaded in Documents upload).	No	No	Not Allowed
10	Variation in quantities during execution of Service Contracts will be dealt with as per Clause no. 5.3.4 of GCC for Service Contracts, 2018.	No	No	Not Allowed
11	Extension of Time shall be dealt with in accordance with Para 5.1 of GCC of Service Contract 2018.	No	No	Not Allowed

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

12	Care in Submission of Tenders: (a) (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 condition liable to be encountered during the execution of the works are taken into account and that rates he enters in the tender forms are adequate and all inclusive to accord with the provisions in GCC of Service Contracts for the completion of works to the entire satisfaction of the Engineer. (ii) Tenderers will examine the various provisions of the Central Goods and Service Tax Act, 2017(CGST)/Integrated Goods and Service Tax Act,2017 (IGST)/ Union Territory Goods and Services Tax Act, 2017 (UTGST)/respective state's State Goods and Service 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 GST/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.	No	No	Not Allowed
13	GCC Para 2.5 regarding Employment/Partnership etc of Retired Railway Employees should be gone through properly and adhered to strictly. Documents as required should be uploaded in support of the clause.	No	No	Not Allowed
14	Reduce the Performance Guarantee for services contracts, as given in para 4.11 of GCC for services, from 10% to 5% vide letter no.2017/EnHM/25/11 Dated: 24.05.2024.	No	No	Not Allowed

**Special Conditions**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	(a) Minimum Manpower Requirement per day are attached Pdf in Annexure- B (b)This is minimum manpower requirement (given in pdf at documents). If required, extra Manpower to be deployed by agency to achieve the desired level of services under this contract. Decision of Engg-incharge will be final and binding upon the agency.(c) Suitability of deployed manpower for a specific job to be get approved from concerned AXENS/CON, Dy.CE/CON and his decision will be final and binding. (d) Scope of work can be enlarged/curtailed as per availability of fund and as decided by Engg in-Incharge. (e)All three Construction office shall be manned all round 24 hours & twenty-four (24) Months. All the items should be kept neat and tidy manner properly arranged free from dust and dirt by regular Dusting, Brushing and Cleaning. (f) The rates quoted shall be FIRM and shall include all statutory obligations like Labour license (Central, EPF Certificate, ESI Certificate, Solvency on part of the Contractor). (g) All statutory taxes and liabilities levied /leviable by the Central and State Govt. or any other Governing Authority from time to time shall be borne by the Contractor and the rates shall be inclusive of Tax liability. (h) This contract is of temporary nature. The Railway shall have discretion to change the scope of work contract as per the requirement and variation in the scope of work will be Governed by GCC and shall not have any bearing on the rates quoted by the tenderer which shall be treated as firm during the currency of the contract. (i) Contractor shall provide all the services included in the Scheduled every day (i.e. from Monday to Sunday) rest compensatory rest, leave etc to the manpower engaged by the contractor shall be arranged by the contractor at his own cost and the rates shall be quoted accordingly.	No	No	Not Allowed



**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

2	Construction Camp office at Baripada, Chakulia, Bangriposi Camp office, AXEN/C/BPO Office & Dy. CE/Con-II/KGP Office shall be manned all round 24 hours & twenty four (24) Months. All the items should be kept neat and tidy manner properly arranged free from dust and dirt by regular Dusting, Brushing and Cleaning of all rooms ,garden and whole premises .	No	No	Not Allowed
3	The rates quoted shall be FIRM and shall include all statutory obligations like Labour license (Central, EPF Certificate, ESI Certificate, Solvency on part of the Contractor(s).	No	No	Not Allowed
4	This contract is of temporary nature. The Railway shall have discretion to change the scope of work contract as per the requirement and variation in the scope of work will be Governed by GCC and shall not have any bearing on the rates quoted by the tenderer which shall be treated as firm during the currency of the contract.	No	No	Not Allowed
5	Contractor shall provide all the services included in Annexure A & B every day (i.e. from Monday to Sunday) compensatory rest, leave etc to the manpower engaged by the contractor shall be arranged by the contractor at his own cost and the rates shall be quoted accordingly.	No	No	Not Allowed
6	The All Construction office premises to be kept neat and clean. The following cleanness to be done regularly. External area, rear and side sweeping, Cleaning glass bay windows, Cleaning windows, Ventilators, Grills, Handrails etc. Dusting screens, Folding partitions, other furniture cleaning, Internal/External wall dusting & removal of garbage etc. The toilets should be provided with Air freshener tablets like Odonil, once in a fortnight at contractors cost and wash basins with naphthalene balls of required quantity & approved quality. Room freshener of light/soft scent shall be applied every day when the room is occupied. This also shall be at contractor's cost. NOTE: The rooms may be cleaned twice a day in case a new occupant comes after the schedule timings of cleaning, after the same vacated by the previous occupant. Room furniture, Kitchen, Surrounding area, Garden etc. should be cleaned by using appropriate and approved brand detergents and other cleaning powder/liquid/agents/disinfectants supplied by the contractor. The contractor will supply all cleaning materials and cleaning equipment's required for cleaning purpose as special 1.15 and 1.16 as below and the rates have to be quoted accordingly	No	No	Not Allowed
7	The following are to be ensured by the Contractor.	No	No	Not Allowed
7.1	Changing of linen: The bed sheets, Towels and the pillow covers will be changed every time the rooms/beds are vacated by the occupying Officers and kept ready for the occupation by the incoming allotted Officers. The bed sheets, pillow covers and towels should be properly washed & ironed and kept ready for change for the subsequent occupation. Cloth softeners shall be used at the cost of the contractor to reduce the stains of Bed sheets, Towels etc.	No	No	Not Allowed
7.2	The contractor shall arrange for cleaning of kitchen utensils and after cleaning and washing shall store them in a proper order by wiping them immediately after vacation of rooms by the Officers. He shall also clean the rooms and toilets as and when the occupants desire.	No	No	Not Allowed
7.3	The contractor or his Authorized Representative shall normally carry out cleaning and other maintenance works of Construction camp office Suits from 08.00 Hrs. to 12.00 Hrs and 14.30 Hrs. to 18.30 Hrs. every day. In case of change of occupants of construction Camp office cleaning of the suits shall be done at least one hour before the arrival of the new occupant. Any specific requirement or complaint indicates by the Railway Officers staying in the Construction camp office shall be attended immediately. The contractor may do maintenance and cleaning works at other hours of the day in other areas to ensure high level of cleanliness and maintenance in the Construction office and their surrounding areas.	No	No	Not Allowed
7.4	The contractor and his authorized representative shall be courteous to the Officers who have authorized allotment from Complete Authority either in written or intimated on telephone.	No	No	Not Allowed



**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

7.5	The contractor or his authorized representative will collect authorized charges for occupation of the construction camp office. For this purpose, a register will be maintained to enter the details of the occupants, time of occupation and vacation etc. in a prescribed proforma, which will be maintained by the contractor. Proper entries shall be made in the occupation register, both by the Officer as well as by the contractor. A weekly account of the collection shall be submitted by the contractor to the SSE/Works/CON/KGP-II or SSE/Works/CON/BPO under clear receipt.	No	No	Not Allowed
7.6	All crockery and other accessories for preparing and serving of Tea, Coffee/ Meals arranged by contractor at his own cost.	No	No	Not Allowed
7.7	Shoe polishing /cleaning & shining machine is to be provided by contractor at construction camp office at his own cost.	No	No	Not Allowed
8	Alternative arrangements in the absence of caretaker.	No	No	Not Allowed
8.1	Whenever the contractor's representatives intends to go out with permission, he shall arrange to safe guard premises, by arranging a substitute of his choice but should have acceptance of railways representative to safe guard and do the works, to be done by him under this contract, in case he doesn't arrange substitute, the SSE/W/Con/KGP-II or SSE/W/Con/BPO will arrange a departmental substitute in which case the full salary of the railway employee and other befits payable to railway employees for the days so engaged will be recover from the payment due to the contractor. Further any loss of material on account of absence of the contractor will be on contracts accounts only.	No	No	Not Allowed
9	Other conditions:	No	No	Not Allowed
9.1	The list of materials available in Baripada, Chakulia, Bangriposi Camp office, AXEN/C/BPO Office & Dy. CE/Con-II/KGP Office can be available from SSE/W/CON/KGP-II & SSE/W/CON/BPO.	No	No	Not Allowed
9.2	The caretakers in fully responsible for safety of all items, cost of any damage by occupant of any material shall be recover from the occupant as per the cost given, the caretaker should inspect / check the materials provided in the room within 1/2 an hour after vacation by occupant and inform railway representative if any deficiencies are found. He shall inform to SSE/W/Con/KGP-II OR SSE/W/Con/BPO immediately in writing.	No	No	Not Allowed
9.3	The contractor has to take once in a month, inventory of all the materials to arranging rectifications / repairs / replacement and convey the same to SSE(W)/CON/KGP-II and SSE(W)/CON/BPO.	No	No	Not Allowed
9.4	Contractor should utilize the services of all staff housekeeping & sweeping staff, cooks, gardeners and domestic staff suitable for timing and quantity of works involve for the purpose of executing this contract. He will ensure that the persons so utilize by him strictly abide by all the rules and conditions set forth here, the staff so engaged also will be subjected to police verification of character, if railway so desires. Based on police verification or in case the engineer in charge of the work or his representative on inspection directs that the staff engaged by him are not suitable, they have to be removed and suitable replacement to be arrange forthwith.	No	No	Not Allowed
9.5	The staffs so employed shall be instructed to maintain personal hygiene to the standard of well maintained as hospitals nursing attendant, before engagement and minimum once in a year they should be medically examined to ascertain that they are free from any infectious and contagious diseases and they do not at as carriers of diseases causing bacteria, virus and germs. If they are not maintaining personal hygiene or they are effected by any infectious or contagious diseases or they carry and bacteria virus / germs inferred from medical report they should not be kept in service till the conditions warranting their keeping away from service in corrected / rectified	No	No	Not Allowed

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

9.6	The staffs so employed shall neither be in the habit of smoking nor shall be in the habit of consuming alcoholic drinks or use intoxicating drugs/ materials. All the above conditions apply to the contractor also in case he himself renders any of the services. The railway representative shall have the authority to advise the contractor to removed or replace any work man / men whom he considers incompliant, unsuitable or harmful.	No	No	Not Allowed
9.7	The Managers and staffs shall bear clean uniform of reasonable quality has approved engineer in charge. They should also put identity card as issued by Agency (approved by Rly. Administration). The cost of uniform of caretaker and staffs as well as their badges/ identity card shall be borne by the contractor. The Manager provided by contractor should be minimum graduate with as year experience in similar type of management work and should be approved by engineer in charge before putting on duty and 3.All engaged staff should have similar work experience of at least one year for supervisor and six month for other or training of at least one week in necessary from any reputed organization for staff.	No	No	Not Allowed
10	Penalty.	No	No	Not Allowed
10.1	In case the required catering and caretaking services for the Construction camp office complex are not provided for any reason on any day or part, deduction shall be made from the contractors bill, in the such an eventuality, the railway shall have the right to obtain the services from any other agency and recover the appropriate cost thereof from the bills of the contractors for the services rendered by other agency, besides imposing a penalty, for improper cleaning Rs.200/- for each room per incident, Rs. 200/- for common passage/ balcony per incident, Rs.200/- for shortfall per incident. Non providing the food on occupant and for not wearing uniform and a gloves by serving staff Rs. 500/- per incident . Daily Compliance report of the above item of work duly signed by Railway's responsible staff of concerned section should be submitted daily to the Railway's supervisor. Non-compliance of the work at any of the nominated area of cleaning and sweeping of all the surrounding area of Baripada, Chakulia, Bangripasi Camp office, AXEN/C/BPO Office & Dy. CE/Con- II/KGP Office premises, will result recovery as penalty of consolidated amount of Rs.1000/- per day, Non-compliance of Maintenance of Garden, Plants, daily Watering to plants, cleanings weeds, planting seeds, trimming of plants in proper shape and size, cutting of unwanted plants daily, shifting of plants from Baripada, Chakulia, Bangripasi Camp office, AXEN/C/BPO Office & Dy. CE/Con- II/KGP Office premises will result recovery as penalty of consolidated amount of Rs.200/- per day.	No	No	Not Allowed
10.2	Contractor shall be liable for ensuring compliance with provision of all applicable Acts including labour Act and specially workman compensation Act, EPF Acts , ESI Acts, Income Tax Acts, Minimum wages Act, Contract Labour Acts and any other relevant Acts as may become applicable during the tenure of the contract.	No	No	Not Allowed
10.3	If the contractor fails to deploy the required no of labour as per minimum manpower requirement, an amount of equal to two times of Central Govt Approved minimum wages per person per day, for the entire period of non- deployment of such labour, will be recovered from his payment/SD.	No	No	Not Allowed
11	Liability against risks/claims:	No	No	Not Allowed
11.1	The contractor shall take out and keep in the force a policies of insurance against all liabilities and recognised risks in respect of accidents to persons employed by the contractor for the purpose of carrying out the works of this contractor.	No	No	Not Allowed

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

11.2	The contractor (s) shall be solely responsible for the compliances of statutory regulations applicable to contractor labour as also other central and state govt. statutory regularisations associate with works such as provisions of (i) payment of wages act , 1936 ( amended version) (ii) minimum wages act - 1948 (amended version) & Notifications of Ministry or labour dated: 6th March-2012 (as and when revised ) (iii) EPF & Misc, provisions act, 1952(iv) ESI - Act, 1948 (applicable to establishment / factories) (v) the work man compensation Act- 1923 etc. No liability what so ever shall attach to the Railway on account of or any failure on the part of the contractor(s) to observe these regularisation. The contractors shall maintain the attendance register of staff and payment should be made to staff (caretaker / attended / cook/ sweeper/safaiwalla etc,) by cheque or account transfer as far as possible. Only if a particular staff disagree for bank payment then the payment should be made in cash with due record and prior approval from Administration, which shall be produced to Railway administration on demand.	No	No	Not Allowed
11.3	Any damage, deterioration, loss, caused to Railway property due to negligence, carelessness on the part of the workman employed by the contractor , shall be made good by the contractor at his own cost. If he fails to do this , Railways shall be within their rights to effect necessary recoveries from the contractors bill or through other means as per the law.	No	No	Not Allowed
11.4	Railway administrations will not be responsible for any injury / sickness of the workman (Deployed by the contractor) during the cause of their duties or out of the their duty hours.	No	No	Not Allowed
11.5	Railway administration will provide no residential accommodation for any of the employs of the contractor.	No	No	Not Allowed
11.6	Railway administrations reserves the right of termination of the contract with immediate effect . This will apply , if it is established that the agency has/have not been able to follow central Government and	No	No	Not Allowed
11.7	The quantity of materials to be used for cleaning & up keeping the Construction camp office will as per the direction Engineer In charge.	No	No	Not Allowed
12	List of consumables items to be provided by contractor for each month. Consumables items to be supplied by contractor with approval of Engineer- in- Charge in advance and to be stored under concerned authority.	No	No	Not Allowed
12.1	Coconut Broom 10 nos for each month.	No	No	Not Allowed
12.2	Feather broom 10 nos for each month.	No	No	Not Allowed
12.3	Harpic(500ml)15 nos for each month.	No	No	Not Allowed
12.4	Bleaching powder 10 kgs for each month.	No	No	Not Allowed
12.5	Napthalene Ball 5 kg for each month.	No	No	Not Allowed
12.6	Muratic Acid 10 lit for each month.	No	No	Not Allowed
12.7	Plastic Hand Brush 10 nos for each month.	No	No	Not Allowed
12.8	Odonil 30 nos for each month.	No	No	Not Allowed
12.9	Ceiling Brush 15 nos for each month.	No	No	Not Allowed
12.10	Liquid Soap (200ml) 30 nos for each month.	No	No	Not Allowed
12.11	Mosquito refill (45ml) 25nos. for each month.	No	No	Not Allowed
12.12	Hand soap (95gm) 45 nos. for each month.	No	No	Not Allowed
12.13	Floor cleaner i.e Lizol (500ml) 20 nos. foreach month.	No	No	Not Allowed
12.14	Mopping duster 30 nos. for each month.	No	No	Not Allowed
12.15	Table duster 30 nos. for each month.	No	No	Not Allowed
12.16	Mopping brush handle with refill 10 nos. for each month.	No	No	Not Allowed
12.17	Moping refill 10 nos. for each month.	No	No	Not Allowed
12.18	Commode brush. 10 nos. for each month.	No	No	Not Allowed
12.19	Wiper with handle. 10 nos. for each month.	No	No	Not Allowed
12.20	Room Freshener (200ml). 20 nos. for each month.	No	No	Not Allowed
12.21	Hit red(425ml) 45 nos. for each month.	No	No	Not Allowed
12.22	Hit black (425) 15 nos. for each month.	No	No	Not Allowed

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

12.23	Scented phenyl(500). 20 nos. for each month.	No	No	Not Allowed
12.24	wheel detergent. 20 nos. for each month.	No	No	Not Allowed
12.25	Collins (500ml)10 nos. for each month.	No	No	Not Allowed
12.26	Tissue paper roll for toilet. 20 nos. for each month.	No	No	Not Allowed
12.27	Tissue paper Napkin. 20 nos. for each month.	No	No	Not Allowed
12.28	Steel hand Brush. 5 nos. for each month.	No	No	Not Allowed
12.29	(a) Above requirement are pre-requisite to maintain the highest standard of cleaning and housekeeping. (b) Contractor shall have to deploy adequate Material/Machineries and above this prescribed to ensure highest standard of cleaning and housekeeping as and when required It should be assured as per direction and satisfaction of Engineer -in-charge.	No	No	Not Allowed
12.30	The above list with quantities are minimum required of housekeeping work and shall be submitted to SSE/W/con/KGP-II & SSE/W/con/BPO at the start of any month for issuing time to time as per consumption of required more may be procured.	No	No	Not Allowed
13	List of consumables items to be provided by contractor for each Year. Consumables items to be supplied by contractor with approval of Engineer-in- Charge in advance and to be stored under concerned authority.	No	No	Not Allowed
13.1	PVC hanger (dozen) -03 nos for each year.	No	No	Not Allowed
13.2	Peddle dustbin- 9 nos for each year.	No	No	Not Allowed
13.3	Bucket with Mug - 9 nos for each year.	No	No	Not Allowed
13.4	Mug - 20 nos for each year.	No	No	Not Allowed
13.5	Nylon door mat - 9 nos for each year.	No	No	Not Allowed
13.6	Dress code will be decided by the Railway administration and may be revised time-to time	No	No	Not Allowed
13.7	Colour/style of uniform to be got approved from Engg.-incharge before start of the contract	No	No	Not Allowed
13.8	Name of the agency to be written on pocket.	No	No	Not Allowed
13.9	Bleaching Powder -10 KG for each month.	No	No	Not Allowed
13.10	The above list with quantities are minimum required of housekeeping work and shall be submitted to SSE/W/con/KGP-II & SSE/W/con/BPO at the start of any month for issuing time to time as per consumption of required more may be procured.	No	No	Not Allowed
14	Tenderer should abide by the all Special condition & Additional special condition (Attached with NIT schedule, Annexure-A to Annexure- B) related to Housekeeping.	No	No	Not Allowed
15	Provisions of payments of Wages Act The Contractor shall comply with provisions of the Payment of Wages Act, 1936 and the rules made there- under in respect of all employees directly or through petty contractors of 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 nevertheless 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 Railway deduct the same from any money 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 money 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.	No	No	Not Allowed

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

16	PAYMENT TERMS: (a) Payment of contract shall be released monthly i.e. After completion of every one months subjected to availability of fund. b) Document for proof of payment of GST for 1st month's bill (GSTR-1) is to be submitted by the contractor along with 2nd month's bill. (c) At time of calming of contractual payment, he has to produce the online statement/printout of details of labour deployed an wages payment and depositing of their due EPF & ESI, GST etc. Without these document bills will not be paid to the contractor.	No	No	Not Allowed
17	The quoted rate shall inclusive of GST.	No	No	Not Allowed
18	Termination of Contract-effect of non performance by the Contractor within the validity- In normal circulstances, the Contractor has to seek extension of time of completion of Contract and Railway may extend considering the merit and relevant clause of IRGCC' service 2018. However, in the event the contractor has not sought for extension and the Railway has not taken necessary action for terminating the same within the validity period (Such a situation should be rare and the reasons for this to be recorded), a notice claiming damages also for the failure on the part of the Contractor should be issued to the Contractor who has not sought/is willing to seek extension even after the expiry of the date of completion, and the Contract has ceased to exist with effect from the date of expiry, original or extended as the case may be.	No	No	Not Allowed
19	Unless specifically mentioned in the schedule of rates all materials required for execution of work will be supplied by the contractor free of cost as per standard specifications and approved by the Engineer-in-charge.	No	No	Not Allowed
20	All works are to be done as per programme fixed by the Engineer-in-charge or his authorised representative and as per their direction only.	No	No	Not Allowed
21	All materials to be supplied by the contractor should be got approved by the Engineer-in-charge before use in the work	No	No	Not Allowed
22	No compensation towards any accident what so ever will be paid by the Railway	No	No	Not Allowed
23	Unless otherwise specified in the schedule of items, the rate quoted by the tenderer includes:- (a). All labour, tools, plant, equipment and machinery etc. (b). All lead, lift, ascent, descent, jungle clearance and making approach roads e t c. c. Loading, unloading, handling, re-handling and transportation of Railway materials from Railway depot to site of work and vice-a-versa. d. All royalty, octroi and other necessary taxes on materials and products.	No	No	Not Allowed
24	The quantities specified in the tender schedule are only approximate and liable to vary.	No	No	Not Allowed
25	Proof of Payment of Wages: Bank remittance of salaries of the Contractor's workers and to produce the document to the effect to Railways for claiming monthly bills.	No	No	Not Allowed

**Technical-Compliances**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Documents to be Submitted Along with Tender The tenderer shall clearly specify whether the tender is submitted on his own (Proprietary Firm) or on behalf of a Partnership Firm / Company / Joint Venture (JV) / Registered Society / Registered Trust / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc. The tenderer(s) shall enclose the attested copies of the constitution of their concern, and copy of PAN Card along with their tender. Tender Documents in such cases are to be signed by such persons as may be legally competent to sign them on behalf of the firm, company, association, trust or society, as the case may be. (ii) It shall be mandatory for the tenderer to submit documents as per clause 17 of SERVICE GCC 2018 up to-date correction slip as per nature of the firm.	No	No	Allowed (Mandatory)

**SER-CONST-HQ-ENGG/SOUTH EASTERN RLY  
TENDER DOCUMENT**

**Tender No:** DCE-CON-II-KGP-4-2026

**Closing Date/Time:** 17/07/2026 12:00

2	GCC Para 2.5 regarding Employment/Partnership etc of Retired Railway Employees should be gone through properly and adhered to strictly. Documents as required should be uploaded in support of the clause.	No	No	Allowed (Mandatory)
3	Regarding power of attorney, tenderer should follow the instruction as per clause 17 of service GCC 2018 accordingly submit required documents.	No	No	Allowed (Mandatory)
4	For Participation of JV follow the instruction as per clauses 2.4 of service GCC 2018 and submit document Accordingly.	No	No	Allowed (Mandatory)

**Undertakings**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	I/ We have visited the works site and I / We am / are aware of the site conditions.	No	No	Not Allowed
2	Until a formal agreement is prepared and executed, acceptance of this tender 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.	No	No	Not Allowed
3	Provisions of Make in India Policy 2017 issued by Govt. of India, as amended from time to time, shall be followed for consideration of tenders.	No	No	Not Allowed
4	Provisions of Contract Labour (Regulation and Abolition) Act, 1970, Provisions of Employees Provident Fund and Miscellaneous Provisions Act, 1952, Provisions of "The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996" and "The Building and Other Construction Workers' Welfare Cess Act, 1996", shall be binding to the tenderer.	No	No	Not Allowed

**6. Documents attached with tender**

S.No.	Document Name	Document Description
1	ANNEXURE-A.pdf	Annexure A
2	ANNEXURE-B.pdf	Annexure B
3	GCCServices2018.pdf	GCC Services 2018
4	AnnexureI_1.pdf	Annexure I
5	CorrectionSlipPG_2.pdf	Correction Slip PG
6	public_Procurement_Policy.pdf	Public Procurement Policy

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

As a Tender Inviting Authority, the undersigned has ensured that the issue of this tender does not violate provisions of GFR regarding procurement through GeM.

**Signed By:** AMIT KUMAR

**Designation :** Dy.CE/CON-II/KGP