



Indian Railways

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

Bilaspur Division

South East Central Railway

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

वरिष्ठ मंडल यांत्रिक इंजीनियर(समन्वय)
द.पू.म. रेलवे, बिलासपुर
भारत के राष्ट्रपति की ओर से एवं उनके लिए

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Indian Railways

Tender Notice No. : 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

1. Notice Inviting Tender (NIT)

**Bilaspur Division,
South East Central Railway**

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office complex, South East Central Railway,
Bilaspur – 495004**

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NOTICE INVITING TENDER (NIT)**1.1 GENERAL**

1.1.1 Mechanical Department of Bilaspur division of South East Central Railway invites Open tender through E-tendering system (i.e Technical and Financial bid) from eligible housekeeping agencies who fulfil qualification criteria as stipulated in clause 1.2 of NIT for **“Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.”**

The brief scope of the work and site information is provided in ITT clause A2.

1.1.2 The key details are as follows:

| | |
|---|---|
| a. Name of Work | Tender Notice No. 59-Mech-BSP-2018-MCC for work of Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis. |
| b. Approximate Cost of work | ` 12,24,54,216/- (Rupees Twelve Crore Twenty Four Lakh Fifty Four Thousand Two Hundred Sixteen Only) including all expenditure and GST. |
| c. Tender Security Amount* (Earnest Money Deposit) | ` 7,62,280/- (Rupees Seven lakh Sixty Two Thousand Two Hundred Eighty Only). Payment for Tender Security (Earnest Money Deposit) shall be accepted only through net banking or payment gateway through the website www.ireps.gov.in . |
| d. Cost of Tender Documents* (Non-Refundable) | ` 10,000/- (Rupees Ten thousand only). Payment for cost of tender document shall be accepted only through net banking or payment gateway through the website www.ireps.gov.in . |
| e. Tender Document available | On e-tendering website www.ireps.gov.in Tender document can only be obtained after registration of tenderer on the website www.ireps.gov.in . |
| f. Pre-bid meeting | On 31.05.18 at 12:00 hrs in the office of SrDME(Co), DRM Office complex, SEC Railway, Bilaspur(CG). |
| g. Last date of Seeking Clarification | On 01.06.18 at 18:00 hrs (Queries from bidders after due date shall not be acknowledged). |
| h. Last date of issuing amendment, if any | On 04.06.18 at 18:00 hrs . |
| i. Date & time of Submission of Tender | 22.06.2018 (Upto 12.00 Hrs) online through the web portal www.ireps.gov.in only |
| j. Date & Time of opening of Tender (Technical Bid) | 22.06.2018 (after 12.00 hrs) online through the web portal www.ireps.gov.in only |
| k. Date & Time of opening Of Financial Bid | Will be informed later on after the evaluation of Technical Bids (Only to the bidders who will successfully qualify the Technical Evaluation) |
| l. Validity of Tender | 180 days from the last date of submission of tender. |
| m. Stipulated date of Commencement of work | Within 21 days from the date of issue of “Letter of Acceptance” or as per the instructions of Engineer-in-charge. |
| n. Time Period | 04 Years. |
| o. Authority and place for submission of tender cost & Tender Security (EMD), required documents (if any) and seeking clarifications on tender documents | Online through the web portal www.ireps.gov.in only |

Tender cost and tender security 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

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registered for appropriate category "Housekeeping". The tenderer has to submit documentary evidence for the same.

1.2 QUALIFICATION CRITERIA

1.2.1 Eligible Applicant

- i. The tenders for this contract will be considered only from those tenderers {proprietorship firms, partnership firms, companies, corporations, consortia or joint ventures (JV hereinafter)} who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.2.2 of NIT. 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.
- ii. a. Legally Valid Entity: The Bidder/Bidding Firm shall necessarily be a legally valid entity in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or Limited Liability Partnership Firm / Partner Firm under LLP Act, 2008 or Indian Partnership Act, 1932. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be scanned and uploaded with the bid documents.
- b. A tenderer shall submit only one bid in the particular tendering process, either individually as a tenderer or as a partner of a J.V. A tenderer who participates in, more than one bid, either individually or as a partner of one or more JV(s), will cause all of the proposals in which the tenderer has participated to be disqualified.
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - a. A tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for on implementation of the project;
 - b. A tenderer is any associates/affiliates (inclusive of parent firms) mentioned in sub-paragraph (a) above; or
 - c. A tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for implementation of the project, if the personnel would be involved in any capacity on the same project.
- iv. A firm, who has purchased the tender document in their name, can submit the tender either as individual firm or in joint venture/Consortium. However, the lead partner in case of JV shall be one who has experience of similar work i.e., Mechanized cleaning and Housekeeping works.
- v. Any Central / State government department/ public sector undertaking/ other government entity or local body **must not have banned business** with the tenderer (any member in case of JV) as on the date of tender submission.
- vi. Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 04 years. The tenderer should submit undertaking to this effect in the Appendix-13 of Form of Tender.

vii. LEAD PARTNER/NON SUBSTANTIAL PARTNERS/CHANGE IN JV/CONSORTIUM

- a. Lead partner must have a minimum of 26% participation in the JV/Consortium.
- b. Partners having less than 26% participation will be termed as non-substantial partner and will not be considered for evaluation which means that their financial soundness and work experience shall not be considered for evaluation of JV/Consortium.
- c. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of application otherwise the applicant shall be treated as non-responsive.
- d. The tenderer, in case of JV/Consortium, shall clearly and unambiguously define the role and responsibilities for each substantial/non-substantial partner in the JV agreement/ MOU submitted vide foot note (d) of Appendix- 4 of Form of Tender, providing clearly that any abrogation /subsequent re-

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assignment of any responsibility by any substantive/non-substantive partner of JV/Consortium in favour of other JV/Consortium partner or any change in constitution of partners of JV/Consortium (without written approval of Employer) from the one given in JV agreement/MOU at tender stage, will be treated, as 'breach of contract condition' and/or 'concealment of facts' (as the case may be).

The Employer in such cases, may in its sole discretion take action under relevant clause of GCC against any member(s) for failure in tenderer's obligation and declare that member(s) of JV/Consortium ineligible for award of any tender in RAILWAY ADMINISTRATION or take action to terminate the contract in part or whole under relevant clause of GCC as the situation may demand and recover the cost/damages as provided in contract.

1.2.2 Evaluation of the tenders shall be done as per the following system:

Two packet System: The procedure detailed below shall be adopted for dealing with "Two Packets System" of Tendering:

With a view to assess the tenders technically without being influenced by the financial bids, '**Two Packets System of tendering**' shall be adopted. On IREPS portal (www.ireps.gov.in), clicking on Financial Offer tab brings up the Financial Offer Page where the bidder can submit his rates against the schedule items included in the tender. This financial offer submitted by the Tenderer on IREPS portal will be saved as 'Financial bid' on the system and will not be opened at the time of initial opening of the tender (i.e. opening of technical bid). Except the financial bid, all other documents submitted by the firm will be opened at the time of initial opening. The financial bid of only those firms will be opened who are found eligible in the scrutiny of Technical bid. After acceptance of scrutiny of Technical bid the offers of the firms will be marked on the IREPS web portal accordingly as Approved or Rejected and Financial bid of only those firms who are marked as Approved will be opened during opening of Financial Bid.

The offers of the tenderers who qualify the minimum eligibility criteria as below shall be examined further for evaluation of their technical bid. Tenderers who fail to meet the criteria shall not be considered for further evaluation and their bids shall be rejected.

However, if on the basis of information contained in the technical bid, the Tender Committee needs clarification regarding designs, specifications etc.; discussions shall be held with each individual party/ tenderer after obtaining approval of the Competent Authority.

If the technical offers are found acceptable by meeting the minimum qualifying marks as mentioned in clause 1.2.2.2, the Financial Bid shall be opened and the tenders shall be processed for finalisation in the normal manner (eligible lowest bidder). Those tenderers who do not meet this criterion shall not be considered for opening their financial bids.

Minimum Eligibility Criteria

(a) Work Experience :

The tenderer should have in the Qualifying period (i.e., current year and three previous financial years) completed at least one similar single work* or received payment against **ongoing similar work** for a minimum value of **35%** of the advertised tender value. Similar work means:

Mechanized cleaning of coaches in any of the coaching depots of Indian Railways.

OR

Mechanized en-route cleaning of trains during their stoppage under the "Clean Train Station" Scheme.

OR

Providing "On Board Housekeeping Services on trains".

OR

Mechanised Cleaning of Stations.

OR

Mechanised Cleaning of Airports.

Notes:

- The tenderer shall upload details of work executed by them in the prescribed format as per Appendix-16 for the works to be considered for qualification of work experience criteria.

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Documentary proof such as completion certificates from the client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be uploaded. The offers submitted without this documentary proof shall not be evaluated.

- Value of successfully completed portion of any ongoing work up to the last day of the previous month of tender submission will also be considered for qualification of work experience criteria.
- In case of joint venture / Consortium, full value of the work, if done by the same joint venture shall be considered. However, if the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.

(b) Financial Standing: The tenderers will be qualified only if they have minimum financial capabilities as below :-

(i) T1- Turnover: The bidder should have received total contract amount during the last three financial years and in the current financial year equal to a minimum of 150% of the advertised tender value. Financial data for the last four / three audited financial years and current financial year, as applicable, has also to be uploaded by the tenderer (each member in case of JV) in Appendix-17 of Form of Tender along with audited balance sheets. The financial data in the prescribed format shall be certified by chartered accountant with his stamp, signature and membership number. Also, if the tenderer provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected. The averages turnover of JV will be based on percentage participation of each member. Audited and signed Balance Sheet (as on 31st March) and Income Statement for the 3 consecutive years in the last 4 financial years, as applicable, shall be submitted by the bidder.

Example: Let member 1 has percentage participation = M and Member 2 has percentage = N, Let the averages annual turnover of member 1 is A and that of member 2 is B, then average annual turnover of JV will be = $(AM+BN) \div 100$

(ii) T2-Liquidity: It is necessary that the firm can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.

This shall be seen from the last audited balance sheets and/or from the banking reference. Net current assets and/or documents including banking reference (as per proforma given in Appendix-13 of Form of Tender), should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow Rs.61,22,711/- (Rupees Sixty One Lakh Twenty Two Thousand Seven Hundred Eleven Only) @ 5% of the estimated value for this contract, net of applicant's commitments for other contracts, as certified by the CA. 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 or (in case of foreign parties) from an international bank of repute acceptable to RAILWAY ADMINISTRATION and it should not more than 3 months old as on date of submission of bids.

In Case of JV- Requirement of liquidity is to be distributed between members as per their percentage participation and every member should satisfy the minimum requirement.

Example: Let member-1 has percentage participation =M and member-2 has percentage participation = N.

If minimum liquidity required is 'W' then liquidity of member-1 $\geq WM/100$ and liquidity of member-2 $\geq WN/100$

Notes:

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- Financial data for latest last five audited financial years and current financial year has to be uploaded by the tenderer in Appendix- 17 of Form of Tender along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '4' audited financial years will be taken into consideration for evaluation. If audited balance sheet of any other year than the last year is not uploaded, the tender will be considered as non-responsive.
 - Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.
- c. The bidder must have valid ISO 9001: 2008, ISO 14001: 2004 and OHSAS 18001: 2007 or the bidder must have IMS certification. This certificate(s) must be valid on the date of opening of tender. As proof of validity, the bidder must attach a copy of the certificate issued by the certifying agency and also the last surveillance audit report, if applicable. Surveillance Audit and Re-certification, if due during the currency of the contract, will have to be ensured by the contractor.
- Self-attested copy of the referred certificates latest surveillance audit report issued by certifying agency shall be submitted by the bidder along with the tender document in Appendix-19 as per the given format.

Notes:

- Financial data for latest last five audited financial years and current financial year has to be uploaded by the tenderer in Appendix-18 of Form of Tender along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original.
- The offers of tenderers who qualify ALL the above criteria as per clause 1.2.2 shall be examined further for evaluation of their technical bid. Tenderers who fail to meet the above criteria shall not be considered for further evaluation and their bids shall be rejected.

1.2.2.1 Evaluation of Technical bid:

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

| SN | Weightage | Technical Criteria | Documentation | Scoring |
|----|-----------|---|---|--|
| 1 | 20% | Previous Work Done – The bidder should have Completed or received payment in an on-going work, in current year and three previous financial years for at least 1) 1 Contract whose value is at least 80% of the current advertised tender value or 2) 2 Contracts whose value is at least 50% of the current advertised tender value or 3) 3 or more contracts whose value is at least | -- The work order of the project/s Satisfying the requirements in this section. -- Proof of the annual value of the contract (duly authorized by a Chartered Accountant) -- Certificate from client firm authorizing Annual value of contract and satisfactory completion of work done . <i>Client certificate for experience should show the nature of work</i> | (a) 100 Marks if 1 project > 80%, 2 projects >50% or 3 or more projects > 40% value completed Or underway. (b) 50 Marks if 1 project > 50% or 2 projects > 40% value completed or underway (c) 20 Marks if 1 project > 40% value completed. No marks if all projects < 40% value completed. |
| | | 40% of the current advertised tender value where contracts are for | <i>done, the value of work, date of start, date of completion as per</i> | Deduction in score in case of Penalties: %Penalty %deduction |

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|-------|----------|--|--|---|-----|-----|------|---|-------|----|-------|----|-----|----------|
| | | similar work ONLY. (Similar work shall be as per para 1.2.2 (a) above. | <i>agreement/ status of ongoing work, actual date of completion and satisfactory completion of work. In case of a composite contract, the value of similar work done will be restricted to housekeeping and Mechanized cleaning.</i> | <table><tr><td><=5</td><td>Nil</td></tr><tr><td>5-10</td><td>5</td></tr><tr><td>10-15</td><td>10</td></tr><tr><td>15-20</td><td>20</td></tr><tr><td>>20</td><td>No Marks</td></tr></table> | <=5 | Nil | 5-10 | 5 | 10-15 | 10 | 15-20 | 20 | >20 | No Marks |
| <=5 | Nil | | | | | | | | | | | | | |
| 5-10 | 5 | | | | | | | | | | | | | |
| 10-15 | 10 | | | | | | | | | | | | | |
| 15-20 | 20 | | | | | | | | | | | | | |
| >20 | No Marks | | | | | | | | | | | | | |
| 2 | 35% | Turnover (in last three And current Financial Year) (Less than 1.5 times the value of work is not eligible) | As per audited balance sheet certified by the CA. | (a) 100 marks,if More Than 25 times advertised value of work (b) 70 marks, if 10 – 25 Times advertised value of work (c) 50 marks, if 5 – 10 times advertised value of work (c) 30 marks, if 1.5 – 5 times advertised value of work | | | | | | | | | | |
| 3 | 20% | Number of years in operations in. (Firms having less than 1 year of experience are not eligible) | Employer's certificate clearly describing the name of work, nature of work, extent of work completed clearly defining the participation percentage of work if Implemented in a JV/ Consortium or letter of award coupled with last pay certificate clearly bringing out the work done, deductions, levy of penalty if any (Those works where 90% of the contract value has been executed and payment for the same has been made to the bidder will be considered as Experience.) | (a) 100 marks, If More than 8 years (b) 80 marks, if 5- 8 years (c) 60 marks , if 2-5 years (d) 40 marks, if 1-2years | | | | | | | | | | |
| 4 | 25% | Size of Workforce | EPFO challan/bank account statement in support of available manpower (duly submitted to EPFO) in respect of the previous four quarters preceding the date of opening of tender should be submitted in support of their qualification. | (a) 100 Marks if the Bidder's on roll is between greater than 3 times of the total workforce required per day in this tender (b) 70 Marks if workforce on roll is equal to or up to 3 times the total workforce required per day in this tender (c) No marks if workforce on roll deployed is less than the total workforce required per day in this tender | | | | | | | | | | |

1.2.2.2 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

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table above, each Bidder shall be assigned score for Technical Bid (**STB**). **Bidders who's STB shall be 70 or above shall be qualified for consideration of their financial bids. Bidders who do not meet the minimum qualifying marks of 70 shall not be considered further for opening of their financial bids and their bids shall not be considered further for award of the tender.**

1.2.2.3 Evaluation of Financial bid:

All technically acceptable tenders will be eligible for consideration of their financial bid/Proposals. Financial Bid of those tenderers shall only be opened whose technical submittal is found compliant to the conditions stipulated in all the clauses of NIT and clause A4.1 to A4.10 and B of ITT. The financial proposal shall be evaluated to determine the lowest tenderer / bidder. In case, the evaluated financial offers of two or more technically qualified bidders are same and Lowest (i.e. L-1), then the tender would be awarded to the bidder who is technically more sound (having scored higher marks) as per 1.2.2.2 above. No consideration will be given to other bidder(s).

1.3 Tender documents consist of the following:

- a. Notice Inviting Tender
- b. Instructions to Tenderers (Including Annexures)
- c. Form of Tender (Including Appendices)
- d. General Conditions of Contract
- e. Special Conditions of Contract
- f. Employer's Requirement
- g. Specifications (Including Appendices)
- h. Bill of Quantities
- i. Conditions of contract on Safety, Health and Environment.
- j. Drawings if any
- k. Relevant Standard Codes of Practice

- 1.3.1 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents. No reply to query shall be sent to the prospective bidders directly. Instead, query which in the opinion of tender inviting authority needs to be replied; the query and its reply shall be posted on the IREPS Portal, visible to all bidders. The provision for posting query and its reply, has been provided in the IREPS portal.
- 1.3.2 All Tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause E 4.4 of "Instructions to Tenderers" and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected.
- 1.3.3 The intending tenderers must be registered on e-tendering portal www.ireps.gov.in . Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.
- 1.3.4 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid **class-II** or **class-III** digital signature. The tender document can only be downloaded from e-tendering portal using class-II or class-III digital signature. However, the tenderer shall upload their tender on www.ireps.gov.in using class-II or class-III digital signature of the authorized signatory only.
- 1.3.5 Tender submissions shall be done online on www.ireps.gov.in. Payment for cost of tender document shall be accepted only through net banking or payment gateway through the website www.ireps.gov.in. Instructions for on-line bid submission are furnished hereinafter.
- 1.3.6 Submission of tenders shall be closed on e-tendering website of Railway Administration at the date & time of submission prescribed in NIT after which no tender shall be accepted.

It shall be the responsibility of the bidder / tenderer to ensure that his tender is uploaded online on e-tendering website www.ireps.gov.in before the deadline of submission. Railway

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administration will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

- 1.3.7 Tenders shall be valid for a period of **180 days** (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the latest Date of Submission of Tender and shall be accompanied with a tender security of the requisite amount as per clause C 7 of ITT.
- 1.3.8 RAILWAY ADMINISTRATION reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the RAILWAY ADMINISTRATION for rejection of his proposal.
- 1.3.9 Tenderers are advised to keep in touch with e-tendering portal www.ireps.gov.in for updates.
- 1.3.10 Tenderer is to carryout their self assessment in respect of their capacity in terms of manpower, machine and finance. He may indicate separate set of manpower, machinery in different tenders. Once a tender is accepted, resources required for its execution shall not be accepted for assessment of other tender. The tenderer is to consider positive variation in annual value to the extent of 50% (rounded to nearest higher Whole number) and should be able to take up additional similar work at short notice at the accepted rate. Similarly the scope of work may also be reduced on account of poor performance and contractor shall have no right for any claims due to reduction in scope of work.

Sr.Divl. Mech. Engineer(Cord)
Bilaspur Division,
South East Central Railway

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the IREPS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the IREPS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the IREPS Portal.

ASSISTANCE TO BIDDERS

No reply to query shall be sent to the prospective bidders directly. Instead, query which in the opinion of tender inviting authority needs to be replied; the query and its reply shall be posted on the IREPS Portal, visible to all bidders. The provision for posting query and its reply, has been provided in the IREPS portal.

For all other queries contact at:

Sh. Pradeep Patel,
JE/Tender,
Sr. DME/ Office Bilaspur
Mobile: 9752090617
Email: srdmebspsecr@gmail.com

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Indian Railways

Tender Notice No. : 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

2. Instructions to Tenderers (ITT)

**Bilaspur Division,
South East Central Railway**

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office complex, South East Central Railway,
Bilaspur – 495004.**

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Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years.

INSTRUCTIONS TO TENDERERS (ITT)

A GENERAL

A1 General Description of Work

This contract is for the work of contract No. 59-Mech-BSP-2018-MCC for Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years.

A2 Scope of work for Coaching depots

A2.1 The contractor will execute Mechanized Cleaning and housekeeping works with suitable, uniformed and trained personnel with the use of modern equipments, machinery and eco-friendly chemicals for the following works in Coaching Depot:

A2.2 Cleaning and housekeeping works consisting of:

Cleaning of the following areas:

- a. Pit line area.
 - b. Sick line, IOH Shed, Cripple siding areas.
 - c. Roads within Coaching Depot Railway premises
 - d. office premises
- Bath rooms and Toilets.
 - Railway Track in Pit/Washing line area
All track area and adjoining area within the boundaries of Coaching Depot, Bilaspur.
 - Additional areas as deemed fit (As per instruction of Railway representative).

A2.3 Sanitation of bathrooms and Toilets including supply of consumables.

A2.4 Cleaning & Attention of all the Drains available in the depot area.

A 2.5 Scope of Work for Mechanized Coach Cleaning and allied services

The contractor has to undertake the following activities along with their workforce, material, cleaning agents, tools, implements, machinery duly setting up of power supply arrangement as specified in the scope of work at the coaching depot. The scope of work for the contract of mechanized coach cleaning, allied services is provided as follows –

1. Mechanised Cleaning of all primary/secondary maintained coaches and watering of coaches at pit/washing lines
2. Supply & Filling of Toiletries in AC Coaches of Bilaspur based primary trains and secondary trains.
3. Cleaning of coaching depot premises and garbage disposal.

Cleaning and Watering of Coaches at Pit/Washing Lines

The areas to be covered by the contractor for train cleaning at the Depot must cover the entire train (including interior and exterior), including

- Coaches of different types viz. Pantry Cars, AC and non-AC coaches of different description, inspection carriages etc. shall be cleaned in mechanized manner during the primary and secondary maintenance/ other end maintenance/ by pass trains in the coaching depot during the contract period using trained workforce, machines, consumables, tools and accessories as per the resource specifications.
- Intensive cleaning of primary coaches.

A3 Eligible Tenderers

This is an open local competitive e-tender and all companies, corporations, partnership firms, consortium or Joint Ventures who are involved in execution of this type of work and those who fulfil

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the financial soundness and work experience criteria and other requirements laid down in this document are eligible to participate.

A4 Qualification of Tenderer:

- A4.1 Minimum Eligibility Criteria: As provided in NIT.
- A4.2 All tenders uploaded shall include the following information:
- A4.3 General information of the tenderer shall be furnished in Appendix- 4 of Form of Tender. Certified Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm or partnership or, if a joint venture including consortium, details of each party thereto constituting the tenderer will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.
- A4.4 In the case of tender by a joint venture of two or more firms or companies as partners or as members of a consortium as the case may be, joint venture data must be furnished in the format prescribed (Appendix- 4 of Form of Tender) along with the documents as mentioned therein. The following requirements shall also be complied with.
- In case of a successful tender, the Form of Agreement, shall be individually signed so as to be legally binding on all partners/ constituents as the case may be.
 - In case of partnership, one of the partners shall be nominated as being In-charge as Lead or Prime Partner and this authorization shall be evidenced by submitting a power of attorney signed by the partners or legally authorized signatories of all the partners. In case of consortium, it will similarly authorize a person to be In-charge and his authorization shall be evidenced by a power of attorney in favour of that person. Board resolution in favour of signatory to power of attorney may also be submitted.
 - The partner In-charge or the person In-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner In-charge of Joint Venture and person In-charge of a consortium.
 - In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the Contract, the partner/person In-charge will have the authority to assign the work to any other party acceptable to the Employer to ensure the execution of that part of the Contract.
- A4.5 In case the Tenderer is an Association, Consortium or Joint Venture, the Tenderer shall provide the following:
- The Memorandum of Understanding/Joint Venture Agreement duly notarized indicating:
 - Nomination of one of the members of the Association, Consortium or Joint Venture to be In-charge or Lead Member. The legally authorized signatories of all members of the Association, Consortium or Joint Venture shall issue this authorization.
 - Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
 - Each member of the Association, Consortium or Joint Venture shall be jointly and severally liable for the undertaking of this Contract.
- A4.6 The Tenderers to qualify for award of Contract shall submit a written power of attorney authorizing the signatory(ies) of the tender to commit the Tenderer or each member of the partnership, consortium or joint venture.
- A4.7 Each page of tender shall be signed by the authorized signatory of the tenderer. Power of Attorney in favour of the signatory will be required to be furnished as detailed in Clause A4.4(b) of ITT. Power of attorney should contain specimen signature of authorized signatory of tender and should be attested by notary.
- A4.8 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the tender/contract shall be communicated forthwith in writing by the tenderer to the Engineer and the Employer.

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- A4.9 Any information found incorrect or suppressed, the tender may not be considered or contract will be cancelled without any financial claim/arbitration from the tender. The applicant is required to certify in the statement placed at Form of Tender.
- A4.10 Each tenderer, or any associate will be required to confirm and declare in the tender submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment, which may be construed as an agency commission, has been, or will be paid and that tender price will not include any such amount.

A5 One Tender Per Tenderer

Each Tenderer shall upload only one tender. If a Tenderer uploads more than one Tender, all the tenders in which he has participated shall be considered invalid.

A6 Cost of Tendering

The Tenderer shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

A7 Site Visit

- A7.1 The Tenderer is advised to visit and examine the Site of Works and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the Tender and entering into a contract for the proposed work. The costs of visiting the Site shall be borne by the Tenderer. It shall be deemed that the Contractor has undertaken a visit to the Site of Works and is aware of the site conditions prior to the submission of the tender documents.
- A7.2 The Tenderer and any of his personnel will be granted permission by the Employer to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Tenderer, and his personnel, will release and indemnify the Employer and his personnel from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.
- A7.3 The Tenderer shall note General Conditions of Contract (GCC) in which it is deemed that the Tenderer has taken into account all the factors that may affect his Tender in preparing his offer.

B TENDER DOCUMENTS

B1 Content of tender Documents

B1.1 The Tender Documents, as listed below, have been prepared for the purpose of inviting tenders for Mechanized Cleaning & Housekeeping work with Contract Number 59-Mech-BSP-2018-MCC and as more particularly described in these documents.

- i. Notice Inviting Tender
- ii. Instructions to Tenderers (Including Annexures)
- iii. Form of Tender (including Appendices)
- iv. General Conditions of Contract
- v. Special Conditions of Contract
- vi. Employer's Requirements
- vii. Specifications (Including Appendices)
- viii. Bill of Quantities
- ix. Conditions of contract on Safety, Health & Environment,

- B1.2 The tenderer is expected to examine carefully all the contents of all the above documents including instructions, conditions, terms, specifications and take them fully into account before uploading his offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's own risk. Tenders that are not responsive to the requirements of the tender documents will be rejected.
- B1.3 The Tenderer shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Documents.

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B2 Content of Supporting Documents

- B2.1 The Tenderer should visit, examine and assess the Site including working conditions and will be deemed to have satisfied himself of the risks and obligations under the Contract.

B3 Clarification and Amendment of Tender Documents

- B3.1 At any time prior to the deadline for the submission of tenders, the employer may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment. A prospective bidder requiring any clarification of the tender documents may upload their queries on e-tendering portal not later than the date of seeking clarifications given in NIT.
- B3.2 The said amendment in the form of an addendum and responses to the queries raised, if any, will be uploaded on the e-tendering portal which can be seen and downloaded by the bidders.
- B3.3 In order to afford prospective tenderers reasonable time for preparing their tenders after taking into account such amendments, the Engineer or the Employer may, at his discretion, extend the deadline for the submission of tenders.

C PREPARATION OF TENDERS**C1 Language of Tender**

The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the Employer/Engineer shall be in the English language.

C2 DOCUMENTS COMPRISING THE TENDER

- C2.1 The Tenderer shall, on or before the date and time given in the Notice Inviting Tender (NIT), submit his Tender online on e-tendering portal www.ireps.gov.in , comprising of following:

- Technical Package of "**Tender No.: 59-Mech-BSP-2018-MCC**"
- Financial Package of "**Tender No: 59-Mech-BSP-2018-MCC**" as per the provisions given in clause C4 below.

Technical Package of this submission shall contain the documents referred to in the subsequent paragraphs C2.2 (a); (b); (c); (d); (e); (f); (g); (h); (i); (j); (k); (l); (m); (n); (o);(p); (q); (r);(s); (t); (u);(v); (w); (x);(y);(z); and C2.3 (a); (b); (c) and all Annexures/ Appendices of NIT, ITT and FOT respectively.

Should any further documents be required pursuant to paragraphs C2.3 (b) below, the Tenderer will be instructed by the Railway which Package of the Tenderer's s contain such documents.

- C2.2 The Tenderer shall submit, as his Tender, the following documents, duly completed which in the event of acceptance of the Tender, and shall form part of the Contract:

- a) Form of Tender (Without appendices);
- b) Appendix 1 to the Form of Tender; Contract Conditions;
- c) Appendix 2 to the Form of Tender: (see paragraph C11 and C4);
- d) Appendix 4 to the Form of Tender: General Information about the Tenderer;
- e) Appendix 5 to the Form of Tender: Affidavit
- f) Appendix 5A to the Form of Tender: Undertaking as per Clause 1.2.1(v) of NIT.
- g) Appendix 6 to the Form of Tender: Details of Manpower
- h) Appendix 7 to the Form of Tender: Details of Machineries and Equipments
- i) Appendix 8 to the Form of Tender: Certificate for proposal for housekeeping machineries
- j) Appendix 9 to the Form of Tender: Chemicals and other consumables;
- k) Appendix 10 to the Form of Tender: Indemnity bond to be filled by contractor and staff.
- l) Appendix 11 to the Form of Tender: Obligation/Statutory compliance;
- m) Appendix-12 to the Form of Tender: Undertaking for corrupt and fraudulent practice.
- n) Appendix-13 to Form of Tender: Banking reference for liquidity;
- o) Appendix 14 to the Form of Tender: Undertaking for Financial stability

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- p) Appendix 15 to the Form of Tender: Undertaking for Downloaded Tender Documents
- q) Appendix 16 to the Form of Tender: Work Experience
- r) Appendix 17 to the Form of Tender: Financial Data
- s) Appendix 18 to the Form of Tender: Financial Data(work done during the last 5 financial years)
- t) Appendix 19 to the Form of Tender: Works in hand
- u) Appendix 20 to the Form of Tender: Undertaking for disclosure of information under RTI Act
- v) Appendix 21 to the Form of Tender: Bank a/c details for refund through NEFT/RTGS
- w) Appendix 22 to the Form of Tender: Checklist for technical and financial submission.
- x) All tender documents issued by RAILWAY ADMINISTRATION are part of Technical Package except the volume containing the Bill of Quantities (BOQ/Pricing Document) which shall be filled and submitted in Financial Package. Tenderers should carefully read and note all the conditions and provisions mentioned in tender documents issued by RAILWAY ADMINISTRATION and it shall be deemed that all the conditions and provisions of these documents have been included in their tender submission and accepted to them. The tender shall be submitted online by using Class-III/Class-II digital signature of the authorised signatory of the tenderer.
- y) Self Attested copy of the latest GST Registration and attested copy of PAN No. under income Tax Act. The foreign based contractors shall be required to upload the necessary documents as applicable to them according to the applicable state government's Sales. Tax Registration with appropriate Sales tax authority, EPF authority and ESI authority as per relevant act are also required to be uploaded.
- z) Documentary evidence in support of monetary limit as applicable and appropriate category "Housekeeping" if the tenderer is a Micro and Small Enterprise (MSEs) and NSIC registered Agency and want to avail waiver of tender cost and tender security.

C2.3 The Tenderer shall submit with his Tender the documents that are identified in paragraphs C2.3 (a) – C2.3 (c) inclusive. Such documents will be used for the purposes of evaluating and analysing the Tender but will not form part of the Contract unless the same shall have been expressly incorporated into the Contract in accordance with paragraphs B3 above.

- a. Full details of ownership and control of the Tenderer
- b. Any further documents which are requested in writing by Employer before submission of the Tender by way of evaluation documents but which are not to form part of the Contract;
- c. Following information shall be furnished:
- (A) Mechanized cleaning and housekeeping works
- (i) Extent of participation by each member of the consortium in terms of percentage of the value of the proposed Contract.

| Member | % of participation |
|--------|--------------------|
| A | |
| B | |
| C | |

(ii) The tenderer should supply the following information, separately for each member of the consortium.

- a. Maximum value of **Mechanized cleaning and housekeeping** works executed in any one year during the last 5 years (in Rs. equivalent).
- b. Value of the commitments and on-going works, on yearly basis, pertaining to **Mechanized cleaning and housekeeping works**, to be completed during the next **48 months** from the date of the month of the tender submission.

Both (a) and (b) should be updated to price level of last day of the month previous to the month in which the tender is submitted by assuming 2% inflation on foreign currency and 5% on Indian currency.

C2.4 **Tenderers shall quote all prices** as per relevant clauses of GCC and SCC.

C3 Form of Tender

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The Form of Tender shall be completed and signed by a duly authorized and empowered representative of the Tenderer. If the Tenderer comprises a partnership, consortium or a joint venture the Form of Tender shall be signed by a person who is duly authorized by each member or participant thereof or by authorized signatory of each member. Signatures on the Form of Tender shall be witnessed and dated. Copies of relevant powers of attorney shall be attached.

C4 TENDER PRICES

- C4.1 The Pricing Document is included in Bill of Quantities/Pricing Document. The Tenderer shall complete the Pricing Document in accordance with the instructions given in Bill of Quantity/Pricing Document. The completed Pricing Document shall be submitted.
- C4.2 The tenderer shall utilize Indian labour, staff and materials to the maximum extent possible in execution of Works.
- C4.3 Format of Tentative wage card is enclosed as Appendix –B of Specifications.

C5 CURRENCIES OF THE TENDER

- C5.1 Tender prices shall be quoted in Indian Rupees only.

C6 TENDER VALIDITY

- C6.1 The Tender shall be valid for a period of **180 days** (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the latest Date of Submission of Tenders.
- C6.2 In exceptional circumstances, prior to expiry of the original tender validity period, the Employer may request the tenderers for a specified extension in the period of validity. The request and the response thereto shall be made in writing or by telefax. A tenderer may refuse the request without forfeiting his tender security. A tenderer agreeing to the request, shall not be required or permitted to modify his tender but will be required to extend the validity of his tender security correspondingly.

C7 TENDER SECURITY (Earnest Money)

- C7.1 The Tenderer shall submit with his Tender a Tender Security for the sum mentioned in NIT. Payment for Tender Security (Earnest Money) shall be accepted only through net banking or payment gateway through the website www.ireps.gov.in.
- C7.2 Any Tender not accompanied by an acceptable Tender Security, except Micro and Small Enterprises (MSEs) and NSIC registered agencies for appropriate category "Housekeeping", shall be rejected by the Employer considering it as non-responsive and their Technical package shall not be opened and if opened then it will NOT be evaluated. No post bid clarification shall be sought on tender security. Tender Security is waived off for those Micro and Small Enterprises (MSEs) and NSIC registered agencies who have monetary limit more than cost of work indicated in the NIT and registered for appropriate category "Housekeeping".

The tenderer who claims exemption of tender cost and tender security shall submit documentary evidence for the same before the deadline of submission of tender as shown at clause 1.1.2c and 1.1.2d of NIT.
- C7.3 The Tender Security of the successful Tenderer shall be adjusted towards security deposit upon the execution of the Contract and the receipt by the Employer of the Performance Security in accordance with relevant clause of the GCC and clause 2 of SCC.
- C7.4 The Tender Security of tenderers who fail in technical evaluation shall be returned after opening of financial package and preferably within 10 days of opening of Financial bid. Tender security of the unsuccessful tenderers in financial opening shall be released after unconditional acceptance of the Letter of Acceptance (LOA) by the successful tenderer and preferably within 10 days of acceptance of LOA.
- C7.5 The tender security shall be forfeited:
 - a. If a tenderer withdraws his tender during the period of tender validity, or

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- b. If the tenderer does not accept the correction of his tendered price in terms of Clause E6 of ITT or
- c. In the case of a successful tenderer, if he fails to:
 - i. Furnish the necessary performance guarantee for performance as per Clause F5 of ITT.
 - ii. Commence the work as per terms & conditions of Tender after issuance of LOA
 - iii. Enter into the Contract within the time limit specified in Clause F4 of ITT

C7.6 No interest will be payable by the Employer on the tender security amount cited above.

C8 Labour

The Tenderer's attention is especially drawn to relevant clause of the GCC in relation to the responsibility of the Contractor for obtaining an adequate supply of labour, their Rates, Wages and Conditions.

C9 Pre-Tender/ Pre-bid Meeting.

- C9.1 A Pre-tender meeting shall be held on the date and location given in the clause 1.1.2 (f) of NIT.
- C9.2 The purpose of meeting will be to clarify issues and to answers to question on any matters that may be raised at that stage.
- C9.3 The tenderers are requested to submit any question in the web portal www.ireps.gov.in, not later than the last date of seeking clarification as mentioned in key details of NIT.
- C9.4 Query which in the opinion of tender inviting authority needs to be replied; the query and its reply shall be posted on the IREPS Portal, visible to all bidders. The provision for posting query and its reply, has been provided in the IREPS portal. Any modification of tender documents, which may become necessary as result of the Pre-Tender meeting, shall be made by the employer exclusively the issue of an Addendum/clarification.
- C9.5 Non-attendance at the Pre-tender/Pre-bid meeting **will not be a cause** for disqualification of a tenderer.

C10 FORMAT AND SIGNING OF TENDERS

- C10.1 The documents required to be uploaded by the Tenderer will be as described under Clause C2 of ITT herein.
- C10.2 All documents which are to be submitted as scanned documents shall be typed or written in indelible ink (in the case of copies, legible photocopies are also acceptable and all the pages shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer before scanning and uploading (in .pdf / .jpg / .jpeg format), pursuant to sub-paragraphs A4 of ITT, as the case may be. All pages of the Tender, where entries or amendments have been made, shall be initialed and dated by the person or persons signing the Tender.
- C10.3 Documents submitted in Tender submission shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed and dated by the person or persons signing the Tender before scanning and uploading/submitting.

C11 SCHEDULE OF PAYMENT

- a. The payment will be made on a monthly basis as per the accepted rates based on the activities carried out as in the Schedule of work defined in Chapter 8 of this tender document.
- b. **Payment Procedure** – Payment shall be made monthly. Attendance of the staff (through biometric machines) and details of deployment of machinery and chemicals is maintained by contractor at Depot on daily basis. These records shall be submitted by 25th of each month to enable Engineer to release 75% of due payment for the current month payment may be released by 5th of the next month so that wages shall be paid by 7th of next month by the agency. The contractor shall also submit necessary indemnity towards this effect. The detail bills complying all the statutory provisions shall be submitted by 15th of the next month so that balance 25% payment of preceding month shall be released.

OR

Contractor can claim **100% payment** for previous months by duly submitting all relevant records. In this case also contractor has to ensure payment of wages to labours before 7th day of month.

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- c. No overtime is considered to achieve higher level of safety standards. The tenderer should consider execution of work in shifts or other wise as per Schedule of work defined in Chapter 8 of this tender document. **The agency must ensure timely payment of Salary, PF, ESI etc. and prompt medical facility to sick/injured and to all staff.**

D SUBMISSION OF TENDER

D1 Sealing and Marking of Tenders

- D1.1 Tenders shall be uploaded online on www.ireps.gov.in at stipulated date and time provided in NIT. The Employer cannot take any cognizance and shall not be responsible for any delay in submission/ uploading of Tender. The Tenderer shall ensure that they had received receipt/acknowledgement of their tender submission which is generated by the system itself on successful submission of tender online.
- D1.2 The Employer may, at his discretion, extend the deadline for submission of tenders by issuing an amendment, in which case all rights and obligations of the Employer and the Tenderer previously subject to the original deadline will thereafter be subject to the deadline as extended.
- D1.3 Tenders sent through telegraphically or through other means of transmission (telefax etc) shall be treated as invalid and shall be rejected.

D2 LATE/DELAYED TENDERS

- D2.1 Submission of tenders shall be closed on e-tendering website of RAILWAY ADMINISTRATION at the date & time of submission prescribed in NIT after which no tender shall be accepted.
- D2.2 It shall be the responsibility of the bidder / tenderer to ensure that his tender is submitted online on e-tendering portal www.ireps.gov.in before the deadline of submission. RAILWAY ADMINISTRATION will not be responsible for any delay, internet connection failure or any error in uploading of tender submission. The tenderers are advised to upload their submissions well before the due date and time of tender submission to avoid any problem and last minute rush.

D3 MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF TENDERS

- D3.1 The Tenderer shall not make or cause to be made any alteration, erasure or obliteration to the text of the documents prepared by the Employer and submitted by the Tenderer with or as part of his Tender.
- D3.2 No Tender shall be allowed to be modified by the Tenderer after the deadline for submission of Tenders.
- D3.3 The Tender submitted online will be taken as a final bid.
- D3.4 Withdrawal of a Tender during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Tender shall result in the forfeiture of the Tender Security.

D4 CHECK LIST FOR TECHNICAL AND FINANCIAL SUBMISSION

Tenderer is required to ensure submittal of all the documents duly signed and sealed by the authorized person(s). Check list for confirming the submission of all documents is enclosed as Appendix-22 of F.O.T. The check list is indicative and not exhaustive. The bidders must go through the complete tender document and submit the required document accordingly.

E TENDER OPENING AND EVALUATION

E1 Tender Opening

- E1.1 Tenders for which an acceptable notice of withdrawal has been submitted pursuant to paragraph D3 of ITT shall not be opened.
- E1.2 (a) On opening technical bid, RAILWAY ADMINISTRATION will first check the details of tender cost and tender security submitted by the tenderer online and cross verify the same with the hard copy submitted.

If the tenderer is a Micro and Small Enterprise(MSE) registered with Ministry of Micro, Small & Medium Enterprises(MSME) Authority such as DIC, NSIC etc and want to avail waiver of tender cost and tender security shall submit documentary evidence in support of monetary limit and appropriate category "Housekeeping".

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(b) Tenders of those tenderers who have not submitted valid 'Tender Security' and valid 'Cost of Tender Documents' shall be considered as non-responsive and liable to be rejected summarily.

- E1.3 If such nominated date for opening of Tender is subsequently declared as a Public Holiday by the Employer, the next official working day shall be deemed as the date of opening of Technical Package. The Tender of any tenderer who has not complied with one or more of the foregoing instructions may not be considered.
- E1.4 The tenderer's name, details of the tender security and such other details as the Employer or his authorized representative, at his discretion, may consider appropriate will be announced at the time of tender opening.
- E1.5 The Financial Package(s) which tenderer(s) have uploaded online will be opened on a subsequent date after evaluation of technical packages. Financial packages of only those tenderers whose submissions are found substantially responsive and technically compliant as per clause E5 of ITT will be opened. The financial bid of only those firms will be opened who are found eligible in the scrutiny of Technical bid. After acceptance of scrutiny of Technical bid the offers of the firms will be marked on the IREPS web portal accordingly as Approved or Rejected and Financial bid of only those firms who are marked as Approved will be opened during opening of Financial Bid. Tenderer can visit RAILWAY ADMINISTRATION e-procurement website for further information.

E2 PROCESS TO BE CONFIDENTIAL

- E2.1 Except the public opening of tender, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process.
- E2.2 Any effort by a tenderer to influence the Employer in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the tenderers tender.

E3 CLARIFICATION OF TENDERS

- E3.1 To assist in the examination, evaluation and comparison of Tenders, the Employer may ask tenderers individually for clarification of their tenders, including breakdowns of prices. The request for clarification and the response shall be in writing only through e-tendering portal but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of tenders in accordance with Clause E6 of ITT herein.

E4 EVALUATION OF TENDER

Tender Security and Technical packages will first be evaluated which will cover following items:-

- E4.1 **General Evaluation:** First of all it will be determined whether each tender is accompanied with the valid tender security i.e. the required amount and in an acceptable form. Tenders not accompanied with the valid tender security shall be rejected and may not be evaluated further. Other aspects of general evaluation will be done as per Clauses E5.2, A4, and A5 of ITT.
- E4.2 **Evaluation of minimum eligibility criteria** – This evaluation will be done to check if the tenderer qualify the minimum eligibility criteria as laid down in Clause 1.2.2 of NIT. Tenderers, which do not qualify in any of the minimum eligibility criteria shall not be considered for further evaluation and shall be rejected.
- E4.3 **Evaluation of Responsiveness**
- The employer will determine whether each tender is substantially responsive to the requirements of the Tender Documents i.e. it conforms to all terms, conditions and specifications of the tender document. In case of any inconformity, the tender shall be disqualified and rejected.
- E4.4 **Evaluation of Material deviation or reservation**

Each tender shall be evaluated for any material deviation or reservation. Material deviation or reservation is one:

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- Which contains unauthorized changes to the Memorandum of Understanding from the Memorandum of Understanding accepted for Pre-qualification.
- Which contains any deviation in tender security with regards to amount, validity, form and format.
- Which affects in any substantial way, the scope, quality or performance of the Works;
- Which limits in any substantial way, is inconsistent with the Tender Documents, the Employer's right or the Tenderer's obligations under the Contract; or
- Whose rectification would affect unfairly the competitive position of other tenderers presenting responsive tenders.

Tender having any material deviation or reservation shall be disqualified and rejected.

E5 Evaluation of Financial Proposals

- E5.1 The Employer will, keeping in view the contents of Clause- A4 and B1 of ITT, carry out technical evaluation of submitted technical proposals to determine that the tenderer has a full comprehension of the work of the contract. Where a tenderer's technical submittal has a major inadequacy his tender will be considered to be non-compliant and will be rejected.
- E5.2 All technically acceptable tenders will be eligible for consideration of their financial bid/Proposals. **Financial Bid of those tenderers shall only be opened whose technical submittal is found compliant** to the conditions stipulated in clause A4.1 to A4.10 and B of ITT and all the clauses of NIT. **The financial proposal shall be evaluated to determine the lowest tenderer / bidder.** In case, the evaluated financial offers of two or more technically qualified bidders are same and Lowest (i.e. L-1), then the tender would be awarded to the bidder who is technically more sound i.e. who scores more points as detailed in clause 1.2.2.1 of NIT. No consideration will be given to other bidder(s).
- E5.3 The evaluation of Financial Proposals by the Employer will take into account, in addition to the tender amounts, the following factors:
- a. Arithmetical errors corrected by the Employer.
 - b. Such other factors of administrative nature as the Employer may consider to have potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.
- E5.4 Offers, deviations and other factors, which are in excess of the requirements of the tender documents or otherwise will result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.
- E5.5 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in tender evaluation.
- E5.6 **Evaluation of financial offer will be based on quantities in Bill of quantities (BOQ) and rates quoted.** Any alteration in BOQ will not be given any cognizance.

F. AWARD OF CONTRACT

F1 Award Criteria

- F1.1 Subject to Clause E5 and F2 of ITT, the Employer will award, the Contract to the tenderer, whose tender has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the tender documents and whose evaluated tender price is determined to be lowest.

F2 EMPLOYER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS

- F2.1 Notwithstanding Clause F of ITT, the Employer reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders, at any time prior to award of Contract, or to divide the Contract between/amongst tenderers without thereby incurring any liability to the

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affected tenderer or tenderers or any obligations to inform the affected tenderer or tenderers of the grounds for the Employer's action.

F3 NOTIFICATION OF AWARD

- F3.1 Prior to the expiry of the period of tender validity prescribed by the Engineer/Employer, the Employer will notify the successful tenderer by telefax, to be confirmed in writing by registered letter, that his tender has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Contractor in consideration of the execution, completion of the works by the Contractor as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract Price'). The "Letter of acceptance" will be sent in duplicate to the successful tenderer, who will return one copy to the Employer duly acknowledged and signed by the authorized signatory, within three days from the date of issue of LOA by him. No correspondence will be entertained by the Employer from the unsuccessful Tenderers.

AND

Letter of acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder.

- F3.2 Contact Details of CVO (email- sdgm@secl.railnet.gov.in Ph. 07752-414229, Mob. 9752475003).
- F3.3 The Letter of Acceptance will constitute a part of the contract.
- F3.4 Upon "Letter of acceptance" being signed and returned by the successful tenderer as per Clause F3.1 of ITT, the employer will promptly notify the unsuccessful tenderers an discharge/return their tender securities.

F4 SIGNING OF AGREEMENT

- F4.1 The Employer shall prepare the Agreement in the Proforma (Annexure- 3) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 45 days from the date of issue of the letter of acceptance, the successful tenderer will be required to execute the Contract Agreement. One copy of the Agreement duly signed by the Employer and the contractor through their authorized signatories will be supplied by the Employer to the Contractor.
- F4.2 Prior to signing of the Contract Agreement, the successful tenderer shall also submit the following documents within a period of 30 days from the date of issue of the Letter of Acceptance:
- a. Performance Guarantee
 - b. Power of Attorney
 - c. Detailed Consortium or Joint Venture Agreement (duly signed and executed) incorporating :
 - i. Percentage Participation of each member/partner
 - ii. Joint and several liability of the partners.

F5 PERFORMANCE SECURITY

- A) The successful bidder shall have to submit a Performance Guarantee (PG) valuing **10% of the contract value** in four separate parts of 2.5 % 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

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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. In case 60th 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.

- B)** 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 10% (ten 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 10% 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.
- C)** The applicable Performance Guarantee shall be calculated as per the revised value of the contract covering all variations upto the determination of the contract.
- D)** 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 PG, a PG equivalent to 50% of the applicable PG shall be forfeited. The PGs shall be encashed after the completion of the contract.
- E)** The successful bidder shall submit the Performance Guarantees (PG) in any of the following forms, amounting to 10% 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 FA&CAO (free from any encumbrance) may be accepted.

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

- F)** 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.

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.

- G)** 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

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date of such rescindment from participating in the bid which includes delivery of balance services of failed contract in his/her individual capacity.

- H)** 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.

Irrevocable bank guarantee in the prescribed format, given in Annexure– 1 in tender documents, issued by a Scheduled Commercial Bank based in India or from a branch in India of a Scheduled Foreign Bank payable at Bilaspur. The bank issuing the bank guarantee must be on the Structured Financial Messaging System (SFMS) platform. A separate advice of the BG will invariably be sent by the issuing bank to the Employer's bank through SFMS. The details of Employer's bank are as under:

Bank Details of the South East Central Railway

The bank guarantee issued under the SFMS platform shall only be acceptable to the Employer.

- (i) Bank draft in favour of “**FA&CAO, SEC Railway, Bilaspur**”, payable at “Bilaspur” from a Scheduled Commercial Bank based in India, or
- (ii) Fixed Deposit Receipt (FDR) of a Scheduled Commercial Bank based in India duly pledged in favour of of “**FA&CAO, SEC Railway, Bilaspur**”.

In case of joint venture/consortium, the Performance Security is to be submitted in the name of the JV / Consortium. However, splitting of the performance security (while ensuring

the security is in the name of JV / Consortium) and its submission by different members of the JV / Consortium for an amount proportionate to their scope of work is also acceptable.

The Performance Guarantee should be valid for a period of 6 (six) months beyond the completion of contract period.

- F5.2 The Tenderer has to furnish other Guarantees, Undertakings, and Warranties, in accordance with the provisions of the General Conditions of Contract and Special Conditions of Contract.
- F5.3 Failure of the successful Tenderer to comply with the requirements of paragraphs F4 and F5 of ITT shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security.

G CANCELLATION OF LETTER OF ACCEPTANCE (LOA) & FORM OF TENDER

In case successful Tenderer fails to commence the work (for whatsoever reasons) as per terms & conditions of Tender after issuance of LOA then the LOA shall be cancelled and the tender security shall be forfeited.

H Terms & Process of Bill Payment

- a. All the terms & conditions of the bills for payments purpose should be strictly complied with in accordance with the guide lines, issued by the competent authority from time to time.
- b. Certificate as per Appendix –B of Specifications enclosed should strictly be provided with each bill for each Depot/

I 1.0 Termination

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This section describes the obligations of the Contractor to ensure that, following issue by the Railway administration of a Termination of Services Notice on the Contractor, there is an orderly and timely migration of responsibility for providing the Services from the Contractor to any new Contractor or to the Indian Railways with no disruption to the Indian Railways delivery of services.

I 1.1 Consequences of Termination

On termination of this contract by Indian Railways, Indian Railways shall have the right to engage the services of another agency for provision of the services. The Service Provider/ contractor shall indemnify Indian Railways against all losses, damages, costs including management and similar costs, expenses and all other expenditure or loss of opportunity or revenue whatsoever incurred or suffered by Indian Railways as a result of such termination.

Upon termination of this Agreement, the Service Provider and its employees shall be required to remove all their belongings from the premises of Indian Railways within a period of 7 (seven) days. Failure to comply with this requirement shall entitle Indian Railways to seize all the items within the office and store.

I1.1.2 Duty to continue services

The parties shall continue to perform their obligations under this Agreement notwithstanding the giving of any notice of default or notice of termination until the termination of this Agreement becomes final.

I 1.3 Disengagement Period

A Disengagement Period will commence on the earlier of:

- a. three (3) months prior to the expiry of this Contract or
- b. three (3) months prior to the cancellation of Services of the Contractor
- c. the date on which a notice of termination is given by Railway administration in accordance with this Contract.

I 1.4 Disengagement Assistance in disengagement period

The Contractor must:

- a. cooperate with the Incoming Contractor to ensure that the transfer of the services and related information, assets, records, to the Incoming Contractor is carried out in an orderly, coordinated, effective and timely manner; and
- b. provide all reasonable assistance required by Indian Railways and comply with all reasonable directions given by them, to promote the efficient and effective transfer of the Services.

I 1.5 Handover Assistance

The Contractor is obliged to:

- a. Review all procedures, documentation, processes and other aspects with the incoming contractor
- b. Provide the incoming contractor with access to all necessary information relevant to the ongoing provision of similar services
- c. Conduct training/familiarisation of the incoming contractor as directed by Indian Railways
- d. Comply with any other request deemed necessary by Indian Railways to assist in the orderly handover to the incoming contractor.

I 1.6 Processes after Termination of the Contract

In the event of termination by the Railways, all the machinery and equipment covered in this contract shall be taken over by the Railways. It shall be the duty of the contractor to hand over all such assets to the Railway administration in order to avoid disruption of services.

J Information under RTI Act

Railway administration is required to provide to the applicants the information under Right to Information (R.T.I) Act. Certain information may pertain to the contractor/bidder also. Bidder is required to give their unconditional consent to RAILWAY ADMINISTRATION in the format enclosed as Appendix-20 to FOT. Bidder may indicate the matters for which information cannot be provided without a specific consent from the bidder and list such matters in the same format i.e. Appendix-20.

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ANNEXURE -1
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FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK
(Refer Clause F5 of "Instructions to Tenderers")

1. This deed of Guarantee made this.....day of..... (Month& year) between Bank of.....(hereinafter called the "Bank") of the one part, and Delhi Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.
2. Whereas ----- has awarded the contract for(name of work as per clause 1.1.1 of NIT)(hereinafter called "the contract") to M/s.....(Name of the Contractor)....hereinafter called "the Contractor".
3. AND WHEREAS the Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs.....(Amount in figures and words).
4. Now we the Undersigned.....(Name of the Bank)being fully authorized to sign and to incur obligations for and on behalf of and in the name of.....(Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs.....(Amount in figures and Words) as stated above.
5. After the Contractor has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid till (The initial period for which this Guarantee will be valid must be for at least 6-months (six months) longer than the anticipated expiry date of defect liability period as stated in Clause 4.2 of the "General Conditions of Contract".)
7. At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
9. The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.
10. The expressions "the Employer", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

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एवं मुहर

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द.पू.म. रेलवे, बिलासपुर
भारत के राष्ट्रपति की ओर से एवं उनके लिए

ANNEXURE -1
PAGE 2 OF 2

In witness whereof I/We of the bank have signed and sealed this guarantee on the.....day of
.....(Month&Year) being herewith duly authorized.

For and on behalf of the_____Bank.

Signature of authorized Bank official

Name :

Designation :

I.D. No. :

Stamp/Seal of the Bank :

Signed, sealed and delivered for and on behalf of the Bank by the above named_____
In the presence of :

Witness 1.

Witness 2.

Signature Signature

Name Name

Address Address

Notes:

1. The stamp papers of appropriate value shall be purchased in the name of the Bank, who issues the 'Bank Guarantee'.
2. The 'Bank Guarantee' shall be from the Scheduled Commercial Bank based in India, acceptable to Employer.

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ANNEXURE-2

FORM OF BANK GUARANTEE FOR TENDER SECURITY
(Refer Clause C7 of "Instructions to Tenderers")

(To be stamped in accordance with Stamp Act, if any, of the country of issuing bank)

1. KNOW ALL MEN by these presents that we (Name of Bank) having our registered office at (Name of country) (hereinafter called "the Bank") are bound unto Delhi Metro Rail Corporation Limited (hereinafter called "the Employer") in the sum of ₹.for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.
2. WHEREAS.....(Name of Tenderer) (hereinafter called "the Tenderer") has submitted its tender dated_____for (Name of the work as per clause 1.1.1 of NIT) hereinafter called the tender.

AND WHEREAS the Tenderer is required to furnish a Bank Guarantee for the sum of Rs. as Tender Security against the Tenderer's offer as aforesaid.

AND WHEREAS..... (Name of Bank) have, at the request of the Tenderer, agreed to give this guarantee as hereinafter contained.

3. We further agree as follows:
 - a. That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Tenderer.
 - b. That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Tenderer.
 - c. That any account settled between the Employer and the Tenderer shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
 - d. That this Guarantee commences from the date hereof and shall remain in force till (date to be filled up) .
 - f. That the expression 'the Tenderer' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

4. THE CONDITIONS OF THIS OBLIGATION ARE:

- a. if the Tenderer withdraws his Tender during the period of Tender validity specified in the
- b if the Tenderer does not accept the correction of his tender price in terms of Clause C7.5 b of the "Instructions to Tenderers".
- c. if the Tenderer having been notified of the acceptance of his tender by the Employer during the period of tender validity :
 - i. fails or refuses to furnish the Performance Security in accordance with Clause C7.5 c(i) of the "Instructions to Tenderers" and/or
 - ii. fails or refuses to enter into a Contract within the time limit specified in Clause C7.5 c(iii) of the "Instructions to Tenderers".

We undertake to pay to the Employer mere on demand without demur up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

Notwithstanding anything contained herein:

- (a) Our liability under this Bank Guarantee shall not exceed `(Rupees.....)
- (b) This Bank Guarantee shall be valid up to

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भारत के राष्ट्रपति की ओर से एवं उनके लिए

- (c) We are liable to pay the guarantee amount or part thereof under this Bank Guarantee only & only if you serve upon us a written claim or demand on or before.....

In witness whereof I/We of the bank have signed and sealed this guarantee on the day of (Month & year) being herewith duly authorized.

For and on behalf of the..... Bank.

Signature of Authorized Official of the Bank

Name of Official

Designation

Stamp/Seal
of the Bank

Signature of Witness

Name

Address

Notes:

1. The stamp papers of appropriate value shall be purchased in the name of the Bank, who issues the 'Bank Guarantee'.
2. The 'Bank Guarantee' shall be from the Scheduled Commercial Bank based in India, acceptable to Employer.

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ANNEXURE- 3

(PAGE 1 OF 2)

(Agreement on non-judicial stamp paper on Rs.100/-)

FORM OF AGREEMENT

(Refer Clause F4 of "Instructions to Tenderers")

This Agreement is made on the _____ day of _____ (Month & Year) Between -----
 ----- hereinafter called "the Employer" of the one part and
 ----- (Name and Address of Contractor)
 ----- hereinafter called "the Contractor" of the other part.

Whereas the Employer is desirous that (** certain Goods and Services should be provided and) certain Works should be executed, viz **name of work** hereinafter called "the Works" and has accepted a Tender by the Contractor for the execution and completion of such works (** as well as guarantee of such works) and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a. Letter of acceptance
 - b. Notice Inviting Tender
 - c. Instructions to Tenderers (Including Annexures)
 - d. Form of Tender with Appendix
 - e. General Conditions of Contract
 - f. Special Conditions of Contract
 - g. Employer's Requirements
 - h. Specifications with Appendices
 - i. Bill of Quantities
 - j. Conditions of Contract on safety, Health and Environment
 - k. Addendums, if any
 - l. Other conditions agreed to and documented:
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works by **_____ and remedy any defects therein in conformity in all respects with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price of **₹ions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.

4. OBLIGATION OF THE CONTRACTOR

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

The staff/labourer recruited by the Contractor for Cleaning & housekeeping will be the sole responsibility of the Contractor and RAILWAY ADMINISTRATION will not be involved in it in any way. The staff / labour so recruited by the Contractor will not have any right whatsoever at any stage to claim employment in RAILWAY ADMINISTRATION.

5. JURISDICTION OF COURT

The Courts at Bilaspur shall have the exclusive jurisdiction to try all disputes arising out of this agreement between the parties.

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ANNEXURE – 3
(PAGE 2 OF 2)

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the
Contractor

For and on behalf of the Employer

Signature of the authorized
official

Signature of the authorized official

Name of the official

Name of the official

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

SIGNED, SEALED AND DELIVERED

By the said

By the said

_____ Name

_____ Name

on behalf of the Contractor in the
presence of:

on behalf of the Employer in the presence
of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Note :

* To be made out by the Employer at the time of finalization of the Form of Agreement.

**Blanks to be filled by the Employer at the time of finalization of the Form of Agreement.

***to be deleted if not applicable.

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ANNEXURE-4**Schedule for Cleaning of Depot premises at Coaching Depot/Bilaspur**

| Item No | Description of items | Frequency | Percentage weightage |
|---------|--|-----------|----------------------|
| 1 | Cleaning of office premises (Cleaning of lights, fans, telephone sets, computers, furnitures and office equipments provided in all rooms/offices). | Daily | 10% |
| 2 | Sanitation of Bath rooms and Toilets including supply of consumables. | Daily | 10% |
| 3 | Pit line area (including Railway Tracks in Pit/Washing line area and adjoining area within the boundries of Coaching Depot, Bilaspur). | Daily | 20% |
| 4 | Sick line, IOH Shed, Cripple siding areas | Daily | 20% |
| 5 | Roads within Coaching Depot Railway premises | Daily | 10% |
| 6 | Disposal of Scraps & garbage to nominated places | Daily | 15% |
| 7 | Cleaning & Attention of all the Drains available in the depot area. | Daily | 15% |

Note: The percent weightage shall be converted to daily money value (total **annual** value of contract x weightage of item / 365) to calculate the deduction from the bills when an activity is not performed.

ANNEXURE-5**Penalty details for Machinery (Non-Working/Short Deployment)**

| S N | Type of Machinery/ Equipment required for the work | Make/ model | Minimum number of Machinery to be deployed | Rate of Penalty for non-working/ short deployment per machine /per day(In Rs.) |
|-----|---|---|--|--|
| 1 | Cold Water High Pressure Jet Machine | Karcher, Taski-Diversey, Eureka, Forbes, Fasa, RootsComac, Inventa Venta | 10 | Rs. 500/- |
| 2 | Single disc floor scrubbing machine | Karcher, Taski- Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 | Rs. 500/- |
| 3 | Wet & Dry vacuum cleaner | Karcher, Taski-Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 | Rs. 500/- |
| 4 | Hand held scrubbing machine | Karcher, Taski-Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 | Rs. 500/- |
| 5 | Steam Cleaner | Karcher, Eureka Forbes, Inventa Venta | 05 | Rs. 500/- |
| 6 | Battery/Electrically operated walk behind automatic scrubber drier. | Karcher, Eureka Forbes, Taski-Diversey Comac, Inventa Venta | 10 | Rs. 500/- |
| 7 | Bag Pack Vaccum Cleaner | Karcher, Taski- Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 | Rs. 500/- |
| 8 | Buffing Machine | Bosch, Karcher, Taski- Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 | Rs. 500/- |

Note : all the machines should be electrically/battery operated.

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ANNEXURE-6**Penalty details for Chemicals and other consumables****i) For Coach Cleaning**

| Sl. No. | Type of Chemical/ Consumable required for the work | Make/ model | Rate of deduction Per litre/ Per Month (In Rs.) |
|----------------|---|--|--|
| 1 | Bathroom/ Washroom/ Toilet Floor Cleaner | TaskiDiversey/ Atlantic Care and Chemicals/Eureka Forbes/ Atlantic Care and Chemicals | 400 |
| 2 | Glass/Mirror/acrylic Surface | TaskiDiversey/ Atlantic Care and Chemicals /Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 300 |
| 3 | Steel Surfaces | TaskiDiversey/ Atlantic Care and Chemicals /Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 300 |
| 4 | Aluminium Surfaces | TaskiDiversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 300 |
| 5 | Any other type of surfaces except wooden and porous | TaskiDiversey/ Atlantic Care and Chemicals /Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 300 |
| 6 | Urinal & WC Cleaner | TaskiDiversey/ Atlantic Care and Chemicals/Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 600 |
| 7 | Air Freshener | TaskiDiversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 2000 |
| 8 | Refill For Auto Dispenser | TaskiDiversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 500 |
| 9 | Oil and Grease remover | Atlantic Care and Chemicals | 300 |
| 10 | Spot remover from Hard Surface | Atlantic Care and Chemicals | 300 |
| 11 | Glass scale remover (Tough Stains) | Klean Fix Chemicals | 300 |
| 12 | Liquid soap | TaskiDiversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 400 |
| 13 | Toilet Paper Roll | | 200 |

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ii) For Depot premises Cleaning:

| Sl. No. | Type of Chemical/ Consumable required for the work | Make/ model | Rate of deduction Per litre/ Per Month (In Rs.) |
|---------|---|--|---|
| 1 | | | |
| 2 | Bathroom/ Washroom/ Toilet Floor Cleaner | TaskiDiversey/ Atlantic Care and Chemicals/Eureka Forbes/ Atlantic Care and Chemicals | 400 |
| 3 | Any other type of surfaces except wooden and porous | TaskiDiversey/ Atlantic Care and Chemicals/Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 300 |
| 4 | Urinal & WC Cleaner | TaskiDiversey/ Atlantic Care and Chemicals/Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 600 |
| 5 | Oil and Grease remover | Atlantic Care and Chemicals | 300 |
| 6 | Spot remover from Hard Surface | Atlantic Care and Chemicals | 300 |
| 7 | Glass scale remover (Tough Stains) | Klean Fix Chemicals | 300 |
| 8 | Liquid soap | TaskiDiversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals or equivalent | 400 |
| 9 | Toilet Paper Roll | | 200 |

iii) For stocking of chemicals/consumables

| Sl. No. | Type of Chemical/ Consumable required for the work | Make/ model | Rate of Penalty Per litre/ Per Month (in Rs.) |
|---------|--|--|---|
| 6 | Chemicals for mechanized cleaning of primary and secondary coaches and items for providing of toiletries as per Scope of Work. | As per approved brands mentioned against individual item | 500(for each item) |

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Indian Railways

Tender No: 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

3. Form of Tender (FOT)

Bilaspur Division, South East Central Railway

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office complex, South East Central Railway,
Bilaspur – 495004.**

निविदाकार(रो) के हस्ताक्षर
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FORM OF TENDER (FOT)

Note : i. The Appendix forms part of the Tender

- ii. Tenderers are required to fill up all the blank spaces in this Form of Tender and Appendix.
Name of Work: Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

To,

**DIVISIONAL RAILWAY MANAGER (Mechanical)
 DRM office complex, South East Central Railway,
 Bilaspur – 495004.**

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Conditions of contract on Safety, Health and Environment, Employer's Requirements, Specifications, Instructions to Tenderers including Bill of Quantity, for the execution of above named works, and the matters set out in Appendix 1 hereto, and having completed and prepared Appendices 2, 4, 5.5A, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 hereto, we the undersigned, offer to execute and complete such housekeeping works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda (if any) for the amount as quoted in BOQ (Financial Bid) or such other sum as may be ascertained in accordance with the said conditions.
2. We undertake (jointly and severally)*
 - a. to keep this Tender open for acceptance without unilaterally varying or amending its terms for the period stated in Notice of Invitation to Tender hereto (the withdrawal of any member or any other change in the composition of the partnership/joint venture/consortium on whose behalf this Tender is submitted shall constitute a breach of this undertaking)*; and
 - b. If our Tender is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with Clause 4.2 of the General Conditions of the Contract and as indicated in the Appendix-1 hereto; and
 - c. to hold in confidence all documents and information whether technical or commercial supplied to us at any time by or on behalf of the RAILWAY ADMINISTRATION in connection with this Tender or with the above-mentioned Works and, without your written authority or as otherwise required by law, not to publish or otherwise disclose the same.
3. We submit with this Tender EMD in respect of our obligations under this Tender.
4. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We undertake, if our Tender is accepted, to commence the works within 21 days of issue of the Letter of Acceptance to complete the whole of the Works comprised in the Contract upto **04 years contract period.**
6. We understand that you are not bound to accept the lowest or any tender you may receive.
7. We declare that the submission of this Tender confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the tender price does not include any such amount.
8. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
9. This Tender shall be governed by and construed in all respects according to the laws for the time being in force in India. The courts at Bilaspur (Chhatisgarh) will have exclusive jurisdiction in the matter.

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10. We agree to abide by this Tender for a minimum period of 180 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
11. We acknowledge that the Appendix forms an integral part of the Tender.
12. We have independently considered the amount shown Clause 8.5 of the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
13. If our Tender is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

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

Signature

Name..... in the capacity of

duly authorized to sign Tenders for and on behalf of.....

Address

Witness:1 – Signature

Name

Address

Occupation

Witness:2 – Signature

Name

Address

Occupation

*** Note:**

If the Tenderer comprises a partnership, joint venture or consortium:

- a. The provisions marked with an asterisk are to be retained subject to deletion of the brackets and inapplicable descriptions (i.e. partnership, joint venture or consortium).
- b. The liability of each member under the Tender, and under any contract formed upon its acceptance, will be joint and several.
- c. An authorised representative of each member must sign the Tender.
- d. Signature on the Form of Tender shall be witnessed and dated.
- e. Copies of the relevant power of attorney shall be attached.

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APPENDIX -1**APPENDIX TO THE FORM OF TENDER**

| | Condition of Contract Clause No. | | |
|-------|---|--|---|
| i. | Amount of Bank Guarantee as Performance Security | Clause 4.2 of the GCC and Clause 2 of SCC | 10% of the Contract Price. |
| ii. | Latest date for commencement of the works | 1.1.2 (m) of Notice Inviting Tender | Date given in LOA or Employer's Notice to Proceed |
| iii. | Contract Period from the date of commencement of work | 1.1.2 (n) of Notice Inviting Tender | 04 Years |
| iv. | 'Defects Liability Period' for the whole of the Works | | Defect Liability period is not applicable for Housekeeping works |
| v. | Insurance for workers/ employees | | All of the contractor's employees shall have to be covered under ESI and ECA as per clause 18 of Special conditions of contract. |
| vi. | Period in which all insurances have to be effected | | Within 4 weeks from the "date of commencement" |
| vii. | Penalty for poor quality of cleaning & housekeeping work | Sl. No.6.2.1 of Special Conditions of Contract | Spot fine: Minimum - Rs.2000/- Maximum- Rs.5000/- per day. |
| viii. | Penalty for non-completion of work | | Payment to be made only for the activity performed and deductions are to be made on percentage basis as per Annexures-4(--) of ITT. |
| ix. | Penalty for short deployment of manpower | Sl. No.6.2.4 of Special Conditions of Contract | Deduction as per daily wages plus penalty of Rs.1000/- per day per short deployment. |
| x. | Penalty for short deployment of Machinery | Clause 10 of Specifications | Deduction as per Annexure-5 of ITT & Appendix-7 of FOT. |
| xi. | If any theft case occurred by contractors employee | Sl. No.10 of Special Conditions of Contract | Penalty @ Rs.50000/- per case |
| xii. | Penalty for non availability of required quantity of reagents/ detergents/chemicals | As per Employers Requirements clause-2.0 | Deduction as per Annexure-6 |
| | Signature of authorized signatory on behalf of Tenderer | | |

Date _____

Name _____

Place _____

Address _____

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

वरिष्ठ मंडल यांत्रिक इंजीनियर(समन्वय)
द.पू.म. रेलवे, बिलासपुर
भारत के राष्ट्रपति की ओर से एवं उनके लिए

APPENDIX - 2

BILL OF QUANTITIES / PRICING DOCUMENT

(Refer Clause C4 of ITT)

We, (name of tenderer/ joint venture) hereby undertake that, the bill of Quantities & Schedule of Payments (clause C11 of ITT) duly completed in all respect has been uploaded by us in Package 2 – Financial Package.

Signed.....

For and on behalf of

(NAME OF TENDER / JOINT VENTURE)

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

वरिष्ठ मंडल यांत्रिक इंजीनियर(समन्वय)
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APPENDIX- 4
(Page 1 of 2)

GENERAL INFORMATION AND JOINT VENTURE DATA
(Refer Clauses A4.3 of ITT)

| A. TENDERER INFORMATION SHEET | | |
|---|---|-----------------|
| Tenderer's Legal Name | | |
| Legal status of the Tenderer | Sole Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Joint Venture / Consortium (Please tick one) | |
| In case of JV/Consortium, Legal name of each partner with percentage participation (also provide information of each member in separate sheet (page 2 of 2)) | Legal Name of JV/Consortium member | % participation |
| | 1. | |
| | 2. | |
| | 3. | |
| Lead member of JV/Consortium | | |
| Tenderer's legal address in India, telephone numbers, fax numbers, email address for communication | | |
| Tenderer's authorized signatory (name, designation, address, contact no.) | | |
| Tenderer's authorized representative (name, designation, address, contact no.) | | |
| <p>FOLLOWING NEEDS TO BE SUBMITTED BY THE TENDERER: (by each member in case of JV/consortium) :</p> <p>Affidavit in case of Proprietary firm.</p> <p>Partnership Deed in case of partnership firm.</p> <p>Memorandum & Article of Association in case of a Public/Private limited company.</p> <p>In case of JV/Consortium, MoU/Agreement (duly notarized) entered into by the joint venture / consortium members, containing intended percentage participation, nomination of Lead Member and division of responsibility to clearly define the work of each member etc.</p> <p>Authorization/POA in favour of authorized signatory of tenderer to sign the tender, and also in favour of authorized representative of each member in case of JV/Consortium.</p> <p>Note: Tenderer's authorised representative shall be deemed to have authority of the tenderer to receive and deliver any correspondence and attend meetings with RAILWAY ADMINISTRATION related to the tender.</p> | | |

Stamp & Signature of Tenderer

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

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APPENDIX- 4
(Page 2 of 2)

| B. JV/CONSORTIUM MEMBER INFORMATION | |
|--|---|
| MEMBER – 1 | |
| JV/Consortium Member's Legal Name | |
| Legal status of the Member | Sole Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company (Tick any one) |
| Member's country of constitution | |
| Member's legal address, telephone numbers, fax numbers, email address) | |
| Member's authorized representative (name, designation, address) | |
| MEMBER – 2 | |
| JV/Consortium Member's Legal Name | |
| Legal status of the Member | Sole Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company (Tick any one) |
| Member's country of constitution | |
| Member's legal address, telephone numbers, fax numbers, email address) | |
| Member's authorized representative (name, designation, address) | |

**STAMP & SIGNATURE OF AUTHORIZED SIGNATORY
ON BEHALF OF TENDERER**

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

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APPENDIX- 5

(AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-)
(DULY NOTARIZED)

(Ref. Clause C2.2 (f) of ITT)

1. I/We hereby confirm and declare that my/our firm/company M/s.....is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.
2. I/We hereby confirm and declare that my/our firm/company M/s..... has never been terminated/ foreclosed/ reduced/ rescinded with any company i.e. Private/Public Ltd. or Government Company/Govt. deptt./ PSU etc.
3. I/We hereby confirm and declare that my/our firm/company M/s..... has never been put on defaulter list by EPF/ESI/Service Tax/LaborDeptt. etc.
4. I/We hereby confirm and declare that my/our firm/company M/s..... is/are not involved in any illegal activity and/or has not been charge sheeted for any criminal act during last five years.
5. I/We further undertake that in case any of the facts sworn in as mentioned above and any particulars mentioned in our applications are found other-wise or incorrect or false at any stage, my/our firm/ company shall stand debarred from the present and future tenders of the RAILWAY ADMINISTRATION. Besides, RAILWAY ADMINISTRATION shall be entitled to take all such actions as may be deemed fit under the provision of this Agreement as well as under the frame work of law including termination of contract, if awarded, without any claim for any compensation, damages, costs etc. whatsoever on account of such premature closure of the contract.
6. I/We do hereby undertake that none of the Central / State government department / public sector undertaking / other government entity or local body has debarred us for business as on the date of tender submission. Also no work has been rescinded / terminated by RAILWAY ADMINISTRATION after award of contract to us during last 5 years due to our non-performance.
7. I/We do hereby undertake that we have not paid liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years with any Agency/Organisation.

I/We know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of Authorized Signatory)

DEPONENT

Verified at on.....that the contents of paras 1 to 7 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

Signature of Tenderer
(Each member in case of JV)

DEPONENT

(Signature & Seal of Notary)

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एवं मुहर

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APPENDIX- 5-A

(Undertaking as per clause 1.2.1 (v) of NIT)
(to be submitted by each member of the JV/Consortium separately)

We do hereby undertake that following is the list of all the ongoing manpower supply/ housekeeping works (as on the last day of the previous month of tender submission) and works completed within last one year (from the last day of the previous month of tender submission) of value more than 40% of NIT cost of work.

Applicant's legal name **Date.....**

Group Member's legal name..... **Page Of Pages**

| S. No. | Contract No. & Name of Work | Name of Employer / Client | Name of the contractor including constituent members in case of JV/Consortium | Overall Performance w.r.t contract provisions. |
|-----------------------------|-----------------------------|---------------------------|---|--|
| 1 | | | | Satisfactory/ unsatisfactory |
| 2 | | | | Satisfactory/ unsatisfactory |
| 3 | | | | |
| Add required number of rows | | | | |

Note:

- If the tenderer or any of the constituent 'substantial member(s)' of JV/Consortium has reported four or less number of works in the Appendix- 5-A then there should not be any unsatisfactory performance in any of the works of tenderer or any of the constituent 'substantial member(s)' of JV/Consortium. Otherwise, the tenderer including the constituent 'substantial member(s)' of JV/Consortium shall be considered ineligible for participating in tender process.
- In other cases, if the Overall Performance of tenderer or any member of the constituent 'substantial member(s)' in case of JV/Consortium, in more than 20% of the works reported in the Appendix- 5-A (rounding off to the nearest lower whole number) is unsatisfactory, the tenderer including the constituent 'substantial member(s)' of JV/Consortium shall be considered ineligible for participating in tender process and they shall be considered ineligible applicants in terms Clause 1.2.1 of NIT.
- If there are any adverse remarks in the client's completion/performance certificate, the same shall be examined during technical evaluation.
- If there is any misrepresentation of facts with regards to performance in any of the works reported in the Appendix 5-A, the tenderer including the constituent 'substantial member(s)' of JV/Consortium shall be considered ineligible for participating in tender process.
-

Stamp & Signature of Authorised Signatory

Example:

| | | | | | | | | |
|--|-----|---|---|---|---|---|----|----|
| Works reported in the Appendix- 5-A | 1-4 | 5 | 6 | 7 | 8 | 9 | 10 | 14 |
| No. of unsatisfactory works Acceptable | Nil | 1 | 1 | 1 | 2 | 2 | 2 | 3 |

निविदाकार(रो) के हस्ताक्षर
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APPENDIX- 6**Deployment of Min. No. Personnel for the Cleaning & Housekeeping(Refer Clause C2.2 (h) of ITT)**

Deployment of manpower for executing the work shall be as under:

1. One overall Project Incharge.

| Total for BOQ | | |
|----------------------|-----------------------------|--|
| S. N. | Manpower | No. Of Staff required (Approximate) |
| 1 | Team Manager (Highly Grade) | 01 |
| 2 | Supervisor (Skilled) | 12+02=14 |
| 3 | Housekeeper (Unskilled) | 150+35=185 |

The mentioned staff is indicative only and may increase / decrease during currency of contract.

| Sl. No | Category/ Depot | | Min No of Personnel with shift wise break-up per day | | | | |
|---------------|--------------------------------------|---|---|-----------------------------|----------------------|--------------------|--------------|
| | Coaching Depot/Bilaspur | | Gen shift | Morning shift timing | Evening shift | Night shift | Total |
| 1. | For Mechanized Coach Cleaning | | | | | | |
| (a) | Team Manager | | 1 | | | | 1 |
| (b) | Supervisor | | | 04 | 04 | 04 | 12 |
| (c) | House-keeper | For coach cleaning. | | 36 | 36 | 36 | 108 |
| | | For intensive cleaning of primary trains. | | 05 | 05 | 05 | 15 |
| | | For Fan, train light etc | | 05 | 05 | 05 | 15 |
| | Total | | 1 | 50 | 50 | 50 | 151 |
| 2. | For Depot Premises cleaning | | | | | | |
| a. | Supervisor | | | 02 | -- | -- | 02 |
| b. | House-keeper | | | 35 | -- | -- | 35 |
| | Total | | | 37 | -- | -- | 37 |

NOTE:

- Personnel engaged for coach cleaning need to be enhanced @ **0.65 per coach**. A monthly review shall be done for the same by Railway Authority. It is mandatory on the part of the contractor. A monthly review shall be done for the same by Railway Authority. It is mandatory on the part of the contractor.
- No Deviation in the Deployment of minimum number of personnel for Cleaning and Housekeeping works shall be acceptable. If any Tenderer proposes deviation in the Tender, such Tender shall not be considered and shall be rejected.
- The minimum numbers of personnel as mentioned above are required to be deployed on a daily basis in various shifts of the day as per instruction of Railway representative. The manpower deployment may be vary per shift as per availability of coaches.
- Any personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the contractor as per the Statutory norms or rules etc. as applicable.
- The CVs of the Managers & Supervisors are to be submitted at office of the SrCDO/SSE(Coaching) at Coaching Depot, Bilaspur and intimate the office of the Engineer.
- The personnel should be smartly dressed in neat and clean uniforms having the firm's logo. The uniforms and Personal Protective Equipments (eg. Shoes, helmet, gloves etc) should be provided free of cost by the Tenderer/contractors.

Managers and Supervisors should be well experienced in Mechanized cleaning practices /Housekeeping through any reputed organization/institute/body.

Stamp &Signature of Tenderer

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एवं मुहर

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APPENDIX- 7

(Reference to clause No. C2.2 (j) of ITT)

CERTIFICATE**PROPOSAL FOR HOUSEKEEPING MACHINERY/ DETAILS OF MACHINERY AND EQUIPMENTS TO BE DEPLOYED**

We confirm that minimum requirement of Housekeeping/ Cleaning machinery will be mobilized by us for the work in addition to other machineries, tools, plants and testing equipments required. We also confirm that this is minimum project specific mobilization and these will be suitably augmented, as required for achieving the tender requirements.

| SI No. | Type of Machinery/Equipment required for the work | Make/ model | Minimum number of Machinery to be deployed |
|---------------|---|---|---|
| 1 | Cold Water High Pressure Jet Machine | Karcher, Taski-Diversey, Eureka, Forbes, Fasa, Roots, Comac, Inventa Venta | 10 |
| 2 | Single disc floor scrubbing machine | Karcher, Taski- Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 |
| 3 | Wet & Dry vacuum cleaner | Karcher, Taski-Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 |
| 4 | Hand held scrubbing machine | Karcher, Taski-Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 |
| 5 | Steam Cleaner | Karcher, Eureka Forbes, , Inventa Venta | 05 |
| 6 | Battery/Electrically operated walk behind automatic scrubber drier. | Karcher, Eureka Forbes, Taski-Diversey Comac, Inventa Venta | 10 |
| 7 | Bag Pack Vacuum Cleaner | Karcher, Taski- Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 |
| 8 | Buffing Machine | Bosch, Karcher, Taski- Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 |

DATE**STAMP & SIGNATURE OF TENDERER**

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

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APPENDIX- 8

(Reference to clause No. C2.2 (j) of ITT)

CERTIFICATE

PROPOSAL FOR HOUSEKEEPING MACHINERY

We confirm that minimum requirement of Housekeeping/ Cleaning machinery will be mobilized by us for the work in addition to other machineries, tools, plants and testing equipments required. We also confirm that this is minimum project specific mobilization and these will be suitably augmented, as required for achieving the tender requirements.

DATE

STAMP & SIGNATURE OF TENDERER

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

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APPENDIX- 9**LIST OF SPECIFIED CHEMICALS AND OTHER CONSUMBALES**

(Refer clause C2.2(k) of ITT)

| Sl. No. | Type of Chemical/ Consumable required for the work | Make/ model | Minimum stocking per month |
|---|--|--|----------------------------|
| (A) For Cleaning of Depot Premises: | | | |
| 1 | Bleaching Powder | Aditya Birla / Chemtex / Paarichem / Kashyap / Triveni | 30 Kg |
| 2 | Floor Cleaning Concentrate | Taski Diversey/ Atlantic Care and Chemical/ Eureka Forbes | 30 Ltr |
| 3 | Bathroom/ Washroom/ Toilet Floor Cleaner | Taski Diversey/ Atlantic Care and Chemical/ Eureka Forbes | 10 Ltr |
| 4 | Liquid Soap | Lifebuoy/ Dabur / Dettol / Fem or Fresh Hands LQ ELQ, Perl of Haylide | 06 Ltr |
| 5 | Urinal & WC Cleaner | Taski Diversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals | 10 Ltr |
| 6 | Glass Cleaner | Colin, Taski Diversey/ Atlantic Care and Chemical/ Eureka Forbes | 04 Ltr |
| (B) For Mechanised Cleaning of Coaches | | | |
| 1 | PVC Floor Cleaning Agent | Spiral (Johnson Diversey) or Sigla Neutral of Eco Lab/ Chela brand or APC F of Haylide | 280 ltr |
| 2 | Ceramic & stainless steel Toilet fittings Cleaning agent:- | Taski R1/Taski R 6 (Johnson Diversey), Spiral HD or Sigla Neutral of Eco Lab or Sterix A Super of Haylide | 280 ltr |
| 3 | Glass Cleaning agent:- | Taski R3 (Johnson Diversey) or OC Glass cleaner of Eco Lab or Collin or Klean & Shine of Haylide | 110 ltr |
| 4 | Laminated Plastic Sheet & Berth Rexene cleaner:- | Taski R7/Taski R2 (Johnson Diversey) or OC Neutral cleaner of Eco Lab or Solvex for hard stains can be used occasionally or /Chela brand or APC F of Haylide | 280 ltr |
| 5 | Painted Surface cleaner:- | Approved Brands: Spiral (Johnson Diversey) or Absorbit of Eco Lab or Super max / Chela brand or APC F of Haylide | 500 ltr |
| 6 | Stainless Steel Polisher | Suma Inox(Johnson Diversy) or Chromol of Eco Lab | 10 ltr |
| 7 | Disinfectants | TRIAD-III (Johnson Diversey) or Antiback of Eco Lab or Nimyl | 50 ltr |
| 8 | Air Freshener | Preferably water based Taski R5 or equivalent Ecolab or / Air Fresh of Chela or Freshex of Haylide or any water based reputed & approved brand | 50 ltr |
| 9 | Cleaning agent for removing old labels, stickers, glue marks etc.- | Erazel Gel / Plus of Chela or Stainex G / SC of Haylide or other Brand as approved by Railway | 50 ltr |
| (C) For Provision of Toiletries | | | |
| 1 | Liquid soap | Lifebuoy/ Dettol / Fem or Fresh Hands LQ ELQ, Perl of Haylide or other brand as approved by Railway 800 ml per AC coach (@200ml per toilet per journey) to be supplied for both to and fro trips | 680 ltr |
| 2 | Tissue paper for Western style toilet | Spec- two ply of 34 GSM white colour about 25 mtrs each ply of approx 10 cm wide should have about 200 | 1600 Rolls |

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| | | | |
|---|-----------------------------|--|-----------|
| | | pulls. Johnson Diversey or Padumjee Pulp or equivalent as approved by CME | |
| 3 | Deodorant cake coach | Odonil or Air Fresh of Chela or Suitable brand as approved by Railway | 1680 nos. |
| 4 | Room freshener | Preferably water based Taski R5 or equivalent Ecolab or / Air Fresh of Chela or Freshex of Haylide or any water based reputed & approved brand | 84 ltr |
| 5 | Personal Commode Seat Cover | Suitable make and specification as approved by competent railway authority. | 15 nos. |

NOTE: 1) **One month required quantity to be kept as buffer stock.**

2) The list of Chemicals/Reagents is indicative. In the unlikely event of non availability of these chemicals/ reagents Alternative or equivalent chemicals may be used with prior approval of RAILWAY ADMINISTRATION. Tenderers have to submit detailed list of alternative or equivalent chemical/reagents with material safety data sheets for approval by RAILWAY ADMINISTRATION duly indicating the application of such chemical/reagents. No reimbursement of any price implication due to use of any alternative approved chemicals will be made to the contractor. All Chemicals should be procured from authorized dealer/ distributor of the company.

Stamp & Signature of Tenderer

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APPENDIX-10
PAGE 1 OF 2

(On a non-judicial stamp paper of Rs.100/-)

INDEMNITY

(To be filled by Contractor)

(refer Clause C2.2(l) of ITT)

I on behalf of M/shereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/swill abide by all safety rules and procedures. I declare that I M/swill be responsible for any safety violation/accident etc. RAILWAY ADMINISTRATION will not be responsible in case of any accident and will not compensate financially or otherwise. I M/s.....declare that all the claim raised by staff deputed by me, shall be borne by me only.

I hereby declare that I am sole responsible on behalf of M/s..... for giving such declaration.

.....
Name of Indemnifier

.....
Signature of Indemnifier

Stamp/seal of the Indemnifier/Contractor

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APPENDIX- 10

PAGE 2 OF 2

(On a non-judicial stamp paper of Rs.100/-)

INDEMNITY**(To be filled by Contractor staff individually)**

I hereby agree and undertake that I have understood all the safety rules and procedures and I will abide by all safety rules and procedures. I declare that I will be responsible for any safety violations/accident etc. RAILWAY ADMINISTRATION will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I shall not raise any claim against RAILWAY ADMINISTRATION. All the prescribed uniforms and PPE shall be provided free of cost to staff deployed by me. No claim shall be raised with RAILWAY ADMINISTRATION in this regard.

.....

Name of Indemnifier

.....

NAME OF CONTRACTOR

.....

Signature of Indemnifier

.....

SIGNATURE OF CONTRACTOR

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APPENDIX- 11

Obligation/ Statutory Compliance to be ensured by Contractor

(Ref. Clause C8 of ITT)

| Sl. No. | Items | Compliance of Contractor (To be filled by contractor) | |
|---------|--|--|----|
| | | Yes | No |
| 1 | Registration with Department of Labour, Gol / State Govt. | | |
| 2 | Compliance of minimum wages Act by payment of wage on 7 th of every month through Bank or in the presence of nominated representative of employer (RAILWAY ADMINISTRATION Supervisor/manager) | | |
| 3 (a) | Compliance of provision of ESI Act, EPF Act, Bonus Act and Employees Compensation Act, ESI registration | | |
| 3 (b) | Ensure treatment in ESI hospital in case of accident/injuries suffered in performance of work and compensation under ESI Act. | | |
| 4 | Send Accident report to Regional Labour Commissioner (RLC) & ESI authorities. | | |
| 5 | Observance of working hours, weekly rest and overtime payments as per minimum wages Act-1948. | | |
| 6 | PF Registration issued by the Regional Provident Fund Commissioner/ Competent Authority | | |
| 7 | Professional Tax Registration (Certificate issued by Competent Authority) | | |
| 8 | PAN/TAN details of the Agency | | |
| 9 | Bank Account Details | | |
| 10 | GST details of the Agency | | |

Note: - A Non- filling or 'No' by contractor will lead to non eligibility for contractor in further tendering process.

Signature with seal of Tenderer (Each member in case of JV)

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APPENDIX-12

(On Company's Letter Head)
Undertaking for corrupt and fraudulent practice
 (Ref. Clause C2.2 (n) of ITT)

It is confirmed that we or any of our associates have not been engaged in any fraudulent and corrupt practice as defined in clause 4.33 of General Conditions of Contract (GCC) and that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award or any payment which may be construed as an agency commission has been, or will be, paid and that the tender price will not include any such amount. I will also abide by the code of Integrity as given below.

Stamp & Signature of Tenderer
(Each member in case of JV)

Code of Integrity

No official of a procuring entity or a bidder shall act in contravention of the codes which includes:

- (i) Prohibition of;
 - a. Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - b. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - c. Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - d. Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - e. Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - f. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - g. Obstruction of any investigation or auditing of a procurement process.
 - h. Making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ii) Disclosure of conflict of interest.
- (iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last four years or of being debarred by any other procuring entity.

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 एवं मुहर

वरिष्ठ मंडल यांत्रिक इंजीनियर(समन्वय)
 द.पू.म. रेलवे, बिलासपुर
 भारत के राष्ट्रपति की ओर से एवं उनके लिए

APPENDIX- 13**[As per 1.2.2 b(ii) of NIT]****SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY****BANK CERTIFICATE**

This is to certify that M/s is a reputed company with a good financial standing.

If the contract for the work, namely..... is awarded to the above firm, we shall be willing to provide overdraft / credit facilities to the extent of ₹..... to meet their working capital requirements for executing the above contract.

____ Sd.____

Name of Bank:_____

Senior Bank Manager_____

Address of the Bank_____

Change the text as follows for Joint Venture:

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

If the contract for the work, namely..... is awarded to the above joint venture, we shall be able to provide overdraft / credit facilities to the extent of Rs..... 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]

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APPENDIX- 14**(UNDERTAKING FOR FINANCIAL STABILITY)**

(Ref. Clause C2.2 (p) of ITT)

We do hereby undertake that we have not suffered bankruptcy/insolvency during the last 5 years.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY

Note:

1. In case of JV/Consortium, the undertaking shall be submitted by each member of the JV/Consortium.
2. The undertaking shall be signed by authorized signatory of the tenderer. In case of JV/Consortium by the authorized signatory of the constituent members counter signed by the authorized signatory of tenderer.

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APPENDIX- 15**UNDERTAKING FOR DOWNLOADED TENDER DOCUMENT**

(Ref. Clause C2.2 (q) of ITT)

We here by confirm that, we have downloaded / read the complete set of tender documents (as detailed in NIT Clause 1.3)/addendum/clarifications along with the set of enclosures hosted on e-tendering portal www.ireps.gov.in. We confirm that we have gone through the bid documents, addendums and clarifications for this work placed upto the date of opening of bids on the e-tendering portal [<http://eprocure.gov.in/eprocure/app>]. We confirm our unconditional acceptance for the same and have considered for these in the submission of our financial bid.

Stamp &Signature of authorized signatory

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APPENDIX- 16
(Part A)

WORK EXPERIENCE
(TO BE FILLED BY EACH OF THE JV MEMBER)
(Ref. Clause 1.2.2 (a) of NIT)

Applicant's legal name.....

Date..... Group Member's legal

name..... Page ofpages

For works as per clause no. 1.2.2 (a) or more at the price level on last day of month previous to the month the tender submitted (considering escalation as per Clause 1.2.2 (a) of Notes Bullet no.3)

| | | |
|--|---|---|
| <i>Specific Work Experience</i> | | |
| Similar Contract Number _____ of _____ required | Information | |
| Contract Identification | | |
| Award date Completion date | | |
| Employer's Name | | |
| Employer's Address: Telephone / Fax number: E Mail | | |
| Role in Contract (Individual/JV-Consortium member) | Individual | JV Member |
| Completion Cost | Currency (as stated in Clients Certificate) | In equivalent INR as on last day of the previous month of tender submission price level |
| If JV member specify percentage participation in contract & amount (Please refer Note-1) | % participation | In equivalent INR as on last day of the previous month of tender submission price level |

NOTE:

1. Only the value of contract as executed by the applicant/member in his own name should be indicated. Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.
2. Separate sheet for each work along with Clients Certificate to be submitted.

Stamp & Signature of Tenderer

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APPENDIX- 16
(Part B)

Summary of information provided in Appendix-16 (Part-A)

Applicant's legal name

Date.....

Group Member's legal name..... Page of pages

| Name of Applicant (each member in case of group) | Total Number of works As per clause no. 1.2.2 (a) at the price level as on last day of the previous month of tender submission | No. of contracts delayed, i.e., completed beyond the original date of completion |
|--|--|---|
| | | |
| | | |

NOTE:-

1. In case the work was done as JV/Consortium, only the value of work done by the applicant as per his Percentage participation must be given.
2. Reasons of delay whether on contractors account or on account of Employer in each applicable case need to be enclosed separately?

Stamp & Signature of Tenderer

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APPENDIX- 17

Financial DATA

(Ref. Clause 1.2.2 (b) of NIT)

Applicant's legal name

Date

Group Member's legal name..... Page of Pages

Each Applicant or member of a JV must fill in this form

| S.N. | Description | Financial Data for Latest Last 5 Years (Indian Rupees) | | | | |
|------|-----------------------------|--|-----------|-----------|-----------|-----------|
| | | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
| 1. | Total Assets | | | | | |
| 2. | Current Assets | | | | | |
| 3. | Total External Liabilities | | | | | |
| 4. | Current Liabilities | | | | | |
| 5. | Annual Profits Before Taxes | | | | | |
| 6. | Annual Profits After Taxes | | | | | |
| 7. | Net Worth [= 1 - 3] | | | | | |
| 8. | Liquidity [=2 - 4] | | | | | |
| 9. | Return on Equity | | | | | |
| 10. | Gross Annual turnover | | | | | |

Attach copies of the audited balance sheets, including all related notes, income statements for the last four audited financial years, as indicated above, complying with the following conditions.

1. Separate Performa shall be used for each member in case of JV/Consortium.
2. All such documents reflect the financial data of the Applicant or member in case of JV, and not sister or Parent Company.
3. Historic financial statements shall be audited by Statutory Auditor of the Company under their seal & stamp and shall be strictly based on Audited Annual Financial results of the relevant period(s). No statements for partial periods will be accepted.
4. Historic financial statements must be complete, including all notes to the financial statements.
5. Foreign applicants, in whose country calendar year is also the financial year, may submit all relevant data for the last 5 years.
6. Return on Equity = Net Income / Shareholders Equity
Return on Equity = Net Income is for the full fiscal year (before dividends paid to common stock holders but after dividends to preferred stock).
Shareholders equity does not include preferred shares.
7. The above Annexure shall be duly certified by Chartered Accountant / Company Auditor under his signature, stamp and membership number.
8. In case the Liquidity is inadequate, the tenderer may submit Banking Reference to establish that they have access to the required working capital.

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APPENDIX- 18

FINANCIAL DATA**(WORK DONE DURING THE LATEST LAST FIVE FINANCIAL YEARS)****(Ref Clause C2.2 (t) of ITT)****NAME OF THE TENDERER:*****(All amounts in Rupees in Crores)***

| S. N | Description | Financial data for last 5 Audited Financial Years | | | | |
|------|--|---|---------|---------|---------|---------|
| | | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Total value of works etc. done as per audited financial statements | | | | | |

NOTE:

1. Separate Performa shall be used for each member in case of JV/Consortium.
2. Attach attested copies of the Audited Financial Statements of the last five financial years as Annexure.
3. All such documents reflect the financial data of the tenderer or member in case of JV/Consortium, and not that of sister or parent company.
4. The financial data in above prescribed format shall be certified by Chartered Accountant / Company Auditor under his signature & stamp and membership number.
5. The above financial data will be updated to last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission date of tender.

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WORKS IN HAND
(Ref. clause C2.2 (u) of ITT)

Applicant's legal name.....

Date.....

Group Member's legal name.....

Page ofpages

| Name and brief particulars of contract (clearly indicate the part of the work assigned to the applicant (s)) | Name of client with telephone number and fax number | Contract Value In Rupees Equivalent (Give only the value of work assigned to the applicant(s) (Assume inflation as given in Annexure1) | Value of balance work yet to be done in Rupee equivalent as on last day of the previous month of tender submission | Date of Completion as per Contract Agreement | Expected Completion Date | Delay if any, with reason | Value of work to be done on the date of submission during next 48 months |
|--|---|--|--|--|--------------------------|---------------------------|--|
| | | | | | | | |
| TOTAL | | | | | | | |

Note:

1. The financial data in above prescribed format shall be certified by Chartered Accountant / Company Auditor in original under his signature & stamp.

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APPENDIX- 20

(On Company's Letter Head)

Undertaking for disclosure of information under RTI Act
(Ref. clause C2.2 (v))

We are aware that the Ministry of Railways is required to furnish information to applicants under Right to Information (R.T.I) Act which may include information pertaining to us. We do hereby give our unconditional consent to RAILWAY ADMINISTRATION for providing the information/records to the applicants as 'third party' information under R.T.I Act except for the following matters:

- 1.
- 2.
- 3.

Stamp &Signature of Tenderer
(Each member in case of JV)

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APPENDIX- 21

REFUND OF EMD THROUGH NEFT/ RTGS

(Ref. Clause C2.2 (w) of ITT)

1. Name of the firm/ Bidder:
2. Complete Address:
3. Name of the Bank:
4. Branch:
5. Address of the Bank Branch:
6. Account Type:
7. Account Number:
8. IFS Code of the bank Branch:
9. MICR Code of the Bank Branch:
10. Whether a cancelled Cheque of the Bidder/Firm submitted: Yes or No (Please tick)
(A canceled cheque to be enclosed)

Certified that the information furnished above is correct.

Signature of the Authorized person of the
Firm/ bidder with seal & Date

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Appendix-22

| CHECK LIST FOR TECHNICAL AND FINANCIAL SUBMISSION | | | | |
|--|---|-----------|----|---|
| Open E-Tender, in Two Bid System for Contract No. 59-Mech-BSP-2018-MCC work of Mechanized cleaning of coaches & Housekeeping works of trains of Coaching Depot, Bilaspur | | | | |
| Name of the Firm/Tenderer : M/s | | | | |
| Sl. No. | Item | Submitted | | Reference Page No. in the Technical Submittal |
| | | Yes | No | |
| CHECK SHEET FOR TECHNICAL SUBMISSION | | | | |
| 1 | Tender Cost and Tender security (EMD) Details | | | |
| 1.1 | Tender Cost of requisite amount remitted online | | | |
| 1.2 | Tender security of requisite amount remitted online | | | |
| 2 | POWER OF ATTORNEY | | | |
| 2.1 | Copy of POA/authorization in favour of authorized signatory of tender documents. | | | |
| 2.2 | In case of JV/Consortium, POA by each member in their authorized signatory. | | | |
| 2.3 | Does in case of foreign firm the POA/MOU/JV Agreement is notarised in the country of origin and stamped by Indian Embassy/High Commission. | | | |
| 2.4 | Documents of constitution of the legal entity (Undertaking for proprietorship / Partnership deed / Memorandum and Articles of Association), each member in case of JV/consortium. | | | |
| 3 | DOCUMENTS REQUIRED AS PER CONTRACT | | | |
| 3.1 | Form of Tender (FOT) duly signed by Authourised signatory and also signed by witness. | | | |
| 3.2 | Appendix-1 of FOT. | | | |
| 3.3 | Undertaking for submission of duly completed BOQ / Pricing Document - Appendix – 2 | | | |
| 3.4 | General information & Joint Venture Data- Appendix-4 | | | |
| 3.5 | Affidavit (Non blacklisting/ Rescinded Etc.)-Appendix-5 | | | |
| 3.6 | Undertaking for the list of all ongoing works-Appendix-5A | | | |
| 3.7 | Form for deployment of minimum number personnel- Appendix-6 | | | |
| 3.8 | Certificate for Housekeeping Machinery-Appendix-7 | | | |
| 3.9 | Certificate for proposal for Housekeeping Machinerries- Appendix-8 | | | |
| 3.10 | Chemicals and Other Consumables- Appendix-9 | | | |
| 3.11 | Indemnity Bond- Appendix-10 | | | |
| 3.12 | Form for obligation/ statutory compliance to be ensured by contractor- Appendix-11. | | | |
| 3.13 | Undertaking for corrupt & fraudulent practice- Appendix-12 | | | |
| 3.14 | Banking Reference for Liquidity- Appendix-13. | | | |
| 3.15 | Undertaking for Financial stability- Appendix-14 | | | |
| 3.16 | Undertaking for downloaded Tender documents – Appendix 15 | | | |
| 3.17 | Undertaking for disclosure of information under RTI Act- Appendix-20 | | | |
| 3.18 | Details of refund of EMD through NEFT/RTGS- Appendix-21 | | | |

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 एवं मुहर

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| | | | | |
|---|---|--|--|--|
| 3.19 | Check List- Appendix-22 | | | |
| 4 | WORK EXPERIENCE & FINANCIAL DATA | | | |
| 4.1 | Work Experience- Appendix-16 (Part-A). | | | |
| 4.2 | Summary of Appendix-16 (Part-A) in Appendix-16 (Part-B). | | | |
| 4.3 | Financial data- Appendix-17. | | | |
| 4.4 | Financial data for work done during the latest five financial years- Appendix-18. | | | |
| 4.5 | Work in hand- Appendix-19. | | | |
| 4.6 | All the forms, Annexures, Appendix etc. submitted as per tender document. | | | |
| 5 | ADDITIONAL REQUIREMENTS | | | |
| 5.1 | PAN No. submitted by tenderer. | | | |
| 5.2 | Sales Tax Registration Certificate/VATRC and Registration with contract cell of Sales Tax Department as per "Delhi Sales Tax Act 1999". | | | |
| 5.3 | EPF Registration No. | | | |
| 5.4 | ESI Registration No. and Code No. as per ESI Act 1948. | | | |
| 5.5 | GSTIN Registration No. | | | |
| CHECK SHEET FOR FINANCIAL SUBMISSION | | | | |
| 1 | Priced Bill of Quantities. | | | |
| Note: The check list is indicative and not exhaustive. The bidders must go through the complete tender documents and submit the required document accordingly. | | | | |

I have checked the above list with our submittal. I am also aware that if the application is not containing the above documents, our application is likely to be rejected.

Seal:

Date:

(Signature of Tenderer)

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Indian Railways

Tender No: 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

4. SPECIAL CONDITIONS OF CONTRACT (SCC)

**Bilaspur Division,
South East Central Railway**

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office complex, South East Central Railway,
Bilaspur – 495004.**

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SPECIAL CONDITIONS OF CONTRACT
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| 7 | Protection of environment | 72 |
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Special Conditions of Contract (SCC)

1. Contract Agreement

The Form of Contract Agreement shall be in the format given in Annexure-3 of of ITT.

2. PERFORMANCE SECURITY

The amount of Performance Security for Housekeeping contract will be 10% of contract value or as stipulated in the GCC, whichever is higher. If the contract value increases by more than 25% of the original contract value, the Performance Security will be increased accordingly.

The scheduled foreign bank or scheduled commercial bank in India must be on the Structured Financial Messaging System (SFMS) platform. A separate advice of the BG will invariably be sent by the issuing bank to the Employer's Bank through SFMS and only after this, the BG will become operative and acceptable to the employer. It is, therefore, in the own interest of the contractor to obtain Employer's bank IFSC Code, it's branch and address and advise these particulars to the BG issuing bank and request them to send advice of BG through SFMS to the Employer's Bank.

3. COORDINATION WITH OTHER CONTRACTORS

The contractor for this package shall plan and execute work in coordination and in co-operation with other contractors working for adjacent/other packages

4. SUFFICIENCY OF TENDER

The Tenderer shall be entirely responsible for sufficiency of rates quoted by him in his tender.

The Contractor (Successful Tenderer) shall be paid for only at quoted/accepted rates for the activities given in the schedule of work defined in Chapter 8 of this tender document and as per specifications.

5. ACCESS ROUTE AND RIGHT OF WAY

Existing route and other public roads may be used by the Contractor to carry out Cleaning & Housekeeping activities, with prior approval of the competent authority. The Contractor shall pay the statutory vehicle license and permit fees for use of public roads.

Right of way to the work site shall be provided to the contractor and his employees. They shall always carry their photo identity card.

6. PROGRAMME, MONITORING, PENALTY /REWARD

6.1 PROGRAMME:

6.1.1.1 The Contractor shall prepare and submit his detailed working programme as per the frequency shown in Schedule of work defined in Chapter 8 of this tender document of tender document. **It will be displayed at site by the contractor.**

6.1.1.2 The contractor should work as per the programme to meet the housekeeping requirement. Cleaning has to be carried out in such a manner that all premises look always clean.

6.2 PENALTY:

6.2.1 **For poor quality of housekeeping work i.e. improper cleaning/ sanitation, and drain blockage a spot fine for `2,000/- to `5,000/-**, shall be imposed. In addition to this, short deployment of manpower, machinery and cleaning reagents, a spot fine of amounts as mentioned in Appendix-1 to the Form of Tender shall be imposed. The penalty may be reviewed by the authority / official higher than the official who levied penalty on written request by the housekeeping agency. Such request should be made within 15 days of the levy of penalty.

6.2.2 This penalty shall not relieve the contractor from his obligation to execute the works or from any other of his obligations and liabilities under the contract.

6.2.3 The Contractor shall co-ordinate his programs to the extent feasible with the programs of other contractors to be engaged at the site or in the vicinity of the site, as furnished by the Engineer so that the works can be carryout as per the overall programmed.

निविदाकार(रो) के हस्ताक्षर
एवं मुहर

वरिष्ठ मंडल यांत्रिक इंजीनियर(समन्वय)

द.पू.म. रेलवे, बिलासपुर

भारत के राष्ट्रपति की ओर से एवं उनके लिए

- 6.2.4 Contractor shall maintain the attendance Register for morning, evening night and general shift staff. If the short deployment of staff is noticed deduction shall be as per daily wages for short deployment plus penalty of ₹ 1000/- for each short deployment.
- 6.2.5 Suitable penalty for theft, loss, missing of sanitary and water supply installation/ equipment, fittings shall be imposed by Railway administration.

6.3 Monitoring

In order to ensure that the performance of the contractor is as per requirements, Indian Railways will periodically monitor the adherence of the contractor to the stated requirements, the performance of the contractor on the defined scope and capture periodic passenger feedback travelling aboard the trains. Based on these parameters, the contractor's average monthly performance will be determined, which will determine the incentive and penalty to be given to the contractor in the month.

In order to effectively monitor the performance, Railways may appoint an independent third party auditor to carry out the assessment, and/or assign personnel from any Railway division or department to carry out the tasks of the auditor. Both such cases will be referred to as auditor in the remainder of this document. The contractor is expected to fully comply with all the requirements of the auditor and assist the auditor wherever required.

Broadly, monitoring will be carried out on the following areas :

- A. Attendance records of the manpower to be maintained by contractor which will be verified by Railway authorized representative (25%)
- B. Cleanliness record maintained at depot (55%)
- C. Use of type and quantity of consumables, cleaning agents, and specified machinery (10%)
- D. Surprise visits conducted by officials of Indian Railways / nominated persons (10%)

The score from each section will be compiled and weighted based on the weights given above. Using the same, the final score will be computed for the contractor every month. The methodology for calculating the final monthly score for the contractor and the overall scorecard is given in Section 6.3.7.

Based on this score, every month the contractor's penalty and incentive will be defined. Further details on penalty and incentive can be found in Section 6.4.

Attendance records shall be submitted by the contractor on a daily basis to the Railway supervisor. A monthly statement of attendance shall also be submitted by him. This shall be the basis for payments related to attendance. No manual attendance shall be allowed.

6.3.7 Scorecard

The contractor's payment is linked to their performance in the following areas based on the weightage assigned, calculated on a monthly basis.

| S.N. | Key Performance Area | Weightage |
|------|--|-----------|
| 1 | Attendance records of the staff (Staff and Supervisor) | 25% |
| 2 | Cleanliness record | 55% |
| 3 | Use of type and quantity of consumables, cleaning agents and machinery | 10% |
| 4 | Surprise visits conducted by officials of Indian Railways | 10% |
| | Total | 100% |

6.4 Penalty and Reward System

As given in the above section, a consolidated score will be calculated based on the aggregated monthly score of all scores from the key performing areas of the contractor and the contractor will be penalized / rewarded on its basis. The table below sets out the penalties which can be levied on a poorly performing contractor. The contractor will receive a performance bonus for excellent performance in all areas.

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| Performance Score | Performance Benefits/Deductions |
|-------------------|--|
| >95% | Performance Bonus of 5% of monthly due payment will be awarded |
| 85 – 95% | Threshold – Payment as per monthly due payment will be made |
| 75 – 85 % | 5% penalty of monthly due payment will be imposed |
| 65 – 75 % | 10% penalty of monthly due payment will be imposed |
| 50-65% | 15% penalty of monthly due payment will be imposed |
| <50% | 30% penalty of monthly due payment will be imposed |

According to the table provided above, based on the monthly performance score of the contractor, the contractor's payment will be determined. Each month, payment to the contractor will be made by Indian Railways only after she/he furnishes proof of payment of that month's wages via bank transfer to all the staff employed under the contract with Indian Railways.

If the contractor's monthly performance is not satisfactory, score is <50%, the contract review process can be initiated. The Railway authority will determine the appropriate course of action including the following –

- a) A performance notice may be sent to the contractor to improve the delivery of services/correct any default or negligent performance of duty that is highlighted in the notice.
- b) In the notice, the authority may provide a stipulated time for corrective action to be taken by the contractor. If the contractor does not take corrective action or the contractor's service delivery does not improve within the stipulated time as provided, the appropriate authority may choose to initiate the termination proceedings.

7. PROTECTION OF ENVIRONMENT

The Contractor shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The Contractor shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the Contractor shall observe the following instructions.

- a. Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Contractor's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the Engineer.
- b. All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by Contractor's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the Engineer. Trees shall not be used for anchorage. The Contractor shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at Contractor's expenses.
- c. In the conduct of cleaning activities and operation of equipment, the Contractor shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise pollution.

Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

Contractor shall use Environment friendly chemical/ detergents/ reagents for the purpose of Cleaning & housekeeping to the extent possible.

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Contractor shall submit Material safety data sheets & shall follow the instructions written in material safety data sheets. The handling & Storage of materials shall also be done as per materials safety data sheets.

8. Electricity, Water and Gas

The Employer (Railway administration) shall make arrangements for water supply and Electricity necessary for the cleaning and housekeeping.

The contractor shall make his own arrangements to tap the Electricity from the nominated and existing socket/points. The contractor shall tap the Electricity as per IE Rules & IE Act(Latest) duly following all safety precautions. Electricity will be provided to the contractor on chargeable basis depending upon the units consumed. Where it is possible to segregate major water consumed by the contractor, water will also be provided on chargeable basis. Necessary meters will be installed by the Railways at their cost to ensure accuracy and calibration.

The contractor shall submit full scheme for the requirement of Electricity & water. If scheme mentions Electricity requirement which is beyond the capacity of the Employer, in that case contractor shall make his own arrangements/ alternative arrangements.

The contractor should make his own arrangement to draw the water from the available water point to the working place without affecting the premises.

9. SUPPLY OF MATERIALS TOOLS, AND EQUIPMENT BY THE EMPLOYER

No material, tools, and equipment shall be supplied by the Employer. The Contractor has to arrange all tools, equipment as well as cleaning reagents and consumables required for the work. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable materials and get them approved by the engineer before use. The Contractor shall submit the sample to the in charge and shall use only after the sample is approved. Nothing extra shall be payable to the Contractor on this account.

The contractor should have the capacity to keep the equipments in good fettle.

10. SECURITY OF THE SITE

Security arrangements for the work shall be in accordance with general requirements and the Contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees. If any employee of contractor is caught stealing Railway property, a fine of ` 50,000/- shall be imposed on the contractor plus recovery of cost of material in addition to the police action against the housekeeping staff. Decision of Railway administration shall be final.

Contractor's employees and representatives shall wear identification Badges (cards), uniforms, helmets, gum boots & other safety/protection wear as directed by in charge, and to be provided by the Contractor. Badges shall identify the Contractor and show the employee's name and number and shall be worn at all times while at site.

All vehicles used by the Contractor shall be clearly marked with the Contractor's name and identification mark. **Contractor shall submit the police verification of each employee and staff.** In case, the employee is changed, then the contractor shall inform depot incharge and the Engineer and also submit the police verification of the new person. In case of theft of Railway material by contractor's staff, action as per RPUP Act will also be taken.

11. LABOUR LAWS

The Contractor shall, if required by the Employer, deliver to the Engineer or to his office; a return in detail, in such form and at such intervals as the Employer may prescribe, showing the number of labour employed in different categories by the Contractor or his sub-contractors on the Site. Clause 24 of "Employer's Requirements" may also be seen in this regard.

12. HOUSING FACILITIES

The Contractor shall have to make his own arrangements for housing facilities for his staff.

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13. DUTIES, TAXES, ROYALTY ETC AND CHANGE IN TAXES/DUTIES

The rates quoted by the tenderer for all materials, required to be purchased for the satisfactory performance of this contract, shall be deemed to be inclusive of all duties, taxes, octroi, royalties, rentals etc.

The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies of acknowledgements evidencing filing of tax returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc, of the Contractor's in respect thereof, which may arise.

13.2 Any change in tax laws due to the following may be considered and compensated to the contractor if such change in the tax laws occurs after the due date of submission of the tender:

- (i) Any new tax imposed post due date of tender submission.
- (ii) Change in the rate of any existing tax after due date of tender submission.

13.3 The increase/decrease in taxes due to the above conditions will be compensated/ adjusted by the Railway administration, if there is net variation in the amount of such taxes over and above the AMOUNT and RATE of all applicable Taxes viz GST etc which are included in the bid price/ quote for the tender as applicable on the due date of tender submission.

14. PRICE VARIATION CLAUSE (PVC): The amount payable on account of Price variation shall be settle every quarter as per the following method:-

(i) The component for Labour, Material & Fixed component based on their proportions in the estimate shall be as under:

- **Labour - A – 71%.**
- **Material - B – 14%.**
- **Fixed component – C – 15%.**

(ii) No price variation shall be payable on the fixed component of the cost.

(iii) For Price variation on account of Labour portion, the variation in minimum wages and VDA shall be taken into account for assessing the price variation on account of labour cost. Variation shall be paid to the extent minimum wages & VDA have increased. For applicable rates of minimum wages, Gazette notification issued by Ministry of Labour & Employment, Govt. of India shall be referred.

(iv) For material portion, "Chemical & Chemical Products" - Soap and Detergent, Cleaning & Polishing, Perfumes & Toilet preparation of Wholesale Price Index (WPI) of RBI Bulletin shall be used.

Illustration:

Amount due in the first quarter = Rs. 10,00,000/- (Say)

Bifurcation of amount due is under: -

Material B% = Rs. (B/100) X 10,00,000/- (**Here B is 14%**).

Price Index for material as on date of opening (M0) = 160.

Avg. Price Index for material during 1st quarter (M1) = (165 + 164 + 168)/3 = 165.7.

Whereas 165, 164 and 168 are the indices for the three months in the quarter under consideration.

$$\text{For material} = \frac{(M1 - M0) \times M}{M0} = \frac{165.7 - 160}{160} \times (B/100) \times 10,00,000$$

(v) Thus, total PV applicable = Variation due to Material component + Variation on account of increase in minimum wages.

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15. PAYMENT

15.1 For the purpose of On-account payment, the contractor shall submit detailed activities carried out as per BOQ recorded in Measurement sheets, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected based on unit rates as approved in the Bill of Quantities.

15.2 The payment of Bill will be made on monthly basis. Attendance of the staff (through bio-metric machines) and details of deployment of machinery and chemicals is maintained at depot on daily basis. These records shall be submitted by 25th of each month to enable the Engineer to release 75% of due payment for the current month by 5th of the next month so that wages shall be paid by 7th of next month by the agency. Change in employment of contractor's staff shall be only with the information and vetting of Railway administration.

The detailed bill complying all the statutory provisions shall be submitted by 15th of the next month so that balance 25% payment of preceding month shall be released.

OR

Contractor can claim **100% payment** for previous months by duly submitting all relevant records. In this case also contractor has to ensure payment of wages to labours before 7th day of month.

15.3 The contractor shall submit certified copies of vouchers showing quantity of cleaning and consumables brought to site for in-charge's record.

15.4 If any activities not carried out as per the schedule of work as defined in Chapter 8 of this tender document, the proportionate amount will be deducted from the bill. If any work is carried out through other agency under the intimation to the contractor, the cost incurred on it will be deducted from the contractor's bill. In addition the applicable penalty will be levied as per Clause No.6.2 of SCC and Appendix-1 of FOT.

15.5 The payment shall be made on a monthly basis for numbers of days /Shifts worked in a month. **Payment shall be made only as per attendance recorded in bio-metric machines in all circumstances.** At the end of the month, the contractor shall submit necessary documents & Bill in the standard format for payment.

16. Tax Deductions at Source

Tax deduction at source from each on-account progress bill shall be made by the employer as per the provisions of the statutes/acts of statutory bodies/local authorities etc.

17. Contractor's care of the works

17.1 The Contractor shall not demolish, remove or alter structures or other facilities on the site without prior approval of the in-charge.

17.2 All garbage/debris shall be removed from site daily or as they accumulate. All garbage/debris shall be disposed to the approved Municipal/Railway locations in covered position. The necessary materials required i.e. cartons/ dustbins (Transparent) etc to be provided by the contractor at his cost. The transportation for disposing the debris shall also be arranged by the contractor. The Waste disposal shall be done in sealed condition without affecting the Environment. Each dustbin shall have a polythene cover kept inside & will be emptied when it is 75% full in a bigger Dust Bin. Bigger dustbins shall be Sealed & Transported to Municipal/Railway location, where they are emptied. Spare Dustbins shall be kept for rotation.

17.3 All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.

17.4 All Electrical and Electronic equipments shall be cleaned by trained and authorized staff under the supervision of an authorized representative of the Railways.

17.5 The contractor shall clean only those areas of the Electrical/ Electronic & other specified equipments which are either mentioned in the specifications or are permitted by the Employer or mentioned by the authorized representative of the Employer.

17.6 Accidents;- It shall be the entire responsibility of the contractor to adopt all the safety measures & deploy cleaning personnel who are adequately trained in safety. If any accident occurs within the Coaching Depot area due to cleaning & housekeeping operations or due to negligence on the part of the contractor's personnel, it shall be the full responsibility of the contractor.

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18. Insurance

All of the contractor's employees shall have to be covered under ESI as per extant rules. The Contractor shall take insurance policy as specified in the Employee's Compensation Act only for those employees who are not covered by ESI.

19. NOTICES AND INSTRUCTIONS

The Contractor shall furnish to the Employer/Engineer the postal address of his office. Any notice or instructions to be given to the Contractor under the terms of the contract shall be deemed to have been served on him if it has been delivered to his authorized agent or representative at site or if it has been sent by registered post to the office, or to the address of the firm last furnished by the Contractor.

The Contractor shall establish an office in the **divisional headquarter/ approved city** in consultation with the in charge for planning, co-ordination and monitoring the progress of the Work and intimate the same in writing to in charge. In addition, the Contractor may set up field offices at convenient and approved locations for co-ordination and for monitoring the progress of fieldwork at his own cost.

20. Clone contract

If Railway administration needs or in case of urgency, it will be mandatory on the part of contractor to provide similar kind of service i.e. watering of coaches, CTS,OBHS and Mechanized Cleaning of Coaches at other locations over Bilaspur division, for a period of six months or finalization of new contract whichever is earlier against existing awarded rates of respective contracts (if available any).

21. D.G. Set of adequate capacity for emergency back up has be arranged by the contractor only.

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Indian Railways

Tender No: 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

5. Employer's Requirements (ER)

**Bilaspur Division,
South East Central Railway**

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office COMPLEX, South East Central Railway,
Bilaspur – 495004.**

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EMPLOYER'S REQUIREMENT FOR CLEANING AND HOUSE KEEPING

1.0 **Cleaning and Housekeeping Operations Timings:**

- 1.1 All cleaning and housekeeping operations should be carried out as per the Schedule of work defined in Chapter 8 of this tender document, as per special conditions of contracts & as per the specification.
- 1.2 The Cleaning and Housekeeping works in the coaching depots are to be carried out with special care in all three shifts in such a manner that it does not affect the coach maintenance activity, does not cause any accident to the personnel and in a manner that all areas in the coaching depot always gives a perfect clean look.
- 1.3 The tentative shift timings of are as follows:
 08.30 hrs. to 16.30* hrs. – Morning shift
 16.30 hrs. to 00.30* hrs. – Evening shift
 00.30 hrs. to 08.30* hrs. – Night shift

2.0 **Cleaning materials/detergents/ reagents:**

- 2.1 The environmental friendly cleaning reagents/ detergents to the extent possible to be used for cleaning & housekeeping operations. These should be free from chemical reactions, odorless and should not affect to Commuters, Employees, materials & equipment etc. Employers approval should be obtained before using the cleaning detergents/ reagents materials. The contractor shall submit the final list of Eco friendly reagents/detergents/chemicals with all the necessary Technical details & Test reports which are needed for approval within 3 days of awarding of contract. Employer has a right to alter the given approval any time during the period of contract.
- 2.2 The Cleaning & Housekeeping works are to be carried out as per these International norms/standards like **ISO-14001 & OHSAS 18001** for Environment, Health & safety, as applicable, and in such a manner that all premises always look neat & Clean. Eco friendly chemicals /Reagents to the extent possible shall be used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment. For all Chemicals / Reagents which are to be used, Material safety data sheets will be required to be submitted.
- 2.3 If in any case it is found that the monthly consumption of Reagents/detergents/chemicals is less than the prescribed monthly consumption then deduction for lesser consumption shall be made as per tender terms & conditions.
- 3.0 **Cleaning & Housekeeping Machineries/Equipments etc.:**
 The Machine & Equipment provided for Cleaning and Housekeeping should have adequate capacities in such manner that all Cleaning and housekeeping operation are comfortably completed during non operational hours and during shift hours.

The contractor shall also keep adequate nos. of spare machine & equipment so that during any failure, the contractor is able to provide spare machine & equipment without affecting cleaning work. The upkeep and performance of machinery and equipment shall be full responsibility of contractor

Machineries & Equipments used in passenger areas like circulating area, concourse, etc. should be Battery operated & battery should have sufficient capacity to complete the cleaning & housekeeping operations in one go without replacing the battery at least in one shift. The contractor shall use adequate no. of spare batteries which are kept in charged condition. The contractor will have to use his own battery chargers.

The Machineries & Equipments used should be energy efficient & should draw the current in proportion of the machine capacity. The contractor shall use only well maintained Machineries & Equipments.

If in any case it is found that any machine is not working, the necessary compensation shall be deducted.

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Only Adequately trained personnel shall use the Machines & Equipments.

4.0 Toilet cleaning

- 4.1 Housekeeping agency shall be fully responsible for any loss, theft or missing of all the sanitary and water supply fittings installation and equipment in toilets. Any damaged/loss of fittings shall be made good within 24 hrs failing which suitable penalty will be imposed as mentioned under para 6.2 of SCC.
- 4.2 The toilet in housekeeping possession should be kept clean & in hygienic condition and swept every 3 hrs. The drain and sewerage pipe line should be regularly cleaned in a programmed manner. It should be ensured that the choking material such as pocha/polythin/both etc. are **not** dropped in drain pipes line. Effort for speedy cleaning the drainage system must be ensured.

5.0 CLEANING & HOUSE KEEPING RECORDS:

Contractor will have to maintain proper records of Cleaning & Housekeeping for each activity. Similarly, Contractor will have to make a Cleaning & Housekeeping Plan. Some of the records to be maintained are as follows:

1. Deployment of Manpower in morning, evening, night and general shifts.
2. Availability of Machines.
3. Utilization of machines
4. Stock details & utilization of Chemicals / Reagents.
5. Details of Cleaning & housekeeping activities carried in each shift as per Cleaning & housekeeping schedule of work.
6. Monthly summary of work carried out as per schedule of work.
7. Apart from the above, the Manager/Supervisor in each shift will have to sign the cleaning & housekeeping monitoring booklets which will be kept in the Engineer's / it's representative or decided by Engineer. These booklets will be also signed by the representative of the Employer in each shift. Two Bio-metric machines will be kept in the Engineer's / it's representative room or decided by Engineer in the coaching depot. All cleaning & housekeeping personnel including Team leader/Manager/Supervisor will have to go to Engineer's / it's representative room & mark their attendance in these bio-metric machines at the starting and at the end of a shift. Depot in-charge/nominated RAILWAY personnel shall ensure proper working of bio-metric machine.

6.0 RESOURCES REPORT

The Contractor shall submit to the in charge each month a detailed list by trade classification, of manpower employed during the report period as also a list of all serviceable major items of cleaning machineries / equipment on site.

7.0 Cleaning and housekeeping Personnel:

The personnel deployed for the cleaning & housekeeping operations should be qualified and trained in the relevant work and have the knowledge of safety procedures. The minimum qualification and experience of housekeeping personnel should be as mentioned below.

| S.N. | Description | Minimum Qualification required | Minimum Experience required |
|------|----------------------|---|-----------------------------|
| 1. | Team Leader/ Manager | Diploma in Engineering/IIHM/Graduate | 6 Years |
| 2. | Supervisor | Diploma in Engineering/ IIHM/Graduate | 3 years |
| 3. | Housekeeping Staff | Semi skilled/ skilled like ITI/PMKY / Unskilled | -- |

The Personnel deployed should be covered with all statutory requirements at the cost of the contractor. The payment to housekeeping staff be made through bank except in unavoidable circumstances. Details of payments duly certified by the bank to be submitted with next month's bill without which payment will not be released.

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The personnel should be smartly dressed in neat and clean uniforms having firms logo, the uniform and personal protection equipment (Shoes, helmet, gloves etc) should be provided free of cost by the contractor.

8.0 SUBMITTAL BY THE SUCCESSFUL TENDERER AND COMMENCEMENT OF WORK

Successful Tenderer shall submit the following for getting the approval from the Employer within 07 days from the date of issue of LOA.

- 8.1 Deployment of min. man-power as mentioned in Appendix-6 along with CVs of the personnel. Each CV shall have the current photographs of the person and shall be signed by the person. Each CV shall be submitted duly verified by the contractor's authorized representative and shall contains the following information but not limited to :-
- Name in full
 - Father's name
 - Date of Birth
 - Present Address
 - Permanent Address
 - Educational Qualification
 - AADHAR Card Number
 - Cleaning & Housekeeping experience
 - Any other experience

On top of every CV, the proposed category is also to be indicated. In case the individual does not have AADHAR Card, it is the contractor's obligation to provide necessary assistance in obtaining the same within one month of deployment of said staff on duty.

- 8.2 Deployment of min. no. of Machinery & Equipments as mentioned in Chapter-8 along with technical details like make, capacity, present conditions etc are to be submitted for approval.
- 8.3 The list of Chemicals/Detergents/Reagents/Disinfectants & Pesticides which should be environment Friendly to the extent possible along with their applications and Material safety data sheets are required to be submitted for approval.
- 8.4 Detailed Cleaning and Housekeeping procedures for all Cleaning and Housekeeping which shall contain the following but not limited to:
- Step by step procedure.
 - Details of machinery and Equipment, Ladders, Elevated platforms, Mops, special Cleaning equipment etc to be used.
 - Details of Chemicals/Reagents/Detergents/Pesticides/Disinfectants to be used.

However, the successful Tenderer shall commence the work within 21 days from the date of issue of letter of acceptance irrespective of approval of the same by the Employer.

9.0 Communication facility:

- The Managers shall be provided with mobile/WLL telephone
- Supervisor of each work station shall be given a mobile/WLL telephone, which shall be used by all shift-cleaning supervisors round the clock.

10.0 Cleaning procedures:

- 10.1 In few cases it may happen that employer has provided cleaning & housekeeping procedures for particular equipments. The Contractor will have to follow the same. In certain cases, Cleaning & Housekeeping operations may be required to be performed when such equipments are in operational condition or they are in energized condition. If employer does not give cleaning and housekeeping procedures, the contractor shall give the cleaning and housekeeping procedures and the same shall be got approved by the Employer. Contractor shall submit the detailed Cleaning procedures for different type of Cleaning & Housekeeping as mentioned in the Tender at various places.

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- 10.2 All Electrical & electronic equipments shall be cleaned under the supervision of an authorized representative of the RAILWAY.
- 10.3 The contractor shall clean only those areas of the Electrical/ Electronic and other specified equipments, which are either mentioned in the specification or permitted by the Employer or mentioned by the authorized representative of the Employer.
- 10.4 Before starting the cleaning and housekeeping operations, detailed procedures including the deployment of staff, machines equipments etc. and the detergents/reagents to be used shall be submitted within 07 days from the date of issue of LOA.
- 10.5 Eco friendly cleaning detergents /reagents/ chemicals shall be used with the approval of RAILWAY. Contractor shall ensure that availability of the cleaning detergents/reagents chemicals etc. adequately. The proper records shall be maintained indicating the stock level of the cleaning detergents/reagents/chemicals etc on daily basis.

11.0 Accidents:

- 11.1 It shall be the sole responsibility of the contractor to adopt all the safety measures & deploy Cleaning personnel who are adequately trained in safety.
- 11.2 If any accident occurs within the Coaching Depot, Bilaspur area due to cleaning & Housekeeping operations or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.
- 11.3 If any damage occurs to the structures/ material & equipment due to Cleaning and Housekeeping operations, the cost of damage will be recovered from the contractor's bill.
- 11.4 Contractor shall submit the indemnity bond such that the contractor's staff shall not claim of any type, payment, and employment etc with employer. After completion of contract the contractor shall withdraw all of his staff from the site without any claim.

12.0 Safety & Display of Signages:

- 12.1 Contractor shall adopt the necessary safety procedures to avoid any type of accidents to passengers, Employer's personnel, any other personnel & to avoid damages to Railways assets.
- 12.2 The contractor shall display necessary signages with the approval of the Employer or his authorized representative. The type of signages will also be got approved from the Employer or his authorized representative. While carrying out the work, necessary signages shall be deployed.

13.0 Consumables to be supplied by the contractor:

The following consumables shall be supplied during the contract period at the contractor's cost.

- All cleaning chemicals and consumable items as listed in Chapter – 8 and Chapter – 9 of this tender document..
- Wherever soap dispensers are not available, contractor shall provide liquid soap with small soap dispensers as approved by the Engineer. Similarly, dispensers for odor control shall also be provided wherever found unavailable.
- The schedule to be displayed in toilets and inspected by the Railway official.

All items as mentioned above shall be made available by the contractor. Whenever, any item is consumed, the same shall be replaced immediately. And all above mentioned item and other consumable chemical would be kept in custody of Depot Incharge and got issued as per daily requirement. Depot Incharge will maintain ledger on daily basis use of Chemical.

14.0 Uniforms, Name badges & Photo identity cards:

- 14.1 Uniforms are to be provided by the agency to worker/staff free of cost.
All Managers, Supervisors and Cleaning & Housekeeping staff shall wear neat & smart Uniform (Shirt, Pant, shoes etc.) with Firm's logo. All Team Leaders, Managers, Supervisors & housekeeping & cleaning staff shall be provided with Name badges & Photo identity cards. A copy of the photo identity card will be submitted to the Employer having the color photographs of the personnel and not the copy of photographs. Necessary Personnel protective Equipments shall be provided by the contractor as per the requirement for implementation of ISO 14001 & OHSAS 18001.

The contractor will have to get the **Police verification** done for all the Cleaning & Housekeeping personnel deployed in depots. Intimation for deployment of new housekeeping staff after police verification to be submitted every month along with bill raised.

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15.0 ENTRY PERMIT CARD FOR HOUSEKEEPING STAFF:

The contractor should issue Identity Cards with Photographs to all the contractual staffs as per format decided by SrDME/Sr.CDO. The identity card should be available with the staff while executing their duties. Id card shall be signed jointly by Contractor & Railway Engineer.

16.0 Uniform

The contractor must provide uniforms and accessories as specified below to all their staff. However, this list is indicative and the contractor must provide for any other accessory as may be required for maintenance, cleaning etc. prescribed under any law currently in-force in India and as decided by Railway. The frequency of replacement of the below mentioned gear is annual. However, in the course of the year, replacement of any and all of the above must be provided by the contractor as and when it becomes necessary, whatever the reason of such necessity. The workforce must have the appropriate gear in proper and good working condition at all times during the duration of the contract.

Code of Conduct**Dress code**

- Every personnel working for Mechanized Rake Cleaning in Depot should always be available in uniform at all times.
- Dress should be clean and worn properly.

Timings

- All personnel to report to work on the assigned time and be present till the assigned time for leaving or completion of cleaning activity whichever is later.

Behaviors

- All personnel need to be courteous to Railway Staff.
- Operators should follow supervisor's instructions on behavior.
- Arguments with Railway staffs and RO (Railway officials) should be avoided at all costs.
- All work-related issues or objections should be directly handled by the Site Supervisors.

Language

- While communicating with Railway Staff all the Contractor's staff will use language understood by them.
- The language used shall be preferably local language.

18.0 MONTHLY AUDIT OF MACHINERIES/CONSUMABLES:

Audit on working of Tools, Equipment and machinery and utilization of cleaning chemicals shall be conducted every month on a specified date by RAILWAY. In addition to this the surprise inspection shall also be conducted during cleaning operations.

- 19.0** The cleaning of additional surfaces, areas, or additional works or execution of works/items related to cleaning and housekeeping works not provided in the tender shall be undertaken by the contractor as per relevant clause of General Conditions of Contract.

- 20.0** In emergent situations the personnel deployed at one depot may be shifted to another neighbouring depot in the package for performing cleaning works. Contractor shall not prefer any claim on this account.

- 21.0** (a) The contractor shall issue Employment Card to its workmen in Form-XIV within three days of employment. (CL(R&A)C Rules 76 Chapter-VII).
(b) The contractor shall issue Service Certificate to its workmen on termination of employment in Form-XV. (CL(R&A)C Rules 77 Chapter-VII).

- 22.0** The contractor shall display Notices Showing the rates of wages, hours of work, wage period, date of payment, Name and address of the Inspectors having the jurisdiction and the date of

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payment of unpaid wages shall be displayed in English and in Hindi. CL(R&A)C Rules 81(1)(i). A copy of notice shall be sent to the Inspector and whenever any changes occur the same shall be communicated forthwith. [CL(R&A)C Rules 81(2)].

23.0 The contractor shall maintain all the statutory Registers including the following:

- a. Registers of persons employed in Form-XIII. CL(R&A)C Rules 75 Chapter-VII.
- b. Muster Roll Register in Form-XVI. CL(R&A)C Rules 78(a)(i) Chapter-VII.
- c. Wage Register in Form-XVII. CL(R&A)C Rules 78(a)(i) Chapter-VII.
- d. Deduction Register for Damage or Loss in Form-XX. CL(R&A)C Rules 78(a)(ii) Chapter-VII.
- e. Register of Fines in Form-XXI. CL(R&A)C Rules 78(a)(ii).
- f. Register of Advances in Form-XXII. CL(R&A)C Rules 78(a)(ii).
- g. Register of Overtime in Form-XXIII. CL(R&A)C Rules 78(a)(ii).

24.0 The contractor shall strictly follow all the statutory labour laws including but not limited to:

- a. The contractor shall within fifteen days of the commencement or completion of each contract work under each contract submit a return to the Inspector in Form-VIA. CL(R&A)C Rules 25(2)(iii).
- b. The contractor shall send half yearly return in Form-XXIV (in duplicate) to the Dy. CLC office not later than 30 days from close of the half year. CL(R&A)C Rules 82(1).
- c. The contractor shall allow its worker a day of rest every week. (Rule-23 of Minimum Wages (Central) Rules, 1950).
- d. The contractor shall pay wages to his workmen not below the rate of Minimum Wages as notified by the State Government or Central Government, whichever is higher, through Bank transfer. The contractor shall submit every month, a documentary evidence of having transferred the gross minimum wages to each of the workman failing which his bills shall not be passed.
- e. The contractor shall deposit PF contribution in respect to all its employees up to the wage ceiling limit of ` 15,000/- or as applicable. The PF shall be computed on Minimum Wages. Splitting of wages will not be allowed.
- f. The contractor shall be covered under ESI act 1948, comply its provisions and facilitate benefits under this act to its workmen.
- g. The contractors shall pay overtime at the rate of double the ordinary rate of wages, when a worker works for more than nine hours on any day or for more than forty-eight hours in any week. (Rule-25 of the Minimum Wages (Central) Rules, 1950).
- h. The contractor shall disburse wages at the presence of Authorized Representative of the Principal Employer (sec-72, CL(R&A)C Rules), where ever applicable.
- i. The contractor shall issue wage slips to its workmen at least one day prior to the disbursement of wages. (CL(R&A)C Rules 78(b) Chapter VII) – as per Annexure-11 (standardized performa).
- j. All payments of wages shall be made through bank transfer in advance and in case the work is completed before the expiry of the wage period, final payment shall be made within 48 hours of the last working day. CL(R&A)C Rules-67 Chapter-VI.

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Contract Labour (Regulation & Abolition) Central Rules

FORM XIX

See Rule 78(1)(b)

Wage Slip

Name and Address of Contractor

Name and Address of Workman

Nature and location of work _____

Name and Father's/Husband's name of the workman _____

For the Week/Fortnight/Month ending _____

No. of days worked _____

No. of units worked in case of piece-rate workers _____

Rate of daily wages/piece-rate _____

Amount of overtime wages _____

Gross wages payable _____

Deductions a) Contribution for PF _____

Contribution for ESI _____

Others, if any (head wise, with amount) _____

Net amount of wages paid _____

Initials of *the Contractor*

Representative

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Form D**(See rule 5)****ANNUAL RETURN- BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ENDING ON
THE**

Name of the Establishment and its complete postal address:

Name of Industry:

Name of the Employee:

Total number of employees:

Numbers of Employees benefited by bonus payments:

| Total amount payable as bonus under section 10 or 11 of the payment bonus Act,1965 as the case may be | Settlement, if any, reached under section 18(1) of 12(3) of the industrial disputes Act 1947 with date | Percentage bonus declared to be paid |
|---|--|--------------------------------------|
| (1) | (2) | (3) |
| | | |

| Total amount of bonus actually paid | Date on which payment made | Weather bonus has been paid to all the employees, if not, reasons for non payment | Remark |
|-------------------------------------|----------------------------|---|--------|
| (4) | (5) | (6) | (7) |
| | | | |

Signature of the Employer or his Agent

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Indian Railways

Tender No: 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

6. Specifications

**Bilaspur Division,
South East Central Railway**

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office complex, South East Central Railway,
Bilaspur – 495004.**

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SPECIFICATIONS FOR MECHANIZED CLEANING & HOUSE-KEEPING WORKS

The Cleaning & Housekeeping work should be carried out as per frequency given in (as per Chapter 8) by using adequate no. of specified machineries & equipments. The contractor may have to use the suitable cleaning & washing Detergents/ Reagents etc. or as specified by RAILWAY ADMINISTRATION.

- 1.0 Coaching Depot Bilaspur has 03 nos. pit lines apart from IOH Shed, depot building and associated yard. The approximate total area of coaching depot is 45,000 sq.m. out of which certain area is concrete area requiring mechanized cleaning. Balance area requires manual sweeping & garbage pick up.

Another pit line of length of 580 Meters, IOH Shed of 17.4 M X 80 M area and extension of depot premises by 700 M X 20 M (Approx.) area are under construction and shall be commissioned in 08 to 12 months time period.

For mechanized and manual cleaning of depot premises the Contractor shall deploy adequate labourers and supervisors per day. These staff can be distributed over the various shifts in consultation with CDO/SSE(C&W) in-charge.

- 2.0 The schedule of work for depot premises cleaning under mechanized cleaning is as under:-
- Daily collections of railway scrap material in the depot and disposal at nominated space inside depot.
 - Daily collection of garbage other unwanted/ rejected materials from all the locations and disposal of the same at nominated location in consultation with and permission of Municipal authorities.
 - The dust bins should be as per requirement basis and the garbage should be disposed at the suitable locations. The contractor should take adequate care to prevent littering of garbage in the yard.
 - Sweeping of the area.
 - Mechanized cleaning and disinfection of office building and sick line everyday. Toilets should be cleaned and disinfected twice a day.
 - Degreasing and disinfection of pit and apron as per requirement.
 - De-silting of drains and sewerage lines in the coaching complex as and when required.
 - Removal of vegetation growth from time to time as and when required. However, if it is not done satisfactorily a penalty worth Rs.500/- per incidence will be imposed.

3.0 DO'S AND DON'TS FOR HOUSEKEEPING STAFF

DO'S

1. In case of fire/anything unusual on electric traction equipment or wires, inform the SSE in-charge/CDO.
2. Extinguish fire by special extinguishers (carbon tetrachloride or carbon dioxide type, if available).
3. Ensure no water jet to be directed at the fire under any circumstances.
4. Before taking up the work on a line running parallel to 25 KV AC lines, the line shall be earthed on both sides. Ensure that the distance between the two earths used for protection does not exceed 1km.
5. Keep clear of the track and avoid contact with the rails when electric train within 250m.
6. Special care should be taken to carry long pipes, poles or ladders so that it should not come in contact with or within 2 meters of live OHE.
7. Cleaning work other than that of surface (i.e. of beam, pillars etc.) should be done during block period only.
8. Whenever washing or cleaning using water jets is done, take appropriate power block.
9. Cases of electric shock arising out of contact with 25 KV A.C traction equipment shall be reported

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immediately to TPC.

DON'Ts

1. Do not approach within 2 meters of any traction wires or live equipment.
2. Do not work on or near traction wires or any live equipment unless they are made dead, earthed and shut down notices/ permit to work obtained.
3. Do not enter any switching station or remote control centre unless specially permitted.
4. Do not touch a person in contact with live traction wires. Remove body only after power supply is switched off & earthed.
5. Do not touch any traction wire hanging from the mast or fallen on the ground and do not allow any one else to touch it.
6. Cleaning work with conducting materials like Aluminium/ Steel rods should be avoided at all times when power block is not availed.
7. Do not lift or raise your tools towards traction wires.
8. Do not damage the plinth continuity, connection to BEC, OPC and handrail continuity.
9. Do not use steel tape or metallic tape or tape with woven metal reinforcement in electrified area.
10. Do not forget to give artificial respiration to the victim as per the prescribed procedure laid down at shock treatment charts.
11. Metallic telescopic rods are prohibited for use in the RAILWAY ADMINISTRATION station.
12. Do not throw garbage in haste. Dispose it properly at designated place.
13. Do not dispose dirty water into working area.

Contractor has to submit undertaking in specified Performa w.r.t. Does & Don'ts related to danger of work in the vicinity of 25KV traction.

4.0 Cleaning of furniture provided in all rooms/offices:

The different type of furniture provided in all rooms /offices of Coaching Depot building /infrastructure are to be cleaned as per frequency by suitable methods.

5.0 Cleaning of Office equipments

Different types of office equipments like Almirahs, Bookshelves, Rakes etc. are to be cleaned as per frequency given in the Schedule of work (as per Annexure-4 of ITT))

6.0 Cleaning of Dust bins:

Cleaning of dust bins and Bio-degradable garbage disposal bags

- 6.1 Dustbins should be cleaned as per the requirement on daily basis.
- 6.2 Dust bins shall be covered with bio-degradable garbage disposal bags/cover inside. Such dustbins should be sealed and be emptied in the approved RAILWAY/ MUNICIPAL locations. The dustbins should be transported in a sealed condition only. Spare dustbins should be kept for waste collection when dustbins are sent / removed for waste disposal.
- 6.3 The dustbins are to be kept in neat and clean manner and should be cleaned and washed on daily basis.

7.0 Cleaning & sanitation of Bathrooms & Toilets:

The Bathrooms & Toilets provided in the depot premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, odourizers etc to be provided on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc.

8.0 Removal /disposal of garbage/debris/waste:

The collected garbage/debris/waste shall be disposed off to the RAILWAY/ MUNICIPAL approved locations in closed condition by arranging vehicle at his end daily/as and when required by railway without causing inconvenience to anybody. The contractor shall submit necessary procedure for removal / disposal of garbage/debris/waste for approval. The garbage /debris/waste may be

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required to be disposed several times in a day if required.

9.0 Cleaning of Drainage System of entire depot premises

The drains provided at different locations along the service roads, parking areas etc. to be cleaned regularly and ensure that no blockage of water should occurs. If any blockage occurs, it should be removed immediately & disposed off to the approved RAILWAY/ MUNICIPAL locations. While cleaning, proper care should be taken to avoid any accidents. If removing the cover slabs is required, proper care should be taken so that no cover slabs should be broken and the cover slab should be put back after the completion of cleaning work.

10.0 Type of Machines and their Specifications

1. Cleaning machine must be of same make/model and brand as specified below **(or superior)** and compatible to detail technical specifications as mentioned below.
2. The specifications of machines as mentioned below are for guidance only and not exhaustive. There may be minor variation in machines of different make. Specifications, of similar machines of specified brand shall be strictly adhered. No reduction in the minimum number & specification of machines & equipment required to be deployed shall be accepted.
 - (a) No alternate machines shall be permitted. All the machines must have authentic branding clearly displayed on it and shall be of latest version and make. New machines must be deployed initially.
 - (b) No under capacity machines would be acceptable.
 - (c) Laminated sheets of "DOS" & "DONTs" must be supplied by the equipment Supplier in at least two regional languages, with each machine deployed. Certification of origin shall be produced by the equipment manufacturing company stating that the machine or equipment are genuine and procured from the said manufacturer.
 - (d) The above list is indicative only and if the bidder feels that to serve the intended purpose some additional machines will be required he may depute the same.**
 - (e) All the machines deployed in cleaning operations should be kept upto-date in proper working condition by replacing worn out parts as per the frequency/renewal period of parts.
 - (f) For high rise cleaning or cleaning at height and where ever required, the contractor shall provide safety belt and other personal protective equipments to the cleaning and housekeeping personnel.
 - (g) Penalty shall be levied at the prescribed rate in each case of short deployment of machinery. In case of breakdown, the machine should be repaired within 48 hours of reported time. Deployment of non specified/under capacity/old machines shall be treated as short deployment.

Cold Water High Pressure Jet:

This machine is required to pressure wash platform area, tracks, drains etc. The machine should be equipped for cleaning hard floor areas, stair cases & walls with pressurized water. The machine should be rugged, ergonomically designed and should be of a make of worldwide repute and proven utility. Rotatory nozzle should be provided with the machine.

Technical Specifications:

- Should have a Total Stop System, i.e., On the release of the gun trigger, the motor should stop immediately to avoid damage during the bypass phase.
- On pulling trigger the jet should start automatically immediately to provide maximum pump protection.
- Should have a wobble plate system to minimize moving elements and prevent wear & tear

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- Should have a separate detergent tank with low pressure detergent suction through VENTURI effect, to lower the operating pressure of the machine.
- The motor pump should have Three ceramic pistons brass pump
- Should have Glycerin pressure gauge
- Should have Hi-Pressure Hose Reel.
- The machine should have an option of sand blasting.
- Operating pressure should be between 725 to 1740 psi
- Delivery rate should be between 650 to 700 l/h
- Power consumption should be upto 3.2 KW
- Machine RPM should be between 2500 to 3000 (Min and Max respectively)
- Machine weight should be between 28 KG to 32 KG
- Operating voltage should be 240 V ~ 50 Hz
- Power cable length minimum 5 Meter
- Should be a pressure regulator installed to increase or decrease pressure based on surface type to prevent damage to the surface
- Detergent tank should be inbuilt
- Motor should be of 4 HP
- Machine dimension should be of 59 x 37 x 87 cm

Single Disc Floor Scrubbing Machine:

The machine is required for regular cleaning, maintaining & buffing/crystallization of Coaching Depot & concourse areas, which have a smooth surface. The machine will perform wet scrubbing of floors and small areas of the Coaching Depot.

Technical Specifications:

- Should have closed handle, with ergonomic design which Gives protection to hands. Also, gives high electrical safety due to double insulation.
- Double safety lock to ensure safety, and wire loop to prevent damage to the wire/machine
- Adjustable and foldable handle for easy mobility and ease of use
- Should have a Floating pad drive to ensure a constant working pressure and enables the machine to be used on uneven floors
- Cleaning solution distribution shall be from the centre of the pad. This ensures that the whole surface of the pad is utilized.
- Machine should be capable of multiple applications, so that wet scrubbing, Stripping, Buffing, spray cleaning and crystallization can be done.
- Vacuum Unit and Suction Skirt facility should be available. This ensures, that the dust emission in to the air is prevented and can operate without vacuum cleaner also.
- Working width should be of 43 cm
- 165 RPM speed with 42 Kg of weight
- Vertical clearance should be 31.5 cm
- Nominal consumption to be 1100 watts
- Cable length should be at least 15 meter
- Must be free from HAVS (WEF), with certification ENV 25349
- Noise level should not be more than 57db

WET & DRY VACUUM CLEANER

This machine is required for all purpose picking up of coarse, fine, dry and damp dirt as well as water and other liquids from surface. To be used jointly with Single disc floor scrubbing machine.

Technical Specification:

- Container capacity should be 22Liter in wet operation

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- Container capacity in dry operation should be 28 Liter
- Machine Container volume should be 45 Liter
- Machine Weight with cable should be 10.5 Kg
- Sound level should be maximum 64 db
- Nominal consumption of power should be 1000Watts
- Vacuum created should be 22KPa
- Max air flow should be 60 L/S
- Dimensions should be 390x630x440
- Cable length minimum 10m
- Suction hose length should be 2.2m
- Must have Castors, 5 in number for easy and smooth portability
- Castor diameter should be 50mm
- Protection class must be Class II
- SEV, OVE certifications are must

Hand held electrically operated mini scrubber

This machine is required to perform cleaning of awkward places, hard to reach areas, stairs, vertical surfaces, corners etc with scrubbing function in a mechanized cleaning environment. The machine should be battery operated and should have provision of an extension so that operator can reach areas where physically its difficult to reach or working area is not adequate, like under seats etc.

- **Technical Specifications:**
- Cleaning brush RPM should be 350
- The battery should be charged in 45 minutes
- After full charge, machine should be capable of operating for 30 minutes
- Should have extendable handle, with handle minimum length should be 110 cm and maximum length should be 137 cm. the handle should have control to operate the machine when used with handle.
- Machine must be operatable by single hand when not attached to handle, hence weight including battery is maximum 5 kg
- Should be accompanied with a quick charger of 9.6 Volts
- Scrubbing brush dia should be 18 cm and pad holder fix dia 14.5 cm
- Manufacturer should provide complete machine with all accessories, no external fabrication/modification is permitted on the machine.

Steam Cleaner:

- Maximum power 2650 watts
- Boiler capacity 0.7 liter
- Boiler pressure 6 bar
- Steam temperature 158°C
- Water tank capacity 02 liters
- Voltage 230 volt
- Cable length 4.5 meter
- Turn before start 4.5 min.

Battery Operated Walk behind automatic Scrubber Dryer

The machine is required for scrubbing and buffing of Coaches. The machine shall perform wet scrubbing and drying simultaneously on the floor surface, and should also be capable of buffing.

Technical Specifications:

- The Auto Scrubber Drier should have brush system with flexible brush coupling. The flexible brush coupling helps in delivering even allocation of brush pressure on the floor. Also, the brush

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follows the floor profile on the full working width. This helps in removing complete soil from all types of floors.

- Should have a V shaped squeegee. V shaped squeegee allows excellent water pick up on the full working width. Innovative shape helps in pickup of bigger pieces of dirt.
- The squeegee should have a flexible suspension. The flexible suspension follows track of brushes exactly and retracts when in contact with an obstacle. This helps in 100% edge to edge water pickup. Also, protects furniture and other equipment if hit by squeegee
- The Squeegee should have a click mechanism for squeegee fixation. Squeegee can be easily removed / fixed with the click mechanism.
- Should have a direct suction i.e. no bends in the suction hose. Removes larger pieces of dirt without clogging. This results in better performance and reduced downtime
- Should have a Dual Axle System. Dual axle gives a excellent maneuverability and a very small turning radius. Thus give efficient cleaning in congested smaller areas
- Should have an ergonomically designed handle. Ergonomically designed handle helps in easy use of the operator regardless of his/ her height. Gives safety and allows long working periods without tiredness.
- All regularly used functions should be in full sight. Viz. Water, Brush and Vacuum On/Off, squeegee lifting and brush lifting. All working functions are in full sight of the operator and can be operated without leaving the working position
- Should have internationally coded maintenance points (Yellow colour). Points to be maintained are yellow in colour. Viz. Floater, Recovery tank - including sieve, Fresh water filter, Brush and Squeegee. This helps in fast and efficient maintenance and reduced service needs
- Recovery tank should have an wide opening. Wide opening is easy to remove and clean.
- Squeegee body made of one single aluminum piece. Squeegee blades can be used from all the four sides. Blades can be changed by opening one single screw. Thus is easy to clean and change blades. The mounting of blades is easy
- The chasis of machine should be of Polypropylene reinforced with glass fibre. Innovative material that is light weight and highly robustness (used in automotive industry -cross country). Extremely durable construction of the chasis of machine
- Brush Hood should be flexible and allow deflection. No cracks in case of mechanical impact
- Ideal performance should be 1290 square meter per hour, so that entire area can be covered under the specified schedule.
- Working width should be 430 mm
- Scrubbing/buffing tool should be Disc Brush only.
- Capacity of solution tank should be 40 Liters and same should be of the recovery tank also
- Noise level permitted maximum 58 db
- Nominal consumption should be 900 Watts
- Rated voltage must be 24 Volts
- Class 3 protection must with CE, CB, S+ (Safety Mark) certificates and IPX4 water splash protection grade
- Vibration should not be more than 0.13 M/sec/sec
- Machine dimension should be 1160x475x1195 mm
- Squeegee width should be 690 mm
- Wheel diameter 200mm and castor wheel diameter 100 mm
- Should have at least 3 meter cable length for charging
- Brush diameter 430 mm with 165 rpm
- Brush pressure required 43 kg
- Suction power in terms of air flow should be 34 l/s
- Battery capacity should be 50 to 70 Ah/C5

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Electrically Operated Walk behind automatic Scrubber Dryer

The machine is required for scrubbing and buffing of Coaches. The machine shall perform wet scrubbing and drying simultaneously on the floor surface, and should also be capable of buffing.

Technical Specifications:

- The Auto Scrubber Drier should have brush system with flexible brush coupling. The flexible brush coupling helps in delivering even allocation of brush pressure on the floor. Also, the brush follows the floor profile on the full working width. This helps in removing complete soil from all types of floors.
- Should have a V shaped squeegee. V shaped squeegee allows excellent water pick up on the full working width. Innovative shape helps in pick-up of bigger pieces of dirt.
- The squeegee should have a flexible suspension. The flexible suspension follows track of brushes exactly and retracts when in contact with an obstacle. This helps in 100% edge to edge water pickup. Also, protects furniture and other equipments if hit by squeegee
- The Squeegee should have a click mechanism for squeegee fixation. Squeegee can be easily removed / fixed with the click mechanism.
- Should have a direct suction i.e. no bends in the suction hose. Removes larger pieces of dirt without clogging. This results in better performance and reduced downtime
- Should have a Dual Axle System. Dual axle gives a excellent maneuverability and a very small turning radius. Thus give efficient cleaning in congested smaller areas
- Should have an ergonomically designed handle. Ergonomically designed handle helps in easy use of the operator regardless of his/ her height. Gives safety and allows long working periods without tiredness.
- All regularly used functions should be in full sight. Viz. Water, Brush and Vacuum On/Off, squeegee lifting and brush lifting. All working functions are in full sight of the operator and can be operated without leaving the working position
- Should have internationally coded maintenance points (Yellow colour). Points to be maintained are yellow in colour. Viz. Floater, Recovery tank - including sieve, Fresh water filter, Brush and Squeegee. This helps in fast and efficient maintenance and reduced service needs
- Recovery tank should have an wide opening. Wide opening is easy to remove and clean.
- Squeegee body made of one single aluminium piece. Squeegee blades can be used from all the four sides. Blades can be changed by opening one single screw. Thus is easy to clean and change blades. The mounting of blades is easy
- The chasis of machine should be of Polypropylene reinforced with glass fibre. Innovative material that is light weight and highly robustness (used in automotive industry -cross country). Extremely durable construction of the chasis of machine
- Brush Hood should be flexible and allow deflection. No cracks in case of mechanical impact
- Ideal performance should be 1290 square meter per hour, so that entire area can be covered under the specified schedule.
- Working width should be 430 mm
- Scrubbing/buffing tool should be Disc Brush only.
- Capacity of solution tank should be 50 Liters and same should be of the recovery tank also
- Noise level permitted maximum 69 db
- Nominal consumption should be 1500 Watts
- Rated voltage must be 240 V ~ 50 Hz Volts
- Class 1 protection must with CE, CB, S+ (Safety Mark) certificates and IPX4 water splash protection grade
- Vibration should not be more than 0.13 M/sec/sec
- Machine dimension should be 1160x475x1195 mm
- Squeegee width should be 690 mm

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- Wheel diameter 200mm and castor wheel diameter 100 mm
- Should have at least 25 meter cable length for working
- Brush diameter 430 mm with 165 rpm
- Brush pressure required 30 kg
- Suction power in terms of air flow should be 34 l/s

Battery/Electrically Operated Buffing Machine

The machine is required for scrubbing and buffing of Coaches wash basin, lavatory pan, outlet chute, corners and other S.S. items.

Technical Specifications:

- The Buffing Machine should be portable. The Machine should be competent enough to buff the corner and narrow area. This helps in complete buffing.
- Oscillating circuit diameter: 2.5mm.
- Orbital stroke rate: 15000-24000 OPM
- Disc Diameter: 125mm
- Weight 1-2.5 kg.
- Voltage: 240V

NOTE: Machine Make are Eureka Forbes, Roots, Lavor Wash-Fasa, Karcher, Taski-Diversey & Bosch.

3.0 Scope of Work for Mechanised Coach Cleaning and allied services

The contractor has to undertake the following activities along with their workforce, material, cleaning agents, tools, implements, machinery duly setting up of power supply arrangement as specified in the scope of work at the requisite coaching depot. The scope of work for the composite contract of mechanized coach cleaning and allied services is provided as follows:

1. Mechanised Cleaning of all primary / secondary maintained coached and watering of coaches at washing lines
2. Intensive cleaning of coaches
3. Cleaning of depot premises
4. Supply of toiletries as mentioned

Brief scope / outline is given below. The detailed scope of work, list of consumables, tools and machinery is provided in Chapter titled “**Scope of work for MCC & allied services**”.

A. Cleaning and Watering of Coaches at Washing Lines

The areas to be covered by the contractor for train cleaning at the Depot must cover the entire train (including interior and exterior), including

Coaches of different types viz. Pantry Cars, AC and non-AC coaches of different description, inspection carriages etc. shall be cleaned in mechanized manner during the primary and secondary maintenance/ other end maintenance/ by pass trains in the coaching depot during the contract period using trained workforce, machines, consumables, tools and accessories as per the resource specifications.

Intensive Cleaning of primary coaches

Padlocking of Coaches

After arrival of train on PF and after alighting of passengers the shutters of the coaches to be dropped. All doors of vestibuled coaches are to be locked from inside, light & fan switches to be

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switched off. Only one door to be locked from outside. All non vestibuled coaches to be locked from inside except one door which should be locked from outside.

After placement of coaches in pitline/washing lines the doors will be opened by opening the padlocks and latches from inside. Once cleaning and watering attention at Pit line is over, Coaches should be pad locked. After placement of the rake at Platform the lock should be opened.

4. Other Conditions

- 4.1.1 The Work has to be carried out as per the train maintenance schedule as per the programme given by depot in charge. The work should be completed within the stipulated time of train maintenance. The contractor should invariably attend buffing work as programmed otherwise the coach will be skipped off from buffing and contractor will be liable for penal action.
- 4.1.2 The contractors staff should report early in advance to the concerned Supervisor.
- 4.1.3 Machinery and tools required to be transported to the spot early in advance
- 4.1.4 The no. of coaches furnished is approximate and may change according to operational convenience.
- 4.1.5 All required material will be provided by the contractor. The Railway will not provide any staff or material. Electricity, water, compressed air, welding plants, material handling equipment and suitable storage place for keeping contractor's equipment will be provided free of cost by Railways as per the requirement.
- 4.1.6 The buffing/polishing work has to be done to the entire satisfaction of Railway Administration. Any re-work required shall be done by the contractor at her own cost.
- 4.1.7 The contractor's staff should take the planning in advance from the concerned depot.
- 4.1.8 Due to any exigencies if the coaches could not be offered for buffing on any day, the contractor has no right to claim any compensation on that account. Payment will be arranged only for actual work done.
- 4.1.9 Adequate safety precautions are to be taken to ensure safety of workers engaged.
- 4.1.10 The contractor should take care and ensure that no damage to the train/coaches/ Railway property taken place due to any act of workers, while carrying out the works under this contract.
- 4.1.11 During the course of working, the contractor or their staff notices any suspicious activity which any have related anti-social/terrorist activities, the matter to be brought to the notice of on duty officials immediately.
- 4.1.12 On account of lapses of contractor staff safety of the Railway staff working on the coach should not be affected.

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Appendix- A

Wage Card

THIS IS AN ILLUSTRATION FOR UNDERSTANDING ONLY. THE ACTUAL PAYMENT WILL VARY
DEPENDING UPON MINIMUM WAGES PREVELANT AT ANY PARTICULAR OF TIME

| S No | Worker Category | Wage Rate per Day | Monthly Wage(26 Days) | Employer's Contribution under EPF Act(12% of (iv)) | Employee Share under EPF Act(12% of (iv)) | Employer's other charges(ED LI+Admn Expenses) 1.36% of (iv) | Employer's Contribution under ESI Act(4.75% of (iv)) | Employee Share under ESI Act(1.75 % of (iv)) | Net Wages Payable (iv-vi-ix) | Contractor's liability (iv+v+vii+viii) |
|------|--------------------------------|-------------------|-----------------------|--|---|---|--|--|------------------------------|--|
| (i) | (ii) | (iii) | (iv) | (v) | (vi) | (vii) | (viii) | (ix) | (x) | (xi) |
| 1 | Unskilled Worker (Housekeeper) | 370 | 9620 | 1154.4 | 1154.4 | 130.83 | 456.95 | 168.35 | 8297.25 | 11362.18 |
| 2 | Semi Skilled (Plumber) | 433 | 11258 | 1350.96 | 1350.96 | 153.11 | 534.75 | 197.02 | 9710 | 13296.82 |
| 3 | Skilled (Supervisor) | 522 | 13572 | 1628.64 | 1628.64 | 184.58 | 644.67 | 237.51 | 11705.85 | 16029.89 |
| 4 | Highly Skilled (Manager) | 612 | 15912 | 1909.44 | 1909.44 | 216.40 | 755.82 | 278.46 | 13724.1 | 18793.66 |

Note: Here Employer stands for contractor who will execute the work.

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Appendix- B**CERTIFICATE BY CONTRACTOR
(Cleaning & Housekeeping works)**

Name of Depot/Station: Period:

1. In compliance to the provision of the minimum wages act 1948 and rules made there under in respect of any employees engaged by me/us. I/We hereby declare that the labour engaged by me/us have been fully paid for. In the event of any outstanding due to be payable to any labour / labours engaged by me/us, corporation is entitled to recover the same from any money due to accruing to me/us in consideration of payment to such labour / labours.
2. Certified that all valid insurance policies as per GCC clauses are available. Copies of Insurance policies are enclosed/already submitted.
3. Certified that EPF Act 1952, Minimum wages act 1948, Workmen compensation Act 1923, Contract Labour Act 1938, Factories Act 1948 have been fully complied with by Me / Us. Photocopies of challans for EPF/ESI deposited are enclosed herewith
4. The cash payment if any has been made to the employees in presence of Depot Incharge/SSE(Coaching) as per Minimum wages Act, 1948 (As per latest notification). The attached photocopy of ESI & EPF challans has been verified from original.
5. Certified that out of Nos. of housekeeping staff Nos. has been paid through the bank transfer.
6. Certified that weekly off is given to all the employees and overtime payment, if required, is made to the concerned as per the prescribed rates.
7. We have paid wages as per notification No. ----- or later (whichever is applicable) issued by the state government / govt of India.
8. I also undertake that, if at any point of time during progress of work or after completion of work it is found that any of the statutory provisions like EPF Act 1952, Minimum wages act 1948, Workmen compensation Act 1923, Contract Labour Act 1938, Factories Act 1948 etc. has not been complied, with than I shall be held morally, financially and legally responsible. I also undertake to indemnify RAILWAY ADMINISTRATION for such lapses.

Signature of contractor with seal

SSE(Coaching) (Verified)

Railway's Authorized Contract Manager

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7. Bill of Quantities (BoQ)

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Financial Bid for Housekeeping of Trains of BILASPUR Coaching Depot**(SCHEDULE OF RATES)**

(Should be filled by the bidder only after reading the document and satisfying the conditions)
Rate shall be quoted by the bidder in terms of percentage (%) on the estimated value for the below work.

| Sr No | Nature/Description of the work | Unit | Quantity | Estimated rate / unit | Total estimated rate |
|--|---|----------------|----------|-----------------------|-------------------------|
| 1 | Mechnized cleaning of coaches (Both PM & SM) at Bilaspur. | No. of coaches | 293616 | ` 366.33 | ` 10,75,60,349/- |
| 2 | Supply of Toiletries in AC Coaches at Coaching Depot/Bilaspur. | No. of coaches | 43359 | ` 161.63 | ` 70,08,115/- |
| 3 | Mechanized cleaning & disposal of garbage from the premises of coaching depot, Bilaspur(Approx. 45,000 sqm) | No. Of days | 1460 | ` 5401.2 | ` 78,85,752/- |
| Total estimated cost of the work for a period of four years | | | | | ` 12,24,54,216/- |

NOTE: The above mentioned estimated cost is including of all expenses and GST. The GST shall be paid on actual basis, on submission of respective documentary evidence.

- The quantities shown above are approximate and are to give to the bidders an idea of the quantum of work involved. Indian Railways 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.
- Important Note:**
- If the offer of the Financial bid / Schedule rates is enclosed / furnished in the Technical Bid the offer will be treated as invalid offer.
- Bidders are requested to read the tender document carefully and are strongly advised to inspect the site i.e. Coaching depot/Bilaspur to assess the requirements for execution of subject contract before quoting the tender
- It may be noted that tenderers have to quote rates in this schedule should be inclusive of all types of duties, levies and GST.
- GST at prevailing rates should be paid by the contractor and documentary evidence/proof of payment of GST will be submitted by them. In case the bill for payment is not supported by documentary evidence / proof of having paid GST, then the GST shall be deducted at prevailing rate.
- The Make / Brand of all the Items / Materials to be supplied shall be from the approved list. The items not covered in the approved list shall be of ISI mark and should be got approved by the competent Railway authority before execution of the work.
- The bidder should offer all the materials for inspection before execution of work and inspection will be done by the authorized Railway representative.
- Item / Items of the work should be done / provided by the bidder as per the specifications. However, any necessary modification/Alterations of the Items / Work as per site conditions / requirements should be done, as desired by the Railways.
- The tenderer has to offer his rates in the format of e-tender module on website www.ireps.gov.in duly noting down the conditions and instructions in this section. The tenderer should not submit the offered rates on above page.
- The tenderers should submit a cancelled cheque along with bank details for releasing their Bills/EMD/SD/PG etc.

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Indian Railways

Tender No: 59-Mech-BSP-2018-MCC

Mechanized cleaning of coaches, Supply of Toiletries in AC coaches and Mechanized cleaning & Garbage disposal of coaching depot premises at Coaching Depot, Bilaspur for a period of four years on open tender basis.

8. Scope of Work for MCC & services

**Bilaspur Division,
South East Central Railway**

**DIVISIONAL RAILWAY MANAGER (Mechanical)
DRM office complex, South East Central Railway,
Bilaspur – 495004.**

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| S.No | Description |
|-------------|---|
| 1. | Scope of work in brief |
| 2. | Cleaning and watering of coaches at washing Lines |
| 3. | Intensive cleaning of coaches |
| 4. | Providing toiletries in AC coaches as per scale |
| 5. | Depot Cleaning |
| 6. | Specifications for Project for MCC |
| 7. | Annexure |

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Scope of work for MCC & services

1.0 The scope of work for the composite contract of mechanized coach cleaning and allied services is as follows:

- a. Cleaning and watering of coaches at washing lines
- b. Intensive cleaning of coaches
- c. Depot Cleaning
- d. Providing toiletries in AC coaches as per scale

2.0 Cleaning and watering of coaches at washing lines

2.1 Exterior coach cleaning:

- Removal of old labels/charts: All old labels/reservation charts tied/pasted on the window bars/exterior panels or kept in label holders should be removed. Papers glued on panels should be soaked thoroughly with water and removed.
- Shutters to be closed before cleaning: Before starting the cleaning operations, all shutters, both glass and Venetian, should be pulled down on the side which is taken up for washing and cleaning.
- Dusting: While pulling down the Venetian shutters, they should be dusted hard from inside to dislodge the dust and wiped with detergent dipped cloth.
- Destination boards: Destination Boards should be removed, if required and cleaned separately and refitted on the coaches to indicate correct destination of the outgoing coach. The area underneath destination boards shall be duly scrubbed and cleaned.
- Roof top ventilators and curved surface should be brushed to dislodge the dust. All exterior panels including end panels and window shutters should be watered with HP jet and thoroughly scrubbed with long handle brush with application of appropriate exterior coach cleaning compound and then washed with high pressure jet.
- Sole bars not covered by external body panels should be brushed to make them dirt free.
- For AC coaches, external windows have to be cleaned and wiped dry thoroughly using glass cleaning solvent and squeeze.
- Hand rails, window bars and steps should then be washed and wiped clean free of dust and dirt. Care should be taken to wash and clean body panels under the handrails and window bars using special brushes manually. All water & detergent marks shall be removed after the cleaning and washing.

2.2 Interior coach cleaning

2.2.1 Toilets

- For cleaning door and side walls: Above the waist level, it should not be hosed with HP jet water, but should be thoroughly cleaned in detergent solution taking care that no water goes in to the mirrors. For the remaining area, flush it with high pressure jet to remove loose debris and soiling.#
- The sidewalls below waist level and the banjo shutters should be hosed with water and thoroughly cleaned. All dirty spots should be removed with the use of detergent like soft detergent solution. The ceiling and the sidewalls should thereafter be wiped dry.#
- Any scribbling available on lavatory panels should be removed.
- The mirrors should be cleaned with glass surface cleaner and wiped dry using squeeze or by appropriate chemicals to clean the mirror using manual window cleaning kit.
- Washbasins should be cleaned with detergent powder and wiped dry with a duster. *
- The lavatory floor should be first scrubbed washed clean with a broom and water.
- Indian style commode pans should be cleaned with consumables/detergent. All stains or dirty spots on the stainless-steel pan should be removed with eco friendly cleaning agent and immediate flushing with adequate quantity of water.
- The European style commode should also be washed with eco friendly cleaning agent and flushed well with water. The plastic commode seats and covers should be washed with detergent solution and wiped dry.
- The commode chutes should be cleaned with a circular brush throughout its length.
- Disinfectant solution followed by deodorant should be sprayed in the lavatories from ceilings and corners.
- Apply appropriate chemical on to the toilet bowl and the wash basin and scrub to remove stains and leave it for 10 minutes.

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- Spray appropriate chemical on the toilet floor and scrub wherever required to remove the stains.
- Flush the toilet bowl and the entire floor with high pressure water jets.
- Clean all inside walls, doors and ceiling by applying appropriate solvent and wipe dry.
- Remove mucks from the commode chute by scrubbing with circular brush followed with high pressure jet flushing. Use steam to disinfect and deodorize.
- Apply disinfectant by wiping with cloth dipped in disinfectant and spraying.
- The plastic commode seats and covers should be washed with detergent solution and wiped dry.
- The commode chutes should be cleaned with a circular brush and concentrated cleaning agent to remove scaling throughout its length.
- Disinfectant solution should be sprayed in the lavatories.
- Overhead tanks / water tanks should be completely filled with fresh water.
- Spraying of Room Freshener.
- Cleaning of lower portion of lavatory pan & commode chute.

*The dirt and from the wash basin to be removed and wash basin to be cleaned with water and required chemicals.

High pressure jet should not be utilized to clean sidewalls, wash basin etc. toilet floor area is to be cleaned and scrubbed using mop and if required using stain cleaner. Only the toilet and squat pan to be cleaned using high pressure jet.

2.2.2 Doorway, Gangway, Compartment & vestibule area

- The entire coach length shall be swept dry, manually and all litter, dust & debris shall be collected in polybags to be disposed off at a nominated bin later. Under no circumstances should sweepings be thrown on the washing line.
- The floor and the corridor should be swept dry with brush banister and sweepings collected in a dust bin.
- A little wet mopping with cleaning agent.
- No tissue, no litter and no foot-print should be left behind.
Aluminum chequered plate in doorway; corridors between lavatories should be cleaned with scrubbing machine and needs to be dried with vacuum machine after cleaning.
- All ceiling panels should be wiped with a duster and all permanent stains/head grease, dirty spots of all interior paneling/ Rexene / upholstery, metal beading, wall protectors, lavatory pans, wash basins, shutters, seats/berths, racks etc., should be cleaned with a duster dipped in detergent solution, wiped clean and dry.
- Table tops in the compartment should be cleaned with cloth dipped in detergent solution and wiped dry.
- To remove dirt, stains due to coffee/tea, betel spittoon etc. and clean the ceiling and floor of the coach.
- Dust bin from AC and NAC (wherever available) coaches should be emptied and cleaned with chemicals and rinsed.
- The mirrors in the compartments should be cleaned with a duster and stains, if any, removed with detergent solution.
- The window panes shall be cleaned with glass cleaning agent and dried.
- Side wall fittings including tumbler holder and small luggage racks should be cleaned.
- All varnish finished, painted or polish finished panels or laminated plastic panels should be dusted and dry cleaned. Oil stains or head stains, if any, should be cleaned either with mild detergent solution or cleaning fluid taking care not to affect the surface being cleaned.
- Electroplated fittings should also be dusted and, if required, cleaned with detergent solution and wiped dry.
- Cushions should be cleaned with a duster. Oil or head stains and dirty spots, if any, should be cleaned with mild detergent solution and wiped dry.
- Dust the seats/berths thoroughly, specially the corners and crevices
- Each berth/cushion must be cleaned with a cloth soaked in detergent and wiped dry.
- Carpet if provided should be Vacuum cleaned and at least once in a month or as condition demands should be dry shampooed to remove stains.
- All fittings, cupboards, almirahs, furniture etc. to be wet wiped and disinfected.
- Water based deodorant / mild & pleasing air freshener shall be sprayed to the curtains and all nooks and corners.
- Clean the window glass from inside with appropriate solvent and wipe dry and naphthalene balls should be provided inside the window glasses.

- Vacuuming, Mopping - No tissues, no litter, no foot-prints, no gum, no dirt/residual marks should be left behind.
- Vestibule area should be swept and mopped. It shall be cleaned with the help of detergents.
- All window sills should be cleaned with wet duster. Muck and dirt which gets collected in the corners should also be scraped and cleaned. (**Remark: Where ever cleaning is required to be carried out appropriate cleaning solutions should be used**)
- The window glasses should be cleaned by detergent solution and wiped dry with a dry duster.
- The sliding and other doors should be wiped dry, the dust from the corners and ends cleaned and removed.

2.2.3 In addition to the above, in every pantry car –

- Pick up the litter and large debris and sweep the area.
- The pantry cars kitchen area, storage racks, hot cases etc. should be cleaned with steam cleaner once in 15 days apart or whenever required from cleaning with solvent and scrubbing machine on regular basis.
- The interior metal portions such as store room racks, staff room walls, kitchen room, partition mesh, grills, gas room etc. should be scrapped and cleaned thoroughly with appropriate cleaning solution to remove soot, stains due to grease, oil fumes etc.
- The floor shall be scrubbed with cleaning solvent daily.
- Vacuum dry the floor using wet and dry vacuum cleaner
- The windowsills, louver shutters, glass shutters should be scrapped and cleaned to remove all muck and stains. The glass should be transparent after cleaning.
- The aluminum chequered plates on the floor should be attended for removal of muck, stickiness and oil accumulation etc. The other flooring areas should also be cleaned.
- All stainless steel fittings like food racks, hot case, counter etc are to be cleaned with application of appropriate solvent, disinfected and wiped dry and polished using stainless steel polisher.
- The hot cases, stoves, washbasins, Rexene surfaces should be thoroughly cleaned.

Parcel and luggage van cleaning

- The luggage portion is required to be cleaned intensively and disinfected to remove muck and odor using scrubber and vacuum drier
- The entire interior portion, i.e., side walls, luggage racks, floor, etc., should be washed with water, swept clean and all drain holes opened up.
- Dog boxes should be thoroughly washed disinfected and its drinking water trough well cleaned.
- The vestibule area shall be washed with HP jet and cleaned thoroughly with brushes to remove all deposits. It shall be sprayed with Lizol for hygiene.

2.2.4 Details of chemicals for coach cleaning (Normal cleaning)

| SN | Name of Chemical | Approved brands | Quantity per coach |
|----|--|--|--------------------|
| 1 | PVC Floor Cleaning Agent:- | Spiral (Johnson Diversey) or Sigla Neutral of Eco Lab/ Chela brand or APC F of Haylide | 50 ml |
| 2 | Ceramic & stainless steel Toilet fittings Cleaning agent:- | Taski R1/Taski R 6 (Johnson Diversey), Spiral HD or Sigla Neutral of Eco Lab or Sterix A Super of Haylide | 50 ml |
| 3 | Glass Cleaning agent:- | Taski R3 (Johnson Diversey) or OC Glass cleaner of Eco Lab or Collin or Klean & Shine of Haylide | 20 ml |
| 4 | Laminated Plastic Sheet & Berth Rexene cleaner:- | Taski R7/Taski R2 (Johnson Diversey) or OC Neutral cleaner of Eco Lab or Solvex for hard stains can be used occasionally or /Chela brand or APC F of Haylide | 50 ml |
| 5 | Painted Surface cleaner:- | Approved Brands: Spiral (Johnson Diversey) or Absorbit of Eco Lab or Super max / Chela brand or APC F of Haylide | 90 ml |
| 6 | Disinfectants | TRIAD-III (Johnson Diversey) or Antiback of Eco Lab or Nimyl or lizol. | 10 ml |
| 7 | Air Freshener | Preferably water based Taski R5 or equivalent Ecolab or / Air Fresh of Chela or Freshex of Haylide or any water based reputed & approved brand | 10 ml |
| 8 | Cleaning agent for removing old labels, stickers, glue marks etc.- | Erazel Gel / Plus of Chela or Stainex G / SC of Haylide or other Brand as approved by Railway | 10 ml |

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Note: The contractor shall have to deposit the consumables, like cleaning agents, etc. as given above with the Railway. The quantity deposited with the Railway shall be for a period of minimum one month. Necessary records for issue & deposit of the cleaning agent is to be maintained & signed jointly by authorized representative of contractor & Railway.

2.3 Locking and Unlocking of Coaches

The contractor has to ensure **padlocking** of all the coaches primarily/secondarily maintained by the requisite depot duly deputing their staff.

On arrival of the trains on platform and after alighting of passengers, all the shutters should be closed and the coaches should be padlocked for securing of coaches.

All doors of vestibule coaches are to be locked from inside, light & fan switches to be switched off. Only one door to be locked from outside. All non-vestibuled coaches to be locked from inside except one door, which should be locked from outside.

The contractor has to ensure pad locking of coaches within the prescribed time (20-30 minutes of arrival).

The padlocks should be opened on pit lines before commencement of work.

All coaches should be padlocked after completion of the work on pit line.

The padlocks should be opened after berthing of trains on platforms 45 min before departure or as advised by CDO/SSE depot in-charge.

2.4 Other Consumables

| Sr. No. | Description | Avg. Qty. Req'd. /Month (for Average 172 coaches/day) (in Nos.) |
|---------|---|--|
| 1. | Cotton Duster | 430 |
| 2. | Plastic Spray Bottles of 500ml | 32 |
| 3. | Hand Brush (for Toilet Cleaning) | 52 |
| 4. | Plastic Bristle Broom for Garbage Sweeping | 70 |
| 5. | Plastic Buckets (Cap-10 Liters) | 28 |
| 6. | Disposal Bags for Garbage collection @ one per coach per day. | 5200 |
| 7. | Wear Pack for Scrubber (Brush) | Big = 18 |
| | | Small = 18 |
| 8. | Locks 65mm | 20 |
| 9. | Rubber Wipers 12 inch with handle | 22 |
| 10. | Glass Cleaning Squeeze 12 inch | 22 |
| 11. | Rubber Blade for window Squeegee 12 inch | 40 |
| 12. | Hand Brush for Exterior Cleaning | 50 |

This quantity has been worked out for an average of 172 nos of Coaches per day. The contractor may have to proportionally **increase/decrease** quantity with respect to the no. of coaches which changes on daily basis. Quantities indicated above are approximate & the contractor may also have to use more quantities to achieve desired cleanliness. This has to be done as per advise of SrDME/SrCDO. The record of the cleaning agents / consumables used to be maintained **in a separated register & to be jointly certified.**

3.0 Intensive cleaning of coaches

3.1 Scope of work for intensive cleaning of coaches: The purpose of intensive cleaning is to remove stains, all dirt from coach/dirt & muck etc. The schedule of intensive cleaning is as under: Pantry car: Every trip. All other coaches except pantry car: Monthly.

During daily cleaning, effort would be to maintain the rake within acceptable cleanliness and hygiene level. Since intensive cleaning will upgrade the cleanliness level of coaches, this activity shall be carried out at

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specified periodicity without fail. Any reduction in contract quantity will not be permitted for this activity. Payment for intensive cleaning would be made on the basis of score assigned by Railway Supervisor for the rake (Annexure A-1). To ensure proper cleaning separate gang should be deployed for intensive cleaning. Following activities are to be performed.

- All items of daily cleaning attention
- Apply polish to the stainless steel wash basins and other items as required.
- Buffing of stainless steel items such as wash basins, wall protector, lavatory pans etc. as advised by Railway.
- Steam cleaning of toilet area and wash basins as required.
- PVC floor cleaning using electric floor scrubber and vacuum cleaner. Corners and inaccessible area to be cleaned using hand held electric scrubber.
- Cleaning of Seat/Berths using portable electric disc scrubber. Berth flap should be cleaned with wet cloth.
- Cleaning of LP Sheet and Roof. No graffiti/sticker/cobweb/spot should be visible after cleaning attention.
- Cleaning of Doorway & vestibule area with scrubber and needs to be dried with vacuum machine after cleaning. Corners and dustbins to be cleaned with nylon brush. No muck/stain should be visible. Footsteps to be cleaned thoroughly.
- Cleaning/polishing of amenity fittings/electrical fittings, door handles.
- All glass window should be cleaned so that no spot is visible. Panes of Louver shutter should also be cleaned with wet cloth.
- Window sill area needs special cleaning to remove pan stains/spit stains using portable electric scrubber.
- Visible portion of Roof should be cleaned using long brush.
- Cleaning of area underneath the berth.
- Cleaning of turn under
- Every month water tanks may be flushed completely.

3.2 Details of chemicals for coach cleaning in Intensive cleaning

| SN | Name of Chemical | Approved brands | Quantity per coach |
|----|--|---|--------------------|
| 1 | PVC Floor Cleaning Agent:- | Spiral (Johnson Diversey) or Sigla Neutral of Eco Lab/ Chela brand or APC F of Haylide | 50 ml |
| 2 | Ceramic & stainless steel Toilet fittings Cleaning agent:- | Taski R1/Taski R 6 (Johnson Diversey), Spiral HD or Sigla Neutral of Eco Lab or Sterix A Super of Haylide | 50 ml |
| 3 | Glass Cleaning agent:- | Taski R3 (Johnson Diversey) or OC Glass cleaner of Eco Lab or Collin or Klean & Shine of Haylide | 20 ml |
| 4 | Laminated Plastic Sheet & Berth Rexene cleaner:- | Taski R7/Taski R2 (Johnson Diversey) or OC Neutral cleaner of Eco Lab or Solvex for hard stains can be used occasionally or Chela brand or APC F of Haylide | 50 ml |
| 5 | Painted Surface cleaner:- | Approved Brands: Spiral (Johnson Diversey) or Absorbit of Eco Lab or Super max or APC F of Haylide | 90 ml |
| 6 | Stainless Steel Polisher | Suma Inox (Johnson Diversey) or Chromol of Eco Lab. | 10 ml |
| 7 | Disinfectants | TRIAD-III (Johnson Diversey) or Antiback of Eco Lab or Nimyl | 10 ml |
| 8 | Air Freshener | Preferably water based Taski R5 or equivalent Ecolab or / Air Fresh of Chela or Freshex of Haylide or any water based reputed & approved brand | 10 ml |
| 9 | Cleaning agent for removing old labels, stickers, glue marks etc.- | Erazel Gel / Plus of Chela or Stainex G / SC of Haylide or other Brand as approved by Railway | 10 ml |

Note: The contractor shall have to deposit the consumables, like cleaning agents, etc. as given above with the Railway. The quantity deposited with the Railway shall be for a period of minimum one month. Necessary records for issue & deposit of the cleaning agent is to be maintained & signed jointly by authorized representative of contractor & Railway.

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3.3 Other Consumables for Intensive cleaning

| Sr. No. | Description | Avg. Qty. Req'd. /Month (for Average 15 Primary intensive coaches / day) (in Nos.) |
|---------|--|--|
| 1. | Cotton Duster | 60 |
| 2. | Plastic Spray Bottles of 500ml | 3 |
| 3. | Hand Nylon Brush (for dust bin cleaning) | 5 |
| 4. | Plastic Bristle Broom for Garbage Sweeping | 08 |
| 5. | Plastic Buckets (Cap-10 Liters) | 03 |
| 6. | Wear Pack for Scrubber (Brush) | 6 big 8 small |
| 7. | Rubber Wipers 12 inch with handle | 6 |
| 8. | Glass Cleaning Squeeze 12 inch | 6 |
| 9. | Rubber Blade for window Squeegee 12 inch | 8 |
| 10. | Long Brush for cleaning of visible portion of roof | 8 |

This quantity has been worked out for 15 nos Primary intensive coaches per day. The contractor may have to proportionally **increase/decrease** quantity, if the no. of coaches changes. Quantities indicated above are approximate & the contractor may also have to use more quantities to achieve desired cleanliness. The record of the cleaning agents / consumables used to be maintained **in a separate register & to be jointly certified.**

4.0 Cleaning and watering of coaches at other end

4.1 Scope of Work

- Dry sweeping of coach interior and collection of garbage in poly bags and dumping them in the dust bins.
- High pressure jet cleaning of toilet squat pans & bowels and disinfections of all coach toilets- (Preference to be given to reserved class over unreserved class).
- Scrubbing and moping of toilet floor .-
- Cleaning of all mirrors and washbasins inside and outside of toilets area.
- Cleaning and mopping of doorways, vestibule area and fall plates with proper cleaning solvent and disinfestations.
- Cleaning of Footsteps, handrail, surrounding area & bottom portions of walls of doorways and disinfestation.
- Sweeping /swabbing /mopping of entire floor area of coach with cleaning agent and disinfestation with the help of proper mopping tool.
- Spraying of deodorant and anti mosquito agent in all the coaches.
- Wiping of AC window glasses from inside and outside (only platform side).
- Disposal of collected waste from all the coaches & underneath the Wash Basin from AC coaches.
- The contractors' nominated representative / supervisor in charge will liaison with the SSE in-charge/nominated representative of the Railways for disposal of accumulated waste at nominated place.
- Dusting of all seat /berth and cleaning with suitable cleaning agents, if required.
- Vacuum Cleaning of carpets and doormats in Ist AC coaches/inspection carriages.
- Cleaning of pockets for book and newspaper etc. in the all coaches.
- Cleaning and wiping of flap table in all coaches.
- Locking and unlocking of coaches before starting cleaning work and at specified time after finishing the work respectively. Guidelines in this regard can be taken from SSE in-charge or his representative.
- Cleaning of any other area / surface of coach which is giving dirty look or causing unhygienic conditions or giving unpleasant feeling to the passengers.
- Overhead tanks / water tanks should be completely filled with fresh water.
- At periodical interval water tanks may be flushed completely on request of depot in-charge.
- If the rake is stabled at washing line for more than 4 hours then activities prescribed for interior coach cleaning shall be done.

5.0 Providing toiletries in AC coaches as per scale

- Liquid soap: For each AC coach, 800 ml per AC coach (@200ml per toilet per journey) to be supplied for both to and fro trips. Preferred Brand- Lifebuoy/ Dettol or Fresh Hands LQ ELQ, Perl of Haylide or other brand as approved by Railway

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- Tissue Paper Roll in the Western Toilet of AC coach Total 2 rolls one each for each trip (@ 1 roll per western toilet per trip) - (Spec- two ply of 34 GSM white colour about 25 mtrs each ply of approx 10 cm wide should have about 200 pulls).
- Odonil or equivalent deodorant should be filled to ensure adequate quantities left in containers at any point of time in each AC toilet of the coach.
- After the work of cleanliness is completed, all AC coaches & RAs are to be sprayed with suitable room freshener as per requirement so that it is effective for the feel of passengers.
- For failure to supply required quantity, penalty will be imposed as specified.

6. Toiletries in AC coaches

| SN | Item | Brand /Specification | Quantity / AC coach |
|----|---------------------------------------|--|--|
| 1 | Liquid soap | Lifebuoy/ Dettol / Fem or Fresh Hands LQ ELQ, Perl of Haylide or other brand as approved by Railway 800 ml per AC coach (@200ml per toilet per journey) to be supplied for both to and fro trips | 800 ml per AC coach (@200ml per toilet per journey) to be supplied for both to and fro trips |
| 2 | Tissue paper for Western style toilet | Spec- two ply of 34 GSM white colour about 25 mtrs each ply of approx 10 cm wide should have about 200 pulls. Johnson Diversey or Padumjee Pulp or equivalent as approved by CME | Total 2 rolls (@ 1 roll per western toilet per trip |
| 3 | Deodorant cake coach | Odonil or Air Fresh of Chela or Suitable brand as approved by Railway | To last for trip (considered 02 No. Per AC coach / trip) |
| 4 | Room freshener | Preferably water based Taski R5 or equivalent Ecolab or / Air Fresh of Chela or Freshex of Haylide or any water based reputed & approved brand | 10 ml /AC Coach |
| 5 | Personal Commode Seat Cover | Suitable make and specification as approved by competent railway authority. | As per occupancy of Coaches |

Note: The contractor shall have to deposit the consumables, like cleaning agents, etc. as given above with the Railway. The quantity deposited with the Railway shall be for a period of **minimum one month**. Necessary records for issue & deposit of the cleaning agent is to be maintained & signed jointly by authorized representative of contractor & Railway. The contractor may have to proportionally **increase/decrease** quantity, if the no. of coaches changes.

7.0 MECHANIZED CLEANING OF COACHING DEPOT:

Coaching Depot, Bilaspur have basically Offices building, Mechanized Laundry, Canteen, compressor room, 03 washing lines, 02 stable lines and IOH shed, approach road apart from under construction shed etc

Depot Premises Cleaning

- 7.1 Collection and disposal of garbage, scrap other unwanted/rejected materials left in the work place to nominated locations. Mechanized sweeping of the area should be ensured
- 7.2 Mechanized cleaning and disinfection of office building, sick line and pit line area every day. Manual cleaning of washing lines every day should be done.
- 7.3 Degreasing of Pit and sick line area once a month.
- 7.4 De silting / cleaning of drains once a month in the coaching complex.
- 7.5 Collection and disposal of garbage from yard, removal of vegetation growth, Cleaning/Picking of garbage from yard and should be done once in a week. The contractor should take adequate care to prevent littering of garbage in the yard.
- 7.6 Maintenance of garden and plants.
- 7.7 Maintenance of water hydrants.
- 7.8 All the hydrants on all the washing lines/ stabling lines of Coaching Depot, Bilaspur are to be maintained by the contractor. There should not be any leaky/damaged hydrants at any given time.
- 7.9 The missing hydrants should be replaced by the Contractor at his own cost.
- 7.10 In case of any damaged/leaky/missing hydrant found by Sr. CDO or any of his representatives, penalty will be imposed.

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Details of chemicals for Depot cleaning:

| SN | Name of Chemical | Approved brands | Quantity per month |
|----|--|---|--------------------|
| 1 | Bleaching Powder | Aditya Birla / Chemtex / Paarichem / Kashyap / Triveni | 30 Kg |
| 2 | Floor Cleaning Concentrate | Taski Diversey/ Atlantic Care and Chemical/ Eureka Forbes | 30 Ltr |
| 3 | Bathroom/ Washroom/ Toilet Floor Cleaner | Taski Diversey/ Atlantic Care and Chemical/ Eureka Forbes | 10 Ltr |
| 4 | Liquid Soap | Lifebuoy/ Dabur / Dettol / Fem or Fresh Hands LQ ELQ, Perl of Haylide | 06 Ltr |
| 5 | Urinal & WC Cleaner | Taski Diversey/ Atlantic Care and Chemicals/ Eureka Forbes/ Atlantic Care and Chemicals | 10 Ltr |
| 6 | Glass Cleaner | Colin, Taski Diversey/ Atlantic Care and Chemical/ Eureka Forbes | 04 Ltr |

Note: The contractor shall have to deposit the consumables, like cleaning agents, etc. as given above with the Railway. The quantity deposited with the Railway shall be for a period of minimum one month. Necessary records for issue & deposit of the cleaning agent is to be maintained & signed jointly by authorized representative of contractor & Railway.

Other Consumables for depot cleaning

| Sr. No. | Description | Avg. Qty. Req'd. / Month (for depot cleaning) (in Nos.) |
|---------|--|--|
| 1. | Cotton Duster | 98 |
| 2. | Hydrant Valve 1 inch | 60 |
| 3. | GI Elbow 1 inch | 60 |
| 4. | Plastic Bristle Broom for Garbage Sweeping | 16 |
| 5. | Disposal Bags for Garbage collection | 486 |

This quantity has been worked out for 45000 m²/day depot cleaning area. The contractor may have to proportionally increase/decrease quantities, if mentioned area may change. Quantities indicated above are approximate & the contractor may also have to use more quantities to achieve desired cleanliness. The record of the cleaning agents / consumables used to be maintained **in a separated register & to be jointly certified.**

8.0 Specifications for “Project Resources for MCC”

| | | |
|---|---|--|
| 1 | Qualifications of the contractor staff: | |
| | Qualification of the operator | Semi skilled/ skilled like ITI / PMKVY |
| | Qualification of Gang Supervisor | Diploma in Engineering/ IIHM/Graduate |
| | Qualification of Project Manager | Diploma in Engineering/ IIHM/Graduate with 3 to 4 years of relevant experience in housekeeping or hospitality field. |
| | Age Group | 18-55 years |
| 2 | Uniform for Supervisors: Grey colour Safari suit or any other type approved by the Sr. DME-Cord / Sr. CDO with black shoes (Similar colour jersey in winter). The uniform must be provided in the adequate quantity so that the uniform worn remains neat and tidy. | |
| 3 | Uniform for workers: Blue colour paint & shirt or any other type approved by the Sr. DME-Cord / Sr. CDO with water protective luminous jacket/ apron with adequate pockets to facilitate ease in carrying of tools/equipments with approved printed logo. Face mask/nose mask, gloves, shoes/boot & name badges are part of uniform. | |

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| | |
|--|---|
| | The uniform must be provided in the adequate quantity so that the uniform worn remains neat and tidy. |
|--|---|

9. Machines: Following types & no. of cleaning machines shall used for cleaning

a. For Interior cleaning & Exterior washing of Primary / Secondary coach cleaning:

| Sr. No. | Machine Type | No. Of Machine required | Location of use |
|---------|---|-------------------------|--|
| i | Potable High Pressure Jet Cleaning Machine Model: Eureka Forbes Ka-3200, Roots 767 and Lavor Wash Fasa Ocean 1211LP. | 10 | Coach exterior washing. These machines can also be utilized as standby machines when contractor opt. For use Railway high pressure jet plants. High pressure jet cleaning plants are available at JP on washing lines. If Railway will provide this, then contractor will operate & maintain this plant during currency of contract including spares, consumables, nozzles and pipeline etc. |
| ii | Portable Powered Single Disc Floor Scrubbing Machine Model: Eureka Forbes Mega-43, Roots SD43 and Lavor Wash Fasa ODM R-45G-130. | 10 | PVC floor & Aluminum chequered plate etc. |
| iii | Hand held single disc electrically operated mini scrubbe Model: Eureka Forbes ES153 Electric / battery, Roots and Lavor Wash Fasa. | 10 | For scrubbing toilet floor, skirting and panels etc. |
| iv. | Portable High pressure jet machine of small size Model: Eureka Forbes Pro Jet 150, Roots and Lavor Wash Fasa. | 10 | For squatting pan, wall protector, commode pan etc. |

b. For Interior cleaning & Exterior washing of Primary coach Intensive cleaning:

| Sr. No. | Machine Type | No. Of Machine required in No. | Location of use |
|---------|---|--------------------------------|---|
| i. | Potable Wet & Dry Vacuum Cleaner Machine Model: Eureka Forbes 2W-35Ss, Roots Soteco Playes 515 and Lavor Wash Fasa GTX 32E. | 10 | For intensive cleaning. |
| ii. | Portable Powered Single Disc Floor Scrubbing Machine Model: Eureka Forbes Mega-43, Roots SD43 and Lavor Wash Fasa ODM R-45G-130. | 10 | For intensive cleaning of coach floor. |
| iii. | Hand held single disc electrically operated mini scrubbe. Model: Eureka Forbes ES153 Electric / battery(CP-291), Roots and Lavor Wash Fasa. | 10 | For intensive cleaning of coach panels & Rexene etc. |
| iv. | Steam Cleaner Machine Model: Eureka Forbes Robby, | 05 | Steam cleaning of toilet area, wash basin & pantry cars |

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|----|--|----|--|
| | Roots and Lavar Wash Fasa. | | |
| vi | Buffing Machine Model: Bosch, Karcher, Taski-Diversey, Eureka Forbes, Fasa, Roots, Comac, Inventa Venta | 10 | For buffing of Wash basin, Pan, lavatory outlets and other SS items. |

Note: Non deployment of machines in required quantity shall attract penalty as per Penalty clause.

Contractor shall do proper maintenance of the machines and keep spare machines of each type to ensure above deployment of machines at all times.

10. Specification / salient features required in the machines are as follows:

(i) Portable High Pressure Jet Machine:

It should be light weight and easily operatable by a single person. The machine shall have motor mounted vertically on reciprocating type pump having Ceramic pistons. The pump shall be made of brass cylinder head. The machine shall be user friendly, lightweight having separate detergent injector, Automatic Start – stop. The high- pressure machine shall be supplied with necessary attachment, which can clean drains. The machine shall be made of anti-corrosive body preferably ABS Plastic, Galvanized stainless steel, Rust & corrosion Free Body Frame. The machine shall have all the protection devices such as Overloading Protection. Overheating Protection etc. The machine shall have a maximum water discharge rate of 10 to 15 ltr/minute. Pressure- 20-180 bar with continuously variable pressure regulator.

(ii) Hand held single disc electrically operated mini Scrubber :

Scrubbing dia- Max. 6" Variable brush speed

(iii) Portable Wet & Dry Vacuum Cleaner:

Air flow requirement- Minimum 40 ltrs. /sec. Container minimum volume about 25 ltrs. Machines should be capable of working at 200-240 Volts

(iv) Portable powered single disc floor scrubber/mopper

It should have features to wet the floor, scrub, wash, clean & leave the surface dry. It should enable the scrubber to go under the lower berth. Productivity- Min. 250 sqmtr/hr.

Note: Before starting the work, contractor shall furnish inspection/test certificates /MTC of machines and equipments to be deployed for cleaning work. Railway shall verify the same before contractor puts the machines and equipments in use

11. Accessories/Tools:

- (i) High grade Insulation Power Cable:-class-I insulation material, double insulated for extra protection.
- (ii) 03 Nos. Suitable hand cart for movement and disposal of garbage.
- (iii) Floor Mopper:- approximately 24 inches wide
- (iv) Window glass squeegee / Window cleaning Kit:- highly durable rubber blade of size approximately 45 cms
- (v) Commode cleaning brush
- (vi) Hand brush- Brushes used in toilets shall be coloured red and shall not be mixed with brushes used for other locations.
- (vii) Special Cotton duster for glass cleaning:
- (viii) Jute Cotton Duster for wash basin cleaning:-
- (ix) Eco-friendly Disposable Bag for waste of a size 20" x 30" minimum & minimum 80 micron gauge.
- (x) (a) Suitable equipment for removal of choking of toilets used in coaches.
(b) Any other mechanized equipment identified by Railways for the above purpose.
(c) Any other tool/equipment with the approval of Sr. DME/C&W

12. Broad guidelines for cleaning and Disinfecting chemicals: It may be ensured that cleaning and

Disinfecting chemicals are conducive for use in bio-toilets, are bio-degradable and eco-friendly. The cleaning agents being used should conform to norms specified by State Pollution Control Boards and do not require special permission/license for their usage. While separate cleaning compounds have been specified for different applications, a common cleaning solvent for more than one area can also be accepted.

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The quantity of consumables given above are only indicative on per coach basis. Different brands may have different quantity for same cleaning effect accordingly. Railways may accept quantity as per specific branch as per local conditions or based on prior successful trial / demo with the approval of CME. Contractor may have to use more quantity than what is indicated above in order to achieve desirable standard of cleanliness. Contractor should ensure use of accepted / approved brands of consumables as per contract agreement.

The contractor should ensure that the stock of cleaning agents and consumables kept is always more than 1 months' required quantity. Consumables shall be deposited in the custody of attached custody stores of the depot from where requisite quantity as demanded by the contractor staff can be issued.

Approved brands for different cleaning surfaces are given below:

- (i) **PVC Floor Cleaning Agent:-** Approved brands: Spiral (Johnson Diversey) or Sigla Neutral of Eco Lab or APC F of Haylide
 - (ii) **Ceramic & stainless steel Toilet fittings Cleaning agent:-** Approved Brands: Taski R1/Taski R 6 (Johnson Diversey), Spiral HD or Sigla Neutral of Eco Lab or Sterix A super of Haylide
 - (iii) **Glass Cleaning agent:-** Approved Brands: Taski R3 (Johnson Diversey) or OC Glass cleaner of Eco Lab or Collin or Klean & Shine of Haylide
 - (iv) **Laminated Plastic Sheet & Berth Rexene cleaner:-** Approved Brands: Taski R7/Taski R2 (Johnson Diversey) or OC Neutral cleaner of Eco Lab or Solvex or APC F of Haylide or Stainex G of Haylide for hard stains can be used occasionally.
 - (v) **Painted Surface cleaner:-** Approved Brands: Spiral (Johnson Diversey) or Absorbit of Eco Lab or Super max or APC F of Haylide
 - (vi) **Stainless Steel Polisher:-** Approved Brands: Suma Inox (Johnson Diversey) or Chromol of Eco Lab.
 - (vii) **Disinfectant-** Approved Brands: TRIAD-III (Johnson Diversey) or Antiback of Eco Lab or Nimyl.
 - (viii) **Air Freshener (Water based)-** Preferably water based Taski R5 or equivalent Ecolab or / Air Fresh of Chela or Freshex of Haylide or any water based reputed & approved brand
 - (ix) **Cleaning agent for removing old labels, stickers, glue marks etc.-** Erazel Gel / Plus of Chela or Stainex G / SC of Haylide or other Brand as approved by Railway
 - (x) **Following chemicals of M/s Chela Ltd. /U.K.**
 - Guardisan fresh- surfaces of coach interior
 - Eurowash 1000-Surfaces of coach exterior
 - Airfresh-Deodorant-cum-air freshener
 - Erazel Gel/Plus-Graffiti remover from all types of coaches.
 - (xi) **Any other brand with the approval of Railway**
- 13. Some sample formats for checking, feedback, scoring, etc. are attached as Annexures which may be modified suitably. However, IT / APP based technology solutions will be preferred.**

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Annexure A -1

Score card for normal coach cleaning and watering at washing line

(To be filled by the supervisor/Nominated representative of Sr.CDO/ADME)

Agreement No & date----- Name of Contractor -----
 Date of Inspection: ----- Name of Depot ----- Name of Supervisor-----
 Train No. ----- Time Work Started----- Time Work Completed-----
 No. of Coaches In the rake----- No.of Coaches attended -----

| Sr | Coach position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|-----|---|---|---|---|---|---|---|---|---|---|----|----|------|
| | Coach No | | | | | | | | | | | | |
| (A) | Coach Interior | | | | | | | | | | | | |
| 1 | Cleaning and wiping of toilet area and fittings including wash basins, mirrors. Cleaning of mugs in AC coaches etc. | 1 | | | | | | | | | | | |
| 2 | Interior Cleaning of compartments, doorways, gangways, vestibules, window glass, window shutter etc. | 2 | | | | | | | | | | | |
| 3 | Cleaning & wiping of all berths, panels, rexene& amenity fittings. | 3 | | | | | | | | | | | |
| 4 | Floor including area under the seats/berths etc. | 3 | | | | | | | | | | | |
| (B) | Coach Exterior: Exterior Cleaning/washing including end panel | 3 | | | | | | | | | | | |
| (C) | Watering (Please mention Yes/No) | | | | | | | | | | | | |

- Maximum Marks will be 12 for internal cleaning. This will be counted as under:
Very Good-3, Satisfactory-2, Poor-1, Not attended-0
- In above example there are 9 marks for internal cleaning, therefore rating will be $9/12 \times 100 = 75\%$
- Maximum Marks will be 3 for exterior cleaning & washing. This will be counted as under:
Very Good-3, Satisfactory-2, Poor-1, Not attended-0
% can be derived as per the marks separately.
- In above example there are 3 marks for exterior cleaning, therefore rating will be $3/3 \times 100 = 100\%$.
- **Note:** Rating for Sr. No. (A) and (B) done combined.

Signature of Contractor's Supervisor

Signature of Auth. Rep. of Sr.DME/ Sr.CDO

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Annexure A -1 (Back side)

Date:.....Train No.....
 Payment cum Penalty Schedule for normal coach cleaning:
 Payment calculation as per rating:

| Coach No. | | | | | | | Total |
|---------------|--|--|--|--|--|--|-------|
| % Rating | | | | | | | |
| Payment In Rs | | | | | | | |

Penalty schedule:

| Sr | Clause No. | Item | 1 | 2 | 3 | 4 | 5 | ... | Total |
|----|------------|---|---|---|---|---|---|-----|-------|
| | | Coach No | | | | | | | |
| 1 | 22(ii) | If on any day cleaning activities are not carried out for reasons other than those attributed to force majeure, then penalty of Rs. 5000/- per day/rake shall be imposed. In such cases no separate penalty for shortage of manpower shall be imposed. | | | | | | | |
| 2 | 22(iii) | Penalty to the tune of Rs. 500/- shall be imposed per rake per instance for not locking/unlocking of coaches as detailed under the 'Schedule of Work'. | | | | | | | |
| 3 | 22(iv) | Penalty of Rs. 250/- per coach per occasion shall be imposed for not watering any coach. | | | | | | | |
| 4 | 22(v) | Penalty of Rs. 250/- per machine/pit line shall be imposed for not deploying machine as per resource specification. | | | | | | | |
| 5 | 22(vi) | In case of adverse remark on cleaning quality and method by any inspecting official or in the event of any passenger complaint, the contractor will be liable for a penalty of minimum Rs. 1000/- (Rupees one thousand only) or / and the compensation awarded to complainant in any court of law and/or in consumer court. | | | | | | | |
| 6 | 22(vii) | Penalty of Rs. 200/- per occasion if flooding of water inside coach (other than toilet floor) is reported during cleaning activity. | | | | | | | |
| 7 | 22(viii) | Penalty of Rs. 500/- shall be imposed per occasion for dropping garbage, collected from the coaches during dry sweeping, on the Railway track/ maintenance line. | | | | | | | |
| 8 | 22(ix) | Penalty of Rs. 100/- per coach per case shall be imposed if the toiletries is not supplied as per the prescribed quantity. | | | | | | | |
| 9 | 22(x) | Penalty of Rs. 500/- per rake per case shall be imposed if chemicals used are of unapproved brand or less than the prescribed quantity. | | | | | | | |
| 10 | 22(xiii) | A penalty of Rs. 100/- per day per incidence shall be imposed for non attending the hydrants within 48 hours. | | | | | | | |
| 11 | 22(xiv) | A penalty of Rs. 100/- per person will be levied for the staff having improper | | | | | | | |

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| | | | | | | | | | |
|----------------------|---------|--|--|--|--|--|--|--|--|
| | | uniform. | | | | | | | |
| 12 | 22(xv) | Penalty of Rs. 100/- shall be imposed for not attending the window glass/window shutter per coach during the pit line examination. | | | | | | | |
| 13 | 22(xvi) | Penalty for shortage of manpower, deduction as per daily wages plus penalty of Rs.1000/- per day per short deployment. | | | | | | | |
| 14 | - | Any other penalty as specified | | | | | | | |
| Total Penalty | | | | | | | | | |

Signature of Contractor's Supervisor

Signature of Auth. Rep. of Sr.DME/Sr.CDO

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ANNEXURE A-2**Score card for intensive cleaning**

(To be filled by the supervisor/Nominated representative of Sr.CDO/ADME)

Agreement No & date----- Name of Contractor -----
 Date of Inspection: ----- Name of Depot -----Name of Supervisor-----
 Train No. ----- Time Work Started----- Time Work Completed-----
 No. of Coaches In the rake----- No.of Coaches attended -----

| Sr | Coach position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|------------|--|---|---|---|---|---|---|---|---|---|----|----|------|
| | Coach No | | | | | | | | | | | | |
| (A) | Coach Interior | | | | | | | | | | | | |
| 1 | Toilet (Panel, Ceiling, Floor, Skirting Items, Mirror, Stickers & graffiti etc.) | 3 | | | | | | | | | | | |
| 2 | Vestibules , Doorways & Gangways including washbasin, mirror & dustbins | 2 | | | | | | | | | | | |
| 3 | Floor/Floor PVC including skirting and under the berths/seats | 1 | | | | | | | | | | | |
| 4 | Seats & Berths (For pantry car: Cup boards, shelves, counter kitchen area etc. shall be additional items for this category) | 3 | | | | | | | | | | | |
| 5 | Panels, Ceiling, Window Sills, Window Glasses, Shutters Snack Tables & all others items | 1 | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|------------|--|---|--|--|--|--|--|--|--|--|--|--|--|
| (B) | Coach Exterior : Outside Washing of the Coach including end panels and turn under { All unauthorized stickers need to be removed} | 3 | | | | | | | | | | | |
|------------|--|---|--|--|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | | | | |
|------------|---|--|--|--|--|--|--|--|--|--|--|--|--|
| (C) | Watering (Please mention Yes/No) | | | | | | | | | | | | |
|------------|---|--|--|--|--|--|--|--|--|--|--|--|--|

- Maximum Marks will be 15 for interior cleaning .This will be counted as under:
Very Good-3, Satisfactory-2, Poor-1, Not attended-0
- In above example there are 10 marks for interior cleaning, therefore rating will be $10/15 \times 100 = 66.6\%$
- Maximum Marks will be 3 for exterior cleaning & washing. This will be counted as under:
Very Good-3, Satisfactory-2, Poor-1, Not attended-0
% can be derived as per the marks separately.
- In above example there are 3 marks for exterior cleaning, therefore rating will be $3/3 \times 100 = 100\%$
- Note:** Rating for Sr. No. (A) and (B) done combined.

Signature of Contractor's SupervisorSignature of Auth. Rep. of Sr.DME/ Sr.CDO

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Annexure A -2(Back side)

Date:.....Train No.....

Payment cum Penalty Schedule for intensive coach cleaning: Payment calculation as per rating:

| Coach No. | | | | | | | | Total |
|---------------|--|--|--|--|--|--|--|-------|
| % Rating | | | | | | | | |
| Payment In Rs | | | | | | | | |

Penalty schedule:

| Sr | Clause No. | Item | 1 | 2 | 3 | 4 | 5 | | Total |
|----|------------|---|---|---|---|---|---|------|-------|
| | | Coach No | | | | | | | |
| 1 | 22(iii) | Penalty to the tune of Rs. 500/- shall be imposed per rake per instance for not locking/unlocking of coaches as detailed under the 'Schedule of Work'. | | | | | | | |
| 2 | 22(iv) | Penalty of Rs. 250/- per coach per occasion shall be imposed for not watering any coach. | | | | | | | |
| 3 | 22(v) | Penalty of Rs. 250/- per machine/pitline shall be imposed for not deploying machine as per resource specification. | | | | | | | |
| 4 | 22(vi) | In case of adverse remark on cleaning quality and method by any inspecting official or in the event of any passenger complaint, the contractor will be liable for a penalty of minimum Rs. 1000/- (Rupees one thousand only) or / and the compensation awarded to complainant in any court of law and/or in consumer court. | | | | | | | |
| 5 | 22(vii) | Penalty of Rs. 200/- per occasion if flooding of water inside coach (other than toilet floor) is reported during cleaning activity. | | | | | | | |
| 6 | 22(viii) | Penalty of Rs. 500/- shall be imposed per occasion for dropping garbage, collected from the coaches during dry sweeping, on the Railway track/ maintenance line. | | | | | | | |
| 7 | 22(ix) | Penalty of Rs. 100/- per coach per case shall be imposed if the toiletries is not supplied as per the prescribed quantity. | | | | | | | |
| 8 | 22(x) | Penalty of Rs. 500/- per rake per case shall be imposed if chemicals used are of unapproved brand or less than the prescribed quantity. | | | | | | | |
| 9 | 22(xi) | Penalty equivalent to the rate (100%) of the coach for intensive cleaning shall be imposed for not attending the intensive cleaning. | | | | | | | |
| 10 | 22(xiv) | A penalty of Rs. 100/- per person will be levied for the staff having improper uniform. | | | | | | | |
| 11 | 22(xv) | Penalty of Rs. 100/- shall be imposed for not attending the window glass/window shutter per coach during the pit line examination. | | | | | | | |
| 12 | 22(xvi) | Penalty for shortage of manpower, deduction as per daily wages plus penalty of Rs. 1000/- per day per short deployment. | | | | | | | |
| 13 | - | Any other penalty as specified | | | | | | | |

Signature of Contractor's Supervisor

Signature of Auth. Rep. of Sr.DME/Sr.CDO

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Annexure – A4**Score Card for Depot Cleaning**

| Items of cleaning | Score on First Check | Score on 2 nd Check | Average Score** |
|---|----------------------|--------------------------------|-----------------|
| Cleaning of office premises*** | | | |
| Cleaning of Catwalks and Aprons | | | |
| Cleaning of Pits | | | |
| Cleaning of Sick line | | | |
| Cleaning of yards | | | |
| Cleaning of Drains inside the depots | | | |
| Cleaning of Pathways | | | |
| Disposal of Scraps to nominated places | | | |
| Disposal of garbage at nominated places | | | |
| Repair & maintenance of water hydrants | | | |
| Maintenance of Garden | | | |

Signature of Contractor's rep.Signature of Auth. Rep. of Sr. CDO**Score: 10 (Excellent), 8(Very good), 6(Good), 4(Average), 0(Bad)**

A scoring of about 90-100 should be aimed at. Scoring below 70% is not acceptable. **No payment below 70% score.**

*** Cleaning of office premises should be done at least 02 times a day as per instruction of nominated Railway representative..

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Power Cable & Wiring:

Provision of Diesel generator and cabling to be done by the Contractor. The contractor shall ensure all the protective measures in laying the cable alongside track. The power cabling laid alongside the Railway track shall be duly earthed. Laying of electrical cables shall be in accordance with Indian Electricity Rules for safe working conditions.

Detail of Material:

The detail material, approximate quantity per line and make given below are indicative, the contractor shall provide power cabling arrangement as per actual requirement without any extra cost from Railway.

| Particulars | Approximate Qty. | Make |
|--|-----------------------------|---|
| 25 sq.mm. x 3.5 core Aluminum un- Armoured cable | 600 to 700 Meters | Fort Gloster/CCI/Finolex/Polycab/ Havells/ Anchor/Cona/Cabtrees/Supreme/Hydromax/ Astral/APAR/Sunrise/Universal/Bajaj/Surya |
| Cable termination with Gland and lugs | 50 to 70 Nos | |
| MCB in each Distribution Box | 25 to 30 Nos | MDS/L&T/Siemens/DATAR/ Finolex/ Polycab/ Havells/Anchor/Cona/ Bajaj/Surya |
| Power outlet boxes with 2 Nos.20 Amp. Metal clad plug socket with 20 Amp. SP MCB | 25 to 30 Nos | Metal clad Plug and Socket: MDS/BCH/ /Anchor/ABB/Havells/Cona/Finolex/ Polycab |
| GI Earth 6.3 mm GI Plate | for 600 to 700 meters cable | Prakash/Surya/ Jindal/SAIL/ TATA/ Bhushan/Simplex |
| GI Pipe 50 mm dia "B" Class | 600 to 700 Meters | |
| MS Angle Support 25 x 5 mm | 25 to 30 Nos | |

---: END OF THE DOCUMENT:---

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