

EAST CENTRAL RAILWAY.


Name of work: - Loco body washing & cleaning of Electric locomotives at ELS/DDU & DSL/DDU for three years.

1.0 Evaluation of the Bids shall be done as per the following system:

Two packet system of Biding shall be adopted for this work and the Bidders shall submit their bids in following two parts: **(A) Technical bid & (B) Financial bid.**

- (i) This bid shall be submitted through E-Biding system comprising Technical and Financial Bids. The Bidders shall fill the Bid with Bid schedule through Government E-Marketplace website i.e. www.gem.gov.in. The same will be closed & opened as date and time mentioned in the Bid notice.
 - (ii) On due date of opening only **Technical bid** will be opened for scrutiny to ascertain the suitability of Bidder for the work. Technical bid should contain:
 - (i) Bid document /Schedule terms and condition of contract.
 - (ii) List of works completed in the last three financial years giving description of works, organization for whom executed, approximate value of the contract at the time of award, date of award and date of schedule completion of work, date of actual start, actual completion and final value of the contract should also be given. (Necessary certificates in this regard from the authorities that made the payments for these proceedings years to be enclosed).
 - (iii) List of works on hand indicating description of work, contract value and approximate value of balance work yet to be done & date of award.
 - (iv) Other documents such as Trade License, Service Tax and Sale Tax registration details, GSTIN, PARTNERSHIP DEED, POWER OF ATTORNEY, AFFIDAVIT/DECLARATION, PAN, TIN, etc. as applicable.
 - (v) Any other document as mentioned in Bid document.
 - (vi) However, financial bid of only those Bidders will be opened who qualify in Technical Bid. In the technical bid, no price shall be mentioned.
 - (vii) Financial bid should contain Schedule of rate duly filled and signed. Rates entered into Financial Rate page of Government e-Marketplace Website and duly digitally signed, shall be considered. Rates and any other financial entity in any other form/letter head if attached by vendors shall be straightway ignored and shall not be considered.
- 2.0** Quantities shown in the scope of work are approximate only and are subject to variation according to the needs of the Railway.
- 3.0** Bids containing erasures and/or alterations of Bid documents are liable to be rejected. Any correction made by Bid(s) in her/their entries must be attested by her/them.
- 4.0** The works are required to be completed within a period of 36 months from the date start of work
- 5.0** The work will be inspected and monitored by the authorized representative of Sr. DEE/TRS/DDU.
- 6.0 Earnest Money:-**
- (i) The Bidder shall be required to deposit earnest money of **1,61,930/- (Rupees One Lakh Sixty One Thousand Nine Hundred Thirty)** with the Bid for the due performance with the stipulation to keep the offer open till such date as specified in the Bid, under the conditions of Bid. The earnest money shall be as under –

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

Approved:

27/05/2026
Sr. D.E.E./TRS
E.C.Rly./DDU


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Note:

- The earnest money shall be rounded to the nearest Rs.10. This earnest money shall be applicable for all modes of Bidding.
 - MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Startups as recognized by Department of Industrial policy & Promotion shall be exempted from payment of minimum EMD detailed in the bid.
 - **Earnest Money:** In terms of clause 3.3 of General Conditions of Contract for Services, the Bidder shall be required to deposit earnest money with the Bid for the due performance with the stipulation to keep the offer open till such date as specified in the Bid, under the conditions of Bid.
 - In terms of clause 3.3 of General Conditions of Contract for Services, the Earnest Money (EMD) should be deposited in the form and manner as per the latest instructions issued by the Railway Board from time to time. Payment of EMD through Demand draft, the same may be done in favour of FA & CAO/ECR/HJP, East central Railway with amendment/revision if any.
- (ii) It shall be understood that the Bid documents have been sold/issued to the Bidder and the Bidder is permitted to bid in consideration of stipulation on their part, that after submitting her Bid she will not resile from her/their offer or modify the terms and conditions thereof in a manner not acceptable to the Manager. Should the Bidder fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Railway.
- (iii) If her Bid is accepted, this earnest money mentioned above will be returned to the successful bidder after the submission and verification of Performance Guarantees as per clause 4.11 of General Conditions of Contract for services. The Earnest Money of other Bidders shall, save as herein before provided, be returned to them, but the Railway shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.

7.0 Rights of the Railway to Deal with Bid:

- (a) The authority for the acceptance of the bid will rest with the Railway. It shall not be obligatory on the said authority to accept the lowest Bid or any other Bid and no bidder(s) shall demand any explanation for the cause of rejection of her/their bid or the Railway to assign reasons for declining to consider or reject any particular Bid or Bids.
- (b) The bidder(s) deliberately gives/give wrong information in her/their Bid or creates/create circumstances for the acceptance of her/their Bid; the Railway reserves the right to reject such Bid at any stage.
- (c) If the bidder(s) expire(s) after the submission of her/their Bid or after the acceptance of her / their Bid, the Railway shall deem such Bid cancelled. If a partner of a firm expires after the submission of their Bid or after the acceptance of their Bid, the Railway shall deem such Bid as cancelled, unless the firm retains its character.
- (d) Bidder's Credentials: Bidder shall submit the documents as demanded under Bid Evaluation criteria along with the bid.

8.0 ELIGIBILITY CRITERIA: -

- 8.1 Work Experience** -The bidder should have satisfactorily completed* in the last three previous financial years and the current financial year up to the date of opening of the Bid, one similar single service contract** for a minimum of 35% of advertised value of the bid.

***Completed service contract includes on-going service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid.**


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Definition of Similar Nature Work-

** Similar nature" of service contract means -

1. External body washing and cleaning or washing/cleaning of locomotives in Diesel or Electric loco shed.
OR
2. Railway coach cleaning/ Mechanized Coach cleaning in Indian Railways
OR
3. Washing and cleaning work of public transport (Bus) under the establishment of any central govt. / state govt./PSU's/public listed company/private company/Trusts.
OR
4. Any type of cleaning work associated with Aircraft under the establishment of any Central govt. /State govt./PSU's/Public listed company/Private company/Trusts.

The above similar nature work will be applicable in the instant Bid.

Work experience certificate from private individual shall not be accepted. Certificate from public listed company/private company/Trusts having annual turnover of Rs. 500/- crore and above subject to the same being issued from their Head office by a person of the company duly enclosing his authorization by the Management for issuing such credentials.

Notes:

The bidder shall submit details of work executed by them in the prescribed format along with bid for the service contracts to be considered for qualification of work experience criteria clearly indicating the nature/scope of contract, actual completion cost and actual date of completion for such contract.

If similar nature of work is composite in nature then only those schedule will be taken for consideration which matches with above defined similar nature work for instant tender.

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

- (a) **T1-Financial Turnover:** The bidder should have an aggregate financial turnover not less than 1.5 times the advertised Bid value during the last three previous financial years and in the current financial year up to the date of opening of the tender. The audited balance sheet reflecting financial turnover certified by chartered accountant with his stamp, signature and membership number shall be considered.
- (b) **T2-Liquidity:** The bidder should have access to or has available liquid assets, lines of credit and other financial means to meet cash flow that is valued at 5% of the estimated bid value net of applicant's commitments for other contracts. The audited balance sheet and/or banking reference certified by chartered accountant with their stamp, signature and membership number shall be submitted by the bidder along with bid (**Annexure-"C"**). Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity. The banking reference should be from a Scheduled Bank in India and it should not be more than 3 months Old as on date of submission of bids.

The bidders shall submit an undertaking for truthfulness/correctness to the effect that all the Documents Submitted by him along with his bid are true. This shall be mandatory in bid. The bid shall be summarily rejected if the bidder fails to submit/uploaded this undertaking along with the bid (As Annexure- "F").

Non-compliance with any of the conditions set forth therein above S.no.11 (11.1 & 11.2) is liable to result in the tender being rejected.


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- 9.0 The firm should be well established in the field of professional in cleaning services.
- 10.0 Only experienced and qualified firms having proven credentials of unblemished performance in reputed/major establishments for similar work should apply along with supporting documents.

11.0 EVALUATION OF TECHNICAL BID

Bidder's Credentials:

- (a) The Bidder shall submit along with the Bid documents, documents in support of his/their claim to fulfill the eligibility criteria as mentioned in the Bid document. Each page of the copy of documents/certificates in support of credentials, submitted by the Bidder, shall be self-attested/digitally signed by the Bidder or authorized representative of the Biding firm. Self-attestation shall include signature, stamp and date (on each page). Only those documents which are declared explicitly by the Bidder as "documents supporting the claim of qualifying the laid down eligibility criteria", will be considered for evaluating his/their Bid.
- (b) Each page of the copy documents/certificates in support of credentials, submitted by the bidder, shall be self-attested by the bidder or authorized representative of the bidding firm. Self-attestation shall include signature, stamp and date (on each page). Only those documents will be considered for evaluating bid, which are duly self-attested as above.
- (c) Standard format of the undertaking to be submitted by the bidder is enclosed as **Annexure-"F"**. The bidders shall be required to submit an undertaking certifying the truthfulness of all the documents submitted/uploaded along with the tender. This shall be mandatory for all the bidders. In case of failure of the bidder to submit the undertaking, their offer shall be summarily rejected.
- (d) After opening the financial bid, the tender committee shall verify the credentials of the bidder who is declared as the lowest bidder (L1) for their authenticity.
- (e) **If any document (or copy thereof) submitted by a bidder is found to be false/forged:**
- (i) The bidder/each partner/member of the bidding firm shall be liable to legal actions apart from punitive actions, as decided by competent authority of Railways. In such an eventuality, the bid (bid) shall also be summarily rejected.
- (ii) If the contract has already been awarded, or Letter of Acceptance (LOA) has been issued and any, the contract shall be terminated, irrespective of stage of progress in execution of the work. In such an eventuality, Security Deposit (SD), Performance Guarantee (PG) and partial/full payments otherwise due to the contractor, in respect of the partial/full work executed by the contractor, shall be forfeited by the Railways.
- (iii) Other punitive actions, like banning the bidder and partners/members of the bidding firm for future dealings with Indian Railways and/or the Government of India may also be taken by the Railway/Government of Indian authorities.

12.0 **Evaluation of Financial Bid**

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

- 13.0 **Partnership Deeds, Power of Attorney Etc.:** The bidder shall clearly specify whether the bid is submitted on their own or on behalf of a partnership concern. If the bid is submitted on behalf of a partnership concern, they should submit the certified copy of partnership deed along with the Bid and authorization to sign the Bid documents on behalf of partnership firm. If these documents are not enclosed along with Bid documents, the Bid will be treated as having been submitted by individual signing the Bid documents.

The Railway will not be bound by any power of attorney granted by the bidder or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

- 14.0 The bidder whether sole proprietor, a limited company or a partnership firm if they want to act through agent or individual partner(s) should submit along with the Bid or at a later stage, a power of attorney duly stamped and authenticated by a Notary Public or by Magistrate in favour of the specific person whether she/they be partner(s) of the firm or any other person specifically authorizing her/them to submit the Bid, sign the agreement, receive money, witness measurements, sign measurement books, compromise, settle, relinquish any claim(s) preferred by the firm and sign "No Claim Certificate" and refer all or any disputes to arbitration.

- 14.1 The bidder shall clearly specify whether the bid is submitted on her own or on behalf of a Partnership Firm/Joint Venture (JV)/Society etc. The bidder(s) who is/are constituents of Firm, Company, Association or Society shall enclose self-attested copies of the Constitution of their concern, Partnership Deed and Power of Attorney along with their bid. Bid Documents in such cases shall be signed by such persons as may be legally competent, Association or Society, as the case may be.
- 14.2 The bidder shall give full details of the constitution of the Firm/JV/Company/Society etc. and shall also submit following documents (as applicable), in addition to documents mentioned above:
- (i) Sole Proprietorship Firm: The bidder shall submit the notarized copy of the affidavit.
 - (ii) Partnership Firm: The bidder shall submit self-attested copies of (i) registered/notarized Partnership Deed and (ii) Power of Attorney duly authorizing one or more of the partners of the firm or any other persons(s) , authorized by all the partners to act on behalf of the firm and to submit & sign the Bid, sign the agreement, witness measurements, sign Measurement Books, receive payment, make correspondences, compromise/settle/relinquish any claim (s) preferred by the firm, sign 'No Claim certificate', refer all or any dispute to arbitration and to take similar action in respect of all Bids/contracts OR said Bid/contract.
 - (iii) **Joint Venture (JV) is not allowed in this tender.**
 - (iv) Company registered under Companies Act-1956: The Bidder shall submit (i) the copies of MOA (Memorandum of Association) and AOA (Articles of Association) of the Company; and (ii) Power of Attorney duly registered/notarized by the company (backed by the resolution of Board of Directors) in favour of the individual, signing the Bid on behalf of the Company.
 - (v) Society: The Bidder shall submit (a) self-attested copy of the Certificate of Registration, (b) Deed of Formation and (c) Power of Attorney in favour of the Bid signatory.
 - (vi) If it is mentioned in the Bid that it is being submitted on behalf of/by a Sole Proprietorship Firm/Partnership Firm/Joint Venture/Registered Company etc., the afore- mentioned document/s (as applicable) should be enclosed along with Bid. If it is NOT mentioned in the Bid that it is being submitted on behalf of/by a Sole Proprietorship Firm/Partnership Firms/Joint Venture/Registered Company etc., then the Bid shall be treated as having been submitted by the individual who has signed the Bid.
 - (vii) After opening of the Bid, any document pertaining to the Constitution of the Firm/JV/Society etc. shall neither be asked nor be entertained/ considered.
 - (viii) A Bid from JV/Consortium/Partnership Firm etc. shall be considered only where permissible as per the Bid/ Bid conditions.
- 15.0 Employment/Partnership etc. of Retired Railway Employees should be dealt as per GCCS 2018 or latest corrigendum or railway guidelines.
- 16.0 Bidder should check any correction/corrigendum related to this Bid Notice on Website before uploading their offer.
- 17.0 Bidder should quote their rate, keeping in mind that he will be responsible to pay the minimum wages with PF and ESIC, Overtime, and other allowances etc. as per labour law for entire contract period. No extra payment will be paid by the Railway except minimum wages as applicable in PVC clause of GCCS 2018.
- 18.0 Paying of minimum wages to their staff is the responsibility of contractor. The contractor shall be disqualified from participating in the bidding for services in a Railway division, if any previous contract of the bidder or any of its constituents had been terminated under clause 7.4 of GCC for Service Contract 2018 or latest in that Railway division, with in the previous 2 years from date of submission of bids
- 19.0 **Qualification Criteria Eligible Applicant**
The Bids for this contract will be considered only from those Bidders /proprietorship firms, partnership firms, companies, corporations, consortia or joint ventures (JV hereinafter) etc. Who meet requisite eligibility criteria.


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- 20.0 Terms of Payment:** -Payment will be made through NEFT/RTGS /ECS after satisfactory Completion of the work "Loco body washing & Cleaning of Electric locomotives at ELS/DDU & DSL/DDU for three years." Bill in all respect shall be submitted to Sr. DEE/TRS/DDU along with supporting documents. Income tax & GST will be deducted from the bill at source as per extent govt. rule. Bill passing officer is Sr. DEE/TRS/DDU and bill paying officer is Sr. DFM/ECR/DDU.
- 21.0 Performance Guarantee:** - Performance guarantee at the rate of 5% (Railway board letter no. 2017/EnHM/25/11 dated 24.05.2024) of the contractual value shall be deposited by the successful bidder. It shall be dealt as per clause 4.11 of GCC Services 2018 with latest correction slip.
- 22.0 Force Majeure:** - Force Majeure shall be dealt as clause 4.12 of GCC services 2018.
- 23.0 Signing of "No Claim" Certificate:** - The Contractor shall not be entitled to make any claim whatsoever against the Railway under or by virtue of or arising out of this contract, nor shall the Railway entertain or consider any such claim, if made by the Contractor, after she shall have signed a "No Claim" Certificate in favour of the Railway in such form as shall be required by the Railway after the works are finally measured up. The Contractor shall be debarred from disputing the correctness of the items covered by "No Claim" Certificate or demanding a clearance to arbitration in respect thereof.
- 24.0 Rates:** Rates quoted by the contractor should be inclusive of GST & charges like income tax & other taxes levied by the central govt., State govt., Municipal Corporation etc. Minimum wages, EPF, ESIC & other social benefits of employees should be considered while quoting rates.
- 25.0 Legal Obligations:** - All provision of GCC Services 2018 will be applicable in the instant tender.
- 26.0 Omissions & Discrepancies**
Should a Bidder find discrepancies in or omissions from the drawings or any of the Bid Forms or should she/he be in doubt as to their meaning, she/he should at once notify the authority inviting Bidders who may send a written instruction to all the Bidders. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of tender and successful Bidder shall take upon herself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
- 27.0 Assignment or Subletting of Contract**
The Contractor shall not assign or sublet the contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the special permission in writing of the Railway. Any breach of this condition shall entitle the Railway to rescind the contract under Clause 7.4 (GCC services) of these Conditions and also render the contractor liable for payment to the Railway in respect of any loss or damage arising or ensuing from such cancellation. The permitted subletting of services by the Contractor shall not establish any contractual relationship between the sub-contractor and the Railway and shall not relieve the Contractor of any responsibility under the Contract.
- 28.0 Right of Railway to Determine the Contract:-** The Railway shall be entitled to determine and terminate the contract at any time should, in the Railway's opinion, the cessation of work becomes necessary owing to paucity of funds or from any other cause whatever, in which case the value of approved materials at site and/or of work done to date by the contractor will be paid for in full at the rate specified in the contract. Notice in writing from the Railway of such determination and the reasons therefore shall be conclusive evidence thereof.
- 29.0 Termination Notice:** If no action to commence the service or improve the quality thereof is taken by the contractor within the 7 days notice period. Then final termination notice shall be issued as per provision made in GCCS 2018 or latest.

30.0 In terms of clause 2.5.2.1 & 2.5.2.2 under disqualification of bidders & clause 2.2.1.2 of eligible applicant of General Conditions of Contract for Services, the declaration to this effect shall be furnished by the contractor as a part of his bid document. A format in this regard is given as **ANNEXURE-I**. In case of non-submission of this declaration with the bid, the offer will be summarily rejected. In case this declaration is found to be false, process for 'banning of business' against the bidder/contractor shall be initiated as per extent rules.

31.0 In terms of clause 2.5.1 & 2.5.2 under Disqualification of Bidders of General Conditions of Contract for Services, the bidder shall submit statement/information regarding "Employment/Partnership etc. of Retired Railway Employees". A sample format in this regard is given as **ANNEXURE-J**. Bids without the information above referred to or a statement to the effect that no such retired Manager or retired Gazetted Officer is so associated with the Bidder, as the case may be, shall be rejected.

32.0 In terms of clause 2.6.2.1.3 of General Conditions of Contract for Services and Director/EnHM/Railway Board's letter no. 2017/EnHM/25/11 dated 01.07.2020, the tenderers shall submit a copy of undertaking for Truthfulness/Correctness of the DOCUMENTS submitted/uploaded by the tenderer along with the tender. (Copy of the same is also enclosed herewith as **ANNEXURE-F**). This shall be mandatory in all bids. The bid shall be summarily rejected if the bidder fails to submit this undertaking along with the bid.

33.0 **Place of the work:** Electric Loco shed and Diesel Loco shed, Pt. DDU, East Central Railway.

34.0 **LETTER OF CREDIT (LC):-AS PER GOVERNMENT RULE.**




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Special Condition of the Contract

NAME OF WORK: - "Loco body washing & Cleaning of Electric locomotives at ELS/DDU & DSL/DDU for three years.

1. General

- i. The work shall be executed at the both shed premises i.e. ELS/DDU & DSL/DDU.
- ii. Contractor has to depute responsible person for supervising the said work having minimum qualification Diploma or equivalent.
- iii. The contractor has to bear any loss or damage caused in the premises to Railway property by his representative while rendering his duties at Electric Loco Shed, DDU. The contractor will be responsible for any compensation to be paid to his employee/labours as a result of any mishap during the course of work.
- iv. The contractor has to maintain a register with Railways which consists of the details of the work carried out on day to day basis which would be used for the purpose of payment.
- v. If any other work which are not specified in the contract but necessary for satisfaction of Rly engineer for complete cleaning will also be done by the contractor as per the instruction issued by Rly. engineer time to time.
- vi. If any of the misconduct or adverse report against the performance of the agency/Firm or its employee is reported to Railway, then Rly. reserve the right to cancellation/termination of contract at any stage and decision taken by the Rly. authority will be final and binding on the agency.

2. **The scope of work** shall cover the work as per Annexure A.

3. **Schedule of rates and prices:-**To be furnished by the tenderer in the schedule of Rate & Quantities.

4. **GST and other taxes;** -The rates shall be firm and consolidated and inclusive of all other taxes, transportation of material, & all incidental charges inclusive of GST.

5. **Consignee:** - Senior Section Engineer, Electric Loco Shed, East Central Railway, DDU.

6. Completion period:

The above work shall be completed in all respect within a period of 36 months from the date start of work

7. Specifications for cleaning solvents:

- i. The contractor will have to use standard branded cleaning compounds, detergents, and liquid soap etc. as mentioned in detailed of scope of work. The cleaning materials should be inspected by the authorized representative of Railway before use. The equipment's used by contractor shall be suitable to be used in the area of work, which will be duly certified by the authorized representative of Railway before start of the work.
- ii. Cleaning solvent for cleaning the radiators of 3 phase locos as per RDSO SMI No. RDSO/2016/EL/SMI/0287 (Rev.'1'); dated 15.06.2018 i.e. Auco-Alu B made by Messrs. Auco, Gerwigstrasse 24-26. D-78234 Engen) or NULON R40 OR AFSSO clean AD-20 or equivalent cold cleaning agent to be provided by contractor/firm. Material use by the contractor should be verified by concern officer/representative of Sr. DEE/TRS for its quality and quantity.
- iii. The aforesaid material should be supplied in advance to ELS/DDU in such a manner that sufficient quantity of material (at least one month's consumption) is always available in the stores during the entire contract period. Necessary challan in this regards is also to be submitted to railway. Work should not suffer for the want of material under any circumstances. After receiving the material, railway will issue the material to contract supervisor on daily or weekly basis as per convenience.

8. Execution of work

The contractor has to plan man power such that 4 to 5 locos are attended per day. However the number of loco may be increased/decreased depending upon the availability of loco in shed, for this, the contractor will make available adequate manpower at Electric Loco shed, DDU & Diesel Loco shed, DDU and deploy them accordingly. Normally, the work has to be carried out on all the working days of the shed during the day time between 6.00 hrs to 18.00 hrs. In case of any emergency or adverse circumstances (as decided by the Railways), if the work is required to be executed on Sunday or beyond normal working hours, contractor will have to arrange sufficient manpower to meet the requirement.

9. Transportation:

The transportation of material if any to Electric Loco Shed, DDU or vice-versa shall be done at the contractors own cost. Railways shall not bear any type of transportation charges.

10. INSPECTION:

- i. The work and material shall be inspected by Sr. DEE/TRS/DDU or his representative for quality of material used / workmanship etc.
- ii. In case of dispute regarding the quality of material, quality of work and methodology, the decision of the Sr. DEE/TRS/DDU shall be final and binding on the contractor.

11. Penalty clause :

- i. If the contractor does not turn up on any working day, a penalty in proportion of Rs. 5000/- per day will be levied.
- ii. A fine of Rs. 2000/- per instance to be recovered on report of any genuine complaint from Engineer's representative regarding any misconduct or bad workmanship against the performance of the agency or its employee.
- iii. For any minor or unscheduled visit inspection, Loco is detained on account of the contractor due to delay in proper execution of the awarded work then a penalty in proportion of Rs.500/Loco/hour will be levied from the running bills as reported by railway representative & decision of railway will be final in this regard.
- iv. For major schedule (TOH/IOH), Loco is detained on account of the contractor due to delay in proper execution of the awarded work then a penalty in proportion of Rs. 2000/Loco/day will be levied from the running bills.
- v. The decision of administration for penalty imposed will be final and binding on the contractor.
- vi. Any of the above penalties can be waived off on the merits of the case on the sole discretion of Railway Administration.
- vii. The cost of any kind of material or Rly. Property lost/stolen/damaged by firm's employee as found by Railway authorities will be recovered from the contractor's on account bill and security deposit immediately and payment will be made when value of material or damages are recovered or paid by the contractor to Railway.
- viii. On account of any reason, if the contractor fails to carry out the work for a sustained period of the time (the period at the discretion of the railway Administration) the railway Administration besides levying the penalty clause as above also reserves the right to get the same work done by other agency at the risk and cost of the contractor.

12. Police Verification of Labour employed by Contractor

- i. The contractor has to submit certificate of Police Verification of their contractual staff deployed in Railway Premises before execution of work as per Railway Board's Letter No. DO No./2020/Sec(CCB)/45/50/Misc. Date 03-02-2020. As per the prescribed format given in the tender document as **Annexure-"G"**.
- ii. If any of the misconduct or adverse report against the performance of the agency or its employee is reported to Railway, then Rly. reserve the right to cancellation/termination of contract at any stage and decision taken by the Rly. Authority will be final and binding on the agency.

13. Payment terms & conditions:

- The minimum Rate of Wages for all Workers as notified by Regional Labour Commissioner shall be paid through Nationalized Banks. In this regard contractor must follow the recent guideline by Rly / Govt. of India.
- (a) The Contractor shall ensure the Bank remittance of salaries for all their employees and necessary documents regarding revision notifications of Minimum wages (Wages and VDA) and proof of payment to the labour with revised rates.
 - (b) Payment shall be released on quarterly basis. Bill must be supported with Bank mandate details
 - (c) Paying authority Sr. DFM/ECR/DDU. The contractor should raise the bill in two copies and submit it to Sr. DEE (TRS)/DDU who after verification and signature will forward it to Divisional accounts for payment.


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14. **SHRAMIK KALYAN PORTAL:** In terms of Railway Board's letter No. 2018/CE-1/CT/4 dated 17.10.2018, the contractor shall be responsible for uploading details of the contractual staff employed for the subject work on the Indian Railways Shramik kalyan portal (website: www.shramikkalyan.indianrailways.gov.in).

- (i) Contractor is to abide by the provisions of various labour laws in terms of above clause. In order to ensure the same, an application has been developed and hosted on website 'www.shramikkalyan.indianrailways.gov.in' Contractor shall register his firm/company etc. and upload requisite details of labour and their payment in this portal. These details shall be available in public domain. The registration/updating in Portal shall be done as under:
- (a) Contractor shall apply for one time registration of his company/firm etc. in the Shramik Kalyan portal with requisite details subsequent to issue of Letter of Acceptance. Railway official shall approve the contractor's registration in the portal within 7 days of receipt of such request.
- (b) Contractor once approved by Railway authority, can create password with login ID (PAN No.) for subsequent use of portal for all Letter of Acceptances (LOAs) issued in his favour.
- (c) The contractor once registered on the portal, shall provide details of his Letter of Acceptances (LOA)/ Contract Agreements on Shramik kalyan portal within 15 days of issue of any LOA for approval of concerned Railway authority. Railway authority or representative shall update (if required) and approve the details of LOA filled by contractor within 7 days of receipt of such request.
- (d) After approval of LOA by Railway authority, contractor shall fill the salient details of contract labours engaged in the contract and ensure updating of each wage payment to them on shramik kalyan portal on monthly basis.
- (e) It shall be mandatory upon the contractor to ensure correct and prompt uploading of all salient details of engaged contractual labour & payments made thereof after each wage period.
- (ii) While processing payment of any 'On Account Bill' or 'Final Bill' or release of 'Advances' or 'Performance Guarantee/ Security deposit', contractor shall submit a certificate to the Sr. DEE/TRS/DDU office or representatives that "I have uploaded the correct details of contract labours engaged in connection with this contract and payments made to them during the wage period in Railway's Shramik kalyan portal at 'www.shramikkalyan.indianrailways.gov.in' till __Month, __Year." (ref: Railway Board's letter no. 2018/CE-1/CT/4 dated 17.10.2018).

15. **Manpower Policy:**

- i. No extra amount will be paid by Railway on account of deployment of extra staff.
- ii. Persons deployed by the contractor shall have 'No Claim' to be a Railway personal in any capacity what so ever.
- iii. Contractor should give list of staff along with their address, telephone no. to this office after the issue of LOA, but before starting the works. Identity cards are also to be issued by contractor to their staffs.
- iv. Contractor has to be submit photocopy of Aadhar Card for all engaged staff which is duly attested by Contractor.
- v. Contractor will provide Green dress code to all their engaged staff.

16. **Issue of identity cards by contractors:**

- i. The Contractor is bound to issue Laminated Identity card to each and every person employed by him and deployed for execution of the contract work as given below, at his own cost. Failure on the part of the Contractor to issue identity cards to their Employees will be treated as breach of contract conditions and therefore will be dealt as per GCC.
- ii. It is mandatory for the Contractors to submit the list of employees issued with the identity cards and deployed for execution of the particular contract, to the Railway's Engineer at site before commencement of the work & also for any subsequent changes made during the execution of work.
- iii. Contractor has to submit two Xerox copies of identity card to Railways.
- iv. Performa of I-card as per Annexure-"H" of the tender document.

17. Compliance of Labour Laws:- The Contractor Shall be liable for strict compliance of the provisions of the relevant and extent Labour laws as applicable.

- (a) Contract Labour (Regulation and Abolition) Act (CLRA), 1970.
- (b) Contract Labour (R&A) Rules 1971.
- (c) Minimum Wages Act (MWA) 1948 & Minimum Wages Rules (MWR), 1950.
- (d) Employees' Provident Fund and Miscellaneous Provisions Act (EPF and MPA) 1952 and Employees Provident Fund Scheme (EPFS) 1952.
- (e) Employees' State Insurance Act (ESIA) 1948.
- (f) Employees' Compensation Act (ECA), 1923.
- (g) Contractors are also advised to visit <https://trial.gem.gov.in/CLIP/clip.jsplabour> payment portal for payment of their labour.

18. Safety Measure:

- i. The contractor's supervisor has to co-ordinate with Railway representative for allotment of locos for carrying out the work. He has to ensure that work is carried out only in locos which are dead and OHE is made dead by cross checking with availability of discharge rods on OHE & it has to be ensured in every respect by firm's supervisor/staff before starting work
- ii. The contractor shall take all precautionary measures in order to ensure the protection of his own personnel moving or working on the railways premises, but shall then confirm to the rules and regulations of the railway. The contractor shall be responsible for safe custody of all equipment's till provisional acceptance. Moreover, if any time the works to be carried out directly concern the safety of the trains, the contractor's staff must comply fully with railway's regulations given to him by authorized railway staff. The contractor's employees and workers may for no reason operate an installation concerning train safety or train movement. They shall notify the authorized representative of the purchaser/ consignee who will take all necessary steps in this regard.

19. Apart from the above condition the contractor/firm has to comply all the term & conditions of GCCS- 2018 or latest.



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SCOPE OF WORK

Name of the Work:-Loco body washing and cleaning of Electric locomotives at ELS/DDU & DSL/DDU for three years.

Important conditions and Notes:-

1. Monthly progress report should be submitted by the contractor to the Sr. DEE/TRS/DDU, during first week of every month.
2. All the Locos placed for washing is to be completed before 8.00 AM, in case of late arrival of loco same to be washed during rainwater leak test or any other specified time given by Section Engineer.
3. Separate register to be maintained for all the materials signed by both Section Engineer and contract supervisor for all the material transactions.
4. For POH done locos during ICO filter cleaning & body washing need not to be done, other activities to be carried out. For foreign/unscheduled locos all the schedules if required to be carried out.
5. In case loco placement is delayed due to late arrival of locos or some other reason, same to be informed whenever to concern section Engineer. Loco placement is late, suitable extra time decided by concern section engineer will be given to contractor to complete the work.
6. In case any of the material is found and declared unsuitable by Railway representative, contractor is bound to replace the rejected material with accepted quality material.
7. In loco shed Work will be carried in 3 shifts in a day i.e. 08:00 hrs. to 16:00 hrs. 16:00 hrs. To 24:00 hrs. And 24:00 hrs. To 08:00 hrs. Total 3 shifts will work. Sufficient number of worker & supervisor should be deployed for work at loco shed, DDU so that the work is carried out in time.
8. Requirement of material, consumables and timing of work to be carried out are mentioned against each activity in the detailed scope of work activity-wise.
9. The consumables required for satisfactory execution of work as mentioned in detailed scope of work shall made available in advance on monthly basis. Without ensuring availability of adequate labour and consumables required to complete the scheduled item in prescribed time, no activity will be taken up by contractor.
10. Hydraulic trolleys, Filter carrying trolleys, Hot water jet, Vacuum cleaner, tools & tackles, spanners and other items as and when required for satisfactory execution of work activity-wise shall be arranged by Contractor & will be replaced, whenever required as worn out or damaged.
11. The work shall be executed by contractor's adequate work men. The work shall be supervised by contractor's qualified supervisor. The Supervisor shall be responsible for updating daily position of work to concern railways representative.
12. Free water, electricity and space to store Contractor's material will be provided by Rly.
13. Any work in the locomotive has to be done under the supervision of Rly Staff as nominated by Sr. DEE/TRS/DDU or his authorized representative.

Detailed scope of work:-

Scope of work:-

1. Washing and cleaning of loco body, cleaning of locomotives cab, windshield (L/O/G) for conventional and three phase locomotives during all schedules.
2. Washing/ Blowing/ Cleaning of Side Body Filter & radiator including removing, transportation from loco to cleaning spot and fitment on conventional type locomotives in all schedules.
3. Washing/Blowing/Cleaning of Radiator (02 Nos.), OCB Filters (02 Nos.), MRB Filters (02 Nos.), TMB Filters (02 Nos.) per 3 phase locomotives during all Schedules.
4. Loco body blowing in TOH in Three phase and Conventional locomotives.

5. Loco body blowing in IOH in Three phase and Conventional locomotives.
6. Vacuuming of 3 phase locomotives Machine Room during all schedules.
7. Cleaning of waterless urinal system.

The details of work under each category are as mentioned below:-

01. Washing and cleaning of loco body. Cleaning of locomotives cab, wind shield (LOG) for conventional and three phase locomotives during all schedule.

- a) The superstructure of Electric Locomotives should be scrubbed in order to remove silt, oil, grease etc. in every schedule.
- b) All 4 sides of loco should be cleaned. Loco body to be cleaned with water and scrubbing brush. Suitable cleaning agent (soap oil) or similar cleaning agent should be used. Scrubbing should be in such a manner that there shall be no damage to paint of locomotive.
- c) All 4 Nos. Front look out glass of locos from inner & outer side surface are to be cleaned by Collin or similar agent and clean cloth in every schedule.
- d) All 4 Nos. Side Window glass of locos from inner & outer side surface are to be cleaned by Collin or similar agent and clean cloth in every schedule.
- e) All side glasses of conventional locomotive from inner & outer side surface are to be cleaned by water mixed with suitable cleaning agent and scrubbing brush in every schedule.
- f) After washing both cab look out glass, triangular glass, side window glass, main door glass, head light, flasher light, marker light, panel door glasses, sun-visor, rear view mirror all these to be cleaned with dry cotton Clothes & Colin or similar agent.
- g) All the doors like panel doors, corridor doors, driver desk bottom doors, main doors to be cleaned thoroughly with cloth and Colin if required.
- h) Both driving cabs, including the floor, roof, and all equipment, must be thoroughly cleaned by scrubbing and vacuum cleaning to ensure no waste or debris remains. After cleaning, the driver's desk must be free of dust.
- i) Waste and dust available in Machine room area, corridors, HT compartment, all trench plates and in window trays to be removed and cleaned thoroughly with cloth and brush.
- j) Maximum 5 locomotives per day will be given (as per availability). This work is to be carried out preferably during day shift.

NOTE:-

- In case of CRO (cattle run over), All the locations as decided by concerned section in charge of under gear to be cleaned thoroughly to remove all the traces and mud happened by CRO.
- During cleaning activity care should be taken not to affect the original painting of the locomotive and without diminishing the glass/finish to painted surface. Care to be taken in PU painted loco that original shining of paint should not be spoiled by washing.
- Any posters or paintings which are not pertaining to the locomotive shall be removed/erased without making any scratch in the locomotive body with the permission of concerned section in charge.
- All glasses to be cleaned thoroughly outside and inside surfaces without any scratch marks.

02. Washing/blowing/cleaning of side body filter and radiator including removing, transportation from loco to cleaning spot and fitment on conventional type locomotives in all schedules.

- a) Remove all side wall filters from the locomotive, take them to the cleaning plant and clean them thoroughly with high air pressure and high water pressure.
- b) Blowing of dust and dirt in TFP compartment and its equipment i.e., oil mug ,all bushings, HV cables, SB Boards, TC, RPS, RGR, CGR, MPH, MVRH, Radiator, conservator, insulators, oil pipe lines, beneath foot plate after removing side body filters.

- c) Cleaning of compressor surface area with cloth and oil in the oil tray to removed and any traces of oil to be thoroughly cleaned.
- d) Cleaning inside the Loco by Vacuum cleaner to remove the dust & dirt of filters bins and other pockets inside the loco.
- e) Refit the all Side Body Filters back on to the locomotive duly replace the gaskets if founds damaged which shall be arranged by railways, All nut bolts with clamp to be tightened properly on locos.
- f) If the standard norms of air delivery are not achieved, clean the filters again and again to the satisfaction of Railway's engineer.

NOTE:-

Locomotive outer body cleaning should be done at designated areas. If the loco is under a wired track, cleaning is permitted only with the pantograph lowered and the OHE earthed with an earth rod.

03. Washing/blowing/cleaning of radiator OCB Filters (02 nos.), MRB Filters (02 nos.), TMB Filters (02 nos.) per 3 phase locomotives during all schedules.

a) Cleaning of Radiators-02 Nos. in each loco.

- (i) Remove the OCB-1 and OCB-2 covers inside the loco and clean the radiator thoroughly using air and high pressure hot water jet (temp 65° to 70°C or as per RDSO guideline), and then close the covers.
- (ii) Radiator top surface should be spread with recommended cleaning agent as per RDSO's SMI/0287 Rev.1 dated 15.06.2018 and left 20 minutes. Clean the radiator with aid of high pressure hot water jet (temp 65° to 70°C) then blow compressed air vertically to cooling air ducts for drying up of radiator, till clean water comes out.
- (iii) The direction of bombardment by the high pressure jet air cleaning system must be directed parallel to the cooling fins to prevent deformation of the heat exchanger/cooling laminates.
- (iv) Clean the radiator again in the similar fashion from bottom side of the radiator.
- (v) The high pressure jet nozzle should be kept 30 cm away from the radiator while cleaning, to prevent damage to the radiator by jet.
- (vi) Suitable arrangement should be made to avoid entry of water into the battery compartment during the cleaning process.
- (vii) Repeat the procedure- 'ii' and 'vi' above until the desired value as per SMI/0255 Rev.0 dated 06.05.2009 i.e. of air flow not obtained.
- (viii) During panel opening/closing any broken nut/stud to be replaced by contractor.

b) Cleaning OCB Filters-02 Nos. in each loco.

Clean the OCB filter on the roof of the locomotive after getting the respective OHE isolated by Railway Staff and putting the discharge rod. The cleaning shall be done thoroughly using air and high pressure water jet (temp 65° to 70°C). During panel opening/closing any broken nut/stud to be replaced by contractor.

c) Cleaning MRB Lower Filters-02 Nos. in each loco.

Remove the MRB filters from the loco and shift them to filter cleaning plant. Clean thoroughly with high pressure air and hot water jet (65° to 70°C). Refit the filter back on the loco duly changing the gasket if damaged. Apply RTV compound to be provided by contractor along the border of the filter. During panel opening/closing any broken nut / stud to be replaced by contractor.

d) Cleaning of TMB Filters-02 Nos. in each loco.

- (i) Remove the TMB filters from the loco and clean the same with air and hot water jet (65° to 70°C) Refit the filters back on the loco by applying RTV on borders of filters.
- (ii) Replace the filter gaskets if founds damaged which shall be arranged by contractor at free of cost.
- (iii) All nut bolt for refitting of above filters to be tightened properly.
- (iv) Hose pipe removed from MRB1, MRB2, TMB1 & TMB2 filters from inside of loco, Shall be refitted properly during refitting of filters duly cleaned.
- (v) Maximum 3 locomotives per day will be given (as per availability). This work is to be carried out preferably during day shift.
- (vi) During panel opening/closing any broken nut/stud to be replaced by contractor.

04. Vacuuming of Three phase locomotives Machine room during all schedules.

- a) Complete dust cleaning of machine room to be done by Industrial vacuum cleaner.
- b) In Machine Room Extra nuts/bolts/spanners/waste papers, dust, oil strains & other unwanted items to be removed. Entire Machine Room bottom floor area to be cleaned thoroughly by scrubbing and vacuum cleaning to ensure no waste or debris remains.

05. Loco body blowing and cleaning in TOH schedule of Three phase and Conventional Locomotives.

- a) Loco Cleaning/Blowing of Conventional Loco.
 - (i) Clean both cab by blowing/ vacuuming after removing checkered, Remove garbage like paper, cotton waste etc. removal of dust with soft brush.
 - (ii) Clean both side corridors by blowing and cleaning after removing checkered plates.
 - (iii) Clean all HTC by blowing and cleaning after removing checkered plates.
 - (iv) Clean all places below and behind Compressor / pneumatic compartment, SI Unit/Arno Converter, RSI Unit, transformer area, BA Panel etc. by blowing and vacuuming for removal of dust/dirt /oil.
 - (v) All checkered plates to be cleaned by brushing.
 - (vi) After inspection of trenches by section staff, all checkered plates to be fitted properly with all bolts.
- b) Loco cleaning /Blowing of 3 phase loco.
 - (i) Clean both cab and machine room by blowing. Remove garbage like paper, cotton waste etc.
 - (ii) Clean machine room in all places near OCB, Radiator, TMB, Pneumatic Panel, MR Tank, MRB, and Deadweight. Remove all dust and garbage. Use scrubber/Brush if required.
 - (iii) Clean all places below and behind SB1, SB2, HB1 and HB2 by blowing by using soft brush.
 - (iv) Remove all dust from panel by panel by using soft brush.
 - (v) Panels to be removed from both cab between driver and assistant driver and to be cleaned by dusting. All panels to be fitted back after cleaning.
 - (vi) Both cab behind drivers and assistant driver's to be blown with compressed air.

NOTE:-

The above activity shall be completed in one day shift preferably in evening and max 1-5 locos per month will be given (as per availability of loco).


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06. Loco Body Blowing and cleaning in IOH schedule of Three phase and Conventional locomotives.

- a) Loco Cleaning / Blowing Of Both Cabs, Corridors, Pneumatic Compartment and Cable Trenches of Conventional Locomotives.
- (i) Clean both cab by blowing/vacuuming. Remove garbage like paper, cotton waste etc.
 - (ii) Clean both side corridors by blowing and cleaning,
 - (iii) Clean all places below and behind compressor/pneumatic compartment, TM Blower, SI Unit/ Arno Converter etc. by blowing and vacuuming,
 - (iv) Clean all dust/dirt/oil in pneumatic compartment.
 - (v) All checkered plates to be removed outside from loco from following locations for necessary Blowing/Vacuuming and Cleaning:
 - Both side Cab
 - Both side Corridor
 - Both HTC
 - (vi) Remove foreign materials like cotton waste, paper pieces etc from trenches.
 - (vii) Dust to be removed from trenches with the help of vacuum cleaner and soft brush.
 - (viii) Remove dust under the both cab SB Board.
 - (ix) Remove dust under the both cab BD Board.
 - (x) Remove dust from Relay Panel.
 - (xi) Remove dust from driver desk.
 - (xii) Remove dust and oil from compressor bottom side.
 - (xiii) All checkered plates to be cleaned by brushing.
 - (xiv) After inspection of trenches by section staff, all checkered plates to be fitted properly with all bolts.
 - (xv) All checkered plates numbering to be done for proper arrangement/fitment in loco.
- b) Cleaning of HTC and TFP Compartment of Conventional Loco.
- (i) HTC.
 - a) Clean all HTC No.1,2,3 by blowing and vacuuming.
 - b) Weed out foreign/stray material like washers, cable tie, nuts, cotton waste etc.
 - c) Wipe out the dirt and dust with soft brush. Remove the scaling by scrubbing if required.
 - d) Plugging of all pneumatic pipelines before blowing.
 - e) It is followed by Vacuuming of dust and dirt.
 - f) Clean the equipment and accessories with dry soft lint free cloth.
 - (ii) TFP Compartment.
 - a) Weed out foreign / stray material like washers , cable tie, nuts , cotton waste etc.
 - b) Wipe out the dirt and dust with soft brush. Remove the scaling by scrubbing if required.
 - c) Dry Cleaning of TFP compartment for oil/ oily mud /oily dust etc.
 - d) It is followed by Vacuuming of dust and dirt.
 - e) Clean garbage / dirt / oil from the TFP tank and remove the scaling by scrubbing.
- c) Loco Cleaning/Blowing-3Phase loco.
- (i) Clean both cab and machine room by blowing. Remove garbage like paper, cotton waste etc.
 - (ii) Clean machine room in all places near OCB, Radiator, TMB, Pneumatic Panel, MR Tank, MRB, Deadweight. Remove all dust and garbage. Use scrubber/Brush if required.
 - (iii) Clean all places below and behind SB1, SB2, HB1 and HB2 by blowing.

- (iv) Remove all dust from panel by panel by using soft brush.
 - (v) Panels to be removed from both cab between driver and assistant driver and to be cleaned by dusting. All panels to be fitted back after cleaning.
 - (vi) Foot switch panel to be removed from both side and to be cleaned.
 - (vii) Both cab behind driver and assistant driver to be blown with compressed air.
 - (viii) Dust to be removed from HB1 & 2, SB1 & 2 panels from all sides using soft brush
 - (ix) All checkered plates numbering to be done for proper arrangement/fitment in loco.
- d) Cleaning of HTC and TFP compartment should be commenced after stripping of equipment.
- e) The above activity shall be completed in one day shift preferably in evening and max 2-3 locos per month will be given (as per availability of loco).

07. Cleaning of waterless urinal system:

- a) The scope of work includes complete cleaning, maintenance, and up keeping of waterless urinals provided in WAG-9 locos.
- (i) Separate manpower to be deployed to keep waterless urinal clean & hygienic with liquid cleaners, sanitizer, room freshener etc.
 - (ii) The contractor shall maintain & up keep the waterless urinal clean. He shall deploy required manpower and suitable tools & tackles. Supply of required consumables are as specified in tender document.
 - (iii) The contractor shall deploy staff on all working days and he will cover 08/16 & 16/24 shift.
 - (iv) Outside body of waterless urinal to be mopped & then clean with Colin.
 - (v) Inside toilet floor & wall to be mopped & cleaned upto the height of 3 feet of waterless urinal by using Harpic Toilet cleaner.
 - (vi) Wall above 3 feet from floor waterless urinal to be mopped and cleaned with Harpic Bathroom cleaner.
 - (vii) Urinal Floor mat to be cleaned, to be replaced depending on condition of floor mat if required.
 - (viii) Record register of cleaning of waterless urinal should be maintained by contractor supervisor on daily basis and submit to SSE/In-charge.

b) Material to be brought by contractor for urinal cleaning:

- (i) The following materials should be supplied under a challan and acknowledged by the concerned Engineer's Representative for carrying out the subject work.
- (ii) Once the loco arrives at the loco shed, the following materials will be required for cleaning the waterless urinal: naphthalene balls (for replacement), sanitizer (for refilling), cleaning agents for wall cleaning (e.g., Colin), toilet and bathroom cleaners (e.g., Harpic).

List of regular consumables items:-

Sr. No.	Description	Quantity/Visit
1.	Naphthalene Ball	As Required
2.	Sanitizer	
3.	Room Freshener/Perfume	
4.	Colin	
5.	Harpic Toilet cleaner	
6.	Harpic Bathroom cleaner	
7.	Urinal module mat	


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Precautions:-

1. No person shall climb on the locomotive roof without permission from concerned Section Engineer (or) PPIO shift engineer.
2. Locomotive outer body cleaning should be done at designated areas. If the loco is under a wired track, cleaning is permitted only with the pantograph lowered and the OHE earthed with an earth rod.
3. Washing to be done outside inspection shed only.
4. While spraying the water, care should be taken to avoid the entry of water or leaning agent into the locomotive either through the cab doors or windows or shutters. Hence all the shutters and doors should be properly closed before cleaning and washing activity.
5. While brushing the locomotive body surface, care should be taken so that no damage occurs to any equipment or cables or hose pipes of the locomotive.
6. While cleaning with the brushes no scratches should be made on locomotive.
7. Care should be taken to avoid scratch/breakage of front and back glasses and round/oval glasses in the side of the loco. Any breakage because of mishandling by contract staff then the value of that particular item will be deducted from running bills. And same to be replaced with the new one provided by railways.
8. The contractor or his staff should not disturb the regular movement of the shed staff and materials.
9. The contractor must ensure that his employees do not work under live OHE (Over Head Equipment).
10. The contractor should ensure that his employees do not touch the equipment on roof with the cleaning materials.

Materials to be brought by contractor for loco washing and cleaning:

1. To carry out the work successfully, following minimum quantity of consumables will be required for each loco which will be used by the firm for cleaning & washing of Locomotives. The firm has to bring and use the same for satisfactory execution of work.

S. N.	Description of material	Quantity
1.	Cleaning liquid soap (Alkaline based cleaner 20-25%) will be supplied in sealed containers	As required.
2.	Glass cleaner/Colin	
3.	Cotton cloth	
4.	Cotton Jute	
5.	Brushes nariyal	
6.	Brush Nylon	

NOTE:

Cleaning agent to be used for cleaning must be alkaline based preferably ISI mark which will not reduce the shining of color of body. Cleaning agent will have to be got approved by the contractor from authorized representative of Sr. DEE/TRS/DDU before commencing the work and using in loco. Standard /branded consumables should be used. Railway representative approval should be obtained regarding quality & brand of these consumables. Railways decision in this regard will be final & binding to the successful bidders. The decision of Railway shall be final regarding good quality and approved make material to be used by the contractor.

2. The contractor shall deliver above mentioned consumables to loco shed, DDU for minimum of 40 Loco before physical start of work and the same will be verified by authorized representative of Sr. DEE/TRS/DDU. Further, every time material for 40 Loco shall be delivered one day before completion of work on 40 Loco continuously till the completion scheduled quantity. Authorized representative of Sr. DEE/TRS/DDU will ensure test check of each consignment before use and also collect the Challan of receipt material from contractor. Standard make and good quality of consumables should be used.

3. The contractor should bring impact wrench machine and necessary tools for removal and fitment of filters.
4. Tools, tackles/equipment such as Vacuum cleaner having adequate capacity, plastic mugs Hose nylon, plastic bucket, cotton waste, long size brush with handle & hand brush (Brushes marital & Brush Nylon) etc. in required quantity for executing the work, should be available from the very 1st day on start of contract. These all items are to be arranged by contractor.

Materials provided by railways:-

1. Electricity, Compressed Air and water for executing the work will be supplied by Railway free of cost from the already existing points. Contractor will use his own water hoses for carrying out water from existing points for washing and cleaning work of locomotives.
2. Rubber packing & RTV will be supplied by Railways.
3. Room to keep 40 loco consumption materials.
4. Heavy machinery, heavy tools, Trolley & lifting facility i.e. EOT crane with wire rope will be given by the Railway on free of cost whenever required. (only applicable at loco shed, DDU).




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Rate schedule for the items & Work-Loco body washing & Cleaning of Electric locomotives at ELS/DDU & DSL/DDU for three years.

SL	Description of work	Quantity	Unit	RATE			
				In words		In figure	
				Rs.	P.	Rs.	P.
1.	Washing and cleaning of loco body, cleaning of locomotive cabs and wind shield (LOG) for conventional and three phase locomotives during all schedules. Rate inclusive of GST @18%.	5500	Nos.				
2.	Washing Blowing Cleaning of side body filters including removing transportation to cleaning spot on Conventional locomotives in all schedules. Rate inclusive of GST @18%.	5500	Nos.				
3.	Washing, Blowing, and Cleaning of Radiator 02 Nos. OCB Filters 02 Nos. MRB Filters 02 Nos. TMB Filters 02 Nos. per 3 Phase locomotives during all Schedule. Rate inclusive of GST @18%	1068	Nos.				
4.	Vacuuming of 3 Phase locomotives Machine Room during all schedules. Rate inclusive of GST @18%.	1068	Nos.				
5.	Loco body blowing and cleaning in TOH in 3 phase and Conventional locomotives. Rate inclusive of GST @18%.	220	Nos.				
6.	Loco body blowing and cleaning in IOH in 3 phase and conventional locomotives. Rate inclusive of GST @18%.	110	Nos.				
7.	Cleaning of waterless urinal system. Rate inclusive of GST @18%.	1100	Nos.				

Note:-Tenderer should quote the rate, keeping in mind minimum wages applicable at the time of opening of tender. EPF & ESIC will be paid only after submission of documentarily proof. The quantities shown in above Schedule are approximate and are as a guide to give the tenderer(s) an idea of quantum of work involved. The Railway reserves the right to increase/ decrease and/or delete or include any of the quantities given above and no extra rate will be allowed on this account. The estimated rates are based on Government of India on minimum wages prevailing at the time of opening of tender, any violation of minimum wages act at tender stage. The offer will be summarily rejected.


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Financial DATA

(Performa for T-2 liquidity)

Applicant's legal name

Date

Financial Data for Latest Last 5 Years (Indian Rupees)

S.N.	Description	2022-23	2023-24	2024-25	2025-26	2026-27
1	Total Assets					
2	Current Assets					
3	Total External Liabilities					
4	Current Liabilities					
5	Annual Profit before Taxes					
6	Annual Profit after Taxes					
7	Net Worth [=1-3]					
8	Liquidity [=2-4]					
9	Return on Equity					
10	Gross Annual turn over					

Attach copies of the audited balance sheets, including all related notes, income statements for the last three 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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Format for Performance Guarantee in the form of Bank Guarantee

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

Dated the _____ day of 20 _____

For _____

(Indicate the name of the bank)



**PRINCIPAL
ETT/ECR/DOU**

MANDATE FORM FOR EFT/NEFT

I. PARTICULARS OF THE PARTY

i) NAME: _____

ii) ADDRESS: _____

iii) PHONE No: _____ MOBILE _____ FAX No. : _____

iv) INCOME TAX PAN No.: _____ EMAIL ID. _____

2. PARTICULARS OF BANK ACCOUNT

I) CITY : _____

II) BANK NAME: _____

III) BRANCH : _____

IV) BANK ADDRESS : _____

V) BANK TEL NO.: _____ FAX No. _____

VI) BANK MICR CODE (9 DIGIT): _____

VII) BANK IFS CODE : _____

VIII) BANK ACCOUNT NO: _____

(Please enclose a cancelled blank cheque)

IX) ACCOUNT TYPE: (SAVING/CURRENT/CASH CREDIT): _____

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

Bank's Seal

Signature of the authorized official of the bank

4. DECLARATION BY THE PARTY

I hereby declare that the particulars given in this mandate form are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, the User institution i.e., FA & CAO/E.C. Railway, Hajipur will not be held responsible.

Date _____

Signature of the Party with Stamp


**PRINCIPAL
ETTC/ECR/DDU**

Undertaking for Truthfulness/Correctness of the DOCUMENTS Submitted/Uploaded by the Tenderer Along With the Tender

I..... (Name and designation)**appointed as the attorney/authorized signatory of the Bidder (including its constituents),

M/s, (Hereinafter called the Bidder) for the purpose of the Tenderer documents for the work of.....as per the tender No.....of (..... Railways), do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under: -

- 1) I/we the tenderer (s) am/are signing this document after carefully reading the contents.
- 2) I/we the tenderer (s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
- 3) I/we hereby declare that I/we have **downloaded the tender documents from GeM website**. I/we have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the Railway Administration shall be final and binding upon me/us.
- 4) I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- 5) I/we also understand that **my/our offer will be evaluated based on the documents/credentials submitted** along with the offer and same shall be binding upon me/us.
- 6) I/we declare that the information and documents submitted along with the tender by me/us are correct and **I/we are fully responsible for the correctness of the information and documents**, submitted by us.
- 7) I/we undersigned that if the certificates regarding eligibility criteria submitted by us are found to be forged/false or incorrect at any time **during process for evaluation** of tenders, it shall lead to forfeiture of the tender EMD besides banning of business for a period of up to five years. Further, I/we (insert name of the tenderer) **.....and all my/our constituents understand that my/our offer shall be summarily rejected.
- 8) I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time **after the award** of the contract, it will lead to termination of the contract, along with forfeiture of EMD/SD and Performance guarantee besides any other action provided in the contract including banning of business for a period of up to five years.

SEAL AND SIGNATURE
OF THE TENDERER

Place: -

Dated: -

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


PRINCIPAL
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POLICE VERIFICATION

ANNEXURE-G

PHOTO
(of applicant)
signed by
contractor)

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

*optional

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

Counter signed by:	Signature of Applicant
Date	Date
Contracting Railway Supervisor	Place
Date	Place

Police Certification:

The details as stated above are correct & the above person does not have any criminal case or pending against him in any court of law as per official records

Counter signature of Authorized Signatory with stamp Stamp


**PRINCIPAL
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Proforma of I-card

Format of Identity.....	Card Sr. No.....
(Signature of Contractor on the photograph with his Seal.)	
Name of Establishment.....	(PHOTO)
Name of Employee.....	
Address.....	
Age..... Sex.....	
Date of entry in service.....	
Department.....	
Designation/Name of work.....	
Validity date of I/ Card.....	
Signature of Contractor	Signature of employee
Counter signature of Gazetted officer of Railway.	


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FIRM'S DECLARATION

1. I/We, hereby confirm and declare that my/our firm/company M/s _____ (*Name of bidder/Company) is not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tender on the date of opening of bids, either in individual capacity or as a member of the partnership firm or JV in which I/We was/am / were/are a partner/member.
2. I/We, hereby confirm and declare that my/our firm/company has not been levied with a penalty for violation of Labour laws for three times in the last two years (from the date of opening of tender) by the appropriate enforcing agency like the Labour Commissioner etc.
3. I/We, hereby confirm and declare that any previous contract of my/our firm/company had not been terminated under clause 7.4 of GCC services 2018 in Indian Railways, with in the previous 2 years from date of submission of bids.

SEAL AND SIGNATURE
OF THE TENDERER

Place:
Dated:



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


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ANNEXURE-J

(As per GCC Services Para 2.5)

Disqualification of bidders

Certificate of Information regarding Employment/ Partnership etc. of Retired Railway Employees with the tenderer.

TABLE- A

S. No.	Information Sought	Whether 'Yes' or 'No'
1	Is any retired Railway Manager/Gazetted Officer Associated with the firm as detailed vide para 2.5.1.1 of GCC for Services, January" 2018 of Ministry of Railway.	

Note: If the answer is 'Yes' above, comply the condition as per para 2.5.1.1 of GCC for Services, January" 2018 Table- "B" below.

TABLE- B

Sl. No.	Name	Type of Association with the tenderer	Date of Retirement from the service	Post held at the time of retirement	Particulars of permission taken for association with the tenderer	Any other information linked with para 2.5.1.1 of GCC for Services, January 2018 of Ministry of Railway.

If "Yes" or "No" is not entered in the Table- "A" above and when the answer is "Yes", details at Table- "B" is not entered, the tenderer offer shall be rejected.

SEAL AND SIGNATURE
OF THE TENDERER

Date.....

Address.....


**PRINCIPAL
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Disqualification of Bidders (As per GCC Services Para 2.5.2)

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

The declaration to this effect shall be furnished by the contractor as a part of his bid document. A format in this regard shall be made a part of the tender document. In case this declaration is found to be false, process for 'banning of business' against the bidder/contractor shall be initiated as per extent rules.

SEAL AND SIGNATURE
OF THE TENDERER

Date.....

Address.....

"End of Tender Document"


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