

**NORTHERN RAILWAY-AMBALA DIVISION**



**E-Tender No: 116S-WC-08-MC-4-2026-27**

**NORTHERN RAILWAY**

**(MECHANICAL (C&W) DEPARTMENT)**

**E-TENDER DOCUMENT**

**(Single Packet System Bidding through E-Tendering on IREPS Portal)**

**Name of Work: - IMS certification for Two ROH Depots i.e. Khanalampura and Ambala Cantt of Ambala Division N.Rly**

**OFFICE OF THE  
SR. DIVISIONAL MECHANICAL ENGINEER  
NORTHERN RAILWAY  
AMBALA DIVISION**

**ADDRESS:  
DIVISIONAL RAILWAY MANAGER, OFFICE N. RAILWAY,  
AMBALA CANTT**

**Note:** This Tender document is based on Indian Railway Standard General Condition of Contract (GCC), April-2022 with latest corrigendum or correction slip.

**NORTHERN RAILWAY-AMBALA DIVISION****TOP SHEET**

Tender Notice No.	116S-WC-08-MC-4-2026-27
Full Name of work	<b>IMS certification for Two ROH Depots i.e. Khanalampura and Ambala Cantt of Ambala Division N.Rly</b>
Advertised Tender Value	₹ 3,92,843.42 (including GST @18%)
Completion Period	03 Years
Bid Security amount	₹ 7,900
Cost of Tender Form	Nil
Bidding System	Single Packet System through E-Tendering on IREPS Portal
Stipulated date of Commencement of work	Within 15 days from the date of issue of "Letter of Acceptance" or as per the instructions of Engineer-In charge.

**Mandatory details to be filled in by tenderer while submitting their offer:**

1	Constitution of the firm/ concern <b>(Tick as applicable)</b>	Sole Proprietorship/ Partnership Firm/ Company/ Society
2	Full name of Sole Proprietorship/ Partnership firm/ company/ Society (as the case may be)	
3	Year of formation/ incorporation	
4	PAN No.	
5	GST No.	
6	E-mail id	
7	Contact No.	
8	Registered Office Address	
9	Address on which correspondence regarding this tender should be done	
10	Name of the proprietor/ partners etc.	
11	Details of EMD submitted	

**Note:**

- i. **Contractors are requested to make payments against this tender towards Bid Security as mentioned in instructions to tenderers (ITT).**
- ii. Special attention of tenderers is drawn to "Instruction to tenderers," as per which the tenderer must submit along with tender, the documents mentioned therein pertaining to constitution of firm/ concern.
- iii. Special attention of tenderers is drawn to "Special tender condition & instruction to tenderers," as per which they should submit the requisite documents along with tender pertaining to their technical & financial eligibility.
- iv. Only those documents which are declared explicitly by the tenderer as "documents supporting the claim of qualifying the laid down eligibility criteria," will be considered for evaluating his/their tender.
- v. No manual offer is acceptable.
- vi. No post tender correspondence for submission of additional documents shall be entertained after opening of tender.
- vii. In case the tender opening day is a holiday, the tender opening would be conducted at the same time on the next working day.

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### INSTRUCTIONS TO TENDERERS (ITT)

#### 1. Bid Security:

- (1) (a) The tenderer shall be required to submit the Bid Security with the tender for the due performance with the stipulation to keep the offer open till such date as specified in the tender, under the conditions of tender. The Bid Security shall be as under:

Value of the Work	Bid Security
For all works	2% of the estimated cost of the work

Note:

- (i) The Bid Security shall be rounded off to the nearest ₹100. This Bid Security shall be applicable for all modes of tendering.
  - (ii) Any firm recognized by Department of Industrial Policy and Promotion (DIPP) as 'Start ups' shall be exempted from payment of Bid Security detailed above.
  - (iii) Labour Cooperative Societies shall submit only 50% of above Bid Security detailed above.
- (1)(b)** It shall be understood that the tender documents have been issued to the tenderer and the tenderer is permitted to tender in consideration of stipulation on his part, that after submitting his tender he will not resile from his offer or modify the terms and conditions thereof in a manner not acceptable to the Engineer. Should the tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Railway.
- (1)(c)** If his tender is accepted, this Bid Security mentioned in sub para (a) above will be retained as part security for the due and faithful fulfilment of the contract in terms of Clause 16 of the Standard General Conditions of Contract. The Bid Security of other Tenderers 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.
- (2)** The Bid Security shall be deposited either in cash through e-payment gateway or submitted as Bank Guarantee bond from a scheduled commercial bank of India or as mentioned in tender documents. The Bank Guarantee bond shall be as per **Annexure-VIA** of GCC and shall be valid for a period of **90 days** beyond the bid validity period.
- (3) In case, submission of Bid Security in the form of Bank Guarantee, following shall be ensured:**
- (i) A scanned copy of the Bank Guarantee shall be uploaded on e-Procurement Portal (IREPS) while applying to the tender.
  - (ii) The original Bank Guarantee should be delivered in person to the official nominated as indicated in the tender document before closing date for submission of bids (**i.e. excluding the last date of submission of bids**).
  - (iii) Non submission of scanned copy of Bank Guarantee with the bid on e-tendering portal (IREPS) and/or non-submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid.
  - (iv) The Tender Security shall remain valid for a period of 90 days beyond the validity period for the Tender.
  - (v) The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time, failing which the bid will be rejected.
  - (vi) The Bank Guarantee shall be placed in an envelope, which shall be sealed. The envelope shall clearly bear the identification "**Bid for the \*\*\*\*\* Project**" and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the top right-hand corner of the envelope.

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- (vii) The envelope shall be addressed to the officer and address as mentioned in the tender document.
- (viii) If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

### 2. Care in Submission of Tenders:

- (a) (i) Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate and all-inclusive to accord with the provisions in Clause-37 of the Standard General Conditions of Contract for the completion of works to the entire satisfaction of the Engineer.
- (a)(ii) Tenderers will examine the various provisions of The Central Goods and Services Tax Act, 2017(CGST)/ Integrated Goods and Services Tax Act, 2017(IGST)/ Union Territory Goods and Services Tax Act, 2017(UTGST)/ respective state's State Goods and Services Tax Act (SGST) also, as notified by Central/State Govt.& as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.
- (a)(iii) The successful tenderer who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to railway immediately after the award of contract, without which no payment shall be released to the Contractor. The Contractor shall be responsible for deposition of applicable GST to the concerned authority.
- (a)(iv) In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/ SGST Act, the railway shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned authority.
- (a)(v) Contractor shall be liable to pay/refund the amount collected as GST to the Indian Railways along with interest and penalties, if any imposed by the authorities, in case GST input tax credit of Indian Railways is denied/rejected by the tax authorities due to reasons mentioned below but not limited to:
  - Wrong/incorrect invoices issued by Contractor.
  - No-filing of GST returns.
  - Non-payment of GST collected from Indian Railways to the authorities.
  - Any other non-compliance done by Contractor.
- (b) When work is tendered for by a firm or company, the tender shall be signed by the individual legally authorized to enter into commitments on their behalf.
- (c) The Railway will not be bound by any power of attorney granted by the tenderer 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.

**General Indemnity:** Contractor hereby agrees to indemnify and hold harmless the Indian Railways from and against any and all losses, including loss on account of Input Tax Credit and all losses incurred by the Indian Railways relating to or arising out of or in connection with any actual or threatened claim, legal action, proceedings, prosecution or inquiry by or against the Indian Railways arising out, directly or indirectly, of failure by the contractor to comply with the provisions of GST and related laws, or based upon or arising from any failure by the Contractor.

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**Retention Money:** Any payment liable to be paid by Indian Railways to contractor against the goods or services or both supplied by such contractor to Indian Railways shall be kept on hold in case supplier makes any non-compliance of any of the GST law provisions including non-reporting of invoices in GST returns. Such payment shall be released after proper verification of records and availability of ITC to Indian Railways as per provisions of GST Law.

- 2.1** The tenderers shall submit a copy of certificate stating that all their statements/documents submitted along with bid are true and factual. Standard format of certificate to be submitted by the bidder is enclosed in GCC as **Annexure-V** (copy of the same is also enclosed herewith as **Annexure-V**). In addition to Annexure-V, in case of other than Company/Proprietary firm, **Annexure -V(A)** shall also be submitted by each member of a Partnership Firm / Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc. as the case may be. Non submission of above certificate by the bidder shall result in **summarily rejection** of his/their bid. It shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self-attested/digitally signed by which they/he is qualifying the Qualifying Criteria mentioned in the Tender Document.

**NORTHERN RAILWAY-AMBALA DIVISION****TENDER FORM (First Sheet)****Tender No. 116S-WC-08-MC-4-2026-27****Name of Work: IMS certification for Two ROH Depots i.e. Khanalampura and Ambala Cantt of  
Ambala Division N.Rly**

To

The President of India

Acting through the Sr. DME/C&amp;W/Ambala Division, Northern Railway

DRM Office, Ambala

1. I/We \_\_\_\_\_ have read the various conditions to tender attached hereto and agree to abide by the said conditions. I/We also agree to keep this offer open for acceptance for a period of **60 days** from the date fixed for closing of the tender and in default thereof, I/We will be liable for forfeiture of my/our "Bid Security". I/We offer to do the work for \_\_\_\_\_ Railway, at the rates quoted in the attached bill(s) of quantities and hereby bind myself/ourselves to complete the work in all respects within **03 (Three) Years** from the date of issue of letter of acceptance of the tender.
2. I/We also hereby agree to abide by the Indian Railways Standard General Conditions of Contract, with all correction slips up-to-date and to carry out the work according to the Special Conditions of Contract and Specifications of materials and works as laid down by Railway in the annexed Special Conditions/Specifications, Standard Schedule of Rates (SSOR) with all correction slips up to date for the present contract.
3. A Bid Security of ₹ 7,900/- has already been deposited online/ submitted as Bank Guarantee bond. Full value of the Bid Security shall stand forfeited without prejudice to any other right or remedies in case my/our Tender is accepted and if:
  - (a) I/We do not submit the Performance Guarantee within the time specified in the Tender document.
  - (b) I/We do not execute the contract documents within seven days after receipt of notice issued by the Railway that such documents are ready; and
  - (c) I/We do not commence the work within fifteen days after receipt of orders to that effect.
4. (a) I/We am/are a Startup firm registered by ..... Department of Industrial Policy and Promotion (DIPP) and my registration number is ..... valid up to ..... (Copy enclosed) and hence exempted from submission of Bid Security.
5. We are a Labour Cooperative Society, and our Registration No. is ..... with ..... and hence required to deposit only 50% of Bid Security.
6. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.

\_\_\_\_\_  
Signature of Tenderer(s)

Date \_\_\_\_\_

Address of the Tenderer(s)  
\_\_\_\_\_

**NORTHERN RAILWAY-AMBALA DIVISION****TENDER FORM (Second Sheet)****A. INSTRUCTIONS TO TENDERER/S AND CONDITIONS OF TENDERS**

1. The following documents form part of Tender / Contract:
  - (a) Tender forms – First Sheet and Second Sheet
  - (b) Special Conditions/Specifications (enclosed)
  - (c) Bill(s) of quantities (enclosed)
  - (d) Standard General Conditions of Contract and Standard Specifications for Materials and Works of Indian Railway as amended/corrected up to latest Correction Slips, copies of which can be seen on Indian Railway web site: **www.indianrailways.gov.in**.
2. The Tenderer(s) shall quote his / their rates as a percentage above or below the Schedule of Rates of \_\_\_\_\_ Railway as applicable to \_\_\_\_\_ Division except where he/they are required to quote item rates and must tender for all the items shown in the Schedule of approximate quantities attached. The quantities shown in the attached Schedule are given as a guide and are approximate only and are subject to variation according to the needs of the Railway. The Railway does not guarantee work under each item of the Schedule. The tenderer(s) shall quote rates / rebates only at specified place in Tender Form supplied by Railway. Any revision of rates / rebates submitted (quoted) through a separate letter whether enclosed with the bid (Tender Form) or submitted separately or mentioned elsewhere in the document other than specified place shall be summarily ignored and will not be considered.
3. Tenders containing erasures and / or alterations of tender documents are liable to be rejected. Any correction made by tender(s) in his/their entries must be attested by him / them.
4. The works are required to be completed within a period of **03 Years** from the date of issue of acceptance letter.
5. Eligibility Criteria: (Ref: Clause 10.4 of GCC for Works) No Technical and Financial credentials are required for tenders having advertised value up to Rs 50 lakh.
6. **Documents to be Submitted Along with Tender:**
  - (i) As per clause 14 of tender form (second sheet) (Annexure-I) of **Standard General Conditions of Contract GCC, April-2022**.
  - (ii) **Power of Attorney** (As per clause 15 of tender form (second sheet) (Annexure-I) of Standard General Conditions of Contract GCC, April-2022)
  - (iii) Declaration on a format annexed as **Annexure-VI** of this tender document regarding "Employment/Partnership etc. of Retired Railway Employees" (As per clause 16 of tender form (second sheet) (Annexure-I) of Standard General Conditions of Contract GCC, April-2022)

**NORTHERN RAILWAY-AMBALA DIVISION****GENERAL CONDITIONS OF CONTRACT**

1. Except where specifically stated otherwise in the tender documents, this work shall be governed by the Indian Railways Standard General Conditions of Contract GCC, April-2022 with latest corrigendum or correction slip.

**Note:**

- (i) In terms of Railway Board letter no.2002/CE-I/CT/37 dated 14/12/2012, "Joint Venture Firms" shall be applicable to the works tenders of value more than Rs.10 crore (Rupees Ten Crore Only).
- (ii) **Price Variation Clause:** As per Para No.46A of Indian Railway Standard General Conditions of Contract (GCC), April-2022 with latest correction slip.
- (iii) **No Post tender correspondence for submission of additional documents shall be entertained after opening of the Technical & Commercial offers. Even suo-moto post tender letters of the tenders shall be treated as NULL & Void.**
- (iv) In terms of para no. 16(4) for **Performance Guarantee**, of Indian Railway Standard General Conditions of Contract (GCC), April-2022, and the successful bidder shall submit the Performance Guarantee (PG) amounting to **5% of the original contract value (including GST) and Additional Performance Guarantee as per clause no 16(4)(h)** or the latest guidelines/circulars/correction slips etc.as applicable.
- (v) Additional Performance Guarantee as per clause no 16(4)(h) If a tender is accepted on the quoted rates of bidder which is below the advertised tender value, an additional performance security shall be submitted by the bidder as below:

S. No.	Bid quoted in % of advertised cost	Additional Performance Guarantee (%)
1	0% - 5% (inclusive)	Nil
2	Below 5%	5%

**NORTHERN RAILWAY-AMBALA DIVISION****Special terms and conditions of contract**

1. The work shall be carried out as per 'Detailed scope of work' as specified in Annexure-II. The contractor shall use his own resources required for the job.
2. The contractor should engage only those persons who have been medically examined by a Medical Practitioner having a minimum MBBS degree and their character and criminal antecedents should also have been duly verified by the police/RPF. The contractor shall submit the medical fitness and character verification certificates of his employees, who shall carry out the said works, to concerned consignee, before taking up the job at the beginning of the work as well as in between as and when any of his employees are replaced with new employee.
3. Before submitting tender, the tenderer will be deemed to have satisfied himself by actual inspection of the sites that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate. However, the location/sites for tendered work can be changed as decided by Sr. DME/C&W/UMB subject to availability of space/slot over Northern Railway and the tenderer shall have no claim for the same.
4. The contractor shall submit the BIO-DATA (Name, Father's name, Address, Age, Passport size photo & employee no. etc.) of his employees duly attested by the contractor to the concerned consignee, before taking up the job at the beginning of the work as well as in between as and when any of his employees are replaced with new employee. The contractor shall provide 'Identity Card' to employees deputed to work.
5. The tenderer shall not take any advantage of any misinterpretation of the conditions due to typing or any other error in the tender document and, if any doubt, shall bring it to the notice of Sr. DME/C&W/UMB, Northern Railway without delay. In case of any contradiction, only the printed rules/GCC/RDSO/RCF specification, wherever applicable should be followed and no claim for the misinterpretation shall be entertained.
6. Tendered rates shall be for complete work covering all materials, consumables, transport, labour, carriage, machinery/equipment cost, excise duty, customs duty, Octroi, entry tax, GST, tools and plants, transportation risks, overheads, general and special liabilities /obligations and profits etc. Contractor shall be responsible to pay all necessary applicable taxes as above to relevant authorities and shall not claim any of the above for reimbursement except GST as applicable.
7. The cost of damage to the railway property if incurred due to act of omission /commission by contractor or its employee during the execution of work shall be borne by the contractor.
8. No employee of the contractor shall smoke at the working area because of availability of flammable products nearby.
9. The contractor shall be responsible for providing necessary medical treatment to his staff in the event of any accident. The Railway Administration shall not be liable for any injury or death of the contractor's staff arising out of or in connection with the execution of the work, whether occurring within or outside Railway premises. The contractor shall be solely responsible for all claims, liabilities, or compensation payable to his workmen under the Workmen's Compensation Act or any other applicable laws or regulations.
10. The contractor shall be liable for the safety of his workmen during the course of contract. It is made clear that no claim/ compensation would be entertained for any type of accident/incident involving his labour. Any compensation, however, as required under law would be payable by the contractor.
11. The Railway may, at its discretion, provide space free of cost for the storage of materials, machinery, and

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tools, etc. However, the Railway shall not be responsible for any loss, damage, or theft of such items stored within its premises. A normal single-phase electricity connection may be provided, subject to availability, on metered chargeable basis. All works related to its installation, wiring, connection, and subsequent removal shall be carried out by the contractor at his own cost. All necessary documentation, permissions, and formalities required for obtaining or using such space or electrical connection shall be the sole responsibility of the contractor, without any liability on the part of the Railway.

12. If any compensation or penalty is imposed on the Railway in compliance with an order or judgment passed by a court, consumer forum, or any other law-enforcing authority due to any default, act, or omission of the contractor or his personnel/servants/employees, the entire amount shall be recoverable from the contractor and will be deducted from his bills or any other dues payable by the Railway.
13. The contractor shall be liable to be penalized for any undesirable activities, endangering the image of railways. In this regard the decision of the Accepting Authority will be final.
14. If any employee or worker of the contractor is found indulging in any undesirable or unlawful activities such as criminal acts, consumption of alcohol or drugs, misuse of premises, theft, or any other misconduct, the contract shall be liable to termination without any notice, and the contractor shall have no claim whatsoever on this account.
15. The contractor shall also nominate a representative during the execution of the work for liaison with the concerned consignee, whose mobile no. and Email ID shall also be provided to the Railway. This representative will certify the work with the Railway representative.
16. The contractor shall duly comply with the provision of the applicable labour laws i.e. Employees' Compensation Act, 1923, Minimum wages Act, Workman Compensation Act and any other law, legal provisions/rules on labour/workman etc. with regard to staff employed by him.
17. In case of any failure in implementing the statutory rules and regulations by the contractor, the Railways shall have the liberty to recover any such amounts as advised by the statutory bodies from the bills of the contractor.
18. All obligations arising under this contract shall be deemed to have been executed within the State of Ambala, and only the courts having jurisdiction within the State of Ambala shall have exclusive jurisdiction to adjudicate any disputes arising out of or in connection with this contract.
19. The value of contract and quantities given in the attached schedule of rates and quantities are approximate and are given only as a guideline. These are subject to variations/ additions and/or omission. The Competent authority of Railway shall have the discretion to vary the quantity of items as well as to vary the items in a contract in accordance with the prevalent SOP (Schedule of Power) on works matter of Northern Railways. The quantum of the work actually carried out shall not form the basis of any dispute regarding the rates to be paid and shall not give rise to any claim for compensation on account of any increase or decrease either in the quantity or in the contract value.
20. The special conditions laid down herein are integral part of the contract conditions. In case of any contradiction between special terms & conditions of tender and general conditions, then the special terms & conditions shall prevail.
21. Addenda and corrigenda to the 'Special/other Terms and conditions' may be issued as & when necessary and the tenderer/s shall abide by them.

**NORTHERN RAILWAY-AMBALA DIVISION****PAYMENT CLAUSE:**

- a. The standard payment terms subject to penalty or/and recoveries of any amount under the penalty clause of contract will be as under:
- b. On Account monthly payment shall be released after successful completion of work based on the quantity actually executed in all respect to the satisfaction of Railway.
- c. All the work will be carried out under supervision of SSE(C&W)/In-charges of concerned depot or his representative. Any other work related to it, not covered in the drawing, shall also be attended as decided by Sr.DME/C&W/UMB
- d. Final inspection will be done by Sr.DME/C&W/UMB or SSE(C&W)/In-charges of concerned depots.
- e. Nominated SSE/C&W will work as incharge supervisor at concerned depot.
- f. The MB shall be filled through online mode as available on webportal: IRWCMS by SSE(C&W)/In-charges of concerned depots.
- g. The Income tax will be deducted at source as per applicable rules.
- h. Payment as above shall be subject to any deductions of any amount for which the contractor is liable under the contract against this tender including penalty as specified in work evaluation and as per penalty clause.
- i. Sr.DME/C&W/Ambala will be the bill passing authority and Sr.DFM- Ambala will be the bill paying authority.

**PENALTY**

- i. No Work, No Payment principle will be followed and it shall be accompanied by imposition of penalties.
- ii. If the contractor does not start the work within fifteen days after issue of LOA then penalty of Rs. 200/- per day will be imposed.
- iii. If the contractor fails to complete the activities within stipulated period as specified in the completion period at point then penalty of Rs. 200/- per week/schedule will be deducted from bill. For each schedule penalty can be imposed in conjunction with each other's.
- iv. Sr.DME/C&W and DME/C&W/UMB are authorized to penalize the contractor upto Rs 1000 per case based on the level of non-compliance observed in the contract's execution
- v. Decision of Sr.DME/C&W/UMB as to the amount of penalty that will be levied will be the final and binding on the contractor for any type of violation of contract condition.
- vi. Inspecting Officers can impose penalty for unsatisfactory work by the contractor as given below

Penalty of Rs 5000/-	By JS/SS officers
Penalty of Rs 10,000/-	By SR.DME and Dy.CME
Penalty of Rs 20,000/-	By ADRM, DRM and HOD's

**Variation in Quantity/ extension of DOC: -**

The value of contract and quantities given in the attached schedule of rates and quantities are approximate and are given only as a guideline. The quantum of the work actually carried out shall not form the basis of any dispute regarding the rates to be paid and shall not give rise to any claim for compensation on account of any increase or decrease either in the quantity or in the contract value. These are subject to variations/ additions and/or omission. The Competent authority of Railway shall have the discretion to vary the quantity of items as well as to vary the items in a contract in accordance with the prevalent SOP (Schedule of Power) on works matter of Northern Railways or latest instructions/guidelines, if any.

1. In case of any contradiction between special terms & conditions of tender and general conditions, then the special terms & conditions shall prevail.
2. Addenda and corrigenda to the 'Special/other Terms and conditions' may be issued as & when necessary and the tenderer/s shall abide by them.

## NORTHERN RAILWAY-AMBALA DIVISION

### Annexure-II

#### Detailed Scope of Work

1. The work consist of certification of integrated management certification (**IMS latest Certification ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISO 50001:2018**) for BCN Depot Ambala cantt and ROH Depot Khanalampura which covers the following:
  - (a) Review of the system documentation coinciding with or followed by an Initial Visit (pre audit) to the auditee's premises of BCN Depot Ambala cantt and ROH Depot Khanalampura for all above ISOs.
  - (i) The objective of initial assessment for ISO-50001 will be to develop a policy for more efficient use of energy, fix targets and objectives to meet policy, measure the results, review how the policy works. The assessment is to be conducted at BCN Depot Ambala cantt and ROH Depot Khanalampura to find out the gaps from the requirements of ISO-50001 standards. As a result of initial visit to BCN Depot Ambala cantt and ROH Depot Khanalampura, documentation review, a detailed audit report shall be submitted for review of system documentation.
  - (ii) Integrated management certification IMS for BCN Depot Ambala cantt and ROH Depot Khanalampura. The work shall seek a holistic view of the quality, health & safety and environmental (QHSE) risks they face. It shall also consist of, but not restricted to, introduction to requirements of the concerned standard, introduction to documentation structure, carry out as hazard identification & risk assessment by applying process & risk based approach, implementation review, active participation for making manuals, procedures, work instructions, OCPs etc. by providing every possible assistance, designing of required formats, etc.
  - (iii) The certified auditors will conduct pre-assessment audits/stage-1audit of organization as extensive as final compliance audit before final certification audit by certifying body to ensure system & documentation adequacy as per ISO-50001 standards and IMS standards.
- (b) Initial system audit (certification audit) at the auditee's premises (BCN Depot Ambala cantt and ROH Depot Khanalampura in order to verify conformance between the system as documented and its implementation shall be conducted for issue of certificates from accredited body of certification for compliance of energy management certification ISO 50001 and integrated management certification IMS for BCN Depot Ambala cantt and ROH Depot Khanalampura.

**Issue of certificate of conformity, including registration:** - Three copies of certification shall be issued by the certifying agency to BCN Depot Ambala cantt and ROH Depot Khanalampura after final certification compliance audit of the above work. Validity of the certificate would be three years.

On satisfactory completion of the certification assessment, a certificate of conformity will be issued to the auditee. The certificate of conformity with its appendices shall contain the following information:

- Certificate number
  - Name, location(s) and country of the certified company
  - Applicable standard,
  - Product or services range to be covered by certification,
  - Period of validity,
  - Conditions of certification,
  - Conditions and the regulations for the use of the certificate/certification marks.
- (c) PRE QUALIFICATION CRITERIA: -
- The certification bodies who are participating in this bid shall have accredited to **NABCB/ JAS-ANZ for IMS**. The accreditation certificates should clearly indicate the certification body's name, date of issue & expiry date. **Only those bidders who have above mentioned certification shall bid in this tender.** Documentary evidence must be submitted along with the tender document for evaluation of pre-qualification criteria as mentioned above
  - The bidder shall have a valid accreditation from **NBQP (National board for quality Promotion)** for

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conducting the Lead Auditor Training Courses for IMS. To this effect bidder should submit the copy of valid accreditation certificate containing Accreditation number to establish that the bidder is an accredited training provider from NBQP respectively. The agency who is participating in the bid shall have the accreditation in their name.

- The bidder shall have experience of carrying out minimum five certification / re- certification audits against requirements of IMS, of any Central Govt. Organization(s) / Public Sector Undertaking(s) during last five years ending January 2024. Documentary evidence shall be provided in this regard. Past Performance certificates from the companies are to be submitted.
- (d) Two Surveillance audits, after the completion of each year, necessary to verify maintenance of the system throughout the certificate's validity period will be conducted. The certifying agency shall perform minimum two surveillance audits/ periodical audits at an interval of twelve months each after the final certification IMS certificates.

### 2. EXPERIENCE ELIGIBILITY

- i. *The tenderer must have a prior experience of certification of IMS / QMS for Railways /PSU's / Metro / Other Govt. / Semi Govt. Agencies / Hotels / reputed Hospital / Airlines / Travel agency / Cargo Service.*
- ii. *Firm should have experience of certification of **ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISO 50001:2018**. Copies of certificates issued should be uploaded as proof. The Certifying body should have been accredited by either a national accreditation body (i.e. NABCB) or recognized international accreditation bodies.*
- iii. *Accreditation certificates should be having accreditation body's logo with IAF mark. This registration / accreditation should be valid at the time of opening of tender.*

#### Note:

- The tenderer shall also have to submit the documents (copy of accreditation certificate, experience etc.) with offer. **The bid shall be summarily rejected if the bidder fails to submit this Experience certificate along with the bid.**
- Certificates from Private individuals for whom such works are executed / being executed shall not be accepted.

3. **COMPLETION PERIOD-** Entire work should be completed within 36 months from the date of physical start of the work as per the schedule given below. Contractor has to start the work within Fifteen days of issue of LOA. Starting and physical completion of the work shall be communicated within in three days to SrDME/C&W/UMB or his representative.

Sr. no.	Description	Completion period
01	Initial Diagnostic study & documentation Review For latest version of ISOs (IMS).	Within 01 months from the date of starts of work
02	Pre audit/ stage-1audit by outside agency.	Within 03 months from The date of starts of work
03	Certification audit by <b>NABCB/JAS-ANJ</b> accredited certifying body/bodies. Issue of IMS Certificates for QHSE Management System from NABCB/JAS-ANZ accredited body/ bodies.	Within 04 months from the date of starts of work
04	1 <sup>st</sup> surveillance Audit (once in a year) after one year from the date of certification	Within 12 months from the date of certificate Issue date
05	2 <sup>nd</sup> surveillance Audit (once in a year) after two year from the date of certification	Within 12 months from Completion date of 1 <sup>st</sup> surveillance audit.

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4. **DOCUMENTATION ASSISTANCE**-Contractor is advised to implement latest version of IMS (QMS, EMS, and OHSAS) during review of documentation process ISOs. No clause of IMS standard should be left in documentation review.
5. **TRAVELS AND LODGING**- Railway will not provide facility for traveling, loading & boarding to the agency auditors for conducting initial visit, pre-assessment audits, certification audit, periodical audits etc. Agency will bear all these charges throughout the contract period. Agency shall take this aspect while quoting their rates.
6. **CONFIDENTIALITY OF OFFICE DOCUMENT** -The documents and information etc. which the Agency would have come across in the normal course of the execution of this contract will not be divulged to any other party without the written consent from the railway.
7. **VALIDITY OF ISOs and IMS CERTIFICATE**- Validity of ISOs and IMS certificate must be valid for 03 years from the date of issue.
8. **CONTRACTOR SCOPE**- In case of theft/pilferage of Railway property by contractor's employees, the cost of the same will be recovered from the agency. The decision of Railways in this regard will be final. The agency shall employ only such staffs who are of good character, fit & well behaved and also willing to discharge duties sincerely. It should also be ensured that the workers engaged by the agency are having proven antecedents and no police case etc. is pending against such people Such employee who are indulged in antisocial activities will be removed by the agency on recommendations of Sr.DME/C&W/UMB or his representative. The contractor shall be solely responsible for all acts of commission / omission of his employees.
  - a) Firm should have a local representative at BCN Depot Ambala cantt and ROH Depot Khanalampura and also a system of communication between the Railway & firm's authorized representative so that Railway can contact him, whenever required for smooth working & quick disposal of various issues.
  - b) It shall be the responsibility of the contractor to see that all safety norms & other industrial rules are followed strictly.
  - c) Contractor has to submit periodic return to labour office & copy to tender cell, if applicable.
  - d) Railway will not be responsible for any accident (fatal or non-fatal) or injury to any personnel of the firm or any financial implications, arising there upon. It will be sole responsibility of contractor to guard and protect his equipment & material during the contract period. The contractor has to compensate any loss or damage caused in the premises to Railway property by his representative while rendering his duties at BCN Depot Ambala cantt and ROH Depot Khanalampura.

**Constitution of Firm:**

1	Constitution of the Firm/ concern. (Tick as applicable)	Sole Prop/Partnership Firm/ Company/ Society/ JV
2	Full name of firm/ company/Society	
3	Year of formation/ incorporation	
4	PAN No.	
5	GST No.	
6	E-mail id	
7	Contact No.	
8	Registered Office Address	
9	Address on which correspondence regarding this tender should be done.	
10	Names of the proprietor/partners etc.	

We have enclosed along with the tender, all the requisite documents pertaining to the constitution of the firm/ concern/ company etc., as specified in Instruction to tenderers. I/we understand that in the absence of these documents, our tender shall be treated as having been submitted by the individual who has signed the tender documents.

**Signature of tenderer**



**NORTHERN RAILWAY-AMBALA DIVISION****ANNEXURE-V**

Reference -Para 6.1 of ITT (GCC, April-2022)

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

I..... (Name and designation)\*\*appointed as the attorney/authorized signatory of the tenderer,

M/s\_\_\_\_\_ (hereinafter called the tenderer) for the purpose of the Tender documents for the work of \_\_\_\_\_ as per the tender No.\_\_\_\_\_ of \_\_\_\_\_(Railway)\*\*, do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

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

SEAL AND SIGNATURE  
OF THE TENDERER

Place:

Dated:

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

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**ANNEXURE-V(A)**

Reference -Para 6.1 of ITT

*(This certificate is to be given by attorney/authorized signatory/each member of Partnership firm/Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc.)*

I/We.....(Name), attorney/authorized signatory of the ..... (constituent firm/constituent partner) and member/partner of the .....(tendering firm) hereby solemnly affirm and state as under:

1. I/we certify that ..... (constituent firm/constituent partner) is/are not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/LLP/JV/Society/Trust.
2. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/We are not from such a country or, if from such a country, have been registered with the competent Authority. I/We hereby certify that I/we fulfil all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed),

SEAL AND SIGNATURE  
OF THE CONSTITUENT FIRM/CONSTITUENT PARTNER

Place:

Dated:

**NORTHERN RAILWAY-AMBALA DIVISION****Annexure-VI****FORMAT FOR STATEMENT/INFORMATION REGARDING "EMPLOYMENT/PARTNERSHIP ETC. OF RETIRED RAILWAY EMPLOYEES"**

**Ref.: Clause 16 of second sheet of Tender Form Annexure-I of Indian Railways General Conditions of Contract, April 2022.**

1. Whether such retired Engineer or retired Gazetted Officer is so associated with the Bidder (Yes or No):  
\_\_\_\_\_.

2. If yes, then Full information as the date of retirement of such Engineer or Gazetted Officer, if any, shall be clearly stated in writing at the time of submitting the Bid:

1.	Name of the retired Engineer of the Gazetted rank or Gazetted Officer working before retirement	
2.	Name of post in the department working before retirement	
3.	Employment category in the Bidder Firm (as Proprietor or as partner or as Director or as employee etc.)	
4.	Date of retirement from the service (from Government)	
5.	Whether permission for taking such contract has been obtained by the Bidder or the Engineer or Officer, as the case may be from the President of India or any officer, duly authorized by her in this behalf.	
6.	Any other information in this regard (if any)	

3. Information of relative(s) employed in gazette capacity in any department of Indian Railway, if any:

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**Note:**

If information required as per clause 16 of second sheet of Tender Form Annexure-I of Indian Railways General Conditions of Contract, April 2022, has not been furnished, the contract is liable to be dealt in accordance with provision of clause 62 of the Standard General Condition of contract.

**NORTHERN RAILWAY-AMBALA DIVISION****Bill of Quantities/Schedule of Rates**

SN	Description of Items	Qty	Unit	Unit Rate	Amount
1	Registration & Accreditation Charges, Certification audit (Stage I& II) and award of certificate.	2	Lumpsum	150288.91	300577.82
2	1st Annual surveillance Audit Charges	2	Lumpsum	23066.4	46132.8
3	2nd Annual Surveillance Audit Charges	2	Lumpsum	23066.4	46132.8
Rupees Three Lakh Ninety Two Thousand Eight Hundred Forty Three and Paise Forty Two inc GST					<b>3,92,843.42</b>

**NOTE:**

- i) **Offer to be quoted online (through IREPS portal) only.** No manual offers are acceptable.
- ii) 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.
- iii) Before submitting tender, the tenderer will be deemed to have satisfied himself by actual inspection of work, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate.
- iv) Cost of work of Railway (including GST), which shall be taken for comparison of rates. Anything other than the quoted % written in the Offer Form shall not be considered whatsoever.
- v) Tenderer/s shall quote single rate in % age above or below or at par over the total estimated rate/s of each individual item and total value are to be calculated on the basis of quoted % age above/below/at par the estimated rates as accepted by Railway.
- vi) The offered rates shall be inclusive of all charges i.e. transportation, Labour & other applicable charges including GST (as applicable).

Sr. DME/C&W  
Northern Railway, Ambala Division

**--End of tender document--**