East Central Railway

LAWS, RULES & PROCEDURES GOVERNING REGISTRATION OF CONTRACTORS

Intending contractors are invited by wide publicity through advertisements once in a year for enlisting them in the approved list of Contractors separately for each Category of the following Classes.

Class	Financial Limit of Each Tender	Area of Work
A	More than 1 Crore & upto 5 Crore	Entire ECR
B	More than 25 Lakhs & upto 1 Crore	Area covering each Division of EC Rly only i.e. SEE,SPJ,DNR,DHN,MGS (including Sr.DME/C&W's Jurisdiction)
C	More than 10 Lakhs & upto 25 lakh	

Selection of contractors for enlistment in the Approved List should be done by a committee nominated by authority not below the Accepting Authority as given below :

Category / Slab	Composition of selection committee	Accepting Authority
'C' Up to Rs.25 Lakh	Two JAG officers (one each from Executive Department and finance Department)	DRM in the case of division/SAG officer of the Executive Department in offices other than division
'B' More than Rs 25 Lakh and up to Rs 1 crore	Two JAG officers (one each from Executive Department and finance Department)	DRM in the case of division/SAG officer of the Executive Department in offices other than division
'A' More than Rs 1 Crore and up to Rs. 5 Crore	Two SAG officers (one each from Executive Department and finance Department)	PHOD

Authority : Board's letter No.2007/CE-I/CT/18, dated-30.06.2009

Procedure for Registration of Housekeeping Contractors on E.C. Railway (Mechanical Engineering Department)

1 INFORMATION

1.1 The East Central Railway Mechanical Engineering Department, EnHM Wing, hereinafter referred to as ECR, has invited applications from Housekeeping Contractors for Registration of their names in the approved list of contractors with the ECR. On receipt of the applications for registration in the prescribed forms, the ECR, at their discretion, enlist contractors considered suitable for Railway's works in the approved list of contractors.

1.2 Registration of the intending contractors shall be done separately for different categories of works in the Mechanical Engineering Department.

1.3 The ECR intends to use, at its sole discretion, the aforementioned Approved Lists of Contractors for inviting limited tenders from the Contractors borne on such approved lists as and when the ECR finds it expedient to invite limited tenders for Housekeeping works. The formation of such approved lists of contractors or the above state intention of the ECR to invite limited tenders shall not, however, be construed as being a constraint in the ECR, in any manner whatsoever, in exercising its powers in regard to the award of contracts for Housekeeping works adopting any of the methods current on the ECR from time to time.

2 REGISTRATION PARTICULARS

2.1 The aforementioned approved lists of contractors shall be for the work of "Mechanized cleaning and Housekeeping works of 'A1 and A Category Stations'/'Trains of Depot'". The decision of the ECR regarding the classifications in any of the categories is final and conclusive.

2.1.1 CLASS AND AREA OF WORKS

The approved list shall be formed separately for the following Classes of contractors, as determined by the financial limits of the works based on the tender value of the works.

Class	Financial Limit of Each Tender	Area of Work
A	More than 1 Crore & upto 5 Crore	Entire ECR
B	More than 25 Lakhs & upto 1 Crore	Area covering each Division of EC Rly only i.e. SEE,SPJ,DNR,DHN,MGS (including Sr.DME/C&W's Jurisdiction)
C	More than 10 Lakhs & upto 25 lakh	

2.1.2 CRITERIA FOR ENROLMENT

Name of Work	*Mechanized cleaning & Housekeeping works of A1 & A Category Stations/Trains of Depot*	Area of work
Eligibility Criteria for Class A More than Rs. 1 Crore and up to Rs. 5 Crore.	i. They should have an Housekeeping Organization with at least a qualified Team Leader/Manager having 06 years experience plus a qualified supervisor with 03 years experience in relevant discipline (Diploma in Engineering/IIHM/Graduate) and should maintain a minimum compliment of Housekeeping Equipments, Tools & protective gears etc commensurate with the housekeeping work of Station/Depot/Trains. ii. At the time of enlistment, they should have satisfactorily executed at least two Housekeeping works in Railways, each individually costing not less than Rs. 1 Crore. iii. During the last 3 financial years, they should have received contractual payments of at least Rs. 5 crore.	Entire ECR **To be registered at HQ**.
Eligibility Criteria for Class B More than Rs. 25 Lakh and up to Rs. 1 Crore.	i. They should have an Housekeeping Organization with at least a qualified Team Leader/Manager having 03 years experience in relevant discipline (Diploma in Engineering/IIHM/Graduate) and should maintain a minimum compliment of Housekeeping Equipments, Tools & protective gears etc commensurate with the housekeeping work of Station/Depot/Trains. ii. At the time of enlistment, they should have satisfactorily executed at least two Housekeeping works in Railways, each individually costing not less than Rs.25 Lakh. iii. During the last 3 financial years, they should have contractual payments of at least Rs. 1 crore.	Area covering each divisions of ECR i.e. SEE, SPJ, DNR, DHN & MGS.(including Sr DME/C&Ws jurisdiction) **To be registered at Divisions**.
Eligibility Criteria for Class C Up to Rs. 25 Lakh	i. They should have an Housekeeping Organization with at least a qualified Team Leader/Manager having 02 years experience in relevant discipline (Diploma in Engineering/IIHM/Graduate). ii. At the time of enlistment, they should have satisfactorily executed at least two Housekeeping works in Railways, each individually costing not less than Rs. 10 Lakh. iii. During the last 3 financial years, they should have received contractual payments of at least Rs.25 Lakh.	

(As approved by competent authority).

2.2 Certificates in respect of Housekeeping related works – engagement of supervisors & staffs, possession of plants and machineries, vehicles etc. signed by the applicant and duly certified by the Executive Engineer or above under whom they worked and in respect of completion of works satisfactorily, mentioning the date of commencement and completion, duly signed by the Executive Engineers under whom the works have been executed, should form a part of the enclosures of the tender documents.

2.3 The approved lists of contractors as formed by ECR at the appropriate levels shall be periodically reviewed by the authorities nominated in this behalf. Based on such reviews conducted by ECR, without assigning any reason whatsoever, the enlisted contractors can be deleted from the class in which they have been enlisted.

2.4.1 In case the de-listed contractor wishes to be on registration, he should apply afresh after securing and completing the work in the Railway by open competition along with fulfilling all the conditions stipulated for enlistment.

2.4.2 At any time as determined by a contractor, he can request the appropriate office of the ECR in writing to exclude his name from consideration for registration/deletion of his name from the approved lists in one or more of work categories. On receipt of such an application, the ECR will take appropriate action in regard to exclusion/removal of the applicant contractor's name from the Approved Lists. If the contractor, thereafter again desires to be considered for inclusion in the Approved Lists, excluding these on which his name is continued to be borne, a fresh application for registration complete in all respects shall have to be submitted by the Contractor when notice is issued which will be dealt with as a new case of application for registration without any reference to the earlier registration since cancelled.

2.4.3 The approved lists of contractors are only for the official use of the ECR. The approved lists shall, therefore, be treated as a confidential record of the ECR. The status of the contractors in regard to their enlistment and work categorization from time to time will be revealed to them through the notices inviting limited tenders. Inclusion/non-inclusion of the contractors in the approved lists, however, does not bar them in any manner whatsoever from submitting tenders for any category of work or value of tender, when open tenders are invited by the ECR.

2.4.4 The enlistment of the contractor for any category of work, in any class, shall be as decided by the ECR at its sole discretion, adopting any procedure as considered appropriate from time to time.

3 REGISTRATION CHARGES & OTHER FEES

3.1 For registration in the Approved List, the contractor will have to furnish a non-refundable fee of Rs.15,000(Rupees fifteen thousand only) for Class "C", Rs. 20,000(Rupees twenty thousand only)- for Class "B" and Rs. 30,000(Rupees thirty thousand only) for Class "A". It should be in the form of Demand Draft drawn in favour of FA&CAO, East Central Railway, Hajipur along with the application, failing which the request for inclusion in approved list will be summarily rejected. This fee will cover the entire period of three years or part thereof. Contractors desirous of registration should submit the application in the Performa prescribed by the Railway with the prescribed fee for each category of work in each slab.

3.2 An annual fee of Rs2000/- should be charged from such registered contractors to cover the cost of sending notices to them and clerkage for tenders, etc.

4 ISSSUE OF REGISTRATION DOCUMENT

4.1 The cost of Registration form is Rs. 160/- . The cost of registration form is to be remitted to the Chief Cashier(Pay) E.C. Railway, Hajipur or any Station Master/Station Superintendent on E.C.Railway and the receipt obtained thereof should be submitted to the respective office with a requisition for issue of application form. Prescribed forms along with instructions will be available on Notification for Registration/Re-registration and the same can be had from the following offices on payment in cash receipt or by Demand Draft in favour of FA & CAO, E.C Railway, Hajipur. The same will also be made available on the Internet at E.C Railway's web site www.ecr.indianrailways.gov.in and intending contractors can submit the Application duly downloaded from Internet also by enclosing Demand Draft of the value of cost of Registration Form.

4.2 The application in the prescribed form may be obtained from PCME's Office, Hajipur for "A" Class registration and from Sr DME/C&W Divisional offices at Dhanbad, Danapur, Mughalsarai, Samastipur & Sonpur.

4.3 The application form is not transferable and the cost of the application is not refundable. Office will not entertain any direct payment.

5 SUBMISSION OF REGISTRATION DOCUMENT

5.1 The application duly filled in all respect shall be sent to the above offices from where forms are obtained.

5.2 Railway is not responsible for any delay in transit(or) loss of Application sent/received by post. It is required to send the application by registered post with acknowledgement due well before the due date.

5.3 The sealed envelope containing the registration form must clearly superscript the purpose for which it has been submitted i.e. 'Registration for Vendor Approval Housekeeping' with Category of registration applied.

5.4 Incomplete applications, applications without complete details and supplementary documents or without the requisite fee or received after the scheduled date and time will be rejected.

5.5 No back reference will be made with the applicant after opening of the applications.

5.6 The Railway reserves the right to cancel the published Notices depending on situation warrants without assigning any reason thereto.

6 VALIDITY OF REGISTRATION

6.1 The approved list as a whole shall be valid for 3 years from the date of enlistment unless deleted during the annual review, or the expiry of the validity of the "Approved list" as a whole, whichever is earlier.

6.2 The list will be reviewed every year for deletion, which will be effective from 1st July and additions, if any, will be done once in 6 months which will be effective from 1st January and 1st July every year.

6.3 In case of limited tenders, contractors approved in the higher monetary slab for a particular category of work will not be allowed to participate for works in the lower monetary slab unless they are separately registered in the lower monetary slab for a particular category of work.

6.4 Approved Lists for Classes "B" & "C" will be maintained Division-wise and for Class "A" there will be one common list for the Railway as a whole.

7 OTHER DOCUMENTS TO BE SUBMITTED TO SUBSTANTIATE REGISTRATION CRITERIA

7.1 Documents to substantiate an Housekeeping Organization with at least a qualified Team Leader/Manager having 02 years experience in relevant discipline (Diploma in Engineering/IIHM/Graduate). Applicable for Class-C.

7.2 Documents to substantiate an Housekeeping Organization with at least a qualified Team Leader/Manager having 03 years experience in relevant discipline (Diploma in Engineering/IIHM/Graduate). Applicable for Class-B.

7.3 Documents to substantiate an Housekeeping Organization with at least a qualified Team Leader/Manager having 06 years experience plus a qualified supervisor with 03 years experience in relevant discipline (Diploma in Engineering/IIHM/Graduate). Applicable for Class-A.

7.4 Documents to substantiate maintaining a minimum compliment of Housekeeping Equipments, Tools & protective gears etc commensurate with the housekeeping work of Station/Depot/Trains(Attested copies of purchase documents/Attested copies of RC book etc…). Applicable for Class-B & Class-A.

ANNEXURE-'A'

STANDARD FORM OF APPLICATION
PARTICULARS OF APPLICANT CONTRACTOR

NAME :

ADDRESS :

PHONE NO : E-MAIL:

CONSTITUTION: Proprietary/Partnership/Private Limited/Public Limited/ Others (Please specify) (Relevant documents shall be attached)

Date of constitution in the present form:

ANNEXURE-'B'

PAST EXPERIENCE

Notes: (1) The information may be given in regard to works completed/in progress in the proceeding 5 years
(2) While listing the names of works, these can be grouped separately for each of the work category for which the registration is sought.
(3) Present progress of works shall be certified by the Engineer, whose work was executed not below Executive Engineer.

S.N	Name of work	Description	Name of employer with address	Contract value
1	2	3	4	5

Date of commencement	Date of completion		Present progress of current works	Remarks
	Original	Actual		
6	7	8	9	10

ANNEXURE-'C'

LIST OF PLANT & MACHINERY AND EQUIPMENT

(Should be certified by the Executive Engineer not below the rank of Executive engineer for whom the work was executed by the Contractor/Firm)

S.N	Description	Make/Model	Quantity	Age

ANNEXURE-'D'

LIST OF TECHNICAL STAFF

S.N	NAME	Qualification Experience

ANNEXURE-'E'

FINANCIAL POSITIOIN

(Must be furnished by the applicant along with application)

(a) Copies of Audited annual financial reports for the preceding 3 years.
(b) Attested Copy of Solvency certificate with Banker's assessment of the solvency.
(c) Any other document in support of financial standing.
(d) Copy of latest Income Tax Clearance Certificate.

ANNEXURE-'F'

MISCELLANEOUS

Under this Annexure, the applicant contractor can enclose any other documents considered relevant to establishing his claims in regard to his qualifications for being enlisted. These may include among other items the certificates/testimonials received by the applicant contractor from his past employers, any registration done with other Government (Central or State) Organization or fully owned Government Undertakings etc.

CONDITIONS FOR REGISTRATION

1.1 The procedure/objective of registration of approved lists, there likely use for inviting limited tenders have been described hereinabove in this Registration Document. The contractor applying for registration is deemed to have completely understood the procedures and the intent of the ECR in this regard after seeking the necessary clarifications form the concerned office of the ECR as provided here in before in this Registration Document. The application for registration is, therefore, deemed to have been submitted after a complete understanding of the terms and conditions for registration of Mechanical Engineering Contractors on the ECR.

1.2 The enlistment of a Contractor in one or more Approved Lists will be at the sole discretion of the ECR and the applicant contractor is not entitled to question his or any other contractor's inclusion/exclusion from the Approved Lists under any work category or contractors, nor will the ECR be required in any manner whatsoever to inform the applicant contractor the Railway's reasons for inclusion/exclusion of his or any other contractor's name from any of the Approved Lists.

1.3 The ECR is entitled at its sole discretion to modify (including enlargement/cancellation of) the approved lists from time to time and the applicant contractor is not entitled to question his or any other contractor's inclusion/deletion in the Approved Lists under any work category of contractors, nor will the ECR be required in any manner whatsoever to inform the applicant contractor the Railway's reasons for the modifications of the Approved Lists.

1.4 The applicant contractor is deemed to have submitted complete and accurate information, required for considering his application for registration. The ECR reserves the right to verify, in any manner at its sole discretion the accuracy of the information furnished by the applicant contractor. It is understood and the applicant contractor agrees that any time before or after the approved lists are formed, if any of the information submitted with the application for registration is found to have been knowingly submitted in an incorrect manner (including suppression of information relevant to the registration process) apart from excluding/deleting the defaulting applicant contractor's name from the Approved Lists, the ECR and other organizations under the Indian Railways will be entitled to suspend business with the defaulting contractor without giving any show cause or any other notice in this behalf.

1.5 It is understood and agreed by the applicant contractor that the Approved Lists including the process for their formation being only for the official use of the ECR shall be considered as the confidential record of the ECR and the applicant contractor shall not have any request or access to these documents at the contents thereof.

1.6 It is understood and agreed by the applicant contractor that submission of the application for registration does not confer on him any right in regard to award of contracts, except for being considered for enlistment in the Approved Lists and entitled to submit his bids and when specifically called upon to do so.

INFORMATION ABOUT APPLICANT CONTRACTOR

1.1 The applicant should ensure that all the information adequate to clearly establish his experience and current capacity for being enlisted for the different categories of works as sought for under the application is furnished in full detail. It may be noted that the concerned office of the ECR do not have any obligation to seek clarifications on the information furnished with the application for registration. If the information furnished is incomplete or inadequate, the registration will be processed by the ECR on the basis of the information available with the ECR and no plea of the applicant contractor on this account will be entertained.

1.2 Submission of complete and accurate information is the responsibility of the contractor applying for registration. The ECR reserves the right to verify, in any manner at its sole discretion, the accuracy of the information furnished by the applicant contractor and also ask for the original documents for verification of the applicant contractor's claims. If it is revealed before or after the forming of the Approved Lists, that an applicant contractor had knowingly submitted incorrect information (including suppression of information relevant to the registration process), apart from excluding/deleting the defaulting applicant contractor's name from the Approved Lists, the ECR and the other organizations under the Indian Railways will be entitled to suspend business with the defaulting contractor without giving any show cause or any other notice in this behalf.

1.3 It would be advantageous if the statements made regarding the past experience, equipment, manpower resources, and financial position etc. are supported by certificates/testimonials given by the concerned agencies competent to issue such certificates/testimonials.

1.4 Although the applicant contractor is free to adopt his own form for submitting the information, he may at his own option furnish the information in the forms (Annexure-'A' to Annexure-'F') enclosed with this part. The particulars furnished by the applicant contractor shall cover at least the elements of information identified in each of the above-mentioned Annexures. It would be also useful if the information is submitted in the form of Annexurers, each of the Annexures generally giving the information for the area generally classified in the forms of Annexures enclosed with the Registration Document. It is also necessary that on each of such Annexures, a certificate is recorded by the applicant contractor to the effect that the information furnished in the concerned Annexure is also to the best of his knowledge. An index listing all the Annexures enclosed with the application for registration may be enclosed.

1.5 The contractor shall submit the application for enlistment in the forms of a bound booklet of A-4 size. The pages in the Applicant Booklet should be serially numbered and each page shall be signed by the Contractor along with the impression of the firm's stamp.