



RAILTEL CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
Southern Region Headquarters
2nd floor, B-Block, Rail Nilayam,
Secunderabad

TENDER DOCUMENT

FOR

“Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC in for a period of Two years”

Open Tender No. : RailTel/e-Tender/OT/SR/HQ/2018-19/41 & 42

Download of Tender document and submission of offer at e-tender portal:
<https://www.tcil-india-electronictender.com>

Note: 1) Submission of offers - Online

2) Submission of documents as per tender document - Offline

(EMD, Tender Cost, NSIC/MSME, Technical & Financial Eligibility documents, Declaration for MSME-NSIC awarded works/Affidavit submission mandatory).

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RailTel Corporation of India Limited

A Government of India (Ministry of Railways) Undertaking

Southern Region Head Quarters, Second Floor, B-Block, Rail Nilayam, Secunderabad-500071 (AP)

visit www.railtelindia.com, Tel: 040-27821134 Fax: 040-27820682,

Corporate Office: Plot No.143, Institutional Area, Sector-44, Gurgaon – 122003, NCR (India).

E-TENDER NOTICE

No. RailTel/e-Tender/OT/SR/HQ/2018-19/41 & 42

Dt.21.02.2019

RailTel Corporation of India Ltd., Secunderabad invites e-bids for the work “Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC in for a period of Two years” as per schedule of requirement (SOR) and specification enclosed in this tender document for the following sections:

Tender No	Name of the Work/Section	Length in KM	Estimated cost in Rs.	Earnest Money (EMD) in Rs.
41	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgiri	306.271	75,93,512.00 (2 years incl GST @18%)	1,51,900.00
42	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Tirupathi including Tirumala & Kadapa.	157.00	40,57,176.00 (2 years incl. GST @18%)	81,200.00

Important Note : Contractors can quote for both sections mentioned above (or) can quote for a single section on percentage basis. EMD should be submitted separately for each section.

a)	Sale of Tender Documents.	From 21.02.2019
b)	Closing of sale of Tender Documents	13.03.2019 at 12.30 hrs
c)	Submission of tender documents.	13.03.2019 on or before 15.00 hrs.
d)	Opening of tender documents.	13.03.2019 at 15.30 hrs.
e)	Validity of offer	30 days from the date of opening of tender.
f)	Address for submission of offline documents	Office of Regional General Manager, Southern Region, RailTel Corporation of India Limited, 2 nd Floor, B-Block, Rail Nilayam, Secunderabad-71.
	Web address for availability of tender document	Detailed tender notice and tender document https://www.tcil-india-electronictender.com also available at our website www.RailTelindia.com
	Cost of Tender document downloaded from TCIL website	Rs.5,600/- (In the form of Bank Draft in Favour of RailTel corporation of India Ltd. Payable at Secunderabad) inclusive of GST

Eligibility Criteria: As per para no.7 in the preamble of Tender document

*** Note:**

1. Firms registered with NSIC or any other body specified by Ministry of MSME for the tendered item / work/services is exempted from submission of cost of tender & EMD.
2. **Firms claiming for the above exemptions under NSIC/MSME or others, have to submit supporting documents as per clause no 13 (Preamble) without which their offers will be considered as invalid and liable for rejection**
3. The bidder shall bear all costs associated with the preparation, submission/participation in the bid. Purchaser in no way will be responsible or liable for these costs regardless of the conduct or outcome of the bidding process

Tender Notice and Tender Document are available on RailTel's website and can be downloaded from www.railtelindia.com or from the e-Tendering portal <https://www.tcil-india-electronictender.com>. For online bid submission the tenderer will have to necessarily download an official online copy of the tender documents from TCIL's e-portal. All future Information viz. corrigendum /addendum/ amendments etc. for this Tender shall be posted on the e-Tendering Portal & RailTel website.

Printed copy of Tender document will not be sold from RailTel office.

The offers shall be opened on above said date in the presence of those bidders who choose to be present online (refer section: **e-Tendering/Bid Receipt (Online/Offline Activities Explained)**). If the above said date happens to be a holiday the same shall be opened on the next working day.

Sd/-
General Manager/O&M/SC
For RailTel Corporation of India Ltd

Preamble

1. **Name of work:** Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G OFC and Aerial OFC for a period of Two years in the following sections :
 - 1.1 Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgiri (HQ: Vijayawada)
 - 1.2 Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Tirupathi including Tirumala & Kadapa (HQ: Tirupathi).
2. **Scope of work:**
 - 2.1 The broad responsibility of the contractor under the scope of work for this tender shall be as under:
 - 2.2 **Supply:** Supply of items conforming to industry standards as per schedule and the Technical Specifications.
 - 2.3 **Services:** Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G OFC and Aerial OFC as detailed in this tender document.
3. **Tender Bid** The offline documents shall be submitted in **sealed covers** super scribed with Tender No and addressed to Regional General Manager, RailTel Corporation of India Ltd, 2nd floor, 'B' block, Rail Nilayam, Secunderabad-500 071. Only offer to be submitted online.
4. **Percentage offer:** The tenderers are required to quote **percentage rate** At Par/Above/Below over the estimated total value of the tender in figures and words as indicated in the schedule. If there is any discrepancy in the quoted rates both in figures and words, the rates quoted in words will be taken as final
5. **Last date of Submission:** The tender shall be received up to **15.00 hrs** of **13.03.2019** at the Office of the Regional General Manager, RailTel Corporation of India Ltd, 2nd floor, 'B' block, Rail Nilayam, Secunderabad-500 071
6. **Date of Opening of Tender:** The tender will be opened at **15.30 hrs** on **13.03.2019** at the same address as mentioned above. If the above said day happens to be a holiday, the tender shall be opened on the next working day at the given time.

7. ELIGIBILITY CRITERIA:

The bidder/tenderer should have the following Technical & Financial capabilities for **each tender/section** that the tenderer is quoting

7.1 Technical Capability:

- a. Tenderers should have performed Access (Aerial / UG) OFC route maintenance for a more than 100 Km (One Hundred kilometres) in single contract for a minimum period of 6 months in the past three years before the date of opening of tender either in Govt. /PSUs/ reputed Telecom Service providers/reputed Infrastructure providers.

Or

- b. Should have executed aerial OFC drawing on poles and termination for a stretch of 100 Km (One Hundred Kilometre) in single contract for Govt. /PSUs/ reputed Telecom Service providers/reputed Infrastructure providers in the past three years before the date of opening of tender
- c. Certificates to this effect shall be enclosed along with the tender document while quoting for establishing credentials. MOU's will not be considered for eligibility.

- 7.2 Financial Capability:** a) The tenderer must have received total contract value of 150 % of the advertised value of tendered sections for which they are participating, in the past three financial years & current year before the date of opening of tender.
- b) The tenderer should produce:
- Copy of latest Income Tax returns & PAN
 - Audited Balance Sheet of all the Preceding three financial years i.e. 2015-16, 2016-17 & 2017-18.
- 8. Currency of the Contract:** The currency of the contract shall be Two years from the date of issue of LOA extendable by further period of one year depending on the performance of the contractor on the same rate, terms & conditions of the contract. However, the Contract can be terminated by RailTel by giving one month's notice as and when required.
- 9.** The tenderer shall produce along with tender paper the documentary support for their experience. The tenderer also state the number of fully equipped teams, which shall be placed fully under the disposal of RailTel. Documentary support for the possession of vital equipment such as OTDR, Splicing Machine, Power meter & Millimeter, road vehicle, telephone, experienced staff etc. shall be submitted along with the tender papers. The offer document should be serially numbered.
- 10.** All tenders must be accompanied with Schedule of work attached as SOR duly filled in and signed complete with technical details. No unsealed tenders will be accepted.
- 11.** The RailTel Corporation is not bound to accept the lowest or any tender nor assign any reason for doing so and RailTel Corporation reserves the right to accept any tender in respect of whole or any portion of the items specified. RailTel also reserves the right to add or delete any maintenance section. However, payment will be made on pro – rata basis on accepted rate.
- 12. Tender Cost:** Cost of the tender document is Rs.5600/- inclusive of GST (Rupees Five Thousand Six Hundred only) by person and Rs.6160/- inclusive of GST (Rupees Six Thousand One Hundred and Sixty only) by post. The payment for the cost of the tender document shall be made as Demand Draft on any Scheduled Bank/Nationalized bank of RBI in favour of RailTel Corporation of India Ltd., payable at Secunderabad as the case may be. Cost of the tender document is not refundable. **(see note under clause No.13 for exemption from submission of tender cost).**

13. EMD: Section wise EMD particulars to be submitted are as follows:

Tender No	Name of the Work/Section	Length in KM	Estimated cost in Rs.	Earnest Money (EMD) in Rs.
41	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgi	306.271	75,93,512.00 (2 years incl GST @18%)	1,51,900.00
42	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Tirupathi including Tirumala & Kadapa.	157.00	40,57,176.00 (2 years incl. GST @18%)	81,200.00

Tender should be deposited as earnest money in favour of **RailTel Corporation of India Ltd., payable at Secunderabad** in the form of Demand Draft on any Scheduled Bank/Nationalized bank of RBI. The validity of Demand draft will be at least 90 days beyond opening of tender. No interest is allowed on this Deposit and RailTel Corporation reserves the right to forfeit this Deposit if the successful tenderer fails to submit the Security Deposit/Performance Bank Guarantee required by the terms and conditions of the tender. Tenders not accompanied by Earnest Money will be summarily rejected (**See Note for Exemption**). However, exemption from submission of EMD will be given as per extant rules of Govt. of India These exemptions shall be applicable provided units are registered with NSIC for tendered item and registration is current and valid.

Note: * Firms registered with NSIC or any other body specified by Ministry of MSME for the tendered supply/work/service is exempted from submission of EMD. **These exemptions shall be applicable provided firms are registered with NSIC/MSME for tendered item/work and registration is current and valid.** Firms claiming these exemptions are required to submit along with their offer, a copy of their current and valid NSIC/MSME registration certificate for the tendered item/work, otherwise their offer would not be considered.

* Exemption of tender cost and EMD are applicable to the firms of NSIC & MSME within the validity period provided the monetary limit is more than the tendered value otherwise they are not eligible for waiver of tender cost and EMD. The firm has also to submit a declaration along with tender bid stating that: **"I/We am/are a Micro and Small Enterprise registered from ----- (body approved by Ministry of MSME) with registration no -----and terminal validity up to ,----- ----for similar service contracts"** and details as per table below:

Declaration of Tenders awarded under NSIC/MSME

S No	No. of Tenders participated in current FY: 2018-19 with NSIC/MSME	No. of Tenders Awarded in current FY: 2018-19 with NSIC/MSME	Details of awarded tenders		
			Tender No & Date	Name of Work/Stores	Value in Rs.

It may please be noted that supporting documents as above to be submitted i.e. copy of NSIC/MSME, declaration and details as per above table. **Offers without above will be treated as invalid and summarily rejected.**

13.1 No interest is allowed on this Deposit

13.2 If a tenderer withdraws its tender during the period of tenders validity i.e. 30 days after opening of tender The earnest money may be forfeited

13.3 The earnest money of unsuccessful tenderer will be returned within reasonable time to the unsuccessful tenderer but the RailTel shall not be responsible for any loss or depreciation that may happen to the security for the due performance of the above stipulation to keep offer open for the period specified in the tender documents or to the Earnest Money while in their possession nor be liable to pay interest thereon.

13.4 If the tender is accepted, the amount of Earnest Money will be held as part security deposit for due and faithful fulfillment of contract.

14. The quoted rates in the SOR should include all the materials to be provided for the work to be done by the contractor as described in the tender document and the schedule attached. Tenderer's special attention is invited to the fact that no material shall be arranged /supplied by RailTel except OFC & HDPE Duct (if required) for Preventive Maintenance and fault rectification of OFC. All materials including the materials covered under the Schedule of Requirement and those required to achieve the end objective and any special protection materials needed are to be supplied by the contractor.

15. The Percentage prices should be quoted by the Contractor as an all inclusive price, after taking all the relevant factors into consideration and these should be firm and all inclusive without any variation clauses. These shall include taxes such as GST etc. as payable under the law of land as also any charges arising under GST system and RailTel shall not accept any liability for the same after award and acceptance of contract. **The breakup of taxes may be furnished on the tender offer and same should be reflected in the bills so that any input credit can be availed by RailTel.**
16. The team should be deployed within 15 days from the date of issue of Letter of Acceptance.
17. The tenderer shall keep the offer open for a minimum period of 45 days from the date of opening of the tender within which period the tenderer cannot withdraw his offer. Any contravention of this condition will make tenderer liable for forfeiture of his earnest money deposit.
18. Before quoting, the Tenderers are advised to ascertain the nature of work involved. If required site inspection can be undertaken.
19. Tender should be submitted for the entire work.
20. The submission of tender will be deemed to imply that this memorandum and all documents enclosed have been studied and understood and the tenderer is aware of the full scope of the work to be done and the conditions affecting the execution.
21. The tenderer shall not increase the quoted rates in case RailTel Corporation negotiates for reduction in rates. Such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted will be binding on the tenderer. The enclosed Tenderer data sheet should invariably be filled and submitted along with the offer. Otherwise, the offer will be deemed to be summarily rejected.
22. If the tenderer deliberately gives wrong information in his tender or creates such circumstances for the acceptance of his tender the RailTel Corporation reserves the right to reject such tender at any stage.
23. The length of Aerial OFC shown in SOR-A is approximate value and actual figure will be given in LOA. The contract value will be as per pro-rata basis of rate quoted per KM.
24. The length of OFC under maintenance is variable as per customer base and same will be intimated time to time.
25. ***Total length of the section is not fixed. However for addition/deletion of length pro-rata amount will be paid as per actual. The Max variation will be +/- 50% of the total length awarded***
26. **Performance Bank Guarantee (PBG):** The successful tenderer shall give a performance guarantee amounting to 5 % of contract value within 21 days from the date of issue of LOA. Extension of time for submission of PBG beyond 21 days and up to 60 days from the date of issue of LOA may be granted subject to the conditions that a penal interest of 15 % per annum of the amount of BG shall be charged for the period of delay beyond 21 days i.e. 22nd day after date of issue of LOA. In case the successful tenderer is not able to submit PBG, the tenderer will have options to submit this amount in the form of Demand draft/BG. PBG (DD/BG in lieu). The PBG shall be released after satisfactory completion of the work and on complete physical completion of the work.
27. The Security Deposit for each work shall be 5% of contract value. The Earnest Money (2% of total tender value) of the successful tenderer shall be adjusted towards the same.

Balance amount towards SD of 5% of contract value shall be recovered from the contractor's "on account" bills as under:

- i. The rate of recovery should be at the rate of 10% of the bill amount till 5 % contract value is achieved.
 - ii. Security Deposit shall be returned to the contractor after expiry of warranty period work as certified by the competent authority.
 - iii. No interest will be payable upon the Earnest Money and Security Deposit.
 - iv. Wherever the contract is rescinded, security deposit shall be forfeited and PBG shall be en-cashed.
28. The successful tenderer shall sign an agreement for the execution of the work as tendered by him/her and accepted by RailTel within 15 days after the receipt of notice from RailTel that such documents are ready.
29. If more than one OF Cable i.e. Aerial / UG exists in the same route/trench, the length of the section will be considered for length of each OF cable and CRT will also be considered accordingly.
30. The Penalty imposed on account of various reasons / Slippages in accordance with the conditions stipulated in this document may go up to 50% of Bi-Monthly billed amount for the billing period (maximum penalty will be 50%). In case an agency is repeatedly touches the maximum level of penalty in consecutive billing periods, it will be treated as default and the contract may be terminated (The idea is to discharge the work in accordance with the contract efficiently rather than having major lapses and keep paying penalty repeatedly).
31. Please quote a percentage (both in figure & words) 'above/below' the rates given by RailTel against 'SOR-A -
If needed, separate Work Order will be issued by RailTel for execution of some of the items against 'SOR-B' as per rates indicated by RailTel .Confirm your acceptance of the same by signing on SOR-A, SOR-'B'. In case contractor feels that the rate indicated against SOR-B items is not at par. He may keep enough margin while quoting against SOR-A, it may be noted that the quantity of work to be executed against SOR-B will be kept within the financial limit of 30% of SOR-A value per annum. The tenderer shall quote percentage (Above/below) for SOR-A. For execution of items against SOR-B, no minimum work can be indicated, however, the maximum amount against SOR-B will normally be kept at 30% of SOR-A per annum.
32. Updated as built drawing (ABD) of whole section will be submitted in soft copy every 6 months & hard copy every year.
33. The tenderer shall submit along with the tender document, documents in support of his/their claim to fulfill the eligibility criteria as mentioned in the tender document. Each page of the copy of documents/certificates in support of credentials, submitted by the tenderer, shall be self-attested/digitally signed by the tenderer or authorized representative of the tendering firm. Self-attestation shall include signature, stamp and date (on each page). 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.
34. "The tenderers shall submit a notarized affidavit on a non-judicial stamp paper stating that they are not liable to the disqualified and all their statements/documents submitted along with bid are true and factual. Standard format of the affidavit to be submitted by the bidder is enclosed as Annexure-C. Non submission of an affidavit by the bidder shall result in summary rejection of his/their bid. And It shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self attested by which they/he is qualifying

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42
the Qualifying Criteria mentioned in the Tender Document. It will not be obligatory on the part of the RailTel to scrutinize beyond the submitted document of tenderer as far as his qualification for the tender is concerned.”

With the submission of the affidavit as mentioned above, the practice of verification of tenderer's documents by the RailTel may be dispensed with.

- a) The RailTel reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by the RailTel, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the RailTel shall not relieve the bidder of its obligations or liabilities here under nor will it affect any rights of the RailTel thereunder.
- b) In case of any wrong information submitted by the tenderer, the contract shall be terminated, Earnest Money Deposit (EMD), Performance Guarantee (PG) and Security Deposit (SD) of contract forfeited and agency barred for doing business on entire RailTel for 5 (five) years.

35. GST :

- The imposition of any new tax and /or increase in the aforesaid taxes, duties levies (including fresh imposition of any other Tax like goods and Service Tax subsuming the indirect taxes like excise, VAT, Service Tax etc), after the last stipulated date for the receipt of tender including extensions if any and the bidder thereupon necessarily and properly pays such taxes/ levies / cess, the bidder shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of RailTel attributable to delay in execution of work within the control of bidder. The bidder shall, within a period of 30 days of the imposition of any such tax or levy or cess, give a written notice thereof to RailTel that the same is given pursuant to this condition, together with all necessary information including details of input credit relating thereto. In the event of non-payment/ default in payment of any of the above taxes, RailTel reserves the right to with-hold the dues / payments of bidder and make payment to local/ state / Central Government authorities as may be applicable.
- After imposition of GST as explained clause 1 above, bidder shall issue proper invoice to RailTel for availing input credit of CGST/SGST/IGST. GST will not be reimbursed in the absence of proper invoice for availing input tax credit.
- The break-up of price of each item of SOR in terms of basic unit price, Excise duty, Sales Tax, Freight, Custom Duty, Forwarding, Packing, Insurance and nay other Levies/Charges already paid or payable by the bidder shall be quoted in the SOR. Bidder has to quote all inclusive rates (with tax break-up). Even after the introduction of GST, all inclusive unit rates payable will not exceed the all inclusive rates offered by the bidder. However, if rates are reduced in the current tax structure the bidder has to pass on the benefit to RailTel.
- “In case the successful tenderer is not laible to be registered under CGST/IGST/UTGST/SGST Act, The RailTel shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned tax authority.”

TENDERER DATA SHEET**General:**

1	Name of the Organization	
2	Name of the Authorized Person Submitting the Tender Documents (Submit the proof of authorizing the person to sign the tenders by the company on its behalf)	
3	Main line of Business	
4	Years of Experience	
5	Location (indicate address, telephone No., fax) and the year from which they are operating in that location	
6	Name of Contact person	
7	Address	
8	Tel. No.	
9	Fax No.	
10	E-mail ID	

Technical Capability:

Sl. No	Conditions	Enclosed (Yes/No)	Page No
1	Tenderer Should have performed Access / Aerial OFC route maintenance of 100 (One hundred) Kms or more in single contract for minimum 6 months in the past 3 years before the date of opening of Tender for Govt. /PSUs/ reputed Telecom Service providers/reputed Infrastructure providers		
	Or		
1	should have executed OFC drawing on poles and termination of OFC for a stretch of 100 Km (One hundred Kilometre) in single contract in the past 3 years before the date of opening of Tender for Govt. /PSUs/ reputed Telecom Service providers/reputed Infrastructure providers		

Financial capability:

Sl. No	Conditions	Enclosed (Yes/No)	Page No
1	The tenderer must have received total contract value of 150 % of the advertised value of tendered sections for which they are participating, in the past three financial years & current year before the date of opening of tender. Please indicate the Annual Turnover for the last preceding three years duly enclosing the chartered Accountant /Auditor /Authorized certified documentary evidence:		
	Annual Turnover for year 2015-16: Rs		
	Annual Turnover for year 2016-17: Rs		
	Annual Turnover for year 2017-18: Rs		
2	Copy of Latest Income Tax returns/PAN Number		
3	Documentary support for equipment		
4	Documentary support for man power		
5	EMD, MSME-NSIC Certificates & Declaration (Refer Clause no.13 of preamble), Affidavit (Refer Annexure-C) as given in tender document.		

OFFER LETTER (For Tender No. 41)

From

To

RGM/SR,
RailTel Corporation of India Limited
Southern Region, Rail Nilayam,
SECUNDERABAD

Sub:- “Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgi”

Ref: **Tender No. RailTel/e-Tender/OT/SR/HQ/2018-19/41**

I/We the undersigned hereby offer to execute the agreement for the above work within 15 days from the date of issue of letter of acceptance of the tender in strict compliance within the provision detailed in the tender paper attached.

I/We agree that this tender shall not be restricted or withdrawn and shall remain opened for acceptance for and during the period of **Thirty days** from the date of opening of the tender.

I/We fully understand the terms and conditions as contained in the tender paper and we agree that the same shall apply to My/Our tender and I/We shall be bound by them.

Earnest money deposit of **Rs.....** (Rupees only) drawn in favour of RailTel Corporation of India Ltd., payable at Secunderabad.

The full value of the earnest money shall be forfeited without prejudice to any other right or remedies if: -

I/We do not execute the contract document within 15 days after the receipt of notice by the RailTel Corporation that such documents are ready.

I/We do not commence work within 15 days from the date of issue of letter of acceptance.

Until a formal agreement is prepared and executed, acceptance of this offer letter shall constitute a binding contract between us subject to modification as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer.

I enclosed herewith the following documents in support of my credential:-

1. Demand draft/Pay Order No....., dated..... issued by..... for Rs.....(Rs. only) as earnest money.

2. Name and Qualification of supervisor, Technician and Splicer.

3. List of the Equipments, Make, Model No in working condition for each section of Works.

Description	Make	Model No	Quantity	Documentary proof enclosed (Yes/No)	Page No
Fusion Splicing Machine					
Power Meter					
OTDR					
Road-O-meter					
Vehicle for Transportation					
Multimeter					
Tools Kit					
Tent					
Lighting Arrangement					
Fibre Spool					
Spare Battery for Splicing Machine					

4. No of support staff, which will be kept for maintenance:

5. Vehicle details along with its registration no:

6. Details of the Telephone, internet connections available.:

Shortcomings in the above, if any, will be made good and section wise full details shall be furnished for each section to be awarded, before award of the contract by RailTel.

Yours Sincerely,

Signature of the Tenderer

Seal of the Tenderer

Place: -

Date: -

Witnessed by: -

1. Signature:
Name:
Address:

2. Signature: -
Name: -
Address: -

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42
OFFER LETTER (For Tender No. 42)

From

To

RGM/SR,
RailTel Corporation of India Limited
Southern Region, Rail Nilayam,
SECUNDERABAD

Sub:- “Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Tirupathi including Tirumala & Kadapa.”

Ref: **Tender No. RailTel/e-Tender/OT/SR/HQ/2018-19/42**

I/We the undersigned hereby offer to execute the agreement for the above work within 15 days from the date of issue of letter of acceptance of the tender in strict compliance within the provision detailed in the tender paper attached.

I/We agree that this tender shall not be restricted or withdrawn and shall remain opened for acceptance for and during the period of **Thirty days** from the date of opening of the tender.

I/We fully understand the terms and conditions as contained in the tender paper and we agree that the same shall apply to My/Our tender and I/We shall be bound by them.

Earnest money deposit of **Rs.....** (Rupees only) drawn in favour of RailTel Corporation of India Ltd., payable at Secunderabad.

The full value of the earnest money shall be forfeited without prejudice to any other right or remedies if: -

I/We do not execute the contract document within 15 days after the receipt of notice by the RailTel Corporation that such documents are ready.

I/We do not commence work within 15 days from the date of issue of letter of acceptance.

Until a formal agreement is prepared and executed, acceptance of this offer letter shall constitute a binding contract between us subject to modification as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer.

I enclosed herewith the following documents in support of my credential:-

1. Demand draft/Pay Order No....., dated..... issued by..... for Rs.....(Rs. only) as earnest money.
2. Name and Qualification of supervisor, Technician and Splicer.
3. List of the Equipments, Make, Model No in working condition for each section of Works.

Description	Make	Model No	Quantity	Documentary proof enclosed (Yes/No)	Page No
Fusion Splicing Machine					
Power Meter					
OTDR					
Road-O-meter					
Vehicle for Transportation					
Multimeter					
Tools Kit					
Tent					
Lighting Arrangement					
Fibre Spool					
Spare Battery for Splicing Machine					

4. No of support staff, which will be kept for maintenance: .
.....
5. Vehicle details along with its registration no:
.....
6. Details of the Telephone, internet connections available.:
.....

Shortcomings in the above, if any, will be made good and section wise full details shall be furnished for each section to be awarded, before award of the contract by RailTel.

Yours Sincerely,

Signature of the Tenderer

Seal of the Tenderer

Place: -

Date: -

Witnessed by: -

1. Signature:
Name:
Address:

2. Signature: -
Name: -
Address: -

INTRODUCTION

- 1.0 RailTel is responsible for leasing out bandwidth on commercial basis to Railways and external agencies over RailTel's own telecom network. For the same, RailTel has obtained Category II, IP1, IP2, NLD and ISP licenses in the Telecom Sector.
- 1.1 RailTel has over 45,000 Km length of OFC route commissioned along with Railway track and an integrated dedicated telecom network is in operation and aerial OFC in city area.
- 1.2 48/24/12/6 fiber armored OF Cable has been drawn on poles along the road for customer POPs.
- 1.3 To maintain high availability of services along its telecom networks, RailTel intends to engage agencies for maintaining the Optical Fiber Cable (OFC) laid between one node to other node over a section. The node is the place where OFC is terminated and equipments are installed.
- 1.4 ENGINEER-IN-CHARGE (EIC) shall mean Regional General Manager/General Manager (Proj)/SR of RailTel or his authorized representative. He is responsible for ensuring that all field works covered by the contract are carried out in accordance with approved designs, drawings & specifications and conditions of contract as agreed to.
2. JURISDICTION: The jurisdiction of maintenance of OFC covers the RailTel's OFC routes Railway area and access cable (LMC) underground/Aerial OFC laid within the cities and towns from the Railway stations to the customer sites. The details of the jurisdiction of OFC sections are available at "**Annexure-A**."
3. **Description of work:**
 - 3.1 RailTel intends to award a OFC maintenance contract to reputed contractors who are financially and technically meeting the eligibility criteria to undertake various activities required to maintain & ensure OFC connectivity in the physical layer for different hops/POPs where customer sites are situated in city area.
 - 3.2 The CONTRACTOR shall be responsible for the maintenance of the said OFC network in the physical layer to ensure the OFC Network availability of highest order, considering there is no failure in the equipment level of the network. This shall include but not limited to undertake all required preventive measures of the OFC route, rectification of faults and restoration jobs required achieving the OFC link availability of highest order.
 - 3.3 The contractor shall carry out any OFC related works like additional protection works, splicing, termination, tightening of nuts/bolts, provision of complete clamps for supporting the protected work over culverts/bridges and as directed by the RailTel's Engineer - in – charge.
 - 3.4 The maintenance contractor is planned to be hired for a period Two years extendable by further period of one year depending on the performance of the contractor on same the rate, terms & conditions of the contract. However, the Contract may be terminated by giving 30 days notice before the expiry of contractual completion period in case performance of the contractor is not found satisfactory or as and when required by RailTel.
4. **Detailed Scope of work:** The scope of work shall include but not limited to the following for the maintenance of Underground (UG) & Aerial OFC Access network in the physical layer (up to the TX/RX port of the OFC equipment) of RailTel's telecom network.
 - 4.1 Preventive Maintenance for cable Protection: The CONTRACTOR shall undertake all preventive measures with information to respective EIC for maintaining the end-to-end continuity of OFC cable, which shall include but not limited to the following:

- 4.1.1 Regular patrolling and surveillance of aerial and U/G OFC route to have proactive check to prevent OFC link disruptions. It will be done by dedicated and exclusive team who will not be assigned any other work.
- 4.1.2 Patrolling of the entire section has to be done at least thrice a week during day time. If any activity is observed which may affect the OFC, the patrolling team should prevent any damage to the OFC. The matter must be reported to the RailTel officials. The time-to-time movement of the patrolling team shall be kept informed on daily basis so that they can be contacted during emergencies.
- 4.1.3 Monitoring of jobs undertaken by other agencies in the vicinity of RailTel's fibre network to ensure the safety of RailTel's OFC cable shall also be done by the contractor.
- 4.1.4 Attending to / safe-guarding against any signs of damage or potential damage of RailTel's OFC network, which come to light during patrolling.
- 4.1.5 Collecting information & accordingly coordinate with other agencies before the execution of work, who shall carry out any work in the vicinity of RailTel's OFC route, to safe-guard against the damages to RailTel's OFC cable. The contractor shall effectively co-ordinate with other agencies working along the RailTel's OFC route to prevent damage to OFC link and the contractor shall be held accountable for any cut of the link by other agencies.
- 4.1.6 Liaisoning also shall be maintained with other department like Electrical, NHAI, Municipal corporations, Nagarpalikas, urban development authorities etc regarding the permission being given or shall be given to other parties for any type of construction works along the RailTel OFC route.
- 4.1.7 Additional patrolmen, if required for gauge conversion/ doubling works / continuous construction works shall be deputed by the contractor including day-to-day open line works of railway such as track works, bridge works and sleeper works etc. without any extra cost.
- 4.2.0 Planned repairs to existing joints/Terminations:
The preventive maintenance should be carried out with prior approval and during planned shutdown period generally during night time between 00:00 to 5:00 hrs. The additional shutdown is not guaranteed, as number of customer traffic will be in operation.
- 4.2.1 Contractor shall also carry out testing of existing joints and OFC repairs along with testing of OFC route for improvement in the performance with link margin as per national/international standards and instruction of EIC with consumable material such as heat shrink sleeve, fibre & patch cords cleaning material etc. No extra charges will be payable for this schedule maintenance except maintenance charges as per SOR.
- 4.2.2 Testing of OFC & Preventive maintenance: All measurements for preventive maintenance shall be carried out as per prior agreed time schedule which is given by the RailTel's in-charge engineer. The testing of all fibers (24/12/6 nos.) shall be done, as once in three month for each section and reports shall be submitted. Any defects observed in the OF cable or in any of the associated equipments shall be attended in consultation with the RailTel's Engineer in charge at site. RailTel's maintenance supervisor will also accompany the teams as and when required.
- 4.2.3 Testing consists of OTDR reading and power meter reading of all spare fibers. POP to POP testing is required for spare fibers terminated in both the directions. Run through fibers may be tested from end to end only. While testing, working fibers shall not be disturbed. The periodicity of testing is once in three month for all sections, in case the agency fails to complete the measurement schedule and measurement report, penalty of Rs.5000/- will be imposed.
- 4.2.4 **Reports:** The reports consists of (a) Section-wise tabulation of all events reported by OTDR of more than 0.2 dB over the section fiber wise for all fibers tested in the given Performa in print and in Excel worksheet, (b) Tabulation of power loss from A-B & B-A direction, average and loss per km in both 1310 /1550 nm. for all the fibers tested. The OTDR traces should be submitted in both soft and hard copy.

- 4.2.5 In a situation, where in the vicinity of RailTel's OFC network any major construction / doubling projects are going on or are to start and necessitates rerouting through a new safe route of OFC to avoid damage, Contractor shall explore feasibility of alternate routes & provide detailed route plan for new location, where re-routing is proposed. The job of shifting & laying of UG/Aerial OFC may be carried out at the discretion of RailTel if required **which is covered under SOR -B of the contract.**
- 4.3 Fault restoration Services:
- 4.3.1 The Contractor shall provide the OFC maintenance service to keep but not limited to the following provisions on round the clock basis for attending & rectifying the OFC fault in minimum downtime (including travel time) from the time of lodging the complaint to the representative of Contractor at their designated office / Head Quarter. In addition to end to end optical fibre link maintenance contractor shall provide all assistance including providing man power, transportation of men and materials etc. if required in the event of link failure due to any other reason.
- 4.3.2 Deployment of Maintenance Team to be located at Hyderabad. The Maintenance team shall comprise of manpower, logistics, required tools/tackles/machinery & equipments etc, as mentioned in Annexure-B.
- 4.3.3 Providing Conveyance facilities for Maintenance, for transporting the manpower, tools/tackles, Test/Measuring equipments and Consumables like: OFC cable, Joint Closures, Jointing Pit, duct, couplers, etc. Tata Sumo/Scorpio or similar /equivalent vehicle shall be available round the clock with each of the maintenance team. The vehicle should not be more than 3 (three) years older. Vehicle provided should be in good condition
- 4.3.4 Providing communication facilities like: Landline phone, Cell/Mobile phone to Maintenance teams for the purpose of contacting on the urgent need basis as mentioned in Annexure-B.
- 4.3.5 Carrying out maintenance activities like identification of OFC fault/cut, obtaining permission from local authorities if required, laying of required length of OFC with protection wherever required, splicing of OFC, installation of Jointing pit & back filling of pit with Sand, supply and installation of route marker and joint marker as per specification, testing of OFC and updating of OFC as-built drawing etc.
- 4.3.6 Provisioning of Logistics arrangement like AC/DC power source, lighting arrangement, DG sets etc, which may be required during the execution of maintenance job at site as mentioned in Annexure-B.
- 4.3.7 Insurance for workmen compensation. Contractor shall take insurance for all the workmen engaged under this contract and as per labour laws applicable from time to time.
- 4.4 Methodology for fault restoration/Fiber cuts: Under OFC link cut condition; the following minimum activities shall have to be taken up by the CONTRACTOR for the restoration of OFC cut/fault for the end-to-end restoration of the network.
- 4.4.1 On receipt of information of fault in OFC the team stationed at the team HQ shall move immediately for locating and rectifying fault as per the response time given below. The working fibers shall be restored first. Sufficient labour shall be engaged for speedy restoration. Adequate care shall be taken not to damage any cable of other Telecom Operators if laid in the same trench
- 4.4.2 For the identification of exact fault location on immediate basis, the OTDR measurement of available fibre shall be made from the nearest node. For better clarity, the OTDR measurement on spare fibre shall be taken at nodes / nearest OFC joint situated at both ends of cut and using dummy fibre spool, in case required.
- 4.4.3 As-built drawing of UG OFC shall be referred and the physical site of fault on ground shall be located. It may be possible that data in as- built document may not be correct for the accuracy purpose. As-built drawing shall be taken as reference only. No claim of contractor will be entertained on account of this. Accordingly, locating the OFC fault, the job of excavation in all types of soil, identification of OFC, pulling of cable from both ends if feasible, construction of jointing pits, provision of chambers, splicing of OFC, back filling of trench & jointing-pit shall be taken up as per the standard

- procedure as briefly indicated in Para 7. Further, stone marker at the jointing pit has to be provided for identification of route as well as jointing pit. This should be incorporated in the cable route plan also. The splicing of fibres are to be carried out in line with the installed fibre i.e. G.652 and measurements are to be taken on spare fibres. In case the active fibres are to be used, precautions are to be taken with regard to the power launched on to the fibre. Restoration of site shall be done to the entire satisfaction of Engineer- in-charge
- 4.4.4 In case of OFC cut where it is not possible to pull the cable from either end, the contractor has to make two splicing joints. Required length of OFC supplied by RailTel has to be put in between two joints. The spacing of joints shall be depending up on situation at site and shall be as decided by site Engineer. Remaining OFC has to be coiled and tied on poles for Aerial cable and in both the pits for UG cable. Further, joint stone markers at each jointing pit have to be provided for identification of route as well as jointing pit. This should also be incorporated in the cable route plan.
- 4.4.5 After the completion of site activities, the CONTRACTOR shall ensure the restoration of the traffic from the respective Network Operations Center (NOC) and there after fresh OTDR measurement & traces (for 1310 nm / 1550 nm) shall be taken for Spare fibres & submitted to RailTel.
- 4.4.6 After the completion of site activities & hop test, the As-built drawing of UG Cable shall be updated by incorporating the new details like OFC loop used, Joint-pit location, etc. Position of OFC should be shown from the center of the nearest POP in as built drawing and the length of loop in joint pit after fault restoration shall be incorporated in as built drawings. After attending the fault & permanent restoration a Fault-Rectification report, jointly signed by RailTel & CONTRACTOR, shall be generated for the closure of the complaint.
- 4.4.7 In case the site condition is not favorable for the immediate restoration of the fault, the temporary restoration of the service fibers shall be taken up immediately with the approval of EIC. Permanent restoration work will not be considered in break down time unless there is again link break during restoration job. Permanent restoration of joint pits is to be carried out by contractor within 48 hrs from time of fault /OFC cut. In case the site is not conducive for permanent restoration some arrangement of manpower has to be done by contractor for safeguarding exposed OFC till permanent restoration. No extra payment shall be given to contractor on account of deployment of additional manpower. In case of further cuts at exposed OFC location contractor will be accountable for this additional downtime of OFC link.
- 4.4.8 OFC issued by RailTel to the contractor for use at OFC fault locations, should be checked & tested before use at site.
- 4.4.9 Contractor shall be responsible for obtaining approval at his own cost from statutory authorities like Municipal Corporation, Development Authorities, Electricity Department PWD, NHAI and any other concerned authority as required for carrying out the repair.
- 4.4.10 Drains, pipes, cables, overhead wires and similar services encountered in the course of the works shall be guarded by the contractor at his own cost, so that they may continue in full and uninterrupted use to the satisfaction of the Owners thereof
- 4.4.11 Should any damage be done by the CONTRACTOR to any AC Power mains, utility pipelines cables or lines (whether above or below ground etc) whether or not shown on the drawings, the CONTRACTOR must make good or bear the cost of making good the same without delay to the satisfaction of the Engineer-in-Charge.
- 4.4.12 CONTRACTOR shall have at all times during the performance of the WORK, a competent supervisor on the site. Any instruction given to such Supervisor shall be considered as having been given to the CONTRACTOR.
- 4.4.13 The CONTRACTOR shall employ as many personnel as required to comply with the local rules and administrative orders governing the Working Hours of Employment. The contractor shall be responsible for compliance with all statutory requirements including personnel related matters.
- 4.4.14 Night Work: The contractor shall also work during night time and is required to complete the work in all respects within the stipulated time. Sufficient lighting

- arrangements and precautionary steps shall be provided to safeguard the workmen, public and the Railway assets and to afford adequate facilities for properly placing and inspecting the material and the work when the night work is in progress.
- 4.4.15 In case of partial damage of the cable or development of high loss in the working and spare fiber or cable cut at any time (day/night) by miscreants or by any agency, the responsibility of repairing the defective fiber lies with the contractor and included in the Schedule of Rate (SOR) - A.
- 4.4.16 Examination of Finished Work: When finished work is taken down for the purpose of inspection for any reason, the contractor shall bear the entire expenses incidental thereto in the event that the said work is found to be defective. This situation may be applicable to both planned work as also to emergency restoration.
- 4.4.17 Net work modifications like adding, decommission the links by making through the fibers should be done at the cost of the contractor.
- 4.5 Mean-Time-To-Restore fiber cuts (MTTR) & Quality of work:
- 4.5.1 Response Time: The maximum response time is 15 minutes from the time RailTel informs the team about the failure. Within this time the maintenance team should move towards the location of fault.
- 4.5.2 Restoration Time:
- The restoration time is inclusive of response time plus travel time including localization, splicing.
 - The team in – charge should have mobile phone of operator whose coverage is available in the section and it should be always be on.
- 4.5.3 **RECORD OF FAULT REPAIR TIME:**
Time taken by the Contractor from the time of lodging the complaint to the representative of Contractor at their designated office/Head Quarter up to the time of restoration of end-to-end traffic after rectification of OFC cut(s)/fault(s) including the traveling time. The Repair time of any fault occurred shall be calculated by NOC of RAILTEL. After restoration of the link, a fault report is to be generated by contractor and obtained joint signature with RAILTEL site representative for records.
- During the maintenance or fault rectification work, should any damage occur to the other Telecom Operator /Railway QUAD / other cables, contractor is liable to pay compensation as demanded by the Railway authorities
- 4.5.4 **Warranty:** All material supplied/used and the work done by the contractor shall be guaranteed against the defective manufacture/workmanship for a period of **six months** from the date of completion of the contract.
- 4.5.5 **Monitoring & maintenance at equipment locations:** During every visit to the POP for OTDR measurements, the contractor staff shall monitor the equipments and its surroundings shall be kept clean by the contractor. In case any discrepancies are observed, the matter should be brought to the notice of the RailTel's engineer- in-charge.
- 4.6 **Maintenance Plan:** The Tenderer as part of his Tender has to submit a detailed plan for the maintenance of the network including the details of the manpower(skilled/unskilled) and equipments proposed to be located at site. The successful Tenderer shall mobilize the maintenance team & the equipment within 14 days from the date of Letter of Intent.
Entry pass shall be issued to the authorized representatives of the contractor by RAILTEL for handling all maintenance work customer /Railway locations.
Submission of monthly & emergency report as desired by EIC in the Performa specified by RailTel will also be a part of maintenance contract.

- 4.7 **Supply of OFC and HDPE duct:** For making good of any break/loss in fiber only OFC and HDPE Duct shall be supplied by RailTel to the contractor at the nearest RailTel depot. All other materials including splicing enclosure/box shall be arranged by contractor. The material shall be picked up by the contractor in advance from nearest RailTel's depot and shall be accounted with reference to the specific incidence of fiber cuts.
- 4.7.1 Supply of consumables/items like Joint enclosure/box, clamps for holding OFC over pole etc meeting the specifications as detailed under the Technical specification of the tender document shall be done only after approval of Dy GM/ GM in charge of the section. Contractor has to keep minimum stock of above items up to the satisfaction of EIC.
- 4.7.2 The material issued to the contractor and remaining unutilized after completion of the job shall be returned back to RailTel's designated stores at the end of contract period. A monthly material statement shall be submitted to EIC by the contractor.
- 4.7.3 Wherever new joint is provided for UG cable or existing joint is attended for rectification during the maintenance period, joint shall be buried to the depth of 1.2m from the ground level in joint chamber
- 4.8 **Taking over the section for maintenance:**
- 4.8.1 The contractor shall complete the OTDR measurement of all the sections for all the 48/24/12/6 fibers and submit a joint statement duly signed by the contractor and RailTel officials indicating the faults to be attended for making good of all the non-working fibers. This process shall be completed within 30 days from the date of deployment.
- 4.8.2 The Engineer-in-charge shall then advise the contractor of the faults to be attended to make the fibers good at the cost of RailTel. This shall be done in 30 days from the date of advice by the officer of RailTel.
- 4.8.3 In case the contractor fails to submit the joint report indicating the faults to be attended within 30 days from the date of deployment of maintenance team, a penalty of Rs. 2500/- per week or part thereof beyond one month from the date of deployment of the team will be imposed. Subsequently the maintenance of all the 48/24/12/6 fibers shall be the sole responsibility of the contractor.
- 4.8.4 On completion of the contract, the OTDR measurement shall be carried out on spare fibers to ascertain the condition of cable, which should be same or better than the condition of the cable taken over by the contract at the beginning of the contract period.

5 CONDITIONS OF CONTRACT

- 5.1 While quoting, it is advisable that the prospective Tenderer shall make themselves fully conversant with the locations, OFC routes and types of jobs in details to be carried out therein as per the tender requirement, so that they clearly understand the scope of work and assess the requirement of resources to complete the work in scheduled time.
- 5.2 The CONTRACTOR is deemed to have understood the conditions of existing OFC routes like terrains, various crossings, access details, on-route RailTel's maintenance bases etc., by visiting the sites and collecting first hand information before submission of the offer. In case of any doubt, the clarification may be taken from the RailTel before submission of the offer.
- 5.3 The CONTRACTOR shall be totally responsible for the successful execution of the OFC route maintenance contract.
- 5.4 **The Contractor shall not sub-contract whole or any part of the work.**
- 5.5 The data provided in the Tender document shall be used by the Tenderer for reference and information purpose only. It shall be the Tenderer's responsibility to verify the data & satisfy himself in regard to accuracy of data.
- 5.6 The responsibility of the CONTRACTOR shall include provision of preventive measures of OFC routes to avoid damage and cut, deployment of manpower, supply of required materials, erection, installation, testing, documentation, including the related civil works necessary for ensuring the complete end-to-end OFC connectivity in physical layer as described in the tender document at no extra cost to RailTel.

- 5.7 The material used & workmanship shall satisfy the applicable standard Specifications.
- 5.8 RailTel shall be entitled to reject the goods, materials and work executed by the contractor, which may not be conforming to the specifications within a reasonable time of installation of the said goods and materials and charge the contractor for all expenses direct and consequential, incurred thereby.
- 5.9 The CONTRACTOR shall be totally responsible for the calibration & functionality of test equipment to be used at site. All the tools & Test instruments shall be duly certified by the authorized agency. Contractor should not shift the test instruments from the site and is liable for penalizing if found so.
- 5.10 The Contractor to provide safety appliances like: dust masks, safety belt, safety shoes, helmet, hand gloves, safety goggles, rain gears etc to their personnel working.
- 5.11 During any construction work in public places, all precautionary caution boards, barricading sheets as per standard laws & rules to be used by the Contractor.
- 5.12 During the course of execution of the work, if any discrepancy or inconsistency, error or omission in any of the provisions of the contract is discovered which needs to be clarified, the matter shall be referred to Regional General Manager of RailTel, Southern Region who shall give his decision in the matter and his decision shall be final and conclusive.
- 5.13 The contractor should ensure that the team employed by him shall not move or trespass to areas other than the site(s) required for the execution of the work. Under no circumstances the Contractor not carry out the work which hamper the Operations and Safety of the Road/Railway movements and damage assets. The contractor is whole responsible for the safety of team members while executing the work.
- 5.14 The Contractor shall submit along with the offer the list of the number of personnel who will be available permanently for the maintenance works of RailTel. This should include details of technical qualification & minimum experience.
- 5.15 The work is subjected to inspection at all times by RailTel officials. The CONTRACTOR shall carry out all instructions given by him or his representatives during inspection.
- 5.16 Any work not confirming to the execution plans, standard specification codes or engineering practices shall be rejected forthwith and the CONTRACTOR shall carry out the rectification at his own cost.
- 5.17 Inspection and acceptance of the work shall not relieve the CONTRACTOR from any of his responsibilities under this contract.
- 5.18 With the offer, the CONTRACTOR shall provide the complete details of planning for items/materials, test/measuring instruments, tools/tackles & manpower to be deployed.
- 5.19 The CONTRACTOR shall observe in addition to codes specified in respective specification, all national and local laws, ordinances, rules and regulations and requirements pertaining to work and shall be responsible for extra costs arising from violations of the same, which shall be borne by the Contractor.
- 5.20 By entering into the maintenance contract with RailTel, the contractor shall agree to maintain the secrecy of all documents/information/drawings etc provided by RailTel during the period of contract and shall handover all the documents back immediately after the termination of the contract.
- 5.21 In case if EIC feels that the contractor is not able to execute the work to the satisfaction of RailTel, EIC shall at his own discretion can engage other agencies to ensure the smooth execution of the job at the risk & cost of the Contractor.
- 5.22 The CONTRACTOR shall depute experienced / competent representative(s) at site during the execution of any job. Any instructions given to such representative(s) shall be constructed as having been given to the CONTRACTOR.
- 5.23 The CONTRACTOR shall be solely responsible for making available for executing the work, all-requisite construction equipment, special aids, tools, tackles and testing equipment and appliances. Such construction equipment etc. shall be subject to examination by the RailTel and approval for the same. Any discrepancies pointed out

- by the RailTel shall be immediately got rectified, repaired or the equipment replaced altogether, by the CONTRACTOR.
- 5.24 Within the RailTel's premises, the representative of the CONTRACTOR shall take care for not tampering with the RailTel 's installed equipments.
- 5.25 The accessing of RailTel 's facilities shall be allowed to authorized person from CONTRACTOR'S side with the prior intimation to RailTel 's Engineer-in-Charge.
- 5.26 All faults shall be intimated to the CONTRACTOR'S supervisor/ authorized person by either RailTel 's network management center or the Engineer-in-charge as indicated through telephonic communication, e-mail or through fax. For this the CONTRACTOR shall provide RailTel with the contact number, both landline and Mobile & e-mail address / Fax no. within 14 days from the award of the contract.
- 5.27 It is advisable that Tenderers must visit site to familiarize themselves with all constraints, restrictions, access requirements and available infrastructure. The CONTRACTOR shall not be eligible for any adjustment in cost and time, on account of any lack of data regarding above. The Contractor shall visit the OFC route and satisfy himself before quoting the rate.
- 5.28 While executing the job at site by the CONTRACTOR, penalty claimed against any damage caused to the infrastructure of RailTel & other parties shall be borne by the Contractor.
- 5.29 Tenderers are advised to submit their quotations strictly based on the terms, conditions, and specifications in the tender document and not to stipulate any deviations. Should any deviation become unavoidable, the Tenderers should mention it. RailTel reserves the right to evaluate offer containing deviations having financial implications after adding cost of such deviations as determined by RailTel.
- 5.30 **The CONTRACTOR becomes defaulter on the following conditions:**
- 5.30.1 If he fails to repair fault and make the OFC link available within 12 hours.
- 5.30.2 Improper maintenance resulting in down time / consumables / loss of parts.
- 5.30.3 Loss or damage to RailTel's property due to the acts of Contractor.
- 5.30.4 In the event RailTel receive notice from any statutory authorities or from external agencies on account of loss/damage to their property due to the acts of Contractor.
- 5.30.5 During the contract period, if the CONTRACTOR has defaulted more than once or the defaulting case of the Contractor is severe, then RailTel has the right to terminate the contract and forfeit the security deposit if deemed required as per RailTel's opinion.
- 5.31 **Termination of Contract:** RailTel reserves the right to interrupt and terminate the contract at any time after giving one month's notice, should in RailTel's opinion, the cessation of work become necessary, owing to paucity of funds of the Contractor, the Contractor's apparent inability to perform, non possession of equipments and tools required for the work or defective and mal-functioning equipments, non-availability of proper/nominated instrumentation, inability to provide men and material or for any other cause deemed reasonable . In such case, the value of approved materials utilized at site and of certified and accepted work done to date by the Contractor as per contract agreement shall be paid for in full at the rates specified in the Contract subject to the clause of Liquidated damages contemplated herein. All such materials become the property of the RailTel. Notice in writing from the RailTel of such termination and reason thereof shall be conclusive evidence of taking over of works from the contractor. The security deposit will be forfeited in such case of termination if deemed required as per RailTel's opinion.
- 5.32 **INCOME TAX:** Income Tax at the prevailing rate as applicable from time to time shall be deducted from the CONTRACTOR's bills as per Income Tax Act and quoted Rates shall be deemed to include this.
- 5.33 **TAXES, DUTIES, OCTROI, LEVIES ETC:** The quoted prices shall be inclusive of all taxes such as GST till the completion of the contract and the CONTRACTOR shall

not be eligible for any compensation on this account. Any change in statutory taxes, in position /removal of any duty/taxes shall be to RailTel's account. The CONTRACTOR shall furnish the breakup of taxes so that any credit if applicable can be claimed by RailTel.

- 5.34 **ESCALATION:** The maintenance charges quoted by the CONTRACTOR shall be kept firm till the completion of entire period of contract, and no Price Escalation shall be paid on any ground.
- 5.35 **LABOUR LICENSE:** Before starting of work, the CONTRACTOR shall obtain a license from concerned authorities if required under the Contract Labor (Abolition and Regulation) Act 1970/latest
- 5.36 **COMPLIANCE WITH LABOUR, INDUSTRIAL & ENVIRONMENTAL LAWS:** The Contractor shall at its expense, ensure due compliance with all applicable and governing Industrial, environmental and Labour Laws, Rules, Regulations and Bylaws both of the Central and State Govt. and all other local authorities and shall keep RailTel harmless and indemnifies in respect thereof. The CONTRACTOR shall ensure due compliance with the provisions of the relevant minimum Wage Act, payment of Wages, Contract Labour (Regulations & Abolition) Act, Employees Provident Fund Act and other industrial and environmental laws in force.
- 5.37 The contractor shall indemnify the Company against all losses or damages, if any, caused to it on account of acts of the personnel deployed by him. The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
- 5.38 **Force Majeure:** Both the parties agree that neither party shall be liable for each other for delay or non-performance of respective obligations in the event beyond the control of each party which can be termed as force major.
- 5.39 SETTLEMENT OF DISPUTE AND ARBITRATION:**
- 5.39.1 Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by a sole arbitrator in accordance with provisions contained in Arbitration and Conciliation Act, 1996.
- 5.39.2 The sole arbitrator shall be appointed by the Chairman and Managing Director of RailTel Corporation of India Limited. It is expressly understood between the parties that no objection shall be raised at any time after execution hereof to the appointment of the arbitrator by the Chairman and Managing Director of RailTel Corporation of India Limited including that the person appointing the arbitrator is connected to and /or employed with the RailTel Corporation of India Limited.
- 5.39.3 The Venue of the arbitration shall be at Secunderabad. The arbitration proceedings shall be conducted in English and cost of the arbitration shall be borne between the parties in equal proportion. The Arbitrator shall give a reasoned award, which shall be binding on the parties.
- 5.40 **Tenderer has to give following undertaking:**
I/we agree to do all items of SOR-B at the rates given by RailTel. I/we understand that these rates are for OFC route strengthening, the work order for which will be issued separately by RailTel. The actual quantity to be executed under SOR-B will be assessed jointly by the successful tenderer and authorized representative of RailTel after award of contract.
- 6 PAYMENT TERMS:**
- 6.1 Payment terms for SOR – A**
- 6.1.0 100% payment will be made by RailTel on certification of Engineer-In-charge. Bill passing Authority is Jt.GM/TM/SC and Bill paying Authority is GM/Fin/SR.
- 6.1.1 Even though the maintenance charges are worked out on a monthly basis. The CONTRACTOR shall be paid once in two months. During any financial year, the 6 identical billing cycles of 2 month period each will be considered. The period should be

viz. April to May, June to July, Aug to Sept, October to November, December to January & February to March.

- 6.1.2 If the date of LOA is not coinciding with the beginning (1st date of the month) of any period(i.e. 1st April/1st June/1st August etc) , the first billing period from the date of issue of LOA will be taken till closure(last date of the month) of instant 2-month period. For example if LOA is issued on 10th April, the first billing cycle shall be from 10th of April to 31st May. Allowed CRT to be taken proportionately. Subsequently, the billing cycle will continue with the regular 2 Month billing period.
- 6.1.3 The maintenance charges for two months period subject to submission of permanent restoration certificate of fault occurred during the particular period jointly signed by RAILTEL & contractor representatives and on submission of test results of power, OTDR readings etc as required by the terms of the contract to the satisfaction of the EIC.
- 6.1.4 The length of OFC under maintenance is variable as per customer base and same will be intimated time to time and payment will be made as per actual on pro-rata basis as mentioned at clause no 21 of preamble.
- 6.1.5 Bills should be submitted with the **following / applicable details printed on bill itself** without which payment will not be arranged
- a. Income Tax PAN (if not furnished 20% TDS will be deducted)
 - b. Service Tax Registration Number/GST (if not furnished ST/GST claim will not be reimbursed – but reverse charge of ST will be deducted as per ST/GST rules)
 - c. VAT/CST registration numbers
 - d. WCT – Location, State and percentage of WCT applicable (with a copy of Registration certificate) (if not provided, highest percentage applicable will be deducted)
 - e. Bank Account Number, name of the Bank and branch with full address
 - f. IFSC/NEFT CODE of the Bank/Branch
- 6.2 **Payment terms** for SOR-B: 100% payment on completion of work and as per terms & conditions specified in WO issued for execution of work.
- 6.3 -Deleted-
- 6.4 **Price Variation:** Price Variation will not be allowed during the currency of contract.
- 6.5 No advance payments will be made.

7. TECHNICAL SPECIFICATIONS

7.1 INSTALLATION OF JOINT CLOSURE & SPLICING OF OFC

7.1.1 Following types of techniques are used for splicing of fibers:

a) **Mechanical Splicing:** -deleted-

b) **Fusion Splicing:** This is accomplished by applying localized heating (i.e., by electric arc or flame) at the interface between two butted, pre- aligned fiber ends, causing them to soften and fuse together.

7.1.2 At all other locations and during initial installation of fiber optic cable, fusion splicing should be adopted.

7.1.3 The decision of Engineer-in-Charge shall be final and binding in this regard.

7.2 STRAIGHT JOINT FOR FIBRE OPTIC CABLE:

7.2.1 There are various types of joint enclosures available in the market. The procedure for assembly of joint closure is described in the installation manual supplied with straight joint closure. This includes the following:

- a) Material inside joint closure kit.
- b) Installation tools required.
- c) Detailed procedure for cable jointing.
- d) Procedure for re-opening the closure.

7.2.2 However, generally, the following steps are involved for jointing of the cable.

- Preparation of cable for jointing
- Stripping/cutting the cable
- Preparation of cable and joint closure for splicing
- Fibre splicing
- Organizing fibers and finishing joints
- Sealing of joint closure and Placing joint in pit.

7.3 PREPARATION OF CABLE FOR JOINTING

- 7.3.2 During the installation, a minimum of 5 meters of cable of each end is coiled in the jointing pit to provide for jointing to be carried out at convenient location as well as spare length to be available for future use in case of failures.
- 7.3.3 The cable is then coiled on the pole in the same position as required after the joint is complete. The marking is done on all the loops so that it will be easier to install it later.
- 7.3.4 The distance from the last centre to the end of the cable must be at least 1.0 meter. This is being the minimum to be stripped for preparation of joint.
- 7.3.5 Sufficient cable at each end up to the jointing vehicle/enclosure is then uncoiled from the pit for jointing.

7.4 STRIPPING/CUTTING OF THE CABLE

- 7.4.1 The cable is stripped of their outer and inner sheath with each sheath staggered approximately 10mm from the one above it.
- 7.4.2 Proper care must be taken when removing the inner sheath to ensure the fibers are not scratched or cut with the stripping knife or tool to prevent this, it is best to only score the inner sheath twice on opposite sides of the cable, rather than cut completely through it. The two scores marking on either side of the cable are then stripped of the inner sheath by hand quite easily.
- 7.4.3 The fibers are then removed from cable one by one and each fibre is cleaned individually using Kerosene to remove the jelly.

7.5 PREPARATION OF CABLE JOINT CLOSURE FOR SPLICING

The type of preparation work performed on the cable prior to splicing differs on the type of joint closure and fiber organizer used. However, the following steps are usually common:

- 7.5.1 The strength members of each cable are joined to each other and/or the central frame of the joint closure.
- 7.5.2 The joint closure is assembled around the cable.
- 7.5.3 The heat shrink sleeve is applied to the cables and closure or prepared for application after splicing is complete.
- 7.5.4 The fibers are protected (usually with plastic tubing) in their run from the cable core to the fiber organizer trays (particularly if cable construction is slotted core type).
- 7.5.5 Tags which identify the fibers nos. are attached at suitable locations on the fibers.
- 7.5.6 Splice protectors are slipped over each fiber in readiness for splicing over the bare fiber after splicing.

7.6 STRIPPING AND CLEAVING OF FIBRE

- 7.6.1 Prior to splicing each fiber must have approximately 50mm of its primary protective U.V. cured coating removed, using fiber stripper which are manufactured to fine tolerances and only score the coating without contacting the glass fiber.
- 7.6.2 The bare fiber is then wiped with a lint free tissue doused with ethyl alcohol.
- 7.6.3 Cleaving of the fiber is then performed to obtain as close as possible to a perfect 90 face on the fiber.

7.7 SPlicing OF THE FIBERS

As discussed above there are two types of methods, which can be used for fiber splicing. Some of the basic steps for both the type are as under:

7.8 FUSION SPlicing OF THE FIBER

Some of the general steps with full automatic micro processor control splicing

Machines are as under:

- 7.8.1. Wash hands thoroughly prior to connecting this procedure.
- 7.8.2. Dip the clean bare fiber in the beaker of ethyl alcohol of the ultrasonic cleaver. Switch on ultrasonic cleaver for 5-10 seconds (some of the manufacturers does not prescribe the above cleaning).
- 7.8.3. Place the bare fiber inside 'V' groove of the splicing machine by opening clamp handle such that the end of fiber is app.1 mm. over the end of the 'V' groove towards the electrodes.
- 7.8.4. Repeat the same procedure for other fiber, however first insert heat shrink splice protector.
- 7.8.5. Press the start button on the splice controller.
- 7.8.6. The machine will pre fuse, set align both in 'X' and 'Y' direction and then finally fuse the fiber.
- 7.8.7. Inspect the splice on monitor if provided on the fusion splicing machine and assure no nicking, bulging is there and cores appear to be adequately aligned if the splice does not visually look good repeat the above procedure.
- 7.8.8. Slide the heat shrink protector over the splice and place in tube heater. Heat is complete when soft inner layer is seen to be 'oozing' out of the ends of the outer layer of the protector.
- 7.8.9. Repeat the same procedure for all the other fibers.

7.9 MECHANICAL SPlicing OF THE FIBER: - deleted-

7.10 ORGANISING FIBER AND FINISHING JOINTS

- 7.10.1 After each fiber is spliced, the heat shrink protection sleeve must be slipped over the bare fiber before any handling of fiber takes place, as uncoated fibers are very brittle and cannot withstand small radius bends without breaking.
- 7.10.2 The fiber is then organized into its tray by coiling the fibers on each side of the protection sleeve using the full tray side to ensure the maximum radius possible for fiber coils.
- 7.10.3 The trays are placed in the position.
- 7.10.4 OTDR reading taken for all splices in this organized state and recorded on the test sheet to confirm that all fibers attenuation are within 0.1 db per splice. This OTDR test confirms fibers were not subjected to excessive stress during the organizing process.
- 7.10.5 After this the joint can be closed with necessary sealing etc and ready for placement in the pit.

7.11 PLACING OF COMPLETED JOINT IN PIT

- 7.11.1 Joint is taken out from the vehicle and placed on the tarpaulin provided near the pit.
- 7.11.2 The cable is laid on the ground, loop the cable such that pen mark previously place on the cable line up. Tape these loops together at the top of the coil.
- 7.11.3 The joint can now be permanently closed and sealed by heating heat shrinkable sleeve etc. However, before closing, silica gel to be kept inside for moisture protection.
- 7.11.4 Now the joint closure is fixed to the bracket on the pit wall and pit is closed.
- 7.12 If required for attending to faults etc., manufacturers supply special kits for opening of the joint and the steps to be followed. However the general steps are as under:
- 7.12.1 Using suitable knife cut heat shrink sleeve longitudinally along its entire length.

- 7.12.2 Do not damage the smaller heat shrunk sleeve on the ends of the joint.
- 7.12.3 Apply heat to the cut sleeve until it begins to separate.
- 7.12.4 Gently remove the cut sleeve from the joint. Now the joint can be opened.
- 7.12.5 Protective sleeve/cover can be removed for attending to faults etc.
- 7.13 EXCAVATION AND BACK FILLING OF TRENCHES FOR ATENDING TO FAULTS:**
- 7.13.1 The back filling of trenches shall be done by tamping and consolidating the excavated soil in layers of 15-20 cm at time. All the soil that is excavated shall be put back to the trench and care shall be taken in consolidation to ensure that the back filling does not suffer any sinkage in monsoon. The left out earth if any within station limit has to be thrown out from Railway premises by the contractor at his own cost.
- 7.13.2 It is recommended that excavation of trench be done manually, since use of mechanical devices like JCB likely to damage existing Signal & Telecom cables carrying safety circuits and vital train control circuits.
- 7.13.3 However, use of mechanical devices like JCB can be permitted to a limited extent in mid-section with prior approval of Engineer-in-charge.
- 7.13.4 Use of mechanical devices like JCB in station sections is strictly prohibited.
- 7.13.5 The excavation shall include excavation of trial holes clearing bushes and roots of trees along the trenches.
- 7.13.6 During excavation of the trenches, the earth should not be thrown on the ballast. The earth should be thrown by the side of the trenches away from the track. Complete excavated earth shall be back filled in the trench after laying the cable and well rammed.
- 7.13.7 When the contractor comes across any other cable already laid, he shall first report the fact to the Engineer.

8. Penalties:

8.1.1 CRT vis-a-vis Penalty

Description of deficiencies	Penalty (Rs)
Cumulative Repair time (CRT)* per two month < or = 12 Hrs	Nil
If cumulative Repair time per two month > 12 Hrs., For every 1 hr beyond 12 hrs.	1000

*a. Only down time of circuit affected cases (dockets issued to customers) due to Aerial/UG OFC cuts of Access Network will be calculated for CRT. If more circuits are affected by a cut on a section, the circuit which has maximum down time will be considered for CRT calculation.

b. For the linear path CRT will be considered after 3Hrs of docket opening.

c. If the circuit is in the ring and if work path or protection path only effected, rectification to be completed within 24 hours. Beyond 24 hours will be counted for CRT

- 8.1.2** Irrespective of circuit interruption, any cut not restored within 24 hrs to be counted in CRT in total. Exceptions to this are access denied by local authorities like Municipal or Electrical or Police authorities / damages due to natural calamity / fire accidents / any other accidents. Such cases need certification of AM/Manager concerned, clearly recording the reason for restoration time beyond 24 hours. It shall also be explicitly recorded by AM/Manager concerned, that the delay is not due to contractor. Format of Certificate is at Proforma-9. Competent Authority for acceptance of such cases will be normally Agreement signing officer.

- 8.1.3** In absence of such certification entire restoration time irrespective of circuit interruption shall be counted in CRT in total.

- 8.2.1** In case of absence of splicer/helper/patroller from site, recovery @ Rs.200/- per day per person will be made. All the members of maintenance team shall be provided with communication facilities.
- 8.2.2** In case of non-availability of vital equipment / logistics mentioned at items 3 – 20 of Annexure-B of tender document, penalty at the rate of Rs.750/- per day per equipment / logistics shall be imposed.
- 8.3** Before deployment of maintenance team the contractor should furnish the details of personnel i.e. Name, technical qualification and experience along with attested signature.
- 8.4** Also Penalties as per para 4.2.3 & 4.8.3 for not taking OTDR traces shall be imposed
- 8.5** While submitting the bi-monthly bills of maintenance tender the contractor should also submit the following along with the maintenance bill.
- * Payment receipt of each staff deployed
 - * Statutory payment to the government authorities like EPF, ESI etc.
 - * Certificate from each staff in regard to no due from his employer.
- The contractor should submit copy of WCT registration certificate for the states wherever applicable.

Note : Non Submission of bill for previously completed two months within 15 days of completion of billing period : Rs. 500/- per week beyond 10 days up to next billing cycle, subsequently Rs. 1000/- per week

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Annexure-A**Jurisdiction of OFC Section**

The OFC section shall have at least one maintenance team stationed at the team headquarters. List of maintenance sections where the maintenance teams are to be deployed is furnished below:

Tender No	Section Details (Access Network covered under cities/locations)	Length of Sec. (KM)	Bimonthly allowed cumulative repair time in hrs	Sectional HQ	Type of OFC
41	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgiri	306.271	12	Vijayawada	UG & Aerial
42	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Tirupathi including Tirumala & Kadapa.	157.00	12	Tirupathi	UG & Aerial



Annexure – B

Minimum Man & Machine required to be engaged under one Maintenance team

(For round-the-clock 365 days)

1. Technician for splicing along with two helper round the clock.
2. Manpower for surveillance, liaison and foot patrolling or train patrolling with cell phone – three No.
3. Portable Generator set.
4. Fusion Splicing Machine.
5. Power meter
6. OTDR
7. Tata Sumo / Scorpio or similar/equivalent Vehicle (with Driver) for transportation of men, machines and stores.
8. Dummy fiber spool.
9. Hot Air Gun / Blow lamp
10. Tent / Garden Umbrella
11. Mobile phones for all persons i.e. splicer, helper & patroller
12. Tool/Tackles kit, umbrella tent.
13. Road – O - meter.
14. Multimeter.
15. Lighting arrangement like emergency light/gas light etc.
16. All sorts of patch cords (Euro/FCPC, SCPC/FCPC, LCPC/FCPC) for the purpose of measurement.
17. Spare battery with charger for splicing machine.
18. laddar
19. Cable route detector (if Access UG cable also covered in section)
20. 500 m Aerial OFC having 12 fibers

Note:

OFC test and measuring instruments must have been calibrated from an established testing organization.

Manpower and equipments should be available with the maintenance teams round the clock as listed above. However contractor can add more manpower & equipments for speedy maintenance & minimizing downtime without extra cost implications to RailTel.

Daily patrolling schedule shall be sent to the RailTel's Engineer-in-charge. Also, manpower shall be placed at all the places to coordinate the ongoing works of other agencies, to avoid damage/cut to RailTel 's OFC. A report on weekly basis about such works and action taken thereof shall be generated & sent to EIC.

In case the main Splicer of the team is on leave, standby Splicer must be arranged in advance by the contractor

**FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY TENDERER ALONG WITH
THE TENDER DOCUMENTS**

(To be executed in presence of Public notary on non-judicial stamp paper of the value of Rs. 100/-. The paper has to be in the name of the tenderer)

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

M/s _____ (hereinafter called the tenderer) for the purpose of the Tender documents for the work of _____ as per the tender No. _____ of (_____ RailTel), 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 RailTel website www.railtelindia.com. I/we have verified the content of the document from the website and there is no addition, no deletion or no alternation to be 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 RailTel 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 five years on entire RailTel. Further, I/we (insert name of the tenderer)** _____ and all my/our constituents understand that 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

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42
contract, along with forfeiture of EMD/SD and Performance guarantee besides any
other action provided in the contract including banning of business for five years on
entire RailTel.

DEPONENT
SEAL AND SIGNATURE
OF THE TENDERER

VERIFICATION

I/we above named tender do hereby solemnly affirm and verify that the contents of my/our
above affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENT
SEAL AND SIGNATURE
OF THE TENDERER

Place:

Date:

****The contents in Italics are only for guidance purpose. Details as appropriate, are to be filled
in suitably by tenderer. Attestation before Magistrate/Notary Public.**

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Schedule of Requirement

Name of the work: Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. UG OFC & Aerial OFC for a period of Two years

Schedule of Rates: SOR –A

Tender No: RailTel/e-Tender/OT/SR/HQ/2018-19/41

Section Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgi

Hqrs: Vijayawada

(All rates inclusive of GST @18%)

Sl No	Description of work	Appx Length of Fiber in KM	Rate per Km for one month (Rs.)	Amount for one year (Rs)	Total Amount for two years rounded off (Rs.)
1	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Vijayawada, Eluru, Ongole, Bapatla, Guntur and Mangalgi	306.271	1033.06	3796756 (rounded off)	75,93,512.00
	Quote in percentage in figures At Par / Above / Below				Only Percentage in figures
	Quote in percentage in words At Par / Above / Below				Only Percentage in words

Note:

1. The rates specified in SOR are inclusive of Service Tax /GST @18%. Any changes related to GST will have a bearing on the amount to be paid to the contractor.
2. Contractor is requested to quote only percentage and there are no further total value to be shown in the above table.
3. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered as final.

Signature & Seal of Tenderer

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42
Schedule of Requirement

Name of the work: Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. UG OFC & Aerial OFC for a period of Two years

Schedule of Rates: SOR –A
Tender No: RailTel/Tender/OT/SR/HQ/2018-19/42

Section: Tirupathi including Tirumala & Kadapa.

Hqrs: Tirupathi

(All rates inclusive of GST @18%)

SI No	Description of work	Appx Length of Fiber in KM	Rate per Km for one month (Rs.)	Amount for one year (Rs)	Total Amount for two years rounded off (Rs.)
1	Deployment of Maintenance Team for Preventive Maintenance and fault rectification of Access Network i.e. U/G & Aerial OFC for a period of Two years in Tirupathi including Tirumala & Kadapa	157.00	1076.75	20,28,588 (rounded off)	40,57,176/-
	Quote in percentage in figures At Par / Above / Below				Only Percentage in figures
	Quote in percentage in words At Par / Above / Below				Only Percentage in words

Note:

- The rates specified in SOR are inclusive of Service Tax /GST @18%. Any changes related to GST will have a bearing on the amount to be paid to the contractor.
- Contractor is requested to quote only percentage and there are no further total value to be shown in the above table.
- In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered as final.

Signature & Seal of Tenderer

Schedule of Rates: SOR - B

Certain items may be required to be done for route strengthening, route diversion etc. The SOR for respective items to be executed in SOR-B are enclosed herewith. Along with the items, the rate for each item is also indicated. If the items are executed, the contractor shall be paid as per rate indicated in SOR-B. The rates indicated in SOR-B will not be taken into consideration while evaluating the offers. Separate Work order will be issued by competent authority as and when required for execution of work under SOR-B.

S. No	Item	Description	Unit	Rate/unit (Rs)
1	Drawing of Armored OFC on the electrical poles	Drawing of Armored 12F OFC on the poles using suitable fixtures (as per the type of poles). After completion of drawing of OFC, all the 12 fibers should be tested. If any break/high loss event observed, the same shall be rectified by the agency without extra cost.	mtr	6
2	Releasing of OFC from poles	Releasing of O/H cable from electrical poles and depositing of material in store with proper reading.	mtr	4
3	Splicing of 12 F	Splicing/Termination of 12F fiber OFC	Nos	2396
4A	Splicing of 24F	Splicing/Termination of 24F fiber OFC	Nos	4792
4B	Splicing of 48F	Splicing/Termination of 48F fiber OFC	Nos	7668
5A	Trenching (1Mtr with bricks)	Trenching to a depth of 1 mtr and appropriate width for pipe/duct/Cable and backfilling after laying OFC/duct. This includes provision of 9 bricks / mtr & Fixing of route marker of RCC/FRP embossed "RailTel" and painted with Orange, as per specification.	Mtr	81
5B	Trenching (1.2Mtr depth)	Trenching to a depth of 1.2 mtr and appropriate width for pipe/duct/cable and backfilling after laying OFC as per specification.	Mtr	69
5C	Hard Rock	Cutting hard rock for 0.3 mtr depth of trench		212
5D	Trenching 3ft	Excavation of soil up to 3 ft and duct laying	Mtr	105
6	Joint chamber	Supply & Erection of splice Chamber	Nos	6230
7	OFC Pulling	Pulling of OFC through already laid HDPE duct/GI pipe/DWC pipe	Mtr	11.50
8	PVC pipe/ Flexible	Supply and fixing of 25 mm dia PVC Pipe/Flexible pipe	Mtr	44.10
9	G.I Pipe under road /Railway Platform.	Supply & laying of G.I.Pipe (as per IS 1239 Pt.I& Pt.II) 50 mm dia. (inside) as per IES spec for protecting cables under roads/ Railway platform as per site condition. This includes supply of all materials and road/platform cutting charges.	Mtr	736
10	Concreting	Concreting is to be done in where OFC is to be protected and to keep the route marker in position. The proportion of cement sand and metal the ratio is 1:3:6 (1 - cement, 3 - stone 3/8", 6 - sand) curing and ensuring proper setting. The depth is 0.15 mtrs and width is 0.3 mtrs. The OFC to be drawn through HDPE or G.I Pipe or half cut RCC as per site conditions and as directed by RCIL Engineer.	Cu.M	3155
11	Chambers	Excavation of jointing pit without damaging the fiber and provision of joint chamber of 1.2 mtr dia , 60 Cm height and 50 mm thickness with two piece top cover and bottom cover with holes for drainage and cable entry (The reinforcement drawing enclosed). This includes backfilling and ramming of the trench after placing the joint closure and cable loop in the chamber without causing any damage to the same and consolidation of soil as well as disposal of soil as per plan and as advised by RailTel Representative.	No	3023
12	Top Plates	Supply, Transporting and fixing of top plates. Wherever the top plates are missing or damaged, they should be replaced without damaging the fiber. The descriptions of dimensions are as above as per drawings supplied.	No	625
13	Route Marker	Supply, Transporting and fixing of cable route markers as per drawing given in tender document. Markers shall normally be provided at a distance of every 100mtrs on the cable route, at places/corners where the route of the cable changes, on either side of culvers, bridges, L.C.Gates, road cuttings etc. These shall be of standard RCC with letters "RCIL	No	232

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42

		OFC' " engraved and suitably painted. They shall be painted with Green when placed near joint chambers and should be painted with orange at all other places. The engraved portion RCIL OFC should be painted with white.		
14	Concreting of Route Marker	Concreting of route markers as directed by RCIL Engineer, route markers shall be concreted to keep it in vertical position. The concreting to be done 15cm above the ground level and 15cm below the ground level. Length and width are 30cm each as per drawing supplied at 1:3:6 ratios.	No	63
15a	G.I. (Pipe on RCC Bridges)	Supply & laying of 50 mm dia GI Pipe IS1239 medium grade with holes drilled as an anti theft measure coupling etc. on bridges/trenches/other surfaces with CC at every 1m as per drawing. Concreting rates shall be separate as per item 3A.	Mtr	371
15b	G.I.(Pipe on Girder Bridges)	Supply & laying of 75 mm dia GI Pipe IS1239 medium grade with holes drilled as an anti theft measure with threads on either end for coupling etc. And suitable GI clamps with 1 mtr interfacing as per site requirement on bridges/trenches/ building entry/other surfaces	Mtr	695
16	Backfilling	Wherever a meniscus appearance formed along the trench due to improper backfilling or sinking of earth due to rain is to be backfilled with earth brought from neighborhood. The backfilling should be 30 cm above ground level after ramming of the earth. (Care shall be taken for not creating trenches in Railway area for taking out soil and the work shall be cared out in consultation with the Section engineer of Railways)	Mtr	23
17	sand filling	Providing dry sand in FRP/RCC joint chambers up to 400mm height and the cover is refixed in position.	N0s.	575
18	DWC Pipe	Supply and laying of quality with couplers as per drawing. DWC pipe 78/63 mm dia as per direction of site engineer	Mtr	86
19	Half cut RCC Pipe	Supply and laying of 150 mm dia Half cut RCC pipe	Mtr	103
20 A	Mid Section OFC Joint Enclosure	Supply & Provision of Mid Section OFC Joint including Splicing (24 /48 Fibre) inside already prepared jointing pit. This does not include provision of Joint chamber, top plate & back filling. The joint Enclosure shall be as recommended in the Technical specification.	No.	9874
20B		Rectification and splicing of existing mid section OFC joints. This includes supply and provision of thermo shrink sealing on cable entry ports & closure dome or as required.	No.	6211
21	Repair of Terminal OFC Joint.	Repair of existing OFC Terminal Joint (24/48 Fibre).	No.	3565
22	OFC Inside Service Building	Leading in arrangement for OF cable inside service building by providing large G.I. Band at Bottom & vertical G.I Pipe of 75 mm dia. The vertical pipe shall be taken 75mm above the floor level & the mouth of the pipe shall be covered by Plastic Cap. The floor shall be restored to the original condition.	1 job	1236
23	Horizontal Drilling	Horizontal Drilling by using m/c/ manually at a depth of 1/1.5m below the formation level of the earth as per decision of RailTel engineer.	Mtr	837
24	Laying/blowing of OFC	Laying / blowing of OFC/ QUAD Cable/HDPE Duct in already made trench and through HDPE/GI/RCC pipes where ever necessary.	Mtr	7
25	Cable route tracing	Optic Fibre Cable Route Tracing & Submission of Corrected cable route plan (Soft copy in CD and two hard copies).	Km	1615
26	Rectification of high loss/break of fiber in existing joint enclosure.	Excavation of trench or opening /finding the existing joint pit appro. 100 mtr as a preparation for testing/rectification of fiber and its reinstatement by backfilling sand and ramming of excavated soil etc	No.	5271
27	Track/Road/Platform crossing	Trenching to a depth of 1mtr below rail/Road/Platform level , placing of G.I.Pipe(as per IS 1239 pt.i & pt.ii), 50 mm dia.(inside) in the trench made, backfilling and ramming	Mtrs	736

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42

28		Supply and provision of Channels, clamps, fixtures, Troughs,nuts & bolts etc		
i		Supply & Fixing of M.S.Channel, (C-section, 75 mm X 38 mm X 6 mm) length 1.5 meter or as per requirement depending on site condition as per drawing No. RCIL/ER/DRG-08 A & B/06.	No.	712
ii		Supply & Fixing of "Z" clamp, of M.S.flat (300 mm X 38 mm X 12 mm) for fixing of M.S.Channel as per drawing No. RCIL/ER/DRG-08 A & B/06.	No.	62
iii		Supply & Fixing of (perforated) G.I.Pipe (as per IS 1239 Pt.I& Pt.II) 50 mm dia. (inside) for entry of cables on bridges / culverts as per drawing No. RCIL/ER/DRG-08 A & B/06. Perforation of pipes to be done as per drawing No. RCIL/ER/DRG/09/06.	Mtr	351
iv	Protections worked at bridge/culvert	Supply & Fixing of Clamp, made of M.S.flat (250 mm X 38 mm X 6 mm) for fixing of G.I.Pipe (50 mm dia) and for binding trough & trough cover on M.S.Channel as per drawing No. RCIL/ER/DRG/09/06.	No.	27
v		Supply & Fixing of G.I.Trough, (C-section, 75 mm X 50 mm X 50 mm) 1.2 mm thick on M.S.Channel or as per requirement depending on site condition as per drawing No. RCIL/ER/DRG/10/06.	Mtr	184
vi		Supply & Fixing of G.I.Trough cover, (C-section, 78 mm X 25 mm) 1.2 mm thick on M.S.Channel or as per requirement depending on site condition as per drawing No. RCIL/ER/DRG/10/06	Mtr	102
vii		Supply and provision of Hexagonal Nuts & Bolts 8 mm X 38 mm with spring washer, flat washer, check nut for fixing Clamps.	Nos	8
viii		Supply and provision of Hexagonal Nuts & Bolts 10 mm X 38 mm with spring washer, flat washer, check nut for fixing "Z" Clamps.	Nos	17

The above rates are fixed and inclusive of all taxes, duties & fright etc.

Undertaking: We undertake to execute the Route strengthening and diversion works as per RailTel's requirement at the above fixed rates.

Signature & Seal of Tenderer

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42
GURANTEE BOND FOR PERFORMANCE GUARANTEE
(On Stamp Paper of requisite value)
(To be used by approved Scheduled Banks)

1. In consideration of the RailTel Corporation of India Limited, (Herein after called RailTel) having its Registered/Corporate Office at Plot no 143, Institutional Area, Sector-44, Gurgaon-122003 and Regional office at **2nd floor, B-Block, Rail Nilayam, Secunderabad** agreed to exempt..... (Hereinafter called "the said Contractor(s)") from the demand, under the terms and conditions of an LOA/Agreement No.dated.....made betweenand for (hereinafter called " the said Agreement") of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, or production of a Bank Guarantee for Rs. (Rs. only). We, indicate the name of the Bank) hereinafter referred to as " the Bank") at the request of Contractor(s) do hereby undertake to pay the RailTel an amount not exceeding Rs. Against any loss or damage caused to or suffered or would be caused to or suffered by the RailTel by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
 2. We, Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on demand from the RailTel stating that the amount is claimed is due by way of loss or damage caused to or would be caused to or suffered by the RailTel by reason of breach by the said Contractor(s) of any of terms or conditions contained 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.
 3. We, bank undertake to pay to the RailTel any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) / Supplier(s) in any suit or proceedings pending before any court or 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.
4. We, 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 RailTel under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till RailTel 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 the Guarantee is made on us in writing on or before the (1) We shall be discharged from all liability under this Guarantee thereafter.
 5. We, (indicate the name of Bank) Further agree with the RailTel that the RailTel shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the Agreement or to extend time of to postpone for any time or from time to time any of the powers exercisable by the RailTel against the said contractor(s) and to forbear 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 to the said Contractor(s) or for any forbearance, act or omission on the part of RailTel or any indulgence by the RailTel 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 affect of so relieving us.
 6. This Guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor(s) Supplier(s).
 7.(indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the RailTel in writing.

Dated -----
for
(indicate the name of the Bank)

Witness

1. Signature
Name

2. Signature
Name

Proforma – 1 & 2**Proforma for Splice loss/ dB loss Vs KM & OTDR measurements in section**

Section:
Fiber Length:

Date:

Fiber No.	Km	Loss (dB)	dB/Km	OTDR EVENTS								REMARKS
				Km	Km	Km	Km	Km	Km	Km	Km	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												

Signature of RailTel
Engineer-In-Charge

Signature of Contractor
with seal

Proforma-3**Proforma for power Measurement:**

Section:

Date:

Fibre Length:

Fiber No.	Fiber length	dB Loss		Average	dB/Km	Remarks
		A-> B	B-> A			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Signature of RailTel
Engineer-In-ChargeSignature of Contractor
with seal

Proforma-5

Proforma for Attendance:

Name Firm : _____
Address : _____

Attendance Sheet for the month of

Na me	Des ign atio n	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Signature of RailTel
Engineer-In- Charge with seal

Signature of Contractor
with Seal



Proforma for Material to be given by RailTel :

Date: _____

Date: _____

[illegible]

Signature of _____
with _____

Signature of _____
with _____

Proforma 7**OFC Failure / Rectification Report**

Section :

Date:

Failure

Rectification

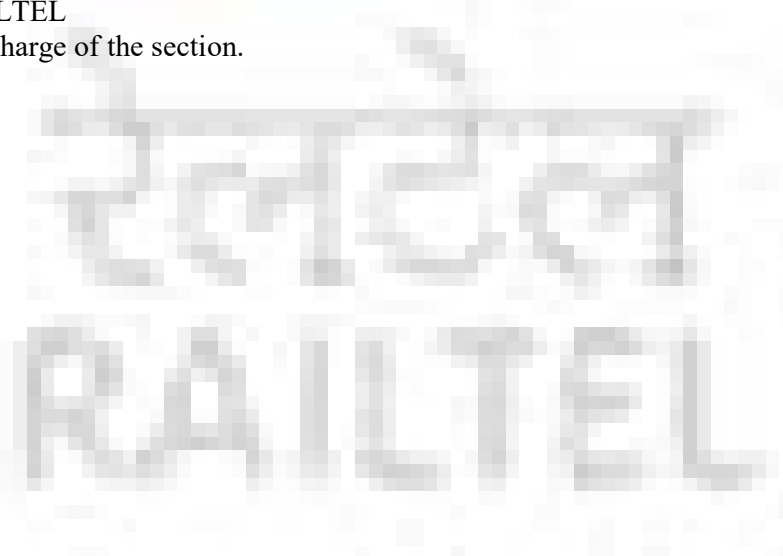
Sl.	Description	Details
1	Name of the POP &/or Pole No. of the Fault and Optical distance from nearest RailTel /Railway node.	
2	Date & Time of receiving information about the failure (Name & Designation of informer).	
3	Time of Departure of the Team from head quarter.	
4	Time of testing by OTDR to localize the fault	
5	Station from where OTDR test has been done	
6	Time of reaching to the location of fault.	
7	Time of restoration of the fault.	
8	Details of reasoning for the occurrence of the fault.	
9	Type of restoration	Temporary / Permanent
10	If restoration is temporary give reason for temporary restoration.	
11	Reason for delay in restoration, for which contractor is not responsible (please give detailed break up of time). Separate sheet may be attached if required.	
12	Details of Rectification	
A	Period of block allowed	
B	Actual block period	
C	Reason for extension of block	
13	Details about ground work	
A	Length of excavation & refilling of trench.	
B	Depth of trench (should be 1.2 metre), if desired depth can not be achieved, give details of protection provided.	
C	No. of Joint closure used.	1 / 2 / Existing Joint Closure
	Details about Joint/splice	
D	Length of OFC of loop cable kept in the joint/splice – 1	
E	Length of OFC of main cable kept in the joint/splice – 1	
F	Whether sealing of joint closure has	Yes / No

	been done properly	
G	Length of OFC of loop cable kept in the joint/splice – 2	
H	Length of OFC of main cable kept in the joint/splice – 2	
I	Whether sealing of joint closure has been done properly	Yes / No
14	Item used during restoration / protection	
A	HDPE	
B	G.I Pipes	
C	Joint chamber	
D	Joint marker	
D	Sand filling in Joint Chamber - 1	
E	Sand filling in Joint Chamber - 2	
F	Concreting (width 30 cms, thickness 15 cms)	
15	Remark of the Team in Charge of the Section.	
16	Remark of the RailTel Representative at site.	

RailTel Representative at site.

Signature of Contractor
with seal

Signature of RAILTEL
Engineer – In – Charge of the section.



Availability of Essential Equipment

Sr. No.	Essential Equipment	Workability	Availability for the whole period	Non availability / Non workability with period
1	Generator set	Working / Not working	Yes / No	From To.....
2	Fusion Splicing Machine	Working / Not working	Yes / No	From To.....
3	Power meter	Working / Not working	Yes / No	From To.....
4	OTDR	Working / Not working	Yes / No	From To.....
5	Dummy fiber spool.	Working / Not working	Yes / No	From To.....
6	Hot Air Gun / Blow lamp	Working / Not working	Yes / No	From To.....
7	Tata Sumo/Scorpio Similar / equivalent Vehicle	Working / Not working	Yes / No	From To.....
8	Tent / Garden Umbrella	Working / Not working	Yes / No	From To.....
9	Telephone, Cell phone	Working / Not working	Yes / No	From To.....
10	Tool/Tackles kit,	Working / Not working	Yes / No	From To.....
11	Road – O - meter.	Working / Not working	Yes / No	From To.....
12	Lighting arrangement like emergency light/gas light	Working / Not working	Yes / No	From To.....
13	All sorts of patch cords	Working / Not working	Yes / No	From To.....
14	Spare battery with charger for splicing machine.	Working / Not working	Yes / No	From To.....
15	Multimeter	Working / Not working	Yes / No	From To.....
16	OFC cable detector	Working / Not working	Yes / No	From To.....
17	Ladder	Working / Not working	Yes / No	From To.....
18	500 m Aerial OFC having 12fibers		Yes / No	From To.....

* Strike out which is not applicable

Signature of RAILTEL
Engineer – In – Charge.Signature of Contractor
with seal

Single cut restoration beyond 24 hours: Reasons for Delay

S.No.	Item	Description
1	City Access Network	
2	Name of Section In charge	
3	Location of failure	
4	Failure No. give by NOC	
5	Date & Time of occurrence of failure	
6	Date & Time informed to team	
7	Date & Time of Team moved to spot	
8	Date & Time of restoration	
9	Duration for restoration	
10	Access permission issue	Yes / No (Strike out which ever not applicable)
	If Yes Reasons	
	If No, Reasons for delay	Also certified that delay is not due to contractor Certified that delay is due to negligence of contractor

For kind approval of GM/DGM in-charge of O&M.

Signature of the contractor

Signature of Sr. Manager / Mgr/AM

GM / DGM/JGM In charge

e-Tendering/Bid Receipt (Online/Offline Activities Explained)

1. Availability of e-Tender Document:

Tender Notice and Tender Document are available on RailTel's website and can be downloaded from www.railtelindia.com (or) from the e-Tendering portal <https://www.tcil-india-electronictender.com>. For online bid submission the tenderer will have to necessarily download an official online copy of the tender documents from TCIL's e-portal. All future Information viz. corrigendum /addendum/ amendments etc. for this Tender shall be posted on the e-Tendering Portal & RailTel website.

Printed copy of Tender document will not be sold from RailTel office.

2. Submission of Bids only through online process is mandatory for this Tender

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, RailTel has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Government of India Undertaking. This portal is based on the most 'secure' and 'user friendly' software from Electronic Tender®. A portal built using Electronic Tender's software is also referred to as Electronic Tender System® (ETS).

Benefits to Suppliers are outlined on the Home-page of the TCIL portal.

3. Tender Bidding Methodology:

Sealed Bid System - 'Single Stage - Single Envelope': In this, bidder has to submit the Technical as well as financial bid / Price Bid in single envelope "ONLINE".

4. Broad outline of activities from Bidders Perspective:

4.1 Procure a Digital Signing Certificate (DSC)

4.2 Register on Electronic Tendering System® (ETS)

4.3 Create Users and assign roles on ETS

4.4 View Notice Inviting Tender (NIT) on ETS

4.5 Download Official Copy of Tender Documents from ETS (Important)

4.6 Clarification to Tender Documents on ETS:

(i) Query to RailTel (Optional).

(ii) View response to queries posted by RailTel, as addenda.

4.7 Bid-Submission on ETS

4.8 Attend Public Online Tender Opening Event (TOE) on ETS.

4.9 View/Post-TOE Clarification posted by RailTel on ETS (Optional), Respond to RailTel's Post-TOE queries.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

5. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC), of suitable class, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Registration

To make use of the Electronic Tender® Portal (<https://www.tcil-india-electronictender.com>), vendor needs to register on the portal (if not registered earlier). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal (<https://www.tcil-india-electronictender.com>), and

Tender No. RailTel/Tender/OT/SR/HQ/2018-19/41 & 42
click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site.

Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee (as applicable), please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated.

TCIL Helpdesk

Contact Person/Telephone/ Mobile, E-Mail ID

Helpdesk Executives: +91-11-26241790 (Multiple lines)

E-mail ID: ets_support@tcil-india.com

(Mobile nos. for emergency only): 9868393775, 9868393717, 9868393792

RailTel's Contact Person & Designation

Mr. Ravi Verma,

Sr. Manager/Impl/SR

Mobile: 9959933373 E-Mail Id: ravi.verma@railtelindia.com

7. Bid related information for this tender (Sealed bid)

The entire bid-submission would be online on ETS. Broad outline of submissions are as follows:

7.1 Submission of Bid Security / Earnest Money Deposit (EMD)

7.2 Submission of digitally signed copy of Tender Offer and Addenda/Corrigendum (if any). **Bidders requested to submit only price quoted sheet (Below/At Par/Above) to the estimated price (SOR) must upload Online.**

7.3 Tenderer has to submit both Technical and Financial bid as Single Packet (**offline**)

7.4 Online response to Terms & Conditions of Tender

Note: Bidder must ensure that after following above, the status of bid submission must become "Complete" within the time line for online bid submission given as per tender notice.

8. Offline submissions:

- i. The bidder is required to submit the following documents offline to RailTel Corporation of India Ltd, 2nd Floor, B-block, Rail Nilayam, Secunderabad-71 before due date & time of submission of bids specified in this tender document, in a Sealed Envelope. The envelope shall bear (the tender name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time):
 - a) **EMD-Bid Security in Original**, in favour of RailTel Corporation of India, Payable at Secunderabad/Hyderabad. (with Tender No., Name of Firm & Mob. No. written on back side of DD) along with tender document duly signed all pages.
 - b) **DD/ Bankers Cheque in original against payment of tender fee** in favour of RailTel Corporation of India, Payable at Secunderabad/Hyderabad. (with Tender No., Due date of Opening of Tender, Name and contact No. of Firm written on back side of DD)
 - c) **Power of attorney** in favour of the signatory duly authorizing the signatory shall be submitted in a separate envelope to the tendering authority before the due date and time of submission of the e-Tender.
 - d) In case bidder happens to be a NSIC/MSME bidder, the documentary evidence for same shall be submitted as per clause no 13 of preamble.
 - e) Notarized Affidavit (Annexure-C) to be submitted as per clause No. 34 of preamble.
 - f) The Tenderer should submit Pass Phrase, if applicable, before due date and time of opening of tender.

9. Submission of Offline/Online Documents:

The Bidder has to submit all in a single envelop to RailTel /Secunderabad office (offline) in addition to Online Bid/Quote Submission as prescribed at Para no.7 & 8 above.

10. Special Note on Security of Bids

Security related functionality has been rigorously implemented in ETS in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects as regard Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

(Mandatory Additional Methods of passphrase submission):

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid Part is submitted to RailTel in a sealed envelope before the start date and time of the Tender Opening Event (TOE) along with other offline submissions.

11. Public Online Tender Opening Event (TOE)

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organizations) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on ETS. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as - a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections.

In case there is a problem at the e-procurement/ e-auction service provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of RailTel by the bidders in time, then RailTel will promptly re-schedule the affected event(s).

12. Other Instructions

For further instructions, the vendor should visit the home-page of the portal (<https://www.tcil-india-electronictender.com>), and go to the User-Guidance Center.

The help information provided through 'ETS User-Guidance Center' is available in three categories - Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

13. The following KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

- I. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS.
- II. Register your organization on ETS well in advance of your first tender submission deadline on ETS.
- III. While registering your organization on ETS Portal of TCIL, pl. make sure that the email id of Super user provided for registration and email-id on which Digital Signature Certificate of the Super user is issued are exactly the same.
- IV. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS.
- V. Bidder should ensure that official copy of tender document has been downloaded by clicking the radio button for confirmation else e-Procurement system will not permit the bidder to participate in the tendering process.
- VI. Submit your bids well in advance of tender submission deadline on ETS as there could be last minute problems due to internet timeout, breakdown, etc.

14. Minimum Requirements at Bidders end

- i) Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP).
- ii) Broadband Connectivity.
- iii) Microsoft Internet Explorer 6.0 or above.
- iv) Digital Certificate (s) for users.

15. Vendors Training Program: Deleted

16. Additional Instructions: Please note

For E-Tendering bids /information by bidders is to be submitted “Online” on TCIL’s e-Procurement Portal. Any document / information pertaining to this chapter will have to be submitted by the bidder on line. The digital signature of the tenderer on the e-tender form will be considered as confirmation that the tenderer has read, understood and accepted all the documents.

All columns should be filled and blank columns if any should be marked as NIL.

Please read the Schedule of Requirements, Instructions to the tenderers, General and Special Conditions including Technical Specifications before filling up the Tender Form carefully. Please sign on each page.

The tenderers may download tender form from the web site www.railtelindia.com or from the e-tendering portal ‘<https://www.tcil-india-electronictender.com>’ and should enclose cost of the tender form along with the offer in the form of DD in favour of RailTel Corporation of India Ltd payable at Secunderabad/Hyderabad.

NOTE: For online bid submission the tenderer will have to necessarily download an official online copy of the tender documents from TCIL’s e-procurement portal, and this should be done well before the deadline for bid submission.

17. Instructions for Tender Document TO THE TENDERERS

The RailTel Tenders are published on www.railtelindia.com and on e-Tendering Portal <https://www.tcil-india-electronictender.com>. In addition to submitting the e Tender documents online, they should also submit a Demand Draft drawn in a scheduled bank in favour of “RailTel Corporation of India Ltd, payable at Secunderabad, towards the cost of the tender document.

NOTE: For online bid submission the tenderer will have to necessarily download an official online copy of the tender documents from TCIL’s e- procurement portal, and this should be done well before the deadline for bid-submission.

18. Submission of Offers and Filling of Tender:

This e-tender should be duly submitted online using the e-Procurement Portal <https://www.tcil-india-electronictender.com>.

- a. The rates quoted should be written both in words & figures. The unit of rates should be in metric system & as per tendered specification/schedule. In case of difference between words and figures, the rate in words will prevail. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser accordingly. In case discrepancy is observed between the ‘Electronic Form’ and the ‘Main Bid file’ the text and amounts etc. of the Electronic Form will prevail, as this is the information shared transparently with all participating bidders during Online Public Tender Opening Event on ETS.
 - b. Tenderers are requested to go through the Terms & Conditions of the Tender carefully and note that, by submitting the tender documents, duly signed, they have accepted these conditions and undertake to abide by these conditions.
19. Fax Quotations & Late Tenders: Fax tender documents, Late/delayed tenders would not be considered and summarily rejected.

20. Attendance of Representatives for Tender Opening:

Representatives of tenderers desirous to attend the tender opening can do so on production of a proper letter of authority from the respective firm, failing which they may not be allowed to attend the tender opening. In addition, representatives desirous of attending the Online Public Tender Opening Event can do so by getting authorized for such participation by the Super-User/ Master User of their respective organizations on ETS. Authorized representatives of those firms who have submitted the tender documents alone shall be allowed to attend the tender opening.

21. Addenda / Corrigenda:

Addenda / Corrigenda to the tender documents may be issued by RailTel prior to the date of opening of the tenders, to clarify or reflect modifications in the contract terms and conditions or in the design. Such addendum/corrigendum shall be available on TCIL's e-Procurement Portal only. Tenderers who are unable or unwilling to bring their tenders to conform to the requirements of the RailTel **are liable to be rejected.**

22. Ambiguity/ Pre- Bid Clarification Requests:

Bidders are requested to send their written queries / clarification requests to the RailTel in writing through TCIL e-portal, pertaining to ambiguity or doubt as to the meaning of any of the tender clauses/ conditions or any additional information latest till the date and time mentioned in this tender document as per the timelines given in the tender notice.

23. Bid submission and Opening date

- 23.1 The bid should be submitted online along with Credential/Techno commercial & Price bid document (all documents).
- 23.2 EMD should be enclosed in an envelope and submitted physically to the tendering authority before the due date and time of submission of the e-Tender.
- 23.3 Power of attorney in favour of the signatory duly authorizing the signatory shall be submitted in a separate envelope to the tendering authority before the due date and time of submission of the e-Tender.
- 23.4 The tenderer's bids will be opened at the time & date of opening of the tender given in the Bid Data Sheet (BDS) in the online simultaneous presence of such Tenderers/ Representatives who choose to be present online. The Tenders/Representatives can also choose to be physically present in the office of RailTel for the Online Public Tender Opening Event.
- 23.5 Bids received after due date and time shall be summarily rejected and shall not be opened.

***** Document End *****

