

**RAILTEL CORPORATION OF INDIA LIMITED  
(A Govt. of India Undertaking)  
(Under Ministry of Railways)**

**E-TENDER DOCUMENT**

**FOR**

**“AMC for Hitachi make Space maker Air Conditioners installed in RCIL’s Western region for the period of 3 years”**

**Tender No. RailTel/WR/E-Tender/2019-20/W-O&M/1R**

**Dtd:09.07.2019**

**RailTel Corporation of India Limited,  
Western Railway Microwave Complex,  
Senapati Bapat Marg, Mahalaxmi, Mumbai – 400013  
Phone: 91(22)24923907, Fax:91(22)24923913**

## **INDEX**

<b>CHAPTER NO.</b>	<b>SUBJECT</b>	<b>PAGE No.</b>
<b>A.</b>	E-TENDER NOTICE / CHECK LIST	03-05
<b>1</b>	PREAMBLE	06-12
<b>2</b>	SCHEDULE OF REQUIREMENT	104-106
<b>3</b>	INSTRUCTIONS TO TENDERERS AND CONDITIONS OF TENDERING	14-28
<b>4</b>	GENERAL CONDITION OF CONTRACT	29-56
<b>5</b>	SPECIAL CONDITIONS OF CONTRACT	57-70
<b>6</b>	FORMS OF TENDERS, ETC.	71-92
<b>7</b>	INSTRUCTIONS AND TECHNICAL SPECIFICATION	93-101
<b>8</b>	LIST OF ADDRESSES FOR SPECIFICATION	102-103
<b>9</b>	END OF TENDER DOCUMENT	107

**E- TENDER NOTICE**

RailTel Corporation of India Ltd., Western Railway Microwave Compound, Senapati Bapat Marg, Mahalaxmi, Mumbai-400013 invites Open E-Tender from established and reliable manufacturers/Suppliers for “**Annual Maintenance Contract for Hitachi make Space maker Air Conditioners installed in RCIL’s Western region for the period of 3 years**”

1	Tender No.	<b>RailTel/WR/E-Tender/2019-20/W-O&amp;M/1R dt. 09.07.2019</b>
2	Last date & time for submission of tender.	31.07.2019 up to 15:00 hrs.
3	Opening date & time of tender documents.	31.07.2019 at 15:30 hrs.
4	Validity of offer	120 days from the date of opening of tender.
5	Approximate Cost	Rs. 5170170/- (Rs. Fifty One Lakh Seventy Thousand One Hundred and Seventy Only)
6	EMD	Rs. 103400/- (Rs. One Lakh Three Thousand and Four Hundred Only)
7	Web address for availability of tender document and submission of tender.	<a href="http://www.ireps.gov.in">www.ireps.gov.in</a>
8	Cost of Tender document	Rs. 5900/- (including GST @18%)
9	Bidding Start date	15 days before opening of tender i.e. 17.07.2019

- (i) The rates should be inclusive of taxes, however, breakup of all the taxes charged by the bidder shall be shown separately. The tenderer has to submit the breakup of all taxes at the time of submission of their “Tax invoices” also. The tenderer has also to submit their GSTIN No. at the time of submissions of their “Tax invoices”. In addition to it, the contractor should submit copy of GSTIN registration certificate for the states wherever applicable. PF Account & ESI registration no. should also be available with the contractor. All the statutory provisions have to be made by the contractor. In case of the successful tenderer is not liable to be registered under CGST/IGST/UTGST/SGST Act, the RailTel shall deduct the applicable GST from his/their bill under RCM and deposit the same to the concerned tax authority. Vendor should file GST return and transfer credit of GST in RailTel account as per GST procedure.
- (ii) Small scale units registered with NSIC under single point registration scheme or registered as Micro, Small and Medium Enterprises under MSMED Act 2006 with District Industries Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprise and participating in this tender, the following exemption shall be available (a) They shall be exempted from cost of tender document. (b) They shall also be exempted from depositing Earnest money. In case firm is registered with NSIC or under MSMED copy of valid registration certificate with same scope of work as per NIT for exemption of EMD, is to be submitted. These exemptions shall be applicable provided units are registered with NSIC

or under MSMED for tendered item and registration is current and valid. Firm claiming these exemptions are required to submit copy of valid registration certificate with same scope of work as per NIT, along with their offer otherwise their offer would not be considered.

- (iii) All future information viz. corrigendum/addendum/amendments etc. for this tender shall be posted on e-tender portal only.
- (iv) The offers shall be opened on above said date, in the presence of those bidders, who choose to be present. If the above said date happens to be a holiday, the same shall be opened on the next working day.
- (v) Late/Delayed/incomplete tenders and tenders with insufficient EMD and tender document fee will be summarily rejected.
- (vi) Tender can be viewed and submitted through website [www.ireps.gov.in](http://www.ireps.gov.in) only. Printed copy of tender document will not be sold from RailTel Office. Tender document can be seen on RailTel's website [www.railtelindia.com](http://www.railtelindia.com)
- (vii) Payment of Earnest Money Deposit (EMD) and Tender Document Cost (TDC), in respect of e-tendering, will be accepted through net banking or payment gate way only. Fixed Deposit Receipt (FDR) will not be accepted as EMD for tender invited on IREPS (e-tender portal).
- (viii) The tenderer shall submit documents in support of his/their claim to fulfil the eligibility criteria as mentioned in the tender document. Each page of copy of documents / certificates in support of credentials, submitted by 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.
- (ix) “The tenderers shall submit a notarized affidavit on a non-judicial stamp paper stating that they are not liable to 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 given in tender document (Form 15). Non submission of an affidavit by the bidder shall result in summery 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 the Qualifying Criteria mentioned in the Tender Document. It will not be obligatory on the part of Tender Committee to scrutinize beyond the submitted document of the tenderer as far as his qualification for the tender is concerned.

**For Executive Director,  
Western Region,  
For and on behalf of RailTel Corporation of India Limited**

**Check List for Tenderer before submission of Tender:**

1. Read carefully and understand each clause of the Tender Document.
2. Submit documents to prove your eligibility criteria, as mentioned in the tender
3. Payment of Earnest Money Deposit (EMD) and Tender Document Cost (TDC), in respect of e-tendering, will be accepted through net banking or payment gate way only.
4. Submit list of Personnel who will be deployed on regular basis for this Maintenance work along with their qualification and experience.
5. Submit complete plan of deploying your maintenance teams, at Mumbai, Ahmedabad and Bhopal, indicating their address and contact numbers to achieve the end objective of this Maintenance Tender.
6. Please quote a single percentage (both in figure & words) 'above/below/at par' for total estimated cost given by RailTel in 'SOR'.
7. Failure to comply with the above points shall render the offer to be invalid and liable to be rejected.
8. The tenderer may visit the sites of RailTel's PoP to ascertain the site conditions before quoting the offer.
9. RailTel's Bank account details for Tender Document Cost & Earnest money Deposit are as below:-

1	Name of the Branch & Address	State Bank of India, churchgate Branch, Maharshi Karve Marg, Mumbai- 400 020
2	Name of Account Holder	RailTel Corporation of India Limited
3	Account No.	11037321307
4	IFSC Code	SBIN00001821
5	Branch Code	001821

Signature of Tenderer with Seal

## **Chapter – 1**

### **PREAMBLE**

**Preamble**

**Index**

- 1.1 Scope of work**
- 1.2 Tender Bid**
- 1.3 Qualifying Criteria**
- 1.4 Last date of Submission**
- 1.5 Date of Opening of Tender**
- 1.6 RailTel's right**
- 1.7 Work Load**
- 1.8 Validity of Offer**
- 1.9 Completion Period of Work**
- 1.10 The List of Address to which correspondence and documents relating to the Contract should be sent**
- 1.11 Earnest Money**
- 1.12 Security Deposit**
- 1.13 Performance Bank Guarantee**
- 1.14 Specifications**
- 1.15 Schedule of Requirement**
- 1.16 Work to be done by RailTel**
- 1.17 Materials to be supplied by RailTel**
- 1.18 Materials to be supplied by Contractor**
- 1.19 Submission**
- 1.20 Warranty Support.**

**Preamble**

**1.1 Name of work:** “Annual Maintenance Contract for Hitachi make Space maker Air Conditioners installed in RCIL’s Western region for the period of 3 years”

**1.2 Tender Bid**

The e-tender can be viewed and submitted through web site [www.ireps.gov.in](http://www.ireps.gov.in) only. The tenderer / bidder must have Class-III Digital signature Certificate and must be registered on IREPS portal. Only registered tenderer/bidder can participate in e-tendering. All relevant documents must be uploaded at the time of participating in e-tendering. Manual offers are not allowed for e-tender and any such manual offer received shall not be opened/accepted.

Last date & time of submission of queries/clarifications: One week before the schedule date of tender opening. It is requested that any queries/clarifications regarding the tender may be sent to the RailTel’s office latest by one week before the opening date schedule through e-mail to [hariprakash@railtelindia.com](mailto:hariprakash@railtelindia.com) (in word format) & hard copy by post.

**1.3 Qualifying Criteria.**

For qualifying in Tender bid the tenderer shall be required to meet the eligibility requirements as given in Para 3.16 of tender document. Fulfillment of eligibility criteria as mentioned in the tender document is pre-requisite for the consideration of the offer of the tenderers.

**1.4 Last date of Submission**

The tenderer shall submit their offer, online only as per date and time mentioned in E-Tender notice.

**1.5 Date of Opening of Tender**

The tenders will be opened as per date and time mentioned in E-Tender notice, at the address:- Executive Director, RailTel Corporation of India Limited, Western Railway Microwave Complex, Senapati Bapat Marg, Mahalaxmi, Mumbai - 400 013. Phone: 91 (22) 24923907, Fax 91 (22) 24923913.

**1.6 RailTel reserves the right:-**

- a) To verify, if so desired, the correctness of documentary evidence furnished by the tenderer.
- b) To verify the successful operation and performance of qualifying projects and tenderer shall arrange permission for the same.
- c) To carry out capability assessment of the bidder(s) including referral to in-house information.
- d) RailTel shall not be responsible for any delay in the receipt of tenders and reserves the right to accept/reject any or all tenders.



- e) To verify the contractual payments received as per the certificates attached with the tender for fulfilling eligibility criteria from the issuing authority.

**1.7 Work Load**

The tenderer may submit the present work load of the similar contracts in hand as per the format (Form No. 9).

**1.8 Validity of Offer**

The tenderer shall keep the offer open as mentioned in e-tender notice from the date of opening of tender. Within that period the tenderer, cannot withdraw his offer. This period can be extended further, if required, by mutual agreement from time to time. Any contravention of the above condition will make the tenderer liable for forfeiture of his Earnest Money.

**1.9 Currency of the Contract:**

The currency of the contract shall be Three Years from the date of taking up service contract after issue of LOA and shall be extendable by one year on same terms & conditions, if required by RailTel Administration.

**1.10 The List of Address to which correspondence and documents relating to the Contract should be sent:**

Executive Director,  
RailTel Corporation of India Limited,  
Western Railway Microwave Complex,  
Senapati Bapat Marg,  
Mahalaxmi (W), Mumbai - 400 013

**1.11 Earnest Money**

- (i) Earnest Money as per Tender Notice shall be submitted online only.
- (ii) The EMD may be forfeited if a bidder withdraws his offer or modifies the terms and conditions of the offer before validity period and in the case of a successful bidder, if the bidder fails to accept the Letter of Acceptance and furnish performance security as per time line line given.
- (iii) Tenders not accompanied by Earnest Money shall be summarily rejected, unless exempted.
- (iv) Earnest Money of the unsuccessful bidder will be discharged/returned as promptly as possible.
- (v) **For NSIC registered firm:**  
Small scale units registered with NSIC under single point registration scheme or registered as Micro, Small and Medium Enterprises under MSMED Act 2006 with

District Industries Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprise and participating in this tender following exemption shall be available (i) They shall be exempted from cost of tender document. (ii) They shall also be exempted from depositing Earnest money. In case firm is registered with NSIC or under MSMED copy of valid registration certificate with same scope of work as per NIT for exemption of EMD, is to be submitted. These exemptions shall be applicable provided units are registered with NSIC or under MSMED for tendered item and registration is current and valid. Firm claiming these exemptions are required to submit copy of valid registration certificate with same scope of work as per NIT, along with their offer otherwise their offer would not be considered.

**1.12 Security Deposit**

Security deposit shall be 5% of the contract value as detailed in Para 4.16 of tender document. The amount of EMD of the successful tenderer shall be adjusted against Security deposit and the balance amount shall be recovered from the running bills of the contract (@10% of per bill amount) and no other mode of collecting SD shall be accepted.

**1.13 Performance Guarantee**

The successful bidder is required to give a Performance Guarantee in the form of an irrevocable Bank Guarantee amounting to 5% of the contract value for schedule as per form No.4 for successful completion of the work as detailed in para 4.16.2 and of tender document.

**1.14 Specifications**

Reference of specifications of the important equipments and materials required for execution of the contract is given in the Technical Specification. The work shall be executed in compliance with all the technical requirements given there in. Drawings are indicative. In case of any mismatch or confusion, the decision of EIC shall be final.

**1.15 Schedule of Requirement**

The various items to be supplied and execution of the work by the tenderer for the section are indicated in Schedule of Requirement as in chapter 2 of this tender document. The tenderer is advised to quote percentage rate above/below/at Par the RailTel's total estimated cost of schedule.

**1.16 Work to be done by RailTel**

Arranging clearances/Permissions from Railway in connection with execution of work.

**1.17 Deleted.**

**1.18 Materials to be supplied by Contractor**

Tenderers special attention is invited to the fact that he has to supply all other materials including the materials not specifically covered in the Schedule of Requirement but required to achieve the end objective are required to be supplied by the contractor.

**1.19 Submission**

The tenderer shall submit all the required information in the relevant forms attached to this document along with all required credential documents and suitably numbering each page of the bid documents with a content list indicating availability of various documents with their serial numbers. In the absence of numbering of pages and the content list, there is a likelihood of any important document going unnoticed for which the tenderer shall be solely responsible

**1.20 Maintenance Support**

1.20.1 The tenderer should submit their strategy for providing maintenance support during Maintenance/ Comprehensive maintenance.

1.20. Maintenance team, under contractor's Manager/Engineer at Mumbai, Bhopal & Ahmedabad Territory of Western Region shall be deployed and contact details (address and mobile number) of Manager/Engineer in-charge of each team shall be intimated to RailTel's Western Region office, within 7 days from the date of issue of Letter of Acceptance.

1.20.2 The locations of Hitachi make Air Conditioners provided are given in the tender document.

**TENDERER DATA SHEET**

Annual Maintenance Contract for Hitachi make Space maker Air Conditioners  
installed in RCIL's Western region for the period of 3 years  
(RailTel/WR/E-Tender/2019-20/W-O&M/1)

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, Tel. No., Fax and the year from which they are operating in that location)	
6	Contact person	
7	Address	
8	Tel. No.	
9	Fax No.	
10	E-mail ID	
11	Tender bids: Whether Downloaded: Yes/ No (No changes/ additions/ deletions/ alterations to the tender document are permitted under any circumstances)	

## **CHAPTER - 2**

### **SCHDELUE OF RATES**

**(Please see page 104-106)**

**CHAPTER - 3**

**INSTRUCTIONS TO TENDERERS**

**AND**

**CONDITIONS OF TENDERING**

**CHAPTER - 3**

**INSTRUCTIONS TO TENDERERS AND CONDITIONS OF TENDERING**

**INDEX**

- 3.1 General Instructions**
- 3.2 Interpretations**
- 3.3 Local Conditions**
- 3.4 Compliance to Tender Conditions, Specifications and Drawings**
- 3.5 Earnest Money**
- 3.6 Submission of Offers**
- 3.7 Constitution of Firm and Power of Attorney**
- 3.8 Validity of Offer**
- 3.9 Rates during Negotiations**
- 3.10 Period of Completion and Time Progress Graph**
- 3.11 Opening of Tender**
- 3.12 Non-transferability and Non-refundability**
- 3.13 Errors, Omissions and Discrepancies**
- 3.14 Wrong Information by Tenderers**
- 3.15 Amendment of Bid Documents**
- 3.16 Qualifying Criteria**
- 3.17 Evaluation of offer**
- 3.18 Agreement**
- 3.19 Liquidated Damages**
- 3.20 Statutory Damages**
- 3.21 Issue of Letter of Acceptance/ Award of Contract**
- 3.22 Splitting of Order**
- 3.23 Purchaser's Right to accept any Bid and to reject any or all Bids**
- 3.24 Annulment of Award**
- 3.25 Fall Clause**
- 3.26 Bid Prices, Taxes & Duties**
- 3.27 Additional Clause Related to GST**
- 3.28 Clause wise Compliance**
- 3.29 Provenances of the Equipment**
- 3.30 Training**
- 3.31 Inspection**
- 3.32 System of Verification of Tenderers Credentials**
- 3.33 Tenders Address**

## CHAPTER-3

### INSTRUCTIONS TO TENDERERS AND CONDITIONS OF TENDERING

#### 3.1 GENERAL INSTRUCTIONS

- 3.1.1 Tender is invited by RailTel, Western Region Mumbai, from established and reliable contractors for the work detailed in chapter 1.
- 3.1.2 The Special Conditions of Contract, Instructions to Tenderers and Conditions of Tendering, Technical Specifications & Supplement, Preamble including Schedule of Requirements and all Annexure & Forms etc. shall, hereafter, be collectively referred to as the "**Tender documents**". These regulations for Tender and Contracts shall be read in conjunction with the General Conditions of contract and shall be subject to modifications, additions or suppression, overwrite by Special conditions of contract and/or special specifications, if any, annexed to the tender document .

#### 3.2 INTERPRETATIONS

The following terms wherever occurring in the tender document and wherever used throughout the execution of the work, shall, unless excluded by or repugnant to the context, have the meaning attributed thereto as follows:

- a) "**CONTRACT**" Means the Contract resulting from the acceptance by the Purchaser of this Tender whether in whole or in part.
- b) "**CONTRACTOR**" Means the successful Tenderer, i.e., the Tenderer whose Tender has been accepted either in whole or in part.
- c) "**CONTRACTOR's REPRESENTATIVE**" Shall mean a person in supervisory capacity who shall be so declared by the Contractor and who shall be authorized under a duly executed power of attorney to receive materials issued by the Purchaser to the Contractor for the works. He shall be responsible for proper execution of works at each or all places and shall take orders from Purchaser's Engineers and carry out the same.
- d) "**ENGINEER / ENGINEER-IN-CHARGE (EIC)**" Shall mean an executive of RailTel in charge of works and shall include the superior executives of RailTel 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.
- e) "**ENGINEER'S REPRESENTATIVE** " Shall mean the supervisor of RailTel in direct charge of the works.
- f) "**EQUIPMENT**" Means all or any equipment considered necessary by the Purchaser's Engineers for satisfactory operation, as a whole, of the installations.
- g) "**MONTH**" Means any consecutive period of thirty days.
- h) "**MATERIALS**" Means all equipments, components, fittings and other materials including raw materials required to complete the work..



- i) **"PURCHASER"** Means RailTel Corporation of India Limited, Western Railway Microwave Compound, Senapati Bapat Marg, Mahalaxmi- Mumbai- 400 013
- j) **"PURCHASER'S ENGINEER"** Means the Executive Director of RailTel or successor who will decide all matters relating to design, manufacture, and installation and commissioning of the plant and equipment at site.
- k) **"SUB-CONTRACTOR"** Means an individual or a firm of Contractor or a Company registered under Indian Company Act or an approved supplier of materials to whom the Contractor sublets portions of the contract.
- l) **"CONSIGNEE"** Means the person specified in the Acceptance of Tender to whom Stores are to be delivered at the destination.
- m) **"INSPECTING OFFICER"** Means the person, or organization specified in the contract for the purpose of inspection of stores of work under the contract and includes his/their authorized representative.
- n) **"RailTel"** Means RailTel Corporation of India Limited, Western Region, Western Railway Microwave Complex, Senapati Bapat Marg, Mahalaxmi- Mumbai- 400 013.
- o) **"SITE"** Means the areas to be taken up by the permanent works, together with any other area or areas as shall be determined by the Purchaser's Engineer, which may be placed at the disposal of the Contractor for the purpose of the contract and also such area or areas used for store yards, works yards or workshop in proximity of the works as the Purchaser's Engineer may have authorized as an extension of the site, irrespective of the terms and conditions under which they are occupied by the Contractor.
- p) **"TENDERER"** Means and includes any firm of engineers or Contractors or any company or body, corporate or otherwise, who submit the Tender which has been invited.
- q) **"WORK OR WORKS"** Means all or any of the items of the work for which the Tenderer/Contractor has Tendered/contracted according to the specifications, drawings and Annexure hereto annexed or to be implied there from, or incidental thereto or to be hereafter specified or required in such explanatory instructions and drawings, being in conformity with the original specifications, drawings, Annexure and schedules and also such instructions and drawings additional to the aforementioned as may from time to time be issued by the Purchaser's Engineer during the progress of the contracted work.
- r) **Deleted**
- s) **"Near Relative":**  
The near relatives of all RailTel Employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of RailTel. The detailed guidelines in this regard are given in the following paragraphs : -

- i) The near relatives for this purpose are defined as:
  - \* Members of a Hindu Undivided family,
  - \* They are husband and wife,
  - \* The one is related to the other in the manner as father, mother, son (s) & son's wife (daughter-in-law), Daughter(s), & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).
- ii) As per Government of India's CCS Conduct rule 4, no Government servant shall in the discharge of his official duties deal with any matter or sanction any contract to any company or for any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Govt. Servant shall refer every such matter or contract to his official superior. This clause is applicable to all RailTel employees in view of this as soon as any RailTel employee becomes aware of the above aspect, he must intimate this to the prescribed authority.
- iii) The Company or firm or any other person is not permitted to tender for works in RailTel Unit in which his near relative(s) is (are) posted. The tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
  - \* The format of the certificate to be given is  
"I .....S/o.....r/o.....  
hereby certify that none of my relative(s) as defined in the tender document is/ are employed in RailTel unit. In case at any stage, it is found that the information given by me is false/ incorrect, RailTel shall have the absolute right to take any action as deemed fit/without any prior intimation to me".
- t) **"WRITING"** Includes all matters written, typewritten or printed either in whole or in part.
- u) **"Constructional Plant"** shall mean all appliances or things of whatsoever nature required for the execution, completion or maintenance of the works or the temporary works (as hereinafter defined) but do not include materials or other things intended to form or forming part of the permanent work. (i) **"Temporary Works"** shall mean all temporary works of every kind required for the execution, completion and/or maintenance of the works. (ii) **"Period of maintenance"** shall mean the specified period of the maintenance from the date of completion of the work as certified by the Engineer.
- v) Singular and Plural: Works importing the singular number shall also include the plural and vice versa where the context requires.
- w) Headings & marginal headings: The headings and marginal headings in these general conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or the contract.
- x) **Sub section:** Distance in between two long haul Railway stations.

### **3.3 LOCAL CONDITIONS**

- 3.3.1 It will be imperative on each tenderer to fully acquaint him with all the local conditions and factors which would have any effect on the performance of the contract and cost of the stores. The purchaser shall not entertain any request for clarifications from the tenderer regarding such local conditions. No request for the change of price or time schedule of delivery of stores shall be entertained after the offer is accepted on account of any local condition or factor.
- 3.3.2 The intending tenderer is advised to study the tender document carefully. Any submission of a quotation by the tenderer shall be deemed to have been done after a careful study and examination of these documents with full understanding of the implication thereof. These conditions and specifications shall be deemed to have been accepted unless otherwise, specifically commented upon by the Tenderer in his quotation. Failure to adhere to anyone or all these instructions may render his offer liable to be ignored without any reference.
- 3.3.3 Should a tenderer find discrepancies in, or omission from, the drawings or any of the Tender documents or he has any doubt to their meaning, he should at once notify the RailTel who may send a written clarification to all Tenderers.

### **3.4 COMPLIANCE TO TENDER CONDITIONS, SPECIFICATIONS & DRAWINGS**

- 3.4.1 The tenderer shall indicate Paragraph by Paragraph for each section of the tender document that either his tender complies in every respect with the requirements of each clause and sub clause or if not, precisely how they differ from the requirements of the tender. In later case, the tenderer shall enclose a separate statement as per proforma given, indicating only the deviations for any clause or sub clause of Special Conditions of Contract, Instructions to Tenderers and Conditions of Tendering, Technical Specifications, Preamble etc. which he proposes with justifications for deviations proposed. The purchaser reserves the right to accept or reject these deviations and his decision thereon shall be final (see Form 5).
- 3.4.2 The equipment offered and execution of work shall be in accordance with the drawings and specifications. Details of variation from the drawings and specifications, if any, should be clearly indicated separately for each annexure with justification for deviations proposed. The Purchaser reserves the right to accept or reject these deviations and his decision thereon shall be final.
- 3.4.3 Firms should give details of similar works carried out giving details of the name of the project, date of award, length of the section, value of the contract, the original execution period and the actual execution time taken.
- 3.4.4 The tenderer should serially number all the pages of tender bid submitted.

### **3.5 EARNEST MONEY**

3.5.1 The tenderer shall furnish an amount given in “Para-1.11 of tender document”.

#### **3.5.2 The Earnest Money may be forfeited**

- a) If tenderer withdraws its tender during the period of tender validity specified in Para 1.8 of tender document.
- b) In the case of successful tenderer, If the tenderer fails to sign the contract in accordance with Para 5.2 of Special Conditions of Contract and to furnish Performance Bank Guarantee in accordance with Para 1.13 of tender document.

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

3.5.4 The tender not accompanied by Earnest Money as mentioned in Para 3.5.1 of the tender document will be **summarily rejected**.

### **3.6 SUBMISSION OF OFFERS**

3.6.1 All offers in the prescribed forms should be submitted online before the time and date fixed. Offers submitted after the stipulated time and date will be summarily rejected.

3.6.2 In case the date of opening happens to be a holiday, the tender will be received and opened at the same time on the next working day.

3.6.3 The supporting documents should be submitted either in original or duly signed by the authorized signatory of the tenderer. The original documents shall be produced for verification when called for.

3.6.4 The tenderer shall submit his bid online only. The offer shall consist of the following:-

The tender documents down loaded from web site shall be submitted with each page duly signed and stamped along with digital signature class-III.

- i) Offer letter complete. (Form No.1)
- ii) Earnest Money in prescribed form. (Para 3.5 of tender document )
- iii) Audited balance sheet for last three financial years.
- iv) Constitution of Firm and Power of Attorney ( in case of partnership firm).
- v) Clause wise compliance to tender conditions by signing of each page of tender document & statement of deviations ( Form No.5).
- vi) Similar works executed. Form No. 13 (Para 3.16.2 of tender document).
- vii) User's Certificate Form No. 2 (Para 3.16.1.2 of tender document).
- viii) Any other information desired to be submitted by the tenderer.
- ix) Copy of registration/exemption certificate for EPF.
- x) Registration with labour commissioner.
- xi) GST Registration Certificate.
- xii) The present work load of the telecom contracts in hand as per the format (Form 9). (Para 1.7 of tender document).

**Note:** The rate quoted in the offer by the contractor shall be inclusive of all the relevant taxes taken into consideration and these should be firm and without any variation clauses.

### **3.7 CONSTITUTION OF FIRM AND POWER OF ATTORNEY**

3.7.1 Any individual(s) signing the tender or other documents connected there with should specify whether he is signing:-

- (a) As sole proprietor of the concern or as attorney of the sole proprietor;
- (b) As a partner or partners of the firm;
- (c) As a Director, Manager or Secretary in the case of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the authority conferred by Memorandum of Association.

3.7.2 In the case of a firm not registered under the Indian Partnership Act, all the partners or the attorney duly authorized by all of them should sign the tender and all other connected documents. The original Power of Attorney or other documents empowering the individual or individuals to sign should be furnished to the Purchaser for verification, if required.

3.7.3 The RailTel will not be bound by Power of Attorney granted by the tenderer or by the changes in the composition of the firm made subsequent to the execution of the contract agreement.

3.7.4 In case where the Power of Attorney partnership deed has not been executed in English, the true and authenticated copies of the translation of the same by Advocate, authorized translators of Courts and Licensed Petition Writers should be supplied by the Contractor(s) while tendering for the work.

3.7.5 The duly notarized Power of Attorney, Partnership Deed, Memorandum of Joint Venture as the case may be in original or duly signed.

### **3.8 VALIDITY OF OFFER**

The tenderer should keep the offers valid for the period as mentioned in Para 1.8 of tender document.

### **3.9 RATES DURING NEGOTIATION**

The tenderer/s shall not increase his/their quoted rates in case the RailTel Administration negotiates for reduction of 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/s.

### **3.10 PERIOD OF COMPLETION AND TIME PROGRESS GRAPH**

The works/work are/is to be completed within a period as mentioned in Para 1.9 of the tender document from the date of issue of Letter of Acceptance of the tender.

**3.11 OPENING OF TENDER:**

The tender will be opened at the time & date of the tender given in the Para 1.5, in the presence of such Tenderers/Authorized Representatives who choose to be present

**3.12 NON-TRANSFERABILITY AND NON-REFUNDABILITY**

The tender documents are not transferable. The cost of tender documents is not refundable.

**3.13 ERRORS, OMISSIONS & DISCREPANCIES**

The Contractor(s) shall not take any advantage of any mis-interpretation of the conditions due to typing or any other error and if in doubt, shall bring it to the notice of the Engineer without delay. In case of any contradiction only the printed rules, and books should be followed and no claim for the mis-interpretation shall be entertained.

**3.14 WRONG INFORMATION BY TENDERER**

If the tenderer/s deliberately gives/give wrong information in his/their tender which creates/create circumstances for the acceptance of his/their tender the RailTel reserves the right to reject such tender at any stage.

**3.15 AMENDMENT OF BID DOCUMENTS:**

3.15.1 At any time, prior to the date for submission of bids, the RAILTEL may, for any reason whether suo-motto or in response to clarification requested by a prospective Bidder, modify the bid documents by amendments.

3.15.2 The amendments shall be posted on website only. All bidders should download from website. These amendments will be binding on all bidders. Those who are downloading tender document from website should download the clarification also and submit with the tender document.

**3.16 QUALIFYING CRITERIA**

3.16.1 General

3.16.1.1 The tenderer should submit the details of experience of similar works or services in the projects executed / under execution which should clearly bring out expertise in the work as per Form no. 13.

3.16.1.2 The tenderer/s must submit along with his/their tender, certificates from the original user for whom the project was undertaken, certifying the date of award of contract, date of completion, date of commissioning and the present working state of the system so established and contractual payments received till the date of submission of the tender. The tenderer shall submit these certificates for all the projects that he has executed which only satisfy the minimum requirements in each case. The certificates are to be submitted in original or their true copies duly signed by the tenderer, preferably as per Form no. 2.

**3.16.2 Technical Capability and meaning of similar single work:**

3.16.2.1 Tenderer must have executed works of similar nature, as indicated in Para 3.16.2.2 below, successfully and satisfactorily of values as indicated below:

- i) Tenderer should have completed at the time of opening during the last three financial years i.e. current year & three previous financial years at least one similar single work for minimum value of 35% of advertised tender value

**3.16.2.2 Definition of similar single work is as under:**

“Tenderer must have completed successfully and satisfactorily at least one work of similar nature (current financial year and three previous financial years).

(A) Single order of at least 35% of tendered value

OR

(B) Two orders of at least 20% each of tendered value

OR

(C) Three orders of at least 15% of each of tendered value

**3.16.3 Financial:**

Total contract amount received during the last 3 financial years and in the current financial year should be a minimum of 150% of advertised tender value. The certified copy of three years Audited Balance Sheet and Income statement of just concluded year should be submitted as evidence .

**3.16.4 Engineering Organization**

As per para 5.9 of this document.

**3.16.5 Construction and Maintenance Machinery**

The tenderer should furnish the details of the machinery and plants to be deployed, in case the tenderer plans to use mechanized trenching.

**3.17 EVALUATION OF OFFER.**

3.17.1 The authority for the acceptance of the tender rests with the Purchaser. The tenders received will be evaluated by the Purchaser to ascertain the best acceptable tender in the interest of the Purchaser.

3.17.2 However, the purchaser shall not be bound to accept the lowest or any tender. The purchaser reserves the right to accept any tender in respect of the whole or any portion of the work specified in the tender paper or to sub-divide the work among different Tenderers or to reduce the work or to accept any tender for less than the tendered quantities.

**3.18 AGREEMENT**

The successful tenderer/s shall be required to execute an agreement with RailTel for carrying out the work as per the tender document.

**3.19 Liquidated Damages**

Liquidated damages will be applicable at the rate of half percent per week or part thereof for undelivered portion subject to a maximum of 10 % of the cost of supply. RailTel will have the right to cancel the order, place order on alternative source besides levying the L.D. In such case the PBG will be forfeited and the tenderer will not be allowed to participate in the tender. The competent Authority while granting extension of currency of the contract may also levy token penalty as deemed fit based on the merit cases.

**3.20 Statutory Deduction**

These will be made at source as per the rules prevalent in the area of work. In addition to these, please note that, Labour cess shall be deducted from all Bills under the provisions of the building and other construction workers welfare cess Act,1996 at the applicable rate in that state.

**3.21 Issue of Letter of Acceptance / Award of Contract.**

The purchaser shall consider placement of orders for commercial supplies on those bidder whose offers have been found technically and commercially acceptable and are lowest. The issue of Letter of Acceptance shall constitute the award of contract on the bidder.

**3.22 Splitting of Order**

RailTel will have right to split the order among two or more suppliers. However the tenderer should quote rates for all the items in the schedule.

**3.23 Purchaser's Right to accept any Bid and to reject any or all Bids**

The purchaser reserves the right to accept or reject any Bid and to annul the bidding process and reject all bids, at any time prior to award of contract without any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

**3.24 Annulment of Award**

Failure of the successful bidder to comply with the requirement of Clause 3.14 shall constitute sufficient ground for the annulment of the award and forfeiture of EMD in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

**3.25 FALL CLAUSE**

- i. The price charged for the stores under the contract by the contractor shall not in any event exceed the lowest price at which the contractor sells the stores or other offers to



sell stores of identical description to any person/organizations including the purchaser or any department of the Central Government or any State Government or any statutory undertaking of Central or State Government, as the case may be during the period till the performance of all supply orders placed during the currency of the Purchase Order is completed.

- ii If at any time the said period, the contractor reduces the sale price, sells or offers to sell such stores to any person / organization including the purchaser or any department of the Central Government or any State Government or any statutory undertaking of Central or State Government, as the case may, at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction in sale price to the Purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction shall stand correspondingly reduced, the above stipulation will, however, not apply to,
- iii If at any time the said period, the contractor reduces the sale price, sells or offers to sell such stores to any person / organization including the purchaser or any department of the Central Government or any State Government or any statutory undertaking of Central or State Government, as the case may, at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction in sale price to the Purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction shall stand correspondingly reduced, the above stipulation will, however, not apply to,
  - (a) Export / Deemed Export by the contractor,
  - (b) Sale of goods such as drugs which have expiry dates, and
- iv The Contractor shall furnish the following certificate to the bill paying officer along with each bill for payment of supplies made against the contract. "I / We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied under the contract herein and such stores have not been offered / sold by me/us to any person / organization including the purchaser any department of the Central Government or any State Government or any statutory undertaking of Central or State Government, as the case may be, up to the date of bill / the date of completion of supplies against all supply orders placed during the currency of the contract at a price lower than the price charged to the purchase order under the contract except for quantity of Stores categorized under sub-clause (a) & (b) of sub para II above, details of which are as follows: "

### **3.26 BID PRICES, Taxes & Duties**

The bidder shall give the total composite price inclusive of all levies and taxes, packing, forwarding, labour cess, freight and insurance etc. The basic unit price and all other components of price need to be individually indicated in their Tax Invoices/bills against the goods it proposes to supply under the contract as per schedule given in Chapter II. The price shall be firm in Indian Rupees and FOR Destination. No Foreign exchange will be made available by the purchaser.

**3.27 Additional clause related to GST**

1. The price quoted in the offer should be firm, fixed indicating the breakup and inclusive of all taxes & duties like import, custom, Anti-Dumping, CGST, SGST, IGST, UTGST etc. The offer should be inclusive of packing, forwarding, freight up to destination, insurance charges. Any change in statutory duties/taxes, in position /removal of any duty/taxes shall be to RailTel's account.
2. Bidder shall issue valid tax invoice to RailTel for availing proper credit of CGST/ SGST/ IGST/ UTGST in case of award of contract. GST will not be reimbursed in the absence of valid tax invoice.
3. For all the taxable supplies made by the vendor, the vendor shall furnish all the details of such taxable supplies in the relevant returns to be filed under GST Act.
4. If the vendor fails to comply with any of the above, the vendor shall pay to purchaser any expense, interest, penalty as applicable under the GST Act.
5. In case of incorrect reporting of the supply made by the vendor in the relevant return, leading to disallowance of input credit to purchaser, the vendor shall be liable to pay applicable interest under the GST Act to the credit of purchaser. The same provisions shall be applicable in case of debit/credit notes.
6. Tenderers shall quote all inclusive rates, but there shall be break up of basic price and all type of applicable taxes such as SGST/CGST/IGST/UT GST along with respective HSN/SAC code under GST Law (including tax under reverse charges payable by the recipient).
7. Wherever the law makes it statutory for the Purchaser to deduct any amount towards GST at source, the same will be deducted and remitted to the concerned authority.
8. In regards to work contract, the tenderer should have registration no. for GST respective state where work is to be executed and shall furnish GST registration certificate along with Tender.
9. The imposition of any new tax and/or increase/ in the aforesaid if any and the bidder there upon 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 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 thereof. In the event of non-payment/default in payment of any the above taxes, RailTel reserves the right to with-hold

the dues/payments of bidder and make payment to state/central Government authorities as many be applicable. However, if the rates are reduced after the last stipulated date for receipt of tender, bidder has to pass on the benefits to RailTel.

**10. In case of imported equipment :-**

Anti-Dumping duty if applicable on the equipment proposed to be supplied by OEM/Tenderer as per extant instructions of Ministry of Commerce/Finance Government of India, has to be borne by the tenderer and shall be deducted from the amount payable to the bidder at the time of making payment to the firm, if this duty amount is paid to Custom Authority by RailTel.

**3.28 Clause wise Compliance**

Clause wise compliance statement of the Technical Specifications and Commercial Terms & Conditions shall be enclosed with the offer along with technical literature of the material and other documents in support of relevant clauses.

**3.29 Provenances of the equipment**

In order to enable the Purchaser to assess the proven-ness of the system offered, the bidder shall provide documentary evidence regarding the satisfactory performance of the material supplied and services rendered by him like Manufacturer's test cum Guarantee certificate.

**3.30 Training:** Users training at the time of installation

**3.31 Inspection**

Pre dispatch inspection of material shall be done by consignee or his nominated representative at the firm's premises. The acceptance tests including sampling plan will be decided after the order is placed. The tests will be as per the practice followed by DG S&D and manufacturer's specification.

**3.32 System of verification of Tenderers credentials:**

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/certificate 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 "document Supporting the claim of qualifying the laid down eligibility criteria", will be considered for evaluating his/their tender.

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 statement/Documents submitted along

with bid are true and factual. Standard format of the affidavit to be submitted by the bidder is enclosed as Form-15. 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 document duly self-attested by which they/he is qualifying the qualifying criteria mentioned in the Tender Document. It will not be obligatory on the part of RailTel to scrutinize beyond the submitted document of tenderer as far as his qualification for the tender is concerned.

**3.33**

**TENDERER'S ADDRESS**

Tenderer shall state in the tender his postal address with PIN, telephone No., Fax No., email id if any, fully and clearly. Any communication sent to the tenderers by post at his said address shall be deemed to have reached the tenderer duly & timely, notwithstanding the fact that the communication could not reach the tenderer at all or in time for whatever reason. Important documents shall be sent by Registered Post/Courier.

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**CHAPTER – 4**

**GENERAL CONDITIONS**

**OF**

**CONTRACT**

**CHAPTER - 4**

**GENERAL CONDITIONS OF CONTRACT**

**INDEX**

**Para Subject**

<b>4.1</b>	<b>Definitions</b>
<b>4.2</b>	<b>General Obligations</b>
<b>4.3</b>	<b>Law governing the Contract</b>
<b>4.4</b>	<b>Communications to be in writing</b>
<b>4.5</b>	<b>Service of Notice on Contractors</b>
<b>4.6</b>	<b>Occupation and use of land</b>
<b>4.7</b>	<b>Assignment or subletting of contract</b>
<b>4.8</b>	<b>Assistance by the RailTel for the stores to be obtained by the Contractor.</b>
<b>4.9</b>	<b>Railway Passes</b>
<b>4.10</b>	<b>Carriage of materials</b>
<b>4.11</b>	<b>Force Majeure Clause</b>
<b>4.12</b>	<b>Representation of works</b>
<b>4.13</b>	<b>Relics and Treasures</b>
<b>4.14</b>	<b>Excavated material</b>
<b>4.15</b>	<b>Indemnity by Contractors</b>
<b>4.16</b>	<b>Security Deposit &amp; Performance Bank Guarantee</b>
<b>4.17</b>	<b>Completion Period</b>
<b>4.18</b>	<b>Illegal Gratification</b>
<b>4.19</b>	<b>Execution of Works</b>
<b>4.20</b>	<b>Compliance to Engineer's Instructions</b>
<b>4.21</b>	<b>Instructions of Engineer's Representative</b>
<b>4.22</b>	<b>Adherence to specifications and drawings</b>
<b>4.23</b>	<b>Working during night</b>
<b>4.24</b>	<b>Damage to Railway/RailTel property or private life and property.</b>
<b>4.25</b>	<b>Sheds, Store houses and Yards</b>
<b>4.26</b>	<b>Provision of efficient and competent staff at Work Sites By Contractor</b>
<b>4.27</b>	<b>Workmanship and Testing</b>
<b>4.28</b>	<b>Facilities for Inspection</b>
<b>4.29</b>	<b>Examination of work before covering up</b>
<b>4.30</b>	<b>Temporary Works</b>
<b>4.31</b>	<b>Contractor to supply water for works</b>
<b>4.32</b>	<b>Property in material and Plants</b>
<b>4.33</b>	<b>Tools, Plant and Materials supplied by RailTel</b>
<b>4.34</b>	<b>Precaution during progress of work</b>
<b>4.35</b>	<b>Use of Explosives</b>
<b>4.36</b>	<b>Suspension of Works</b>
<b>4.37</b>	<b>Rates for items of works</b>
<b>4.38</b>	<b>Demurrage and wharfage dues</b>
<b>4.39</b>	<b>Rates for extra items of works</b>
<b>4.40</b>	<b>Handing over of works</b>
<b>4.41</b>	<b>Variations in extent of contract</b>
<b>4.42</b>	<b>Powers of modification to contract</b>
<b>4.43</b>	<b>Claims</b>

- 4.44 Measurements, certificates and payments**
- 4.45 Measurement of Works**
- 4.46 “On-Account” Payments**
- 4.47 Maintenance of Works**
- 4.48 Certificate of Completion of works**
- 4.49 Approval only by Final Certificate after warranty.**
- 4.50 Maintenance Certificate.**
- 4.51 Final Payment**
- 4.52 With holding and lien in respect of sums claimed**
- 4.53 Signature on receipts for amounts**
- 4.54 Labour**
- 4.55 Provisions of Payment of Wages Act**
- 4.56 Reporting of Accidents to Labour**
- 4.57 Provisions of Workmen’s Compensation Act**
- 4.58 RailTel not to provide quarters for Contractor**
- 4.59 Labour Camps**
- 4.60 Non-employment of Labourers below the age of 15**
- 4.61 Determination of Contract**
- 4.62 Termination of Contract owing to default of Contractor**
- 4.63 Matters finally determined by RailTel**
- 4.64 Settlement of dispute and arbitration**

**Chapter - 4**

**GENERAL CONDITIONS OF CONTRACT**

**DEFINITIONS AND INTERPRETATION**

**4.1 Definitions:**

- 4.1.1 The meaning of terms/interpretations shall be taken as defined in Chapter- 3, (INSTRUCTIONS TO TENDERERS AND CONDITIONS OF TENDERING).

**4.2 General Obligations**

- 4.2.1 Execution Co-relation and intent of contract documents: The contract documents shall be signed in triplicate by the RailTel and the Contractor. The contract documents are complementary, and what is called for by any one shall be as binding as if called of try all; the intention of the documents is to include all labour and materials, equipments and transportation necessary for the proper execution of work. Materials or work not covered by or properly inferable from any heading or class of the specifications shall not be supplied by the RailTel to the contractors unless distinctly specified in the contract documents. Materials or works described in words, which so applied, have a well-known technical or trade meaning shall be held to refer to such recognized standards.

- 4.2.2 If a work is transferred from the jurisdiction of one region of RailTel to another region or to a Project authority or vice versa while the contract is in subsistence, the contract shall be binding on the Contractor and the other region in the same manner & take effect in all respects as if the Contractor and the other region were parties thereto from the inception and the corresponding officer or the competent authority in the other region will exercise the same powers and enjoy the same authority as conferred to the Predecessor RailTel/Project under the original contract/agreement entered into.

- 4.2.3 If for administrative or other reasons the contract is transferred to the other region of RailTel the contract shall notwithstanding anything contained herein contrary thereto, be binding on the Contractor and the other region in the same manner and take effect in all respects as if the contractor and the other region had been parties thereto from the date of this contract.

**4.3 Law governing the contract**

- 4.3.1 The Contract shall be governed by the law for the time being in force in the Republic of India.
- 4.3.2 Compliance to regulations and by-laws – The Contractor shall conform to the provision of any statute relating to the works and regulations and bye-laws of any local authority and of any water and lighting companies or undertakings, with whose system the work is proposed to be connected and shall before making any variation from the drawings or the specifications that may be necessitated by so confirming give to the Engineer notice specifying the variation proposed to be made and the reason for making the variation and shall not carry out such variation until he has received instructions from the Engineer in respect thereof. The Contractor shall be bound to give all notices required by statute, regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.



- 4.4 Communications to be in writing** – All notices, communications, references and complaints made by the RailTel or the Engineer or the Engineer's representative or the Contractor interest concerning the works shall be in writing and no notice, communication, references or complaint not in writing shall be recognized.
- 4.5 Service of Notices on Contractors** – The Contractor shall furnish to the Executive Director/RailTel the name, designation and address of his authorized agent and all complaints, notices, communications and references shall be deemed to have been duly given to the contract if delivered to the Contractor or his authorized agent or left at or posted to the address so given and shall be deemed to have been so given in the case of posting on day on which they would have reached such address in the ordinary course of post or on the day on which they were so delivered or left. In the case of contract by partners, any change in the constitution of the firm shall be forthwith notified by contractor to the Executive Director /RailTel.
- 4.6 Occupation and use of land** – No land belonging to or in the possession of the Railway/RailTel shall be occupied by the contractor without the permission of the RailTel. The Contractor shall not use, or allow to be used; the site for any purposes other than that of executing the works.
- 4.7 Assignment or subletting of contract:** - The Contractor shall not assign or sublet the contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the special permission in writing of the RailTel. Any breach of this condition shall entitle the RailTel to rescind the contract under Para 4.62 of these conditions and also render the contractor liable for payment to the RailTel in respect of any loss or damage arising or ensuring from such cancellation. Provided always that execution of the details of the work by petty contractor under the direct and personal supervision of the contractor or his agent shall not be deemed to be sub-letting under this clause. The permitted subletting of work by the contractor shall not establish any contractual relationship between the sub-contractor and the RailTel and shall not relieve the Contractor of any responsibility under the Contract.
- 4.8 Assistance by the RailTel for the stores to be obtained by the Contractor** - Owing to difficulty in obtaining certain materials (including Tools & Plants) in the market, the RailTel may have agreed without any liability therefore, to endeavor to obtain or assist the Contractor in obtaining the required quantities of such materials as may be specified in the Tender. In the event of delay or failure in obtaining the required quantities of the aforesaid materials, the Contractor shall not be deemed absolved of his own responsibility and shall keep in touch with the day-to-day position regarding their availability and accordingly adjust progress of works including employment of labour and the RailTel shall not in any way be liable for the supply of materials or for the non supply thereof for any reasons whatsoever not for any loss or damage arising in consequence of such delay or non supply.
- 4.9 Railway Passes** – No free Railway passes shall be issued by the RailTel to the Contractor or any of his employee/worker.
- 4.10 Carriage of materials** – No forwarding orders shall be issued by the RailTel for the conveyance of Contractor's materials, tools and plant by Rail which may be required for use in the works and the contractor shall pay full freight at public tariff rates therefore.

- 4.11 Force Majeure Clause** -If at any time, during the continuance of this Contract, the performance, in whole or part, by either party, of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, Civil Commotion, Sabotage, Fires, Floods, Earth quakes, explosions, strikes, epidemics, quarantine restrictions, lockouts, any statute, statutory rules/ regulations, order of requisitions issued by any Government Department or Competent Authority of acts of God (here-in-after referred to as event) then provided notice of the happening of any such event is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this Contract nor shall either party have any claim for damage against the other in respect of such non- performance or delay in performance, and the obligations under the Contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, provided further that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event beyond a period as mutually agreed to by the RailTel and the Contractor after any event or 60 days in the absence of such an agreement whichever is more, either party may at its option terminate the Contract provided also that if the contract is so terminated under this clause the RailTel may at the time of such termination take over from the Contractor at prices as provided for in the contract, all works executed or works under execution.
- 4.12 Representation on Works** – The Contractor shall, when he is not personally present on the site of the works place, keep a responsible agent at the works during working hours who shall, on receiving reasonable notice, present himself to the Executive Director /RailTel and orders given by the Engineer or the Engineer’s Representative to the agent shall be deemed to have the same force as if they had been given to the Contractor. Before absenting himself, the Contractor shall furnish the name and address of his agent for the purpose of this clause and failure on the part of the Contractor to comply with this provision at any time will entitle the RailTel to rescind the contract under Para 4.62 of these conditions.
- 4.13 Relics and Treasures** – All gold, silver, oil and other minerals of any description and all precious stones, coins, treasures, relics, antiquities and other similar things which shall be found in or upon the site shall be property of the RailTel and the Contractor shall duly preserve the same to the satisfaction of the RailTel and shall from time to time deliver the same to such person or persons as the RailTel may appoint to receive the same.
- 4.14 Excavated material** – The Contractor shall not sell or otherwise dispose of or remove except for the purpose of this contract, the sand, stone, clay ballast, earth, rock or other substances or materials which may be obtained from any excavation made for the purpose of the works or any building or produced upon the site at the time of delivery of the possession thereof but all the substances, materials, buildings, and produce shall be the property of the RailTel provided that the Contractor may, with the permission of the Executive Director/RailTel, use the same for the purpose of the works either free of cost or pay the cost of the same at such rates as may be determined by the Engineer.
- 4.15 Indemnity by Contractors** – The Contract shall indemnify and save harmless the RailTel from and against all actions, suit proceedings, losses, costs, damages, charges, claims, and demands of every nature and description brought or recovered against the RailTel by reason of any act or omission of the Contractor, his agents or employees, in the execution of the works or in his guarding of the same. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained, and whether or not any damage shall have been sustained.

#### 4.16 Security Deposit

4.16.1 The Earnest Money deposited by the Contractor with his tender will be retained by the RailTel as part of security for the due and faithful fulfillment of the contract by the contractor. The balance to make up the security deposit, the rates for which are given below, shall be recovered by percentage deduction from the Contractor's "on account" bills.

(a) Unless otherwise specified in the special conditions, if any, the Security Deposit/rate of recovery/mode of recovery shall be as under:-

(i) Security Deposit for each work should be 5% of the contract value.

(ii) The rate of recovery should be at the rate of 10% of the bill amount till the full security deposit is recovered.

(iii) Security Deposits will be recovered only from the running bills of the contract and no other mode of collecting SD such as SD in the form of instruments like BG, FD etc. shall be accepted towards Security Deposit.

(b) **Refund of SD** :- The Security Deposit for execution of work shall be released immediately after successful completion of the work, provided that all the stipulations of the clause have been fulfilled by the Contractor and all claim and demands made against the RailTel for and in respect of damage or loss by, from or in consequence of the works have been finally satisfied. The security deposit shall be released only after the expiry of the maintenance period and after passing the final bill based on "No Claim Certificate".

It has now been decided that:

i) After the work is physically completed, security deposit recovered from the running bills of a contractor can be returned to him if he so desires, in lieu of irrevocable Bank Guarantee for equivalent amount to be submitted by him.

ii) In case of contracts of value Rs. 50 crore and above, irrevocable Bank Guarantee can also be accepted as a mode of obtaining security deposit.

(c) No interest will be payable upon the Earnest Money and Security Deposit or amount payable to the Contractor under the Contract.

d) Should the tenderer fail to observe or comply with the foregoing stipulation the amount deposited as security for the due performance of the above stipulation shall be forfeited by the RailTel.

#### 4.16.2 PERFORMANCE GUARANTEES (P.G.):

The procedure for obtaining Performance Guarantee is outlined below:-

(a) The successful bidder shall have to submit a Performance Bank Guarantee (PBG) within 15 (Fifteen) days from the date of issue of Letter Of Acceptance (LOA). Extension of time for submission of PBG beyond 15 (Fifteen) days and up to 30 days from the date of issue of LOA may be given by the authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from 31<sup>st</sup> day after the date of issue of LOA. In case the contractor fails to submit the requisite PBG even after 60 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any, payable

against that contract. The failed contractor shall be debarred from participating in re-tender for that work.

- (b) The successful bidder shall submit the Performance Guarantee (PG) in any of the following forms, amounting to 5% of the contract value:
  - (i) Irrevocable Bank Guarantee: No other form of PBG will be accepted except schedule of bank PBG
  - (ii) A separate advise of the BG will invariably be sent by the BG issuing Bank to the RailTel's Bank through SFMS and only after this the BG will become acceptable to RailTel. It is therefore in own interest of bidder to obtain RailTel's Bank IFSC code, its branch and address and advise these particulars to the BG issuing Bank and request them to send advise of BG through SFMS to the RailTel's Bank.
- (b) The Performance Guarantee should be submitted by the successful bidder after the Letter of Acceptance (LOA) has been issued, but before signing of the contract agreement. The PBG shall be initially valid upto the stipulated date of completion plus 60 days beyond that. In case, the time for completion of work gets extended, the contractor shall get the validity of Performance Guarantee extended to cover such extended time, for completion of work plus 60 days.
- (c) The value of PBG to be submitted by the contractor will not change for variation up to 25% (either increase or decrease). In case during the course of execution, value of the contract increases by more than 25% of the original contract value, an additional Performance Guarantee amounting to 5% (Five percent) for excess value over the original contract value shall be deposited by the contractor.
- (d) The Performance Bank Guarantee (PBG) shall be released after the physical completion of the work to the satisfaction of competent authority based on the certification by the Railtel official mentioning that the contractor has completed the work in all respects satisfactorily. The Security Deposit shall, however, be released only after expiry of the maintenance period and issue of the certificate that the entire system specified in the contract has been maintained by the contractor as per terms and conditions of the contract and after passing the final bill based on 'No Claim Certificate' from the contractor.
- (e) Whenever the contract is rescinded, the security deposit shall be forfeited and the Performance Bank Guarantee shall be en-cashed the balance work shall be got done independently without risk and cost of the failed contractor. The failed contractor shall be debarred from participating in the tender for executing the balance work. If the failed contractor is a JV or partnership firm, then every member or partner of such a firm shall be debarred from participating in the tender for the balance work either in his/her individual capacity or as a partner of any other JV/Partnership firm.
- (g) The Engineer shall not make a claim under the Performance Bank Guarantee except for amounts to which the Railtel is entitled under the contract (Notwithstanding, and /or without prejudice to any other provisions in the contract agreement) in the event of:
  - (i) Failure by the contractor to extend the validity of the Performance Bank Guarantee as described herein above, in which event the Engineer may claim the full amount of the Performance Bank Guarantee.

- (ii) Failure by the contractor to pay Railtel any amount due either as agreed by the contractor or determined under any of the clauses/conditions of the agreement, within thirty days of the service of the notice to this effect by Engineer.
- (iii) The contract being determined or rescinded, the Performance Bank Guarantee shall be forfeited in full and shall be absolutely at the disposal of the RailTel Corporation of India Ltd.

**4.17 Completion Period:** As mentioned in the tender.

**4.18 Illegal Gratification**

4.18.1 Any bribe, commission, gift or advantage given, promised or offered by or on behalf to the Contractor or his partner, agent or servant or anyone on his behalf, to any officer or employees of the RailTel, or to any person on his behalf in relation to obtaining or the execution of this or any other contract with the RailTel shall, in addition to any criminal liability which he may incur, subject the contractor to the rescission of the contract and all other contracts with the RailTel and to the payment of any loss or damage resulting from such decision and the RailTel shall be entitled to deduct the amounts so payable from any moneys due to the Contractor (s) under this contract or any other contracts with the RailTel.

4.18.2 The Contractor shall not lend or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee of the RailTel and if he shall do so, the RailTel shall be entitled forthwith to rescind the contract and all other contracts with the RailTel. Any question or dispute as to the commission or any offence or compensation payable to the RailTel under this clause shall be settled by the Executive Director of RailTel, in such a manner as shall consider fit and sufficient and his decision shall be final and conclusive. In the event of rescission of the contract under this clause, the Contractor will not be paid any compensation whatsoever except payments for the work done up-to-date of rescission.

**4.19 Execution of Works**

4.19.1 Contractor's understanding – It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the progress of the works, the general and local conditions, the labour conditions prevailing therein and all other matters which can in any way affect the works under the contract.

4.19.2 Commencement of works – The Contractor shall commence the works within 15 days after the receipt by him of an order in writing to this effect from the RailTel and shall proceed with the same with due expedition and without delay. The work should be started with due intimation to RailTel.

**4.19.3 Accepted programme of work**

The Contractor who has been awarded the work shall as soon as possible but not later than 7 days from the date of receipt of the acceptance letter in respect of contracts with initial completion period of one year or less or not later than 15 days for other contracts have to submit the detailed programme of work indicating the time schedule of various items of

works in the form of Bar Chart/PERT/CPM. He shall also submit the details of organization (in terms of labour and supervisors) plant and machinery that he intends to utilize (from time to time) for execution of the work within stipulated date of completion. The programme of work amended as necessary by discussions with the Engineer, shall be treated as the agreed programme of the work for the purpose of this contract and the contractor shall and endeavor to fulfill this programme of work. The progress of work will be watched accordingly and the liquidated damages will be with reference to the overall completion date. Nothing stated herein shall preclude the contractor in achieving earlier completion of item or whole of the works than indicated in the programme.

**4.19.4 Setting out of works**

The Contractor shall be responsible for the correct setting out of all works in relation to original reference at his cost. The Contractor shall execute the work true to specifications, drawings, plans and dimensions as mentioned in the contract document and as directed by the Engineer's representative and shall check these at frequent intervals. The Contractor shall provide all facilities like labour and instruments and shall cooperate with the Engineer's representative at all time, during the progress of the works. Any error shall appear or arise in any part of the work, the Contractor, on being required so to do by the Engineer's representative shall, at his own rectify such errors, to the satisfaction of the Engineer's representative. Such checking shall not absolve the Contractor of his own responsibility of maintaining accuracy in the work.

**4.20 Compliance to Engineer's Instructions**

**4.20.1** The Engineer shall direct the order in which the several parts of the works shall be executed and the Contractor shall execute without delay all orders given by the Engineer from time to time but the Contractor shall not be relieved thereby from responsibility for the due performance of the works in all respects.

**4.20.2 Alterations to be authorized** – No alterations in or additions to or omissions or abandonment of any part of the works shall be deemed authorized, except under instructions from the Engineer, and the Contractor shall be responsible to obtain such instructions in each and every case in writing from the Engineer.

**4.20.3 Extra Works**

Should works over and above those included in the contract require to be executed at the site, the contractor shall have no right to be entrusted with the execution of such works, which may be carried out by another contractor or contractors or by other means at the sole discretion of the RailTel.

**4.20.4 Separate Contracts in connection with works**

The RailTel shall reserve the right to let other contracts in connection with the works. The Contractor shall afford other contractors reasonable opportunity for the storage of their materials and the execution of their works and shall properly connect and coordinate his work with theirs. If any part of the Contractor's work depends for proper execution or result upon the work of another contractor(s), the Contractor shall inspect and promptly report to the Engineer any defects in such works that render it unsuitable for such proper execution and results. The Contractor's failure so to inspect and report shall constitute as acceptance of the other contractor's work as fit and proper for the reception of his work, except as to defects which may develop in the other contractor's work after the execution of his work.



**4.21 Instructions of Engineer's Representative**

Any instructions or approval given by the Engineer's representative to Contractor in connection with the works shall bind the Contractor as though it had been given by the Engineer provided always as follows: -

- 4.21.1 Failure of the Engineer's representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or material and to order the removal or breaking up thereof.
- 4.21.2 If the Contractor shall be dissatisfied by reason of any decision of the Engineer's representative he shall be entitled to refer the matter to the Engineer who shall there upon confirm or vary such decision.

**4.22 Adherence to specifications and drawings**

- 4.22.1 The whole of the works shall be executed in perfect conformity with the specifications and drawings of the contract. If the Contractor performs any works in a manner contrary to the specifications or drawings or any of them and without such reference to the Engineer, he shall bear all the costs arising or ensuring there- from and shall be responsible for all loss to the RailTel.

**4.22.2 Drawings and specifications on the works:**

- 4.22.2.1 The contractor shall keep one copy of Drawings and specifications at the site, in good order, and such contract documents as may be necessary, available to the Engineer or the Engineer's Representative.
- 4.22.2.2 The supply of equipment and materials shall include supply of one set of printed documents from original equipment manufacturers with each equipment as given in technical supplement.
- 4.22.3 Ownership of Drawings and Specifications – All drawings and Specifications and copies thereof furnished by the RailTel to the Contractor are deemed to be the property of the RailTel. They shall not be used in another works and with the exception of the signed contract set, shall be returned by the Contractor to the RailTel on completion of the work or termination of the Contract.
- 4.22.4 Compliance with Contractor's request for details – The Engineer shall furnish with reasonable promptness, after receipt by him of the Contractor's request for the same, additional instructions by means of drawings of otherwise, necessary for the proper execution of the works or any part thereof. All such drawings and instructions shall be consistent with the Contract Documents and reasonably inferable there from.

**4.22.5 Meaning and Intent of specification and drawings**

If any ambiguity arises as to the meaning and intent of any portion of the Specifications and Drawings or as to execution or quality of any work or material, or as to the measurements of the works, the decision of the Engineer thereon shall be final subject to the appeal (within 7 days of such decision being intimated to the Contractor) to the competent authority in RailTel who shall have the power correct any errors, omissions, or discrepancies in aforementioned items and whose decision in the matter in dispute or doubt shall be final and conclusive.

**4.23 Working during night**

The Contractor shall not carry out any work between sunset and sunrise without the previous permission of the Engineer. Hence, no “night duty” shall be payable to the contractor for the portion/part of the works to be undertaken during the night.

**4.24 Damage to Govt. /RailTel property or private life and property**

The Contractor shall be responsible for all risk to the works and for trespass and shall make good at his own expense all loss or damage whether to the works themselves or any other property of the Railways/RailTel or the lives, persons or property of others from whatsoever cause in connection with the works until they are taken over by the RailTel and this although all reasonable and proper precautions may have been taken by the Contractor, and in case the RailTel shall be called upon to make good any costs, loss or damages, or to pay any compensation, including that payable under the provisions of the Workmen’s Compensation Act or any statutory amendments thereof to any person or persons sustaining damages as aforesaid by reason of any act, or any negligence or omissions on the part of the Contractor the amount of any costs or charges including costs and charges in connection with legal proceedings, which the RailTel may incur in reference thereto, shall be charged to the Contractor. The RailTel shall have the power and right to pay or to defend or compromise any claim of threatened legal proceedings or in anticipation of legal proceedings being instituted consequent on the action or default of the Contractor, to take such steps as may be considered necessary or desirable to ward off or mitigate the effect of such proceedings, charging to Contractor, as aforesaid, any sum or sums of money which may be paid and any expenses whether for reinstatement or otherwise which may be incurred and the propriety of any such payment, defense or compromise, and the incurring of any such expenses shall not be called in question by the Contractor.

**4.25 Sheds, Stores houses and Yards**

The Contractor shall at his own expense provide himself with sheds, storehouses and yards in such situations and in such numbers as in the opinion of the Engineer is requisite for carrying on the works and the Contractor shall keep at each such sheds, store houses and yards a sufficient quantity of materials and plant in stock so as not to delay the carrying out of the works with due expedition and the Engineer and the Engineer’s representative shall have free access to the said sheds, store houses and yards at any time for the purpose of inspecting the stock of materials or plant so kept in hand, and any materials or plant which the Engineer may object to shall not be brought upon or used in the works, but shall be forthwith removed from the sheds, store houses or yards by the contractor. The Contractor shall at his own expenses provide and maintain suitable mortar mills, soaking vats or any other equipments necessary for the execution of the works.

**4.26 Provision of efficient and competent staff**

The Contractor shall place and keep on the works at all times efficient and competent staff to give the necessary directions to his workmen and to see that they execute their work in sound and proper manner and shall employ only such supervisors, workmen and labourers in or about the execution of any of these works as are careful and skilled in various trades and callings. The Contractor shall at once remove from the works any agents, permitted petty/sub-contractor, supervisor, workman or labourer who shall be objected to by the Engineer and if and whenever required by the Engineer, he shall submit a correct return showing the names of all staff and workmen employed by him. In the event of the Engineer being of the opinion that the Contractor is not employing on the works a sufficient number of staff and workmen as is necessary for the proper completion of the works within the time prescribed, the Contractor shall forthwith on receiving intimation to this effect take on the additional number



of staff and labour specified by the Engineer within seven days of being so required and failure on the part of the Contractor to comply with such instructions will entitle the RailTel to rescind the contract under Para 4.62 of these conditions.

**4.27 Workmanship and Testing**

4.27.1 The whole of the works and/or supply of materials specified and provided in the contract or that may be necessary to be done in order to form and complete any part thereof shall be executed in the best and most substantial workman like manner with materials of the best and most approved quality of their respective kinds, agreeable to the particulars contained in or implied by the specifications and as referred to in and represented by the drawings or in such other additional particulars. Instructions and drawings may be found requisite to be given during the carrying on of the works and to the entire satisfaction of the Engineer according to the instructions and directions, which the Contractors may from time to time receive from the Engineer. The materials may be subjected to tests by Mean of such machines, instruments and appliances as the Engineer may direct and wholly at the expense of the Contractor.

4.27.2 Removal of Improper work and materials – The Engineer or the Engineer’s representative shall be entitled to order from time to time:

4.27.2.1 The removal from the site within the time specified in the order of any materials, which in his opinion are not in accordance with the specifications or drawings.

4.27.2.2 The substitution of proper and suitable materials, and

4.27.2.3 The removal and proper re-execution, notwithstanding any previous tests thereof or “on account” payments therefore, of any work which in respect of materials or workmanship is not in his opinion in accordance with the specifications and in case of default on the part of the Contractor in carrying out such order the RailTel shall be entitled to rescind the contract under Para 4.62 of tender document of these conditions.

**4.28 Facilities for Inspection**

The Contractor shall afford the Engineer and the Engineer’s Representative every facility for entering in and upon every portion of the work at all hours for the purpose of inspection or otherwise and shall provide all labour, materials, instruments, appliances and things of every kinds required for the purpose and the Engineer and the Engineer’s representative shall at all time have free access to every part of the works and to all places at which materials for the work are stored or being prepared.

**4.29 Examination of work before covering up**

The Contractor shall give two days notice to the Engineer or the Engineer’s Representative whenever any work or materials are intended to be covered up in the earth, in bodies or walls or otherwise to be placed beyond the Reach of Measurements in order that the work may be inspected or that correct dimension may be taken before being so covered, placed beyond the reach of measurement in default whereof, the same shall at the option of the Engineer or the Engineer’s Representative be uncovered and measured at the contractor’s expense or no allowance shall be made for such work or materials.

**4.30 Temporary works**

All Temporary works necessary for the proper execution of the works shall be provided and maintained by the Contractor and subject to the consent of the Engineer, shall be removed by

him at his expenses when they are no longer required and in such manner as the Engineer shall direct. In the event of failure on the part of the Contractor to remove the temporary works, the Engineer will cause them to be removed and cost as increased by supervision and other incidental charge shall be recovered from the Contractor. If temporary huts are provided by the Contractor on the RailTel/Railway land for labour engaged by him and the work is completed but the contractor's labour refused to vacate and have to be removed by the RailTel, necessary expenses incurred by the RailTel in connection therewith shall be borne by the Contractor.

**4.31 Contractor to supply water for works**

4.31.1 Unless otherwise provided in the contract, the contractor shall be responsible for arrangements to obtain supply of water for the works.

4.31.2 Contractor to arrange supply of Electric power for works.

**4.31.3 Electric supply from the Railway system**

The RailTel may supply to the Contractor part or whole of the electric power wherever available and possible, required for execution of works from the Railway's existing electric supply systems at or near the site of works on specified terms and conditions and such charges as shall be determined by the RailTel and payable by the contractor provided the cost of arranging necessary connection to the Railway's Electric supply systems, and laying of underground/overhead conductors, circuit protection, electric power meters, transmission structure, shall be borne by the Contractor and that the contractor shall not be entitled to any compensation or reason for delay for interruption or failure of the Electric supply system.

**4.32 Handing / Taking over of AC for maintenance:**

In the event of reduction in the number of the ACs to be maintained for any reason what so ever, the contractor shall not be entitled for any compensation but shall be paid only for the actual quantity of work done, at the agreement rates.

**4.33 Tools, Plant and Materials Supplied by the RailTel**

4.33.1 The Contractor shall take all responsible care of all tools, plants and materials or other property whether of a like description or not belonging to the RailTel and committed to his charge for the purpose of the works and shall be responsible for all damage or loss caused by him, his agents permitted petty/sub-contractor or his workmen or others while they are in his charge. The Contractor shall sign accountable receipts for tools, plants and materials made over to him by the Engineer and on completion of the works shall handover the unused balance of the same to the Engineer in good order and repair, fair wear and tear excepted and shall be responsible for any failure to account for the same or any damage done thereto.

**4.34 Precaution during progress of work**

4.34.1 During the execution of works, unless otherwise specified the Contractor shall at his own cost provide the materials for and execute all shoring, timbering and strutting works as is necessary for the stability and safety of all structures, excavations and works and shall ensure that no damage, injury, loss is caused or likely to be caused to any person or property.

4.34.2 Roads and water courses: Existing roads or water courses shall not be blocked, cut through, altered, diverted or obstructed in any way by the Contractor, except with the permission of

the Engineer. All compensations claimed for any authorized closure, or his agent or his staff shall be recoverable from the Contractor by deduction from any sums which may become due to him in terms of contract or otherwise according to law.

4.34.3 Provision of access to premises: During progress of work in any street or thoroughfare, the Contractor shall make adequate provision of the passage of traffic, for securing safe access to all premises approached from such street or thoroughfare and for any drainage, water supply or meant for lightning which may be interrupted by reason of the execution of the works and shall react and maintain at his own cost barriers, lights and other safeguards as prescribed by the Engineer, for the regulation of the traffic, and provide watchmen necessary to prevent accidents. The works shall in such cases be executed night and day if so ordered by the Engineer and with such vigour so that the traffic way be impeded for as short a time as possible.

4.34.4 Safety of Public: The Contractor shall be responsible to take all precautions to ensure the safety of the public or Railway/RailTel's property and shall post such look out men as may in the opinion of the Engineer be required to comply with regulations pertaining to the work.

#### **4.35 Use of Explosives**

Explosive shall not be used on the works or on the site by the Contractor without the permission of the Engineer and then only in the manner and to the extent to which such permission is given. Where explosives are required for the works, the same shall be stored in a special magazine to be provided by and at the cost of the Contractor in accordance with the Explosive Rules. The Contractor shall obtain the necessary license for the storage and the use of explosives and all operations in which or for which explosives are employed shall be at the sole risk and responsibility of the Contractor and the Contractor shall indemnify the Railway/RailTel in respect thereof.

#### **4.36 Suspension of works**

4.36.1 The Contractor shall on the order of Engineer suspend the progress of the works or any part thereof for such time or times and in such manner as the Engineer may consider necessary and shall during such suspension properly protect and secure the work so far as is necessary in the opinion of the Engineer. If such suspension is: -

- (a) Provided for in the contract, or
- (b) Necessary for the proper execution of the works or by the reason of act of God or by some default on the part of the Contractor, and or
- (c) Necessary for the safety of the works or any part thereof.

4.36.2 The Contractor shall not be entitled to the extra costs, if any, incurred by him during the period of suspension of the works; but in the event of any suspension ordered by the Engineer for reasons other than aforementioned and when each such period of suspension exceeds 14 days, the Contractor shall be entitled to such extension of time for completion of the works as the engineer may consider proper having regard to the period or periods of such suspensions and to such compensations as the Engineer may consider reasonable in respect of salaries or wages paid by the Contractor to his employees during the periods of such suspensions.

4.36.3 Suspension lasting more than 3 month – If the progress of the works or any part thereof is suspended on the order of the Engineer for more than three months at a time, the Contractor may serve a written notice on the Engineer requiring permission within 15 days from the

receipt thereof to proceed with the works or that part thereof in regard to which progress is suspended and if such permission is not granted within that time the Contractor by further written notice so served may, but is not bound to, elect to treat the suspension where it affects part only of the works as an omission of such part or where it affects the whole of the works, as an abandonment of the contract by the RailTel.

**4.37**

**Rates for items of works**

The rates entered in the accepted Schedule Of Requirements of the Contract are intended to provided for works duly and properly completed in accordance with the general and special conditions of the contract and the specifications and drawings together with such enlargements, extensions, diminutions, reductions, alterations or additions as may be ordered in terms of Para 4.42 of these conditions and without prejudice to the generality thereof and shall be deemed to include and cover superintendence and labour, supply including full freight of materials, stores, tools and all apparatus and plant required on the works, except such tools, plant or materials as may be specified in the contract to be supplied to the Contractor by the RailTel, the erection, maintenance and removal of all temporary works and buildings, all arrangements for the safety of the public or of employees during the execution of works, all sanitary and medical arrangements for labour camps as may be prescribed by the RailTel, the setting of all work and of the construction, repair and upkeep of all center lines, bench marks and level pegs thereon, site clearance, all fees, duties, royalties, rent and compensation to owners for surface damage or taxes and impositions payable to local authorities in respect of land, structures and all material supplied for the work or other duties or expenses for which the Contractor may become liable or may be put to under any provision of law for the purpose of or in connection with the execution of the contract, and all such other incidental charges or contingencies as may have been specially provided for in the specifications.

**4.38**

**Demurrage and wharfage dues**

**4.38.1**

Demurrage charges calculated in accordance with the scale in force for the time being on the RailTel and incurred by the Contractor failing to load or unload any goods of materials within the time allowed by RailTel for loadings as also wharfage charges, of materials not removed in time as also charges due on consignments booked by or to him shall be paid by the Contractor, failing which such charges shall be debited to the Contractor's account in the hands of the RailTel and shall be deducted from any sums which may become due to him in terms of the contracts.

**4.39**

**Rates for extra items of works**

**4.39.1**

Any item of work carried out by the Contractor on the instructions of the Engineer which is not included in the accepted schedule of rates shall be executed at the rates set forth in the "Schedule Of Requirements" modified by the tender percentage and such items are not contained in the latter, at the rate agreed upon between the Engineer and the Contractor before the execution of such items of work and the contractors shall be bound to notify the Engineer at least seven days before the necessity arises for the execution of such items of works that the accepted Schedule Of Requirements does not include rate or rates for the extra work involved. The rates payable for such items shall be decided at the meeting to be held between the Engineer and Contractor, in as short a period as possible after the need for the special item has come to the notice. In case the Contractor fails to attend the meeting after being notified to do so or in the event of no settlement being arrived at, the RailTel shall be

entitled to execute the extra works by other means and the contractor shall have no claim for loss or damage that may result from such procedure.

- 4.39.2 Provided that if the Contractor commences work or incurs any expenditure in regard thereto before the rates as determined and agreed upon as lastly hereunto fore mentioned, then and in such a case the Contractor shall only be entitled to be paid in respect of the work carried out or expenditure incurred by him prior to the date of determination of the rates as aforesaid according to the rates as shall be fixed by the Engineer. However if the contractor is not satisfied with the decision of the Engineer in this respect he may appeal to the competent authority of RailTel within 30 days of getting the decision of the Engineer, supported by analysis of the rates claimed. The competent authority of RailTel's decision after hearing both the parties in the matter would be final and binding on the Contractor.

#### **4.40 Handing over of works**

- 4.40.1 The Contractor shall be bound to hand over the works executed under the contract to the RailTel complete in all respect to the satisfaction of the Engineer. The Engineer shall determine the date on which the work is considered to have been completed, in support of which his certificate shall be regarded as sufficient evidence for all purposes. The engineer shall determine from time to time, the date on which any particular section of the work shall have been completed, and the contractor shall be bound to observe any such determination of the Engineer.

- 4.40.2 Clearance of Site on Completion: On completion of the works the contractor shall clear away and remove from the site all constructional plant, surplus material, rubbish and temporary works of every kind and leave whole of the site and works clean and in a workman like condition to the satisfaction of the Engineer. No final payment in settlement of the accounts for the work shall be paid, held to be due or shall be made to the contractor till, in addition to any other condition necessary for such final payment, site clearance shall have been affected by him, and such clearance may be made by the Engineer at the expense of the Contractor in the event of his failure to comply with this provision within 7 days after receiving notice to that effect. It Should become necessary for the Engineer to have the site cleared at the expense of the Contractor, the RailTel shall not be held liable for any loss or damage to such of the Contractor's property as may be on the site and due to such removal there from which removal may be affected by means of public sales of such materials and property or in such a way as deemed for and convenient to the Engineer.

#### **4.41 Variations in Extent of Contract**

- 4.41.1 Modification to Contract to be in writing – In the event of any of the provisions of the Contract requiring to be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the RailTel and the Contractor, and no work shall proceed under such modifications until this has been done. Any verbal or written arrangement abandoning, modifying, extending, reducing or supplementing the Contract or any of the terms thereof shall be deemed conditional and shall not be binding on the RailTel unless and until the same is incorporated in a formal instrument and signed by the RailTel and the Contractor and till then the RailTel shall have the right to repudiate such arrangement.

**4.42 Powers of Modification to Contract**

4.42.1 The Engineer on behalf of the RailTel shall be entitled by order in writing to enlarge or extend, diminish or reduce the works or make any alterations in their design, character, position, site quantities, dimensions or in the method of their execution or in the combination and use of materials for the execution thereof or to order any additional work to be done or any works not to be done and the Contractor will not be entitled to any compensation for any increase / reduction in the quantities of work but will be paid only for the actual amount of work done and for approved materials supplied against a specific order.

4.42.2 Unless otherwise specified in the special conditions of the contract, the accepted variation in quantity for each individual item of the contract would be up to  $\pm 25\%$  of the quantity originally contracted. The contractor shall be bound to carry out the work at the agreed rates and shall not be entitled to any claim or any compensation, whatsoever upto the limit of  $\pm 25\%$  variation in quantity of individual items of works.

4.42.3 **Valuation of Variations** – The enlargements, extensions, diminution, reduction, alterations or additions referred to in sub-clause (2) of this clause shall in no degree affect the validity of the contract but shall be performed by the Contractor as provided therein and be subject to the same conditions, stipulations and obligations as if they had been originally and expressly included and provided for in the specifications and drawings and the amounts to be paid therefore shall be calculated in accordance with the accepted schedule of rates. Any extra items/quantities of work falling outside the purview of the provisions of sub-clause (2) above shall be paid for at the rates determined under clause 4.39 of these conditions.

**4.43 Claims**

4.43.1 Deleted

4.43.2 **Signing of “No Claim” Certificate** – The Contractor shall not be entitled to make any claim whatsoever against the RailTel under or by virtue of or arising out of this contract, nor shall the RailTel entertain or consider any such claim, if made by the Contractor, after he shall have signed a ‘No Claim’ certificate in favour of the RailTel, in such form as shall be required by the RailTel, after the works are finally measured up. The Contractor shall be debarred from disputing the correctness of the items covered by “No Claim Certificate” or demanding a preference to arbitration in respect thereof.

**4.44 MEASUREMENTS, CERTIFICATES AND PAYMENTS**

Qualities in schedule annexed to Contract - The quantities set out in the accepted Schedule of Requirements with items of works quantified are the estimated quantities of the works and they shall not be taken as the actual and correct quantities of the works to be executed by the Contractor in fulfillments of his obligations under the contract.

**4.45 Measurements of Works:** The Contractor shall be paid for the works at the rates in the accepted Schedule of Requirements and for extra works at rates determined under Para 4.39 of these conditions on the measurements taken by the Engineer or the Engineer's representative in accordance with the rules prescribed for the purpose by the RailTel. The quantities for items the unit of which in the accepted Schedule Of Requirements is 100 or 1000 shall be calculated to the nearest whole number, any fraction below half being dropped and half and above being taken as one; for item the unit of which in the accepted Schedule Of



Requirements is single, the quantities shall be calculated to places of decimals. Such measurements will be taken of the work in progress from time to time and at such intervals as in the opinion of the Engineer shall be proper having regard to the progress of works. The date and time on which “on account” or final measurements are to be made shall be communicated to the Contractor who shall represent at the site and shall sign the results of the measurements (which shall also be signed by the Engineer or the Engineer’s representative) recorded in the official measurements book as an acknowledgement of his acceptance of the accuracy of the measurements. Failing the Contractor’s attendance the work may be measured up in his absence and such measurements shall, notwithstanding such absence, be binding upon the Contractor whether or not he shall have signed the measurement book provided always that any objection made by him to measurement shall be duly investigated and considered in the manner set out below:

(a) It shall be open to the Contractor to take specific objection to any recorded measurements or Classification on any ground within seven days of the date of such measurements. Any re-measurement taken by the Engineer or the Engineer’s representative in the presence of the Contractor or in his absence after due notice has been given to him in consequences of objection made by the contractor shall be final and binding on the Contractor and no claim whatsoever shall thereafter be entertained regarding the accuracy and classification of the measurement. (b) If an objection raised by the Contractor is found by the Engineer to be incorrect, the Contractor shall be liable to pay the actual expenses incurred in measurements.

**4.46 “On-Account” Payments**

- 4.46.1 The Contractor shall be entitled to be paid from time to time by way of "On-Account" payment only for such works as in the opinion of the Engineer he has executed in terms of the contract. All payments due on the Engineer's or the Engineer's Representative's certificates of measurements shall be subject to any deductions which may be made under these presents and shall further be subject to, unless otherwise required by Para 4.16 of these conditions, a retention of ten percent by way of security deposits, until the amount of security deposit by way of retained earnest money and such retentions shall amount to 5% of the total value of the contract provided always that the Engineer may by any certificate make any correction or modification in any previous certificate which shall have been issued by him and that the Engineer may withhold any certificate if the works or any part thereof are not being carried out to his satisfaction.
- 4.46.2 Rounding off amounts: The total amount due shall be rounded off to the nearest rupee i.e. sums less than 50 paise shall be omitted and sums of 50 paise and more upto Rs. 1/- will be reckoned as Rs. 1/-.
- 4.46.3 On-Account Payments not prejudicial to final settlements: “On Account” payments made to the Contractor shall be without prejudice to the final making up of the accounts (except where measurement are specifically noted in the Measurement Book as “Final Measurements” and as such have been signed by the Contractor) and shall in no respect be considered or used as evidence of any facts stated in or to be inferred from such account not of any particular quantity of work having been executed not of the manner of its execution being satisfactory.
- 4.46.4 Manner of payment: Unless otherwise specified payments to the Contractor will be made through RTGS.

- 4.47 Deleted.
- 4.48 Deleted.
- 4.49 Deleted.
- 4.50 Deleted.
- 4.51 Deleted.

**4.52 Withholding and lien in respect of sums claimed**

Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the contractor, the RailTel shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security, if any, deposited by the contractor and for the purpose aforesaid, the RailTel shall be entitled to withhold the said security deposit or the security if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the RailTel shall be entitled to withhold and have a lien to the extent of the such claimed amount or amounts referred to supra from any sum or sums found payable or which at any time thereafter may become payable to the contractor under the same contract or any other contract with this or any other RailTel or any Department of the Central Government pending finalization or adjudication of any such claim. It is an agreed term of the contract that the sum of money or moneys so withheld or retained under the lien referred to above, by the RailTel's will be kept withheld or retained as such by the RailTel till the claim arising out of or under the contract is determined by the arbitrator (if the Contract is covered by the arbitration clause) or by the competent court as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention under the lien referred to supra and duly notified as such to the contractor. For the purpose of this clause, where the contractor is a partnership firm or a limited company, the RailTel shall be entitled to withhold and also have a lien to retain towards such claimed amount or amounts in whole or in part from any sum found payable to any partner/limited company, as the case may be whether in his individual capacity or otherwise.

- 4.52.1 **Lien in respect of claims in Other Contracts** – Any sum of money due and payable to the contractor (Including the security deposit returnable to him) under the contract may be withheld or retained by way of lien by the RailTel, against any claim of this or any other RailTel or any other Department of the Central Government in respect of payment of a sum of money arising out of or under any other contract made by the contractor with this or any other Department of Central Government. It is an agreed term of the contract that the sum of money so withheld or retained under this clause by the RailTel will be kept withheld or retained as such by the RailTel till the Claim arising out of or under any other contract is either mutually settled or determined by arbitration, if the other contract is governed by arbitration clause or by the competent court as the case may be and contractor shall have no claim for interest of money withheld or retained under this clause and duly notified as such to the contractor.

**4.53 Signature on Receipts for Amounts**

Every receipt which may become payable or for any security which may become transferable to the Contractors under these presents, shall, if signed in the partnership name by any one of the partners of a Contractors firm be a good and sufficient discharge to the RailTel in respect of the moneys or security purported to be acknowledged thereby and in the event of death of any of the Contractor partners during the pendency of the contract it is hereby expressly agreed that every receipt by any one of the surviving Contractor partners shall if so signed as



aforesaid be good and sufficient discharge as aforesaid provided that nothing in this clause contained shall be deemed to prejudice or effect any claim which the RailTel may hereafter have against the legal representative of any contractor partner so dying, for or in respect of any breach of any of the conditions of the contract, provided also, that nothing in this clause contained shall be deemed to prejudice or effect the respective rights or obligations of the Contractor partners and of the legal representative of any deceased Contractor partners interest.

#### **4.54 LABOUR**

4.54.1 **Wages to Labour** – The Contractor shall be responsible to ensure compliance with the provisions of the Minimum Wages Act, 1948 (hereinafter referred to as the “said Act”) and the Rules made there-under in respect of any employees directly or through petty contractors or sub-contractors employed by him on road construction or in building operations or in stone breaking or stone crushing for the purpose of carrying out this contract. If in compliance with the terms of the contract, the contractor supplied any labour to be used wholly or partly under the direct orders and control of the RailTel whether in connection with any work being executed by the contractor or otherwise for the purpose of the RailTel such labour shall, for the purpose of this clause, still be deemed to be persons employed by the Contractor. If any moneys shall as a result of any claim or any claim or application made under the said Act be directed to be paid by the RailTel’s, such moneys shall be deemed to be moneys payable to the RailTel by the Contractor and on failure by the Contractor to repay any moneys paid by it as aforesaid within seven days after the same shall have been demanded, the RailTel’s shall be entitled to recover the same from any moneys due or accruing to the contractor under this or any other Contractor with the RailTel’s.

4.54.2 **Apprentices Act** – The Contractor shall be responsible to ensure compliance with the provisions of the Apprentices Act 1961 and the Rules and Orders issued there- under from time to time in respect of apprentices directly through petty contractors or sub-contractors employed by him for purpose of carrying out the contract. If the Contractor directly or through petty contractor or sub-contractors fails to do so, his failure will be a breach of the contract and the RailTel may, in its discretion, rescind the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the Act.

#### **4.55 Provisions of Payments of Wages Act**

The Contractor shall comply with the provisions of the Payment of Wages Act, 1936 and the rules made there under in respect of all employees directly or through petty contractors or sub-contractors employed by him in the works. If in compliance with the terms of the contract, the contractor directly or through petty contractors or sub -contractors shall supply any labour to be used wholly or partly under the direct orders and control of the Engineer whether in connection with the works to be executed hereunder or otherwise for the purpose of the Engineer such labour shall nevertheless be deemed to comprise persons employed by the contractor, and any moneys which may be ordered to be paid by the Engineer shall be deemed to be moneys payable by the Engineer on moneys due to the contractor in terms of the contract. The RailTel shall be entitled to deduct from any moneys due to the contractor (Whether under this contract or any other contract all moneys paid or payable by the RailTel by way of compensation of aforesaid or for costs of expenses in connection with any claim thereto and the decision of the Engineer upon any question arising out of the effect or force of this clause shall be final and binding upon the contractor.

**4.55.1 Provision of Contract Labour (Regulation and Abolition) Act, 1970**

- (1) The Contractor shall comply with the provision of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Act, Central Rules, 1971 as modified from time to time, whenever applicable and shall also indemnify the RailTel from and against any claims under the aforesaid Act and the Rules
- (2) The Contractor shall obtain a valid license under the aforesaid Act as modified from time to time before the commencement of the work and continue to have a valid license until the completion of the work. Any failure to fulfill this requirement shall attract the penal provision of the Contract arising out of the resultant non- execution of the work.
- (3) The Contractor shall pay to the labour employed by him directly or through sub-contractors the wages as per provisions of the aforesaid Act and the Rules wherever applicable. The Contractor shall notwithstanding the provisions of the contract to the contrary, because to be paid the wages to labour indirectly engaged on the work including any engaged by his sub-contractors in connection with the said work, as if the labour had been immediately employed by him.
- (4) In respect of all labour directly or indirectly employed in the work for performance of the contractor's part of the contract the contractor shall comply with or cause to be complied with the provisions of the aforesaid Act and the Rules wherever applicable.
- (5) In every case in which, by virtue of the provisions of the aforesaid Act or the Rules, the RailTel is obliged to pay any amount of wages to a workmen employed by the contractor or his sub-contractor in execution of the work or to incur any expenditure in providing welfare and health amenities required to be provided under the aforesaid Act and the Rules or to incur any expenditure in providing welfare and health amenities required to be provided under the aforesaid Act the Rules or to incur any expenditure on account of the contingent liability of the RailTel due to contractor's failure to fulfill his statutory obligations under the aforesaid Act or the Rules the RailTel will recover from the contractor, the amount of wages so paid or the amount of expenditure so incurred, and without prejudice to the rights of the RailTel under section 20, sub-section (2) and section 2 sub - section (4) of the aforesaid Act, the RailTel shall be at liberty to recover such amount or part thereof by deducting it from the security deposit and/or from any sum due by the RailTel to the contractor whether under the contract or otherwise. The RailTel shall not be bound to contest any claim made against it under sub- section (1) of section 20 and sub-section (4) of section 21 of the aforesaid Act except on the written request of the contractor and upon his giving to the RailTel full security for all costs for which the RailTel might become liable in contesting such claim. The decision of the RailTel regarding the amount actually recoverable from the contractor as stated above shall be final and binding on the contractor.

**4.56 Reporting of Accidents to Labour**

The Contractor shall be responsible for the safety of all employees directly or through petty contractors or sub-contractors employed by him on the works and shall report serious accidents to any of them however and wherever occurring on the works to the Engineer or the Engineer's Representative and shall make every arrangement to render all possible assistance.

**4.57 Provisions of Workmen's Compensation Act**

In every case in which by virtue of the provision of Section 12 sub-section (1) of the Workmen's Compensation Act, 1923, RailTel is obliged to pay compensation to a workman directly or through the petty Contractor employed by the Contractor or sub-contractor in executing the work, RailTel will recover from the contractor the amount of the compensation so paid, and, without prejudice to the right of RailTel under Section 12 sub-section (2) of the said Act. RailTel shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by RailTel to the Contractor whether under these conditions or otherwise, RailTel shall not be bound to contest any claim made against it under Section 12, sub-section (1) of the said Act except on the written request of the Contractor and upon his giving to RailTel full security for all costs for which RailTel might become liable in consequence of contesting such claim.

**4.58 RailTel not to provide quarters for Contractor**

No quarters shall be provided by the RailTel for the accommodation of the contractor or any of his staff employed on the work.

**4.59 Labour camps**

- (1) The Contractor shall at his own expense make adequate arrangements for the housing, supply of drinking water and provision of latrines and urinals for his staff and workman directly or through the petty contractors or sub-contractors and for temporary crèche (Bal-Mandir) where 50 or more women are employed at a time. Suitable sites on Railway/RailTel land, if available, may be allotted to the Contractor for the erection of labour camps either free of charge or on such terms and conditions that may be prescribed by the RailTel. All camp sites shall be maintained in clean and sanitary conditions by the Contractor at his own cost.
- (2) **Compliance to Rules for Employment of Labour**  
The Contractor(s) shall conform to all laws, bye-laws, rules and regulations for the time being in force pertaining to the employment of local or imported labour and shall take all necessary precautions to ensure and preserve the health and safety of all staff employed directly or through petty Contractors or sub -contractors on the works.
- (3) **Preservation of Peace** – The Contractor shall take requisite precautions and use his best endeavors to prevent any riotous or unlawful behavior by or amongst his workmen and others employed directly or through petty contractor or sub- contractors on the works and preserve the health and safety of all staff employed directly or through petty Contractors or sub -contractors on the works.
- (4) **Sanitary Arrangement** – The contractor shall obey all sanitary rules and carry out all sanitary measures that may time to time be prescribed by the RailTel Medical Authority and permit inspection of all sanitary arrangements at all times by the Engineer, the Engineer's Representative or the Medical Staff of the RailTel. Should the Contractor fail to make adequate sanitary arrangements, these will be provided by the RailTel and the cost therefore recovered from the contractor.
- (5) **Outbreak of Infectious Disease** – The Contractor shall remove from his camp such labour and their families as refuse protective inoculation and vaccination when called upon to do so by the Engineer or the Engineer's Representative on the advice of the Railway/RailTel Medical Authority. Should Cholera, Plague or other infectious disease

break out, the Contractor shall burn the huts, beddings, clothes and other belongings of or used by the infected parties and promptly erect new huts on healthy sites as required by the engineer, failing which within the time specified in the Engineer's requisition, the work may be done by the RailTel and the cost therefore recovered from the Contractor.

- (6) Treatment of Contractor's staff in Railway Hospitals – Deleted
- (7) **Medical facilities at site** – The contractor shall provide medical facilities at the site as may be prescribed by the engineer on the advice of the medical authority in relation to the strength of the contractor's resident staff, and workmen.
- (8) **Use of Intoxicants** – The sale of ardent spirits or other intoxicating beverages upon the work or in any of the buildings, encampments or tenements owned, occupied by or within the control of the Contractor or any of his employees shall be forbidden and the Contractor shall exercise his influence and authority to the utmost extent to secure strict compliance with this condition.
- (9) **Non-employment of Female Labour** – The contractor shall see that the employment of female labour in cantonment areas, particularly in the neighborhood of soldier's barracks, should be avoided as far as possible.
- (10) Restrictions on the employment of retired Engineers of Railway/Govt. services within two years of their Retirement– The contractor shall not, if he is a retired government engineer of Gazetted rank, who has not completed two years from the date of retirement, in connection with his contract in any manner whatsoever without obtaining prior permission of the President and if the contractor is found to have contravened this provision, it will constitute a breach of contract Administration will be entitled to terminate the contract at the risk and cost of the contractor and forfeit his security deposit.

**4.60**

**Non-Employment of Labourers below the age of 15**

- (1) The Contractor shall not employ children below the age of 15 as labourers directly or through petty contractors or sub-contractors for the execution of work.
- (2) **Medical Certificate of Fitness for Labour** – It is agreed that the contractor shall not employ a person above 15 and below 19 years of age for the purpose of execution of work under this contract unless a medical certificate of fitness in the prescribed form is granted to him by a certifying surgeon certifying that he is fit to work as an adult is obtained and kept in the custody of the contractor or a person nominated by him in this behalf and the person carries with him, while at work, a token giving a reference to such certificate. It is further agreed that the responsibility for having the adolescent examined medically at the time of appointment or periodically till he attains the age of 19 years shall devolve entirely on the contractor and all the expense to be incurred on this account shall be borne by him and no fee shall be charged from the adolescent or his parent for such medical examination.
- (3) **Period of Validity of Medical Fitness Certificate** - A certificate of fitness granted or renewed for the above said purposes shall be valid only for a period of one year at a time. The certifying surgeon shall revoke a certificate granted or renewed if in his

opinion the holder of it is, no longer fit for work in the capacity stated therein. Where a certifying surgeon refuses to grant or renew a certificate or revoke a certificate, he shall, if so required by the person concerned, stated his reasons in writing for doing so.

- (4) **Medical Re-examination of Labourer** - Where any official appointed in this behalf by the Ministry of Labour is of the opinion that any person employed in connection with the execution of any work under this contract in the age group 15- 19 years is without a certificate of fitness or is having a certificate of fitness but no longer fit to work in the capacity stated in the certificate, he may serve on the Contractor, or on the person nominated by him in this regard, a notice requiring that such person shall be examined by a certifying surgeon and such person shall not, if the concerned official so directs, be employed or permitted to do any work under this contract unless he has been medically examined and certified that he has been granted a certificate of illness or a fresh certificate or a fresh certificate of illness, as the case may be.

#### **4.61 Determination of Contract**

4.61.1 **Right of RailTel to determine the contract:** The RailTel shall be entitled to determine and terminate the contract at any time, should in the RailTel's opinion, the cessation of work becomes necessary owing to paucity of funds or from any other cause whatever, in which case the value of approved materials at site and of work done to date by the Contractor will be paid for in full at the rate specified in the contract. Notice in writing from the RailTel of such determination and the reasons therefore shall be conclusive evidence thereof.

4.61.2 **Payment on determination of contract:** Should the contract be determined under Para 4.61.1 and the Contractor claims payment for expenditure incurred by him in the expectation of completing the whole of the work, the RailTel shall admit and consider such claims as are deemed reasonable and are supported by vouchers to the satisfactions of the Engineer. The RailTel's decision on the necessity and propriety of such expenditure shall be final and conclusive.

4.61.3 The contractor shall have no claim to any payment of compensation or otherwise, howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of determination of contract.

#### **4.62 TERMINATION OF CONTRACT OWING TO DEFAULT OF CONTRACTOR:**

- 4.62.1 (A) If the Contractor :
- (i) Becomes bankrupt or insolvent, or
  - (ii) Make an arrangement with or assignment in favour of his creditors, or
  - (iii) Being a Company or Corporation, go into liquidation (other than voluntary), liquidation for the purpose of amalgamation or reconstruction, or
  - (iv) Have an execution levied on his goods or property on the works, or assign the contract or any part thereof otherwise than as provided in Para 5.21 of SCC, or
  - (v) Have an execution levied on his goods or property on the works, or assign the contract or any part thereof otherwise than as provided in Para 5.21 of SCC, or

- (vi) Persistently disregard the instructions of the RailTel's Engineer with regard to work quality or progress during execution of work or contravene any provision of the contract, or
  - (vii) Fail to adhere to the agreed programme of work by a margin of 10% of the Stipulated period, or fail to remove materials from the site or to pull down and replace the work after receiving from the Engineer's notice to the effect that the said materials or works have been condemned or rejected, or
  - (viii) Fail to take steps to employ competent or additional staff and labour as required under Para 4.26 of tender document.
  - (ix) Fail to afford the Engineer or Engineer's representative proper facilities for inspecting the works or any part thereof as required under Para 4.28 of tender document, or
  - (x) Promise offer or give any bribe, commission, gift or advantage either himself or through his partner, agent or servant to any officer or employee of RailTel or any person on his or on their behalf in relation to the execution of this or any other contract with the RailTel,
  - (xi) At any time after the tender relating to the contract has been signed and submitted by the contractor, being a partnership firm admit as one of its partners or employ under it or being an incorporated company elect or nominate or allow to act as one of its directors or employ under it in any capacity whatsoever any retired engineer of the gazetted rank or any other retired gazetted officer working before his retirement, whether in the executive or administrative capacity, or whether holding any pensionable post or not, in the Engineering Department of the Railways for the time being owned and administered by the President of India before the expiry of two years from the date of retirement from the said service of such Engineer or Officer unless such Engineer or Officer has obtained permission from the President of India or any officer duly authorized by him in this behalf to become a partner or a director or to take employment under the contract as the case may be, or
- (B) Fail to give at time of submitting the said tender:
- (a) The correct information as to the date of retirement of such retired engineer or retired officer from the said service, or as to whether any such retired engineer or retired officer was under the employment of the contractor at the time of submitting the said tender, or
  - (b) The correct information as to such engineers or officers obtaining permission to take employment under the contractor, or
  - (c) Being a partnership firm the correct information as to, whether any of its partners was such a retired engineer or retired officer, or
  - (d) Being an incorporated company, the correct information as to, whether any of its directors was such a retired engineer or retired officer, or



- (e) Being such a retired engineer or retired officer suppress and not disclose at the time of submitting the said tender the fact of his being such a retired engineer or a retired officer or make at the time of submitting the said tender a wrong statement in relation to his obtaining permission to take the contract or if the contractor be a partnership firm or an incorporated company to be a partner or director of such firm or company as the case may be or to seek employment under the contractor. Then and in any of these said clauses, the Engineer on behalf of the RailTel may serve the Contractor with a notice in writing to that effect and if the Contractor does not, within 7 days after the delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good and carry on the work or comply with such directions as aforesaid to the entire satisfaction of the Engineer, the RailTel shall be entitled after giving 48 hours notice in writing under the hand of the Engineer to rescind the contract as a whole or in part or parts ( as may be specified in such notice) and adopt either or both the following courses: A final termination notice will be issued by RailTel after expiry of 48 hrs notice.

#### **4.62.2 RIGHT OF RAILTEL AFTER TERMINATION OF CONTRACT OWING TO DEFAULT OF CONTRACTOR:**

In the event of any or several of the courses, referred in Para 4.62.1 of tender document above, being adopted:

- (a) The Contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any commitments or made any advances on account of or with a view to the execution of the works or the performance of the contract and Contractor shall not be entitled to recover or be paid any sum for any works thereto not actually performed under the contract, unless or until the Engineer shall have certified the performance of such work and the value payable in respect thereof and the Contractor shall only be entitled to be paid the value so certified.
- (b) The Engineer or Engineer's Representative shall be entitled to take possession of any materials, tools, implements, machinery or buildings on the works or on the property on which these are being or ought to have been executed, and to retain the (employ the same) in the further execution of the works or any part thereof until the completion of the works without the Contractor being entitled to any compensation for the use and employment thereof or for wear and tear or destruction thereof.
- (c) The Engineer shall, as soon as may be practicable after removal of the Contractor fix and determine expert or by or after reference to the parties or after such investigation or enquiries as he may consider fit to make or institute and shall certify what amount (if any ) has at the time of termination of the contract been reasonably earned by or would reasonably accrue to the Contractor in respect of the work then actually done by him under the contract what was the value of any unused or partially used materials, any constructional plants and any temporary works upon the site. The legitimate amount due to the contractor after making necessary deductions and certified by the Engineer should be released expeditiously.

#### **4.63 Matters finally determined by the RailTel:** All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of

the work or after its completion and whether before or after the determination of the contract shall be referred by the contractor to the RailTel and the RailTel shall within 120 days receipt of the Contractor's representation make and notify decisions on all matters referred to by the contractor in writing provided that matters for which provision has been made in Para 4.8, 4.18, 4.22.5, 4.29, 4.43.2, 4.45(a), 4.55, 4.55.1(5), 4.57, 4.61.1, 4.61.2 and 4.62.1(A) of General Condition of Contract or in any clause of the Special Conditions of the Contract shall be deemed as 'excepted matters' and decisions of the RailTel's authority, thereon shall be final and binding on the contractor provided further that 'excepted matters' shall stand specifically excluded from the purview of the arbitration clause and not be referred to arbitration.

#### **4.64 SETTLEMENT OF DISPUTE AND ARBITRATION**

- 4.64.1 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 as amended and the award made in pursuance thereof shall be binding on the parties. The venue of such arbitration or proceedings thereof shall be New Delhi.
- 4.64.2 All arbitration proceedings shall be conducted in English. Resources against any Arbitral award so rendered may be entered into court having jurisdiction or application may be made to such court for the order of enforcement as the case may be.
- 4.64.3 The Arbitral Tribunal shall consist of the sole Arbitrator if the value of claim is upto Rs. 10 Lakhs. The arbitrator will be appointed by the Managing Director of RailTel Corporation of India Ltd. If the value of claim or amount under dispute is more than Rs. 10 Lakhs, the matter shall be referred to the adjudication of arbitral council. Chairman cum Managing Director/RailTel shall furnish a panel of three names to the contractor, out of which the contractor will recommend one name to be his nominee and then Chairman cum Managing Director/RailTel shall appoint out of the panel, one name as RailTel's nominee and these two arbitrators with mutual consent appoint a third arbitrator who shall act as deciding. The award of the sole arbitrator or the Arbitral council, as the case may be, shall be final and binding on both the parties, i.e. Contractor and RailTel Corporation of India Ltd.
- 4.64.4 Each of the parties agree that notwithstanding that the matter may be referred to Arbitrator as provided therein, the parties shall nevertheless pending the resolution of the controversy or disagreement continue to fulfill their obligation under this Agreement so far as they are reasonably able to do so.

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**CHAPTER – 5**

**SPECIAL CONDITIONS**

**OF**

**CONTRACT**

**CHAPTER - 5**

**Special Conditions of Contract**

**I N D E X**

<b>Para</b>	<b>Subject</b>
5.1	Tender Document
5.2	Agreement
5.3	Security Deposit
5.4	Contractor's Office & Stores depot
5.5	Use of Railway land
5.6	Program of work.
5.7	Competent Supervisors
5.8	Stores to be supplied by RailTel
5.9	Engagement of Qualified Engineer.
5.10	Test & Measuring Instruments, Special tools & Installation material
5.11	Stores to be supplied by contractor
5.12	Supply of Technical Literatures, Documentation Drawings & Completion Plan etc.
5.13	Spares
5.14	Long term availability of spares & System support
5.15	Quality assurance
5.16	Not used
5.17	Inspection of materials
5.18	Inspection of works
5.19	Quantum of work and variation in Quantities
5.20	Not used
5.21	Subletting and assignment
5.22	Execution of works
5.23	Not used
5.24	Maintenance of works
5.25	Clearance of site
5.26	Deleted
5.27	Maintenance of work till issue of Last PAC
5.28	Final Acceptance
5.29	Warranty
5.30	Training
5.31	Infringement of Patents
5.32	License as per Govt. of India Contract Labour Act
5.33	Defaults and Delays
5.34	Loss Sustained Due to Default and Delay
5.35	Penalty for Delay in Completion
5.36	Adherence of time schedule
5.37	Contractors liabilities for Costs and Damages
5.38	Prices
5.39	Measurement of works
5.40	Terms of Payments
5.41	Final Payment
5.42	Final Settlement
5.43	Certificate for CENVAT BENEFITS on bills

- 5.44 Deductions from On Account Payment Bills
- 5.45 Taxes
- 5.46 Mobilization Advance.
- 5.47 Insurance
- 5.48 Force Majeure Clause
- 5.49 Settlement of dispute and Arbitration

**CHAPTER - 5**

**SPECIAL CONDITIONS OF CONTRACT**

**5.1 TENDER DOCUMENTS**

- 5.1.1 The goods and services required, bidding procedure and contract terms are prescribed in the tender documents. The set of tender documents issued for the purpose of bidding includes following together with any addendum and corrigendum thereto.
- 5.1.2 If the Tender submitted by a Tenderer is accepted and the contract awarded to the Tenderer, the various works coming under the purview of the contract shall be governed by tender documents mentioned above.
- 5.1.3 Any special conditions stated by the Tenderer in the covering letter submitted along with the tender shall be deemed to be a part of the Contract to such extent only as have been explicitly accepted by the RailTel .

**5.2 AGREEMENT**

- 5.2.1 The successful Tenderer shall within 15 days after having been called upon by notice to do so be bound to execute an agreement based on accepted rates and conditions, in such form as the RailTel may prescribe, and lodge the same with the RailTel together with the conditions of contract, specifications and Schedule Of Requirements referred to therein duly completed. The form for agreement is included in , Chapter - 6 ( Form No.3).
- 5.2.2 In the event of any tenderer whose tender is accepted, refused to execute the Contract documents as herein before provided RailTel may determine that such tenderer has abandoned the contract and thereupon his tender and the acceptance thereof shall be treated and RailTel shall be entitled to forfeit the full amount of the earnest money and to recover the liquidated damage for such default.

**5.3 SECURITY DEPOSIT**

Refer para 4.16 of chapter-4.

**5.4 CONTRACTOR'S OFFICE & STORES DEPOT**

Deleted.

**5.5 USE OF RAILWAY LAND :**

Deleted.

**5.6 PROGRAMME OF WORK**

- 5.6.1 Refer Para 4.19, 4.20, 4.21, 4.22, 4.23 and 4.26.
- 5.6.2 The contractor will program his work in such a manner so as not to interfere in the working and movement of traffic.

**5.7 COMPETENT SUPERVISORS**

Refer Para 4.26.

**5.8 STORES TO BE SUPPLIED BY RAILTEL.**  
NIL

**5.9 ENGAGEMENT OF QUALIFIED ENGINEER:**

(a) If the total cost of the tenderer's offer is Rs.10 lakhs or more, the tenderer(s) shall also give a declaration along with his / their tender to the effect that he / they shall engage and continue in service for the period of the contract, one electrical / electronics engineering degree holder and also atleast one electrical/electronics engineering diploma holders having minimum one year experience of any kind. They will be paid as under:

Electrical/Electronics Engineering Degree holders'	:	Not less than Rs.10,000/- per month for the duration of the contract.
Electrical/Electronics Engineering Diploma Holders	:	Not less than Rs.6,000/- per month for the duration of the contract.

If, the tenderer(s) fails/fail to comply the above declaration, his/ their tender will be ignored. In case it is subsequently discovered that the declaration as aforesaid is in any way incorrect or the information furnished therein is wrong, the administration reserves the right to rescind the contract and to take action in accordance with clause 4.61 of the General Condition of Contract.

**5.10 TEST & MEASURING INSTRUMENTS AND SPECIAL TOOLS ETC.**

- 5.10.1 Special tools & instruments required for installation and commissioning of the work as detailed in preamble shall be arranged by contractor at his own cost.
- 5.10.2 All tests and measuring instruments and other arrangements required for carrying out all the acceptance tests etc shall be provided by the contractor at his own cost.

**5.11 STORES TO BE SUPPLIED BY CONTRACTOR**  
Refer Para 1.18 .

**5.12 Deleted.**

**5.13 Deleted.**

**5.14 Deleted.**

**5.15 Deleted.**

**5.16 Deleted.**

**5.17 INSPECTION OF MATERIALS**

- 5.17.1 All materials shall be procured from the manufacturers of repute/their authorized dealers. Such materials are to be acceptable to the Engineer.
- 5.17.2 The cost of equipment and materials, all tests and/or analysis performed for inspection shall be borne by the Contractor.

## 5.18 INSPECTION OF WORKS

- 5.18.1 The Engineer or his representative may inspect and test the various portions of the work at all stages and shall have full power to reject all or any portion of the work that he may consider to be defective or inferior in quality of materials, workmanship or design in comparison to what is called for in the specification. In the event of rejection of any work already executed and not in accordance with specification as in this tender and/or as determined by the Engineer or which the Contractor has been apprised, the Contractor shall carry out alterations/replacements to such works to the satisfaction of the Engineer for which no additional expenses will be borne by the RailTel.

## 5.19 QUANTUM OF WORK AND VARIATION IN QUANTITIES

- 5.19.1 **Modification to contract to be in writing:** In the event of any of the provisions of the contract requiring to be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the RailTel and the Contractor and no work shall proceed under such modifications until this has been done. Any verbal or written arrangement abandoning, modifying, extending, reducing or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the RailTel unless and until the same is incorporated in a formal instrument and signed by the RailTel and the Contractor, and till then the RailTel shall have the right to repudiate such arrangements.

- 5.19.2 **Powers of modification to contract :** The Engineer on behalf of the RailTel shall be entitled by order in writing to enlarge or extend, diminish or reduce the works or make any alterations in their design, character position, site, quantities, dimensions or in the method of their execution or in the combination and use of materials for the execution thereof or to order any additional work to be done or any works not to be done and the contractor will not be entitled to any compensation for any increase/reduction in the quantities of work but will be paid only for the actual amount of work done and for approved materials supplied against a specific order.

- (i) Unless otherwise specified in the special conditions of the contract, the accepted variation in quantity of each individual item of the contract would be up to 25% of the quantity originally contracted, except in case of foundation work. The contractor shall be bound to carry out the work at the agreed rates and shall not be entitled to any claim or any compensation whatsoever up to the limit of 25% variation in quantity of individual item of works.
- (ii) Quantities operated in excess of 125% of the agreement quantity of the concerned item shall be paid 98% of the rate awarded for that item in this tender.
- (iii) Quantities operated in excess of 140% of but up to 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in this tender.
- (iv) Variation in quantities of individual items beyond 150% will be executed through fresh tenders or by negotiating with the existing contractor with finance concurrence and approval of competent authority.

- (v) The contract signing authority can decrease the items up to 25% of individual item without finance concurrence.
- (vi) For decrease beyond 25% for individual items, finance concurrence and approval of competent authority shall be taken after obtaining “No Claim Certificate” from the contractor.
- (vii) In case of earthwork, the variation limit of 25% shall apply to the gross quantity of earth work and variation in the quantities of individual classifications of soil shall not be subject to this limit.

5.19.2.3 **Valuation of variations :-** The enlargements, extensions, diminution, reduction, alterations or additions referred to in sub-clause (5.19.2) of this clause shall in no degree affect the validity of the contract but shall be performed by the Contractor as provided therein and be subject to the same conditions, stipulations and obligations as if they had been originally and expressly included and provided for in the specifications and drawings and the amounts to be paid therefore shall be calculated in accordance with the accepted schedule of rates.

**5.20 Deleted.**

## **5.21 SUBLETTING AND ASSIGNMENT**

5.21.1 The contractor may sublet a part of the work under this contract and enter into contract with suppliers for supply of materials. The credentials of subcontractors shall be subjected to scrutiny and approval of RailTel.

5.21.2 The contractor shall arrange for effective supervision of sub contractor's work and remain solely responsible for materials supplied and for works carried out on his behalf by the sub-contractor.

## **5.22 EXECUTION OF WORK**

All the works shall be executed in strict conformity to the provisions of the contract document and with such explanatory detailed drawings, specifications and instructions as may be approved from time to time based on detailed design and engineering carried out by contractor in line with requirements as per contract document. The contractor shall be responsible for ensuring that the work throughout are executed in the most substantial, proper and workman like manner with the quality of material and workmanship in strict accordance with the specifications and as per sound industrial practices and to the entire satisfaction of the RailTel

**5.23 Deleted.**

## **5.24 MAINTENANCE OF WORKS**

The contractor shall at all times during the progress and continuance of the works and also for the period of maintenance specified in the tender form and after the date of passing of the certificate of completion by the RailTel 's representative or any other earlier date subsequent to the completion of the works that may be fixed by RailTel 's representative be responsible for and effectively maintain and uphold in good, substantial, sound and perfect condition all and every part of the works and shall make good from time to time and at all times, as often as the RailTel 's representative shall require, any damage or defect that may, during

the above period, arise in or be discovered or be in any way connected with the works provided that such damage or defect is not directly caused by errors in the contract documents, act of providence or insurrection or civil riot and the contractor shall be liable for and shall pay and make good to the RailTel or other persons legally entitled thereto whenever required by the RailTel 's representative so to do, all losses, damages, costs and expenses they or any of them may incur or be put or be liable to, by reason or inconsequence of the operations of the contractor or his failure in any respect.

**5.25 CLEARANCE OF SITE**

At the end of the work at each location the Contractor shall as a part of his Contractual obligation leave the area completely neat and clean.

**5.26 Deleted.**

**5.27 Deleted.**

**5.28 Deleted.**

**5.29 Deleted.**

**5.30 Deleted.**

**5.31 INFRINGEMENT OF PATENTS:**

- (a) The Contractor is forbidden to use any patents or registered drawings, processes or patterns in fulfilling his contract without prior consent in writing of the owner of such patents, drawings, patterns or trademarks except where these are specified by the Purchaser himself. Royalties where payable for the use of such patented processes, registered drawings or patterns shall be borne exclusively by the Contractor. The Contractor shall advise the Purchaser of any proprietary rights that may exist on such processes, drawings or patterns which he may use of his own accord.
- (b) In the case of patents taken out by the Contractor of the drawings or patterns registered by him or of those patents, drawings or patterns for which he holds a license, the signing of the contract automatically gives the Purchaser the right to repair by himself the purchased articles covered by the patent or by any person or body chosen by him and to obtain from any sources he desires the component parts required by him for carrying out the repair work. In the event of infringement of any patent rights due to above action of the Purchaser he shall be entitled to claim damages from the Contractor on the grounds of any loss of any nature which he may suffer e.g. in the case of attachment because of counterfeiting.

**5.32 LICENSE AS PER GOVT. OF INDIA CONTRACT LABOUR ACT**

The Contractors are required to produce license as enjoined in the Government of India Contract Labour (Regulation and Abolition) Act, 1978 with latest amendments, if any. They shall not be allowed to undertake or execute any work through contract Labour except under and in accordance with a license issued under the said Act in that behalf by the authorized licensing Officer.

**5.33 DEFAULTS AND DELAYS**

The Contractor shall execute the work with due diligence and expedition, keeping to the approved time schedule. Should he refuse or neglect to comply with any reasonable orders given to him in writing by the Purchaser's Engineers in connection with the work or contravene the provision of the Contract or the progress of work lags persistently behind the time schedule due to his neglect, the Purchaser shall be at liberty to give seven days' notice



in writing to the Contractor requiring him to make good the neglect or contravention complained of and should the Contractor fail to comply with the requisitions made in the notice within seven days from the receipt thereof, it shall be lawful for the purchaser to take the work wholly or in part out of the Contractor's hands without any further reference and get the work or any part thereof, as the case may be, completed by other agencies at the expense of the Contractor without prejudice to any other right or remedy of the Purchaser.

### **5.34**

#### **LOSS SUSTAINED DUE TO DEFAULTS AND DELAYS**

In the event of any loss to the purchaser on account of execution and/or completion of the work or any part thereof by agencies other than the contractor, in terms of Para 5.33 of the tender document, the contractor shall be liable to reimburse the loss to purchaser without prejudice to the other rights and remedies of the purchaser and the reimbursement in full or in part, as the case may be, shall be met at the option of the purchaser from out of all or any of the following sources via :

- (a)
  - i) Any amount due and payable to the contractor by the purchaser on any account whatsoever;
  - ii) The Contractor's security deposit in the hands of the purchaser as far as available, and;
  - iii) Any other assets whatsoever of the contractor;
- (b) In the event of re-imbursement from out of sources (I) and/or (ii) above mentioned, the purchaser shall have the right of appropriation sue motto.

### **5.35**

#### **PENALTY FOR DELAY IN COMPLETION**

#### **5.35.1**

The time for the execution of the work or part of the works specified in the contract documents shall be deemed to be the essence of the contract and the works must be completed not later than the date(s) as specified in the contract. If the contractor fails to complete the works within the time as specified in the contract for the reasons other than the reasons specified in clause 5.48, the RailTel may, if satisfied that the works can be completed by the contractor within reasonable short time thereafter, allow the contractor for further extension of time (Performa Annex. II) As the Engineer may decide. On such extension the RailTel will be entitled without prejudice to any other right and remedy available on that behalf, to recover from the contractor as agreed damages and not by way of penalty a sum equivalent to  $\frac{1}{2}$  of 1% of the contract value of the works for each week or part of the week.

For the purpose of this clause, the contract value of the works shall be taken as value of work as per contract agreement including any supplementary work order/contract agreement issued. Provided also, that the total amount of liquidated damages under this condition, shall not exceed the under noted percentage value or of the total value of the item or groups of items of work for which a separate distinct completion period is specified in the contract.

- (i) For contract value up to Rs. 2 lakhs 10 % of the value of the contract.
- ii) For contract value above Rs. 2 lakhs 10 % of the 1<sup>st</sup> 2 lakh and 5 % of the balance
- (iii) The competent authority while granting extension of currency of

the contract may also levy token penalty as deemed fit based on the merit of case.

Provided further, that if the RailTel is not satisfied that the works can be completed by the Contractor and in the event of failure on the part of the contractor to complete the work within further extension of time allowed as aforesaid, the RailTel shall be entitled without prejudice to any other right or remedy available in that behalf; to appropriate the contractor's security deposit and rescind the contract under 49 of these conditions, whether or not actual damage is caused by such default.

5.35.2 **Deleted.**

## **5.36 ADHERENCE OF TIME SCHEDULE**

5.36.1 Timely completion of the work is the essence of the contract. While delay in execution will attract penalty.

5.36.2 If any delay as aforesaid in Para 5.35 of tender document shall have arisen from any cause which the Purchaser may agree as being a reasonable ground for extension of time the purchaser's engineer or his representative may allow such additional time as he may in his absolute discretion consider to be reasonably justified by the circumstances of the case. Such extensions shall be granted, on request from contractor, with liquidated damages in the Form No.11.

## **5.37 CONTRACTOR'S LIABILITIES FOR COSTS AND DAMAGES**

Refer Para 4.52 of the tender document.

## **5.38 PRICES**

5.38.1 This tender consists of a percentage bidding system. The estimated prices of each and every item of the schedule are indicated in the Schedule of Requirements. At the end of schedule of requirement, RailTel's total estimated cost is given. The tenderer is expected to quote the %age above(+) / below(-) /at par the RailTel's total estimated cost indicated in the schedule.

The percentage above/below/at par finalized for the entire schedule shall be firm and on all-inclusive basis (inclusive all incidental charges for transport, loading/ unloading and handling of materials, commission for arranging dispatch by rail direct from manufacturer's factory and completing all necessary formalities in this respect, such as submission of forwarding notes, arranging placement of Wagon, collection of banker's charges for Bank guarantee, Indemnity Bonds inclusive of cost of Stamp etc., if any, levied by the RailTel).

5.38.2 The prices shall include all taxes, duties, Royalty and levies (including Octroi etc.) applicable on this Works Contract. Therefore, they should quote their rate taking into account the rate of GST on works contract as livable. It is clarified that required form applicable for this purpose will be supplied to the Contractor as applicable in the state where the Contract is being executed.

5.38.3 The rate quoted by the tenderer shall include cost of commissioning and testing and all costs of Administration of Contract, Insurance Premium, Banker's charges for guarantees, cost of storage, loading-unloading and handling of materials and for any road transport which the

contractor may use for carriage of materials to his depot and the site of work. The prices shall include the cost of works and adjustments necessary to be done by the contractor during or after tests carried out by the purchaser.

- 5.38.4 The rate to be quoted by the Tenderers should take into account the credit availed on imports under the CENVAT scheme. The tenderer should give a declaration that any set off in respect of duties on imports as admissible under law is being totally and unconditionally passed on to the purchaser in the price quoted by him ( see Para 5.43 ).
- 5.38.5 While the price quoted in the contract are inclusive of all taxes i.e. excise duty, Octroi, local levies, sales tax levied by any statutory authority, the purchaser shall make any deduction toward sales tax on works contract if statutorily required to do so. The deducted sales tax on works contract shall be remitted to the concerned sales tax authority and the purchaser shall in no way be responsible for any disputes between the sales tax authorities and the contractor in this regard.
- 5.38.6 All taxes, duties and levies (Including Octroi etc.) arising out of the transaction between the contractor and his sub-contractor/supplier for this work will be included in the rates quoted by the contractor in the relevant Schedule.  
The rates are all inclusive of taxes but the tenderer has to submit the breakup of all taxes as per Form no 16 annexed with the Tender Document.
- 5.38.7 Arrangement for permits/license for materials will not be made by the RailTel or any assistance given. The Contractor will have to make his own arrangement.

## **5.39 MEASUREMENT OF WORKS**

- 5.39.1 The Measurement Book (MB) shall be filled up by Manager/Sr Manager of each territory and counter signed by respective Territory Manager and accordingly the bill in Triplicate along with acknowledged service report work order, and the certificate regarding the satisfactory completion of the work given on the bill itself should be submitted within a week after each Half year to the Regional office for effecting the payments.

## **5.39.2 MEANING AND INTERPRETATION BY RAILTEL TO BE FINAL**

All measurement, method of measurement, meaning an intent of specifications provided by purchaser's Engineer shall be final and binding.

## **5.40 TERMS OF PAYMENT**

As per provisions of tender document, payment will be made by RailTel on certification of work by respective AM/Manager of the section and counter signed by GM/AGM/DGM/JGM or any other RailTel official authorized by ED/RailTel/WR Region.

- 5.40.1 Even though the maintenance charges are worked out on a monthly basis. The CONTRACTOR shall be **paid once in Six months** the maintenance charges for six 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 verified reports, readings etc as required by the terms of the contract to the satisfaction of the EIC.
- 5.40.2 Deleted

- 5.40.3 Along with the bill for payments the following documents must be submitted duly certified by the RailTel's representative.
1. Any other Recovery for contractor's fault.
  2. Certificate showing the payments have been made to Team Members by the Contractor as per the prevailing minimum wages act.
- 5.40.4 The Penalty imposed on account of various reasons / Slippages in accordance with the conditions stipulated in this document may go up to 50% of Six-Monthly billed amount for the billing period. In case an agency is repeatedly touching the maximum level of penalty in consecutive billing periods, it will be treated as defaulter and contract terminated (The idea is to discharge the work in accordance with the contract efficiently rather than having major lapses and keep paying penalty repeatedly).
- 5.40.4.1 The last and final bill should be submitted for payments within one month of expiry of the contract.
- 5.40.4.2 Labour cess shall be deducted from all Bills under the provisions of the building and other construction workers welfare cess Act, 1996 at the applicable rate in that state.
- 5.40.6 **Price Variation:** Price Variation will not be allowed during the currency of contract
- 5.41 **Deleted.**
- 5.42 **Deleted.**
- 5.43 **CERTIFICATE FOR CENVAT BENEFITS ON BILLS**
- a) The purchaser will not be responsible for payment of taxes and duties paid by the supplier under misapprehensions of law or misclassification and in such cases even if the suppliers bill contain an element of tax or duty which is not payable by the purchaser, such payment would be disallowed.
  - b) The claim for Excise Duty, if any, on each bill should be supported by the following certificates:-
    - i) Certified that the amount of .....claimed as Excise Duty in this bill is in accordance with the provision of the rules in all respects and the same has been actually paid to the excise authorities in respect of the stores covered by the bills.
    - ii) Quarterly certificate to the effect that no refund of Excise Duty already reimbursed against this contract has been obtained during the quarter ending. In the event of any such refund being obtained by the seller, the same should be passed on to the purchaser.
    - iii) Certificate: - The tenderers will have to give the following certificates in their offer:-

"We hereby declare that in quoting the above price, we have taken into effect, the full effect of the duty set-off on 'Central excise and counter veiling duties' available under the existing scheme. We further agree to pass on such additional

duties and set off as may become available in future in respect of all the inputs used for the manufacture of the final product, on the date of the supply under scheme, by way of reduction in price and advise the purchaser accordingly.”

- iv) Payment of excise duty will be released only after submission of excisable invoice to RailTel for availing CENVAT credit.

**5.44 DEDUCTION FROM ON ACCOUNT PAYMENT BILLS**

- (i) All costs, damages or expenses, which RailTel may have been paid or incurred which under the provisions of contract are Contractor's obligations will be deducted by RailTel from progress payment Bills/Invoice of Contractor, as and when it is understood that such an expense has been incurred or paid for.
- (ii) Labour Cess shall be deducted from bills as applicable under Liability to pay cess under building and other construction workers welfare Act,1996 and deposited in relevant state where work is being executed

**5.45 TAXES**

- 5.45.1 The Contractor and all personnel employed by him shall pay such taxes like Income Tax as are payable under statutory laws of India and the Purchaser **WILL NOT ACCEPT** any liability for the same.
- 5.45.2 Deduction of Income Tax at source as per provisions of Finance Act and Income Tax in force shall be made from the Contractor/Sub-Contractor and the amount so deducted may be credited to the Central Government.
- 5.45.3 Wherever the law makes it statutory for the Purchaser to deduct any amount towards Sales Tax on Works Contract, the same will be deducted and remitted to the concerned authority.

**5.46 Deleted.**

**5.47 INSURANCE**

- 5.47.1 The Contractor shall take out and keep in force a policy or policies of insurance against all liabilities of the Contractor or the Purchaser at common law or under any statute in respect of accidents to persons who shall be employed by the contractor in or about the site for the purpose of carrying out the works on the site. The Contractor shall also take out and keep in force a policy or policies of Insurance against all recognized risks to their offices and depots. Such insurance shall in all respects be to the approval of the Purchaser and if he so requires in his name.
- 5.47.2 **Deleted.**

**5.48 FORCE MAJEURE CLAUSE**

- 5.48.1 Refer para 4.11 of chapter -4.
- 5.48.2 Ref para 4.17 of chapter-4.

5.49

**SETTLEMENT OF DISPUTE AND ARBITRATION**

- (1) **Right of RailTel to determine the contract:** - The RailTel shall be entitled to determine and terminate the contract at any time should, in the RailTel's opinion, the cessation of work becomes necessary owing to paucity of funds or from any other cause whatever, in which case the value of approved materials at site and of work done to date by the Contractor will be paid for in full at the rate specified in the contract. Notice in writing from the RailTel of such determination and the reasons therefore shall be conclusive evidence thereof.
- (2) **Payment on determination of contract:** - Should the contract be determined under sub Para 5.49(1) of tender document of this clause and the Contractor claims payment for expenditure incurred by him in the expectation of completing the whole of the work, the RailTel shall admit and consider such claims as are deemed reasonable and are supported by vouchers to the satisfaction of the Engineer. The RailTel's decision on the necessity and propriety of such expenditure shall be final and conclusive.
- (3) The Contractor shall have no claim to any payment of compensation or otherwise .Howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of determination of contract.

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## **CHAPTER – 6**

### **FORMS**

### **OF**

### **TENDER**

**CHAPTER – 6**

**FORMS OF TENDER**

Form No. 1	:	Offer Letter
Form No. 2	:	Qualifying Criteria / User's Certificate
Form No. 3	:	Agreement
Form No. 4	:	Proforma for Performance Guarantee Bond Deposit
Form No. 5	:	Statement of Deviations
Form No. 6	:	Standing Indemnity Bond for on Accounts Payments and Stores Supplied by RailTel
Form No. 7	:	System performance guarantee.
Form No. 8	:	List of staff/ Organization/ T&P
Form No. 9	:	Works in hand
Form No. 10	:	Acknowledgement of receipt of materials from RailTel
Form No. 11	:	Extension of period of completion of work
Form No. 12	:	Not used
Form No. 13	:	Qualification Experience
Form No. 14	:	RTGS format
Form No. 15	:	Affidavit
Form No.16	:	Tax Breakup Format
Form No. 17	:	Certificate by Tenderer



**OFFER LETTER**

From

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To

**Executive Director,**  
RailTel Corporation of India Limited  
Western Region  
Mumbai.

**Sub: - “Annual Maintenance Contract for Hitachi make Space maker Air Conditioners installed in RCIL’s Western region for the period of 3 years”.**

Ref: Tender Notice No. RailTel /WR/E-Tender/2019-20/W-O&M/1R Dt 09.07.2019

I/We the undersigned hereby offer to execute the agreement for the above work within fifteen 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 120 (Hundred and Twenty) 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 & Tender document cost details are as follows :-

Tender document cost :- .....  
EMD :- .....

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

- (i) If we do not submit the Performance Bank Guarantee/Security Deposit in the event the LOA for any section is awarded to us, within stipulated time.
- (ii) 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.
- (iii) I/We do not commence work within 15 Days from the date of issue of letter of acceptance or as per Clause 4.19 of the contract document.
- (iv) If we withdraw our offer after opening of the tender.
- (v) If we do not accept the order in the event the same is awarded to us.

Until a formal agreement is prepared and executed, submission 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/We hereby agree to execute the work and depute our teams as required within the scheduled date mentioned above. In the event of shortcomings in the provision of equipment / placement of team within the stipulated date, RailTel shall be at liberty to impose penalty, if any, as has been stipulated in the tender document.

Yours Sincerely,

Signature & Seal of the Tenderer

Place: -

Date: -

Witnessed by:

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

**QUALIFYING CRITERIA**

**User's CERTIFICATE**

Name of the Firm

Contract No. & date

Scope of Work

Contract Amount (in Indian Rupees)

Completion Period as per contract

Data of Commencement

Actual date of Successful Completion

Dated:

Name:

Designation:

Signature of the User with  
Company Seal

**AGREEMENT**

An AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ Year, between RailTel Corporation of India Limited, having its registered office at 6<sup>th</sup> Floor III<sup>rd</sup> Block, Delhi Technology Park, Shastri Park, Delhi-110053 and regional office at RailTel Corporation of India Ltd, Western Railway Microwave Complex, Senapati Bapat Marg, Mahalaxmi- Mumbai- 400 013., acting in the premises through General Manager or his successor \_\_\_\_\_ of M/s. RailTel Corporation of India Limited, Mumbai (hereinafter referred to as ‘ RailTel’) of one part and M/s \_\_\_\_\_.(Name and Full Address of Firm (Registered and regional office address) (hereinafter referred to as ‘contractor’) of the other part.

Whereas in response to a call for Tender for \_\_\_\_\_ **Name of Work]** as per Tender papers at **Annexure ‘B’** hereto the Contractor has submitted a Tender hereto and whereas the said Tender of the Contractor has been accepted for \_\_\_\_\_

\_\_\_\_\_ [ **Name of Work**]  
as per copy of **Letter of Acceptance No.** \_\_\_\_\_ **dated** \_\_\_\_\_ of **Tender No.** \_\_\_\_\_ **dated** \_\_\_\_\_ (**Tender Notice date**) complete with enclosures at the accepted rates and agreed deviations from Tender Papers as per **Annexure-A** hereto and at an estimated contract value of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only).

Now this agreement witnesses that in consideration of the premises and the payment to be made by the Purchaser to the Contractor provided for herein below the Contractor shall supply all equipment and materials and execute and perform all works for which the said Tender of the Contractor has been accepted strictly according to the various provisions in **Annexure ‘A’ and ‘B’** hereto and upon such supply, execute and performance to the satisfaction of the purchaser and the purchaser shall pay to the Contractor at the rates accepted as per the said **Annexure ‘A’** and in terms of the provisions therein.

In the witness where of the parties have hereunto set and subscribed their respective hands and/or seals day and year respectively mentioned against their respective signatures.

Signed and delivered at \_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ for and on behalf of M/s. \_\_\_\_\_ Shri

The contractor within named in the presence of:

1. Signatures  
Date  
Name in Block Capitals  
Address
2. Signatures  
Date  
Name in Block Capitals  
Address

Signed and delivered at \_\_\_\_\_ for and on behalf of RailTel by Shri  
\_\_\_\_\_ (Director / Projects or his successor) in the presence of:-

1. Signatures  
Date  
Name in Block Capitals
2. Signature  
Date  
Name in Block Capitals

**Annexure 'A'**  
**Annexure 'B'**

: Copy of Letter of Acceptance  
: Tender Document

**Guarantee 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, registered office at 6<sup>th</sup> Floor III<sup>rd</sup> Block, Delhi Technology Park, Shastri Park, Delhi-110053 and regional office at RailTel Corporation of India Ltd, Mahalaxmi Railway Microwave Compound, Senapati Bapat Marg, Mahalaxmi- Mumbai- 400 013 (hereinafter called “the RailTel”) having agreed to exempt ..... **(Name and address of the Company/Contractor both Registered and Regional office address)** (hereinafter called “ the said Contractor(s)”) from the demand, under the terms and conditions of an L.O.A No.....Dated.....[L.O.A Date] made between.....and RailTel Corporation of India Limited, for.....  
[Name of Work/Supply of Materials] (hereinafter called “the said Agreement”) of **Performance Guarantee** 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 and full address with contact number) hereinafter referred to as “ the Bank”) at the request of. M/s..... 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 (indicate the name of the Bank and full address with contact number) do hereby undertake to pay the amount 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 (indicate the name of the Bank and full address with contact number) 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 thereunder and the Contractor(s) / Supplier(s) shall have no claim against us for making such payment.
4. We, ..... Bank (indicate the name of the Bank and full address with contact number) 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

..... We shall be discharged from all liability under this Guarantee thereafter.

5. We, .....(indicate the name of the Bank and full address with contact number) 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. We, ..... (indicate the name of Bank and full address with contact number) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the **RailTel** in writing.
8. Notwithstanding anything contained herein,
  1. Our liability under the Bank guarantee shall not exceed Rs. .... (In Rupees)
  2. This Bank Guarantee shall be valid upto .....and
  3. We are liable to pay the guaranteed and or any part thereof under this Bank Guarantee only and only if you serve upon is a written claims or demand or before .....(date of expiry of guarantee)

Dated the ..... day of  
for .....  
(Indicate the name of the Bank)

**Witness:**

1. Signature

Name

2. Signature

Name

**Statement of Deviations**

**PROFORMA FOR STATEMENT OF DEVIATIONS**

1. The following are the particulars of deviations from requirement of the Instructions to Tenderers and Conditions of Tendering, Preamble and Special conditions of Contract.

- 1.1 Instructions to Tenderers and Conditions of Tendering

Clause	Deviation	Remarks (Including Justification)
--------	-----------	--------------------------------------

- 1.2 Preamble

Clause	Deviation	Remarks (Including Justification)
--------	-----------	--------------------------------------

- 1.3 Special conditions of Contract.

Clause	Deviation	Remarks (Including Justification)
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2. The following are the particulars of deviations from requirement of the technical specifications.

Annexure	Clause	Deviation	Remarks (Including Justification)
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**Notes:**

Where there is no deviation, the statement should be returned duly signed with an endorsement indicated no deviations.

**SIGNATURE AND SEAL OF THE  
MANUFACTURER / TENDERER**



**STANDING INDEMNITY BOND**

(For on Account Payments and Stores supplied by RailTel)

(On Stamp paper of Requisite Value)

We, M/s \_\_\_\_\_ hereby undertake that we hold at our Stores Depot/s at \_\_\_\_\_ for and on behalf of RailTel Corporation of India Limited in the premises through General Manager or his successor hereinafter referred to as “the Purchaser” all materials for which ‘On Account’ payments have been made to us against the Contract for ----- vide letter of Acceptance of Tender No. \_\_\_\_\_ and the materials handed over to us by the Purchaser for all purpose of execution of the said Contract, until such time the materials are duly erected or otherwise handed over to him.

We shall be entirely responsible for the safe custody and protection of said materials against all risk till they are duly delivered as erected equipment to the purchaser or as he may direct otherwise and shall indemnify the Purchaser against any loss, damage or deterioration whatsoever in respect of the said materials while in our possession and against disposal of surplus materials. The said materials shall at all times be open to inspection by any engineer authorized by the Director / Projects (whose address will be intimated in due course).

Should any loss, damage or deterioration of materials occur or surplus materials disposed off and refund becomes due, the purchaser shall be entitled to recover from us the full cost as per prices included in the Contract (as applicable) and also compensation for such loss or damage, if any, along with the amount to be refunded without prejudice to any other remedies available to his by deduction from any sum due or any sum which at any time hereafter becomes due to us under the said or any other Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

for and on behalf of  
M/s \_\_\_\_\_ (Contractor)

Signature of witness

Name and witness in Block letters

Address

**SYSTEM PERFORMANCE GUARANTEE  
PROFORMA FOR THE SYSTEM PERFORMANCE GUARANTEE**

To  
The Executive Director /RCIL,  
Mumbai

I / We ..... hereby guarantee that the design on the basis of which we have submitted our tender no. .... has been carefully made to conform to the end objectives in the tender documents and to technical specification therein. We further guarantee that in the event of the performance of the system, when installed, not complying with the end objectives or with the specifications contained in the tender documents, we shall provide further inputs to enable the RailTel to realize the end objectives contained in these documents without any additional payment for any additional equipment which may be required in this regard. We further guarantee that all the expenses for providing the additional inputs under the System Guarantee will be borne by us. We further guarantee that these additional inputs will be provided by us to make the system workable within 1 months from the date on which this guarantee is invoked by the Purchaser. The guarantee is valid for a period of one year from the date of commissioning of the system.

(Signature of Firm's Authorized Officer)

Seal

**Signature of witness:**

1. ....
2. ....

**LIST OF STAFF / ORGANISATION /T&P AVAIABLE**

S.N.	Staff / Organisation available		
S.N.	T & P Available		

Signature of Contractor

**LIST OF WORKS IN HAND**

S.N.	Name of Work	Name of Organisation, who awarded the contract	Value of work as per Contract (Rs.)	Current status of work	Payment Received in this contract

Signature of Contractor

**FORM – 10**

**ACKNOWLEDGMENT  
FOR RECEIVING MATERIALS FROM RAILTEL**

Station:

Date:

**Sub: Receipt of Material from RailTel**

It is hereby acknowledged that the following materials have been received in full and good condition by me on \_\_\_\_\_ at \_\_\_\_\_ for the work under the Agreement no. .... dated .....

Sl. No.	Description of Material	Quantity (Meter/No.)	Remarks if any
---------	-------------------------	-------------------------	-------------------

Witnessed by:

\_\_\_\_\_  
(Signature of Engineer's  
Representative with  
Designation)

\_\_\_\_\_  
(Signature of Contractor  
or Contractor's  
Representative)

FORM - 11

EXTENSION OF PERIOD OF COMPLETION OF WORK  
ON CONTRACTOR'S ACCOUNT

No.

Date:

To,

.....

Sub: (i) ( Name of Work)

(ii) Acceptance Letter No.

(iii) Undertaking / Agreement No.

Ref: .....(Quote specific application of the Contractor for extension to date, if received).

Dear Sir,

The stipulated date for completion of the work mentioned above is .....from the progress made so far and the present rate of progress, it is unlikely that the work will be completed by the above date ( or However, the work was not completed on this date)

Expecting that you may be able to complete the work if some time is given the General Manager RailTel Corporation of India Limited, Mumbai although not bound to do so, hereby extends the time for completion from ..... to .....

Please note that an amount equal to 0.5% of the total value of the contract per week or part thereof (rounded off to the nearest whole number ) subject to a maximum of 10% of the total contract value of the works as a recovery for delay in the completion of the work after the expiry of (1) ..... will be recovered from as mentioned in para 35 chapter III, section II of the special conditions of contract for the extended period notwithstanding the grant of this extension. You may proceed with the work accordingly.

The above extension of the completion date will also be subject to the further condition that no increase in rates on any account will be payable to you.

Please intimate within a week of the receipt of this letter your acceptance of the extension on the conditions stated above.

Please note that in the event of declining to accept the extension on the above said conditions or, in the event of your failure after accepting or acting up to this extension to complete the work by (2) .....here mention the extended date), further action will be taken in terms of relevant para of special conditions of contract.

Yours faithfully,  
for & on behalf of RailTel Corporation of India Limited

Note:

1. Give here the stipulated date for completion without any penalty fixed earlier.
2. Here mention the extended date.

Sub: (i) ( Name of Work)

(i) Acceptance Letter No.

**QUALIFICATION EXPERIENCE**

Details of works executed and under execution during the last 5 years should be furnished in the following format.

Sr.No.	Name of Project and description of work.	Party's Address of whom the work was done	Total value of contract (in Indian Rupees)	Year of completion and schedule period of execution (in months)	Year of completion and actual period of execution (in months)	Remarks
-----						

**Note:** A certificate from the organization , for which the work was executed, should preferably be executed to indicate that the contract was satisfactorily performed.

Signature and Seal of the  
Manufacturer / contractor

The Dy. General Manager (Finance)  
 RailTel Corporation of India Ltd. (Regional Office)  
 Western Railway Microwave Complex,  
 Senapati Bapat Marg,  
 Mahalaxmi, Mumbai – 400 013.

**Sub. : Option for Payment through RTGS/NEFT**

Sir,

You are requested to remit the payment due to us through RTGS/NEFT into our Current Account. The detail required duly verified by our bank for Online payment is provided here under for needful please.

**DETAIL REQUIRED FOR PAYMENT THROUGH RTGS/NEFT**

1.	Beneficiary Name :	M/s .....
2.	Beneficiary Address :	
3.	PAN No.	
4.	GSTIN (list)	
5.	Bank A/c No. :	
6.	Name of Bank :	
7.	Bank Branch Address:	
8.	Branch Id Code :	
9.	Current Account No.	
10.	RTGS / IFSC Code :	
11.	NEFT/ IFSC Code :	
12.	MICR no.	

I do hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, RailTel will not be held responsible. Further, I undertake that till we request a change, paying authority may kindly continue to make the payments in our account as per above detail.

For .....  
 for Online payments

Verified above Bank Particulars

Authorized Signatory

Bank's Authorized Signatory



**FORM - 15**

**FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY TENDERER ALONGWITH 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 ( \_\_\_\_\_ **RCIL**), 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's website **www.railtelindia.com** or **www.ireps.gov.in**. I/we have verified the content of the document from the website and there is no addition, no deletion or no alternation in the content of the Tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the **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 **RCIL**. Further, I/we (name of the tenderer) \*\* \_\_\_\_\_ and all my/our constituents understand that my/our offer shall be summarily rejected.
8. I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will read to termination of the contract, along with forfeiture of EMD/SD and performance guarantee besides any other action provided in the contract including banning of business for five years on entire **RCIL**.

**DEPONENT**

**SEAL AND SIGNAURE 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:**

**Dated:**

**TAX BREAK UP**

S.N.	Item description	Unit	Quantity	Base price Rs.	GST %	Any other Tax %	Unit price including Tax	Total Cost Rs

TIN No.

PAN No.

GST No.

Signature and Seal of tenderer

**Certificate by tenderer**

I /we certify that I / we are not debarred/work terminated by RailTel from participating in any tender in RailTel.

Signature and Seal of tenderer

**CHAPTER 7**  
**INSTRUCTIONS**  
**AND**  
**TECHNICAL SPECIFICATION**

**CHAPTER -7**  
**INTRODUCTION**

**7.1.1 SCOPE OF WORK:**

- 7.1.1 Routine Service will consist of Checking of Motor Bushing, checking Electrical connections of main supply and the controls within the units, cleaning the blower, condenser fan, evaporator coil, condenser coil and the air filter, oiling the motors and testing the unit for performance in terms of Grill temperature, room temperature, current drawn etc. after the service is carried out.
- 7.1.2 In case there is a gas leak in the systems, a leak test needs to be carried out and the same is to be rectified, pressure test the systems, vaccumize the system, gas charge the system.
- 7.1.3 Established defects in the Electrical installations outside the units and current fluctuations if any to be rectified by the RailTel. Any damage caused to the units due to the same shall be corrected at the cost of the RailTel.
- 7.1.4 The unit is covered under the contract only at the locations mentioned (Annexure-I). Shifting/Reinstallation of the units by the parties other than the Contractor shall absolve them of all responsibilities and undertakings agreed and the Contractor shall not assume any responsibility for any damage caused by unauthorized handling of units.
- 7.1.5 Shifting/Reinstallation of the units will be carried out by Contractor at an additional cost. Contractor reserves the right to withdraw this contract for maintenance of the units at the changed locations or if the units are serviced/repaired/handled in any manner by other party than them during the contract period.
- 7.1.6 All electrical parts listed at **Annexure-II**, found beyond repair are to be replaced with new one on extra charge basis as per price list, against certification by RailTel representative. Repair/Replacement of all other of items, including gas recharge as and when required is covered under AMC.

**7.2 Maintenance Plan:**

- 7.2.1 Contractor shall provide four (04) nos. of Preventive Maintenance (PM) service per year during the AMC period for each machine, and unlimited Breakdown calls, during the AMC period at no additional cost to RailTel. All the PM shall be wet service and has to be in accordance with the Tech. Specs./Scope of work. In case, less than 04 PM visits are carried out, the cost of per visit per machine will not be paid and additionally fifty percent penalty shall be imposed on proportionate basis. The per PM cost shall be the proportionate cost of per annum cost divided by four.

- 7.2.2 The tenderer shall document the maintenance activities to be carried out and shall establish a maintenance record for the performance of duties and location and machine wise history record of the equipment for future reference.
- 7.2.3 Services by tenderer must be available on phone or fax round the clock on all working days/holidays for fault reporting and corrective actions. Emergency calls will be attended with utmost priority keeping aside any protocol and obligation/s. The successful tenderer shall furnish Escalation Matrix to RailTel immediately on placement of this LOA. The response time for breakdown maintenance shall be 48 hours for all the locations. For any major repairs, the same shall be carried out at the earliest, depending on nature of fault in machine.
- 7.2.4 Tenderer shall use their own testing instruments/tools/any other item required for maintenance of equipment. If any special testing equipment(s) is/are required for testing and repair of the system, same shall be arranged by the contractor.
- 7.2.5 Tenderer shall nominate a qualified Engineer as the **‘Project Engineer’** at Mumbai, who shall be the solely responsible to coordinate with his counter parts and report the progress and status of various complaints to RAILTEL.
- 7.2.6 RailTel’s Officials as per **Annexure-I** shall be the local Coordinators for the stations falling under their jurisdiction. However territory wise coordination shall be done with TM/Mumbai, TM/Bhopal, TM/Ahmedabad.
- 7.2.7 Tenderer shall arrange for adequate transportation for their staff as per work demand. Engineer at all locations should be equipped with tools kit, testing instruments, ladder, necessary spares as may be required for proper maintenance of air conditioners.
- 7.2.8 Tenderer shall deploy sufficient manpower in the event of simultaneous faults, at different locations.
- 7.2.9 Tenderer will take all safety precautions, while carrying out the work at sites. RAILTEL shall have no responsibility whatsoever, for claims arising out of negligence/accident or any other reason for the personnel employed by you.

### **7.3 Payment Terms:**

- 7.3.1 RAILTEL shall release payments on half yearly basis, after applicable statutory deductions, within 30 days from the date of submission of bills in proper form and on submission of the following:

- (a) Acknowledgement copy of LOA.
- (b) Detailed invoice (in Triplicate) for payment.
- (c) Service reports (individual site) in which PM has already been carried out.
- (d) Certification of RailTel's Engineer In Charge.

7.3.2 Invoices shall have clear bifurcation of basic price and GST for availing CENVAT Credit.

7.3.3 The Invoices shall be raised in the name of:

**The Executive Director,  
Western Region,  
RailTel Corporation of India Limited,  
Western Railway Microwave Complex,  
Senapati Bapat Marg, Mahalaxmi, Mumbai - 13**

Indicating the **place of Service as Western Region, and shall be submitted to concerned Territory Manager (Bill passing officer).**

All invoices raised should be serially numbered.

GST registration number should be mentioned on the face of the Invoices.

7.3.4 All payments to be made directly to the Contractor through Online payment mode. For this purpose, the Contractor shall submit details of Bank Account as per RailTel's standard format. RailTel shall be entitled to deduct Income Tax in case applicable and other taxes at source in accordance with the provision of Income Tax Act/other taxation laws as applicable from time to time. In case of deduction necessary TDS certificates shall be issued by RailTel.

#### **7.4 QUANTUM OF WORK AND VARIATION IN QUANTITIES**

7.4.1 **Modification to contract to be in writing:** In the event of any of the provisions of the contract requiring to be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the RailTel and the Contractor and no work shall proceed under such modifications until this has been done. Any verbal or written arrangement abandoning, modifying, extending, reducing or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the RailTel unless and until the same is incorporated in a formal instrument and signed by the RailTel and the Contractor, and till then the RailTel shall have the right to repudiate such arrangements.

7.4.2 **Powers of modification to contract :** The Engineer on behalf of the RailTel shall be entitled by order in writing to enlarge or extend, diminish or reduce the works or make any alterations in their design, character position, site, quantities, dimensions or in the method of their execution or in the combination and use of materials for the execution thereof or to order any additional work to be done or any works not to be done and the contractor will not be entitled to any compensation for any increase/reduction in the quantities of work but will be paid only for the actual amount of work done and for approved materials supplied against a specific order.



- (i) Unless otherwise specified in the special conditions of the contract, the accepted variation in quantity of each individual item of the contract would be up to 25% of the quantity originally contracted, except in case of foundation work. The contractor shall be bound to carry out the work at the agreed rates and shall not be entitled to any claim or any compensation whatsoever up to the limit of 25% variation in quantity of individual item of works.
- (ii) Quantities operated in excess of 125% of the agreement quantity of the concerned item shall be paid 98% of the rate awarded for that item in this tender.
- (iii) Quantities operated in excess of 140% of but up to 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in this tender.
- (iv) Variation in quantities of individual items beyond 150% will be executed through fresh tenders or by negotiating with the existing contractor with finance concurrence and approval of competent authority.
- (v) The contract signing authority can decrease the items up to 25% of individual item without finance concurrence.
- (vi) For decrease beyond 25% for individual items, finance concurrence and approval of competent authority shall be taken after obtaining “No Claim Certificate” from the contractor.
- (vii) In case of earthwork, the variation limit of 25% shall apply to the gross quantity of earth work and variation in the quantities of individual classifications of soil shall not be subject to this limit.

7.4.3 **Valuation of variations :-** The enlargements, extensions, diminution, reduction, alterations or additions referred to in sub-clause (5.19.2) of this clause shall in no degree affect the validity of the contract but shall be performed by the Contractor as provided therein and be subject to the same conditions, stipulations and obligations as if they had been originally and expressly included and provided for in the specifications and drawings and the amounts to be paid therefore shall be calculated in accordance with the accepted schedule of rates.

**Name of locations of Hitachi Make 2TR X 2 (Twin Type) Air conditioners**

<b>Sr.</b>	<b>Station/Location</b>	<b>No. of AC</b>	<b>Consignee</b>
<b>Mumbai Territory</b>			
<b>1</b>	<b>Bandra</b>	<b>1</b>	<b>Mr. Anil Yadav D.Mgr/Tech 9004444189 Email id:anil@RailTelindia.com</b>
<b>2</b>	<b>Borivali</b>	<b>1</b>	<b>Mr. Hitesh Gaurana D.Mgr/Tech 9004444138 Email id:hiteshgaurana@RailTelindia.com</b>
<b>3</b>	<b>Vasai</b>	<b>1</b>	
<b>4</b>	<b>Virar</b>	<b>2</b>	
<b>5</b>	<b>Vashi</b>	<b>1</b>	<b>Mr.Sanjay D.Mgr/Tech 9004444126 Email id:sanjay@RailTelindia.com</b>
<b>6</b>	<b>Pen</b>	<b>1</b>	<b>Mr.M.A.Khatib Mgr/Kalyan 9004444112 Email id:m.khatib@RailTelindia.com</b>
<b>7</b>	<b>Lonavala</b>	<b>1</b>	
<b>8</b>	<b>Belapur</b>	<b>1</b>	
<b>9</b>	<b>Kalyan</b>	<b>1</b>	<b>Mr.A.P.Gupta Mgr/Kalyan 9004444120 Email id:apgupta@RailTelindia.com</b>
<b>10</b>	<b>Karjat</b>	<b>1</b>	
<b>11</b>	<b>Igatpuri</b>	<b>1</b>	
<b>12</b>	<b>Boisar</b>	<b>2</b>	<b>Mr.PushpRaj D.Mgr/Boiser 9004943067 Email id:pr.maurya@RailTelindia.com</b>
<b>13</b>	<b>Bhilad</b>	<b>1</b>	
<b>14</b>	<b>Surat</b>	<b>2</b>	<b>Mr.DeviDayal Kushwaha D.Mgr/Surat 9004073509 Email id:ddkushwaha@RailTelindia.com</b>
<b>15</b>	<b>Ukaisongadh</b>	<b>1</b>	<b>Mr. Haridev Dwiwedi D.Mgr/Nandurbar 9004941359 Email id:harideo@RailTelindia.com</b>
<b>16</b>	<b>Nardana</b>	<b>1</b>	
<b>17</b>	<b>Pune</b>	<b>2</b>	<b>Mr. J. D. Godbole Cons./Pune 9730094161 Email id:j.godbole@railtelindia.com</b>
<b>18</b>	<b>Satara</b>	<b>1</b>	<b>Mr.Yogesh Singhal D.Mgr/Satara 8802813052 Email id:yogeshsinghal@railtelindia.com</b>
<b>19</b>	<b>Miraj</b>	<b>1</b>	
<b>20</b>	<b>Daund</b>	<b>2</b>	<b>Mr.Sunil Gupta Mgr/Daund 9730094166 Email id:gusunil@RailTelindia.com</b>

21	Solapur	1	Mr.Hemant Kulkarni Mgr/Solapur 9730094187 Email id:hnkulkarni@RailTelindia.com
22	Gulbarga	1	
23	Bhigwan	1	
24	Madgaon	2	Mr.Vikas Gupta Mgr/Madgaon 9730094185 Email id:vikasgupta@RailTelindia.com
25	Vasco	1	
Bhopal Territory			
26	Shyamgarh	1	Mr.S.P.Verma Mgr/Shyamgarh 9001043110 Email id:spv@RailTelindia.com
27	Vikramgarh	1	
28	Ramganjmandi	1	
29	Kota	1	Mr V.K Tak D. Mgr/Kota 9001043111 Email id:v.tak@RailTelindia.com
30	Laban	1	
31	Sawaimadhopur	1	
32	Ganagapurcity	1	
33	Hindaun City	1	
34	Bayana	1	
35	Ashok Nagar	1	Mr.Rajkumar Rajak DyMgr/Itarsi 9179006373 Email id:rajkumar.rajak@RailTelindia.com
36	Bina	1	Mr.Rahul Yadav D.Mgr/ Bhopal 9179091053 Email id:rahulyadav@RailTelindia.com
37	Bhopal	2	
38	Vidisha	1	
39	Obedullaganj	1	
40	Sridham	1	Mr.Santosh Dubey Sr.Mgr/Jabalpur 9179044016 Email id:santosh.dubey@RailTelindia.com
41	Gadarwada	1	
42	Jabalpur	1	
43	Sihora Rd.	1	
44	Katni	1	Mr.Sitaram Vishwakarma D.Mgr/Satna 9179044015 Email id:sitaram@RailTelindia.com
45	Satna	1	
46	Maiher	1	
47	Khurai	1	Mr.P.P.Sharma Mgr/Sagar 9179002654 Email id:ppsharma@RailTelindia.com
48	Salaia	1	
49	Itarsi	2	Mr.R.k. Pandey Mgr/Bhopal 9179008082 Email id:rk.pandey@RailTelindia.com
50	Harda	1	
51	Chhanera	1	

52	Burhanpur	1	<b>Mr.Sajid Uddin, A.Mgr/Bhusawal. 09730094175 Email id:sajid@RailTelindia.com</b>
53	Chalisgaon	1	
54	Akola	1	
55	Pachora	1	
56	Jalgaon	1	
57	Bhusawal MW	2	
58	Bhusawal Shelter	1	
59	Shegaon	1	
60	Wardha	1	
61	Nagpur	2	
62	Badnera	1	
63	Chacher	1	<b>Mr. P.M. Pande D.Mgr/Nagpur 9730094158 Email id:p.m.pande@RailTelindia.com</b>
64	Rajnandgaon	1	<b>Mr.Sunil Tamgade am/Durg 9630015792 Email id:sunil.tamgadge@RailTelindia.com</b>
65	Dongargarh	1	
66	Salakesa	1	
67	Gondia	1	<b>Mr.Virendra Suryawansi Mgr/Gondia 9730094180 Email id:veersurya@railtelindia.com</b>
68	Tumsar Road	1	
<b>Ahmedabad Territory</b>			
69	Palanpur	1	<b>Mr.Mukesh Rathore Sr. Mgr/Ahmedabad 9974151503 Email id:mukesh@RailTelindia.com</b>
70	Mehsana	1	
71	Ahmedabad	1	
72	Viramgam	1	
73	Anand	1	<b>Mr.Kheem Singh D.Mgr/Vadodara 9974151518 Email id:kheemsingh@RailTelindia.com</b>
74	Pratapnagar	1	
75	Palej	1	
76	Panoli	1	
77	Godhra	1	
78	Dahod	1	<b>Mr.Narendra Edlabadkar Sr.Mgr/Ratlam 9179044008 Email id:narendra@RailTelindia.com</b>
79	Ratlam	1	
80	Bamaniya	1	
81	Barnagar	1	
82	Fatehabad	1	
83	Indore	1	
84	Mawli	1	<b>Mr.Sanjeev Mishra D.Mgr/Ratlam 9179044012 Email id:skmishra@RailTelindia.com</b>
85	Udaipur	1	
86	Chittaurgarh	1	
87	Mandsour	1	
88	Jaora	1	
89	Nagda	1	

90	Dewas	1	<b>Mr. Anil Piria</b> <b>Mgr/Ujjain</b> <b>9179002815</b> <b>Email id:anilp@RailTelindia.com</b>
91	Sehore	1	
92	Ujjain	1	
93	Maksi	1	
94	Sujalpur	1	
95	Wakaner	1	<b>Mr. Yudhishtir Dhamu</b> <b>D.Mgr/ Rajkot</b> <b>9974151509</b> <b>Email id:yudhisthirdhamu@RailTelindia.com</b>
96	Jamnagar	1	
97	Surendranagar	1	
98	Hapa	1	
99	HaD.Mgratiya	1	
100	Morbi	1	
101	Rajkot	1	<b>Mr. Gaurav Soni</b> <b>D.Mgr/Samaykhali</b> <b>9724040021</b> <b>Email id:gsoni@RailTelindia.com</b>
102	Dharangahra	1	
103	Maliya Miyana	1	
104	Gandhidham	1	
105	Dhola	1	<b>Mr. Sachin Kumar</b> <b>D.Mgr/amerli</b> <b>9724040020</b> <b>Email id:sachinkumar@RailTelindia.com</b>
106	Bhavnaganar	1	
107	Khijidiya	1	
108	Sawarkundla	1	
109	Dhari	1	
110	Vishadhar	1	
111	Rajula	1	
112	Veraval	1	
113	Junagarh	1	
114	Jatalsar	1	
115	Botad	1	
116	Gandhigram	1	<b>Mr. Upendra Kumar</b> <b>D.Mgr/Ahmedabad</b> <b>9974151506</b> <b>Email id:upendra.kumar@RailTelindia.com</b>
117	Sabarmati	1	

**CHAPTER 8**  
**LIST OF ADDRESSES FOR**  
**SPECIFICATION**

## **CHAPTER 8**

### **List of Addresses for Specification**

- 8.0 Address from where specification copy can be purchased:** The copy of IRS, RDSO, TEC and BIS specification used in the tender documents can be purchased from following sources.
- 8.1 IRS Specification:**
- i) Manager Publications, Government of India  
Civil Lines, New Delhi- 110054
  - ii) Government of India Book Depot,  
8 - S.K. Roy Road, Calcutta – 700001
- 8.2 RDSO Specification:**
- i) RDSO, Manak Nagar, Lucknow
- 8.3 DOT/TEC/ITD Specification :**
- i) Khurshid Lal Bhavan, Janpath, New Delhi- 110001
- 8.4 B.I.S. Specification:**
- i) Directorate General, Indian Standards Institution,  
9- Bahadur Shah Zafar Marg, New Delhi -110002
  - ii) F- block, Unity Building, Narsimhraja Square, Bangalore- 560002
  - iii) 534- Sardar Vallabh Bhai Patel Raod, Mumbai.
  - iv) 5- Chowringhee Approach, PO Princep street, Calcutta- 700072
  - v) Ahinsa Building (1<sup>st</sup> floor), SCO 82-83, Sector 27-C, Chandigarh- 160017
  - vi) 5-8-56/57, L.N. Gupta Marg, Hyderabad- 208005.
  - vii) 117/418-B, Sarvoday Nagar, Kanpur – 208005
  - viii) C.I.T. Campus, Adyar, Madras – 600020.
- 8.5** The specifications and drawings referred but not enclosed in the tender documents may be seen in the RCIL's office on any working day.

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**Chapter 2**

**SCHEDULE**

**OF**

**RATES**



**SCHEDULE OF RATES**

**Name of work: “Annual Maintenance Contract for Hitachi make Space maker Air Conditioners installed in RCIL’s Western region for the period of 3 years”**

<b>SN</b>	<b>Name of Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Total Estimated Cost for 3 years (without GST)</b>	<b>GST @ 18 %</b>	<b>Total Estimated Cost for 3 years (with GST)</b>
1	AMC for Hitachi make Space maker Air Conditioners installed in Western Region as per the scope of work	Nos.	127	4381500	788670	5170170
Total Estimated Cost for 3 years (with GST) in Figures						<b>5170170 /-</b>
In Words						<b>Rupees Fifty One Lakh Seventy Thousand One Hundred and Seventy Only</b>

**NOTE:-**

1. Tenderer should submit Bid online only. Manually submitted Bid will not be opened and will not be considered.
2. It is certified that I/we have inspected the site of work and acquainted myself / ourselves with local conditions.
3. I/We have carefully gone through the specifications, given in tender document and understood the scope of work.
4. Tenderer shall quote all inclusive rates, but there should be break up of basic price and applicable taxes. Since it is percentage basis tender, percentage quoted by tenderer shall be applicable to each SOR item.
5. The tenderer should submit their Bank details (duly certified by the Bank) copy of PAN Card, Cancelled cheque, GST Certificate for NEFT purpose duly attested.

Signature and Seal of the Tenderer

**Annexure-II**

<b>Service Spares list</b>		
<b>Model Name: SPACE MAKER 4(2TR X 2)Twin Type (SPAG048EMDT)SINGLE PHASE</b>		
<b>Sr. No.</b>	<b>Part Name</b>	<b>Part Price (Rs.)</b>
1	COIL-COND. ASSY LH	2261
2	COIL-COND. ASSY RH	1925
3	CAPACITOR-START	213
4	CAPACITOR-36MFD 440V	262
5	RELAY-START	307
6	#MOTOR COND.	1841
7	FAN-AL. COND.	1120
8	COMP.CR22 /2TR	9282
9	COIL-EVAP.ASSY	3475
10	FILTER-SPACEMAKER	504
11	#MOTOR ASSLY.EVAP	2534
12	Economy Model Controller-3.0/4.0 TR 1 Phase	11060
13	Remote Parts-ROOM SENSOR 10K STAINLESS STEEL	333
14	BLOWER SM	1932
<b>Note: The above prices are exclusive of GST and shall be payable extra as applicable against certification by RailTel's Engineer In Charge. Prices are fixed during the warranty of contract and extended period. The price includes loading/unloading &amp; transportation charges.</b>		

**\*\*\*\*\*END OF TENDER DOCUMENT\*\*\*\*\***