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No. W.148/P(Guidelines)/Vol.II

Date: 06.03.2024.

CAO/C/SC, PCSTE/SC, PCEE/SC & PCME/SC
CPM/GS/ SC, HYB, BZA, GTL, GNT & NED
Sr.DEN/Co-ord/SC, HYB, BZA, GTL, GNT & NED
Dy.CE/EWS/LGD, Dy.CE/TM/Lines/BZA & Dy.CE/CPOH/RYP

Sub: System improvement – Submission/Uploading of documents by the tenderers along with their bid –Reg.

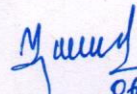
Ref: 1) Dy.CVO/Engg's letter No.G.265/V/E/20230600425 dt.12/01/2024
2) This office Lr No.W.148/P(Guidelines)/Vol.II dt 21.03.2018

It has been brought out by Vigilance that there is no uniformity among the divisions in specifying whether each of the documents/certificates required to be submitted/uploaded in the tenders dealt on IREPS is mandatory or optional. Further, for the documents which are required to be submitted mandatorily, there is no mention in the tender that non-submission of these will lead to the rejection of offer.

To avoid ambiguity in interpretation and evaluation of tenders, the tender document to be uploaded on IREPS shall be as per the format given at **Annexure**. This shall be adopted uniformly on all divisions henceforth.

This issues with the approval of PCE.

Encl: 1. Tender Document Format as '**Annexure**' (03pages/total 02sheets)
2. Form/Annexure '**A**', '**B**', '**C**', '**D**', '**E**' & '**VI B**'.


06/03/2024
(N.Anjaiah)

Dy.CE/Works/HQ

Copy to: **Dy.CVO/Engg** – w.r.t. your letter cited above – for information.
Secy to PCE for kind information of PCE.

**DIVISION-ENGG/ SOUTH CENTRAL RLY
TENDER DOCUMENT**

'Annexure'

Tender No:

Closing Date/Time:

5. COMPLIANCE

Important: All documents uploaded and remarks / confirmation entered by the bidders against any compliance condition shall be opened as part of technical bid only.

Commercial-Compliance

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please enter the percentage of local content in the material being offered. Please enter 0 for fully imported items, and 100 for fully indigenous items. The definition and calculation of local content shall be in accordance with the Make in India policy as incorporated in the tender conditions.	No	Yes	Allowed (Optional)

Technical Compliance

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	For tenders having advertised value more than Rs 20.00 crore wherein eligibility criteria includes bid capacity also, the tenderer will be qualified only if its available bid capacity is equal to or more than the total value of the present tender. As per the Advanced Correction slip No: 01 dt: 14.07.2022 of GCC April 2022. (CA certificate is required along with the tender. In case, the tenderer failed to submit the above certificate along with offer, his /their bid will be rejected Summarily).	No	No	Allowed (Mandatory)
2	List of personnel organizations available on hand and proposed to be engaged for the subject work. These two lists should be given separately and signed by Tenderer and are to be submitted in the Proforma given in the Annexure-'A'	No	No	Allowed (Optional)
3	List of Plant & Machinery available on hand (own) and proposed to be inducted (own and hired to be given separately) for the subject work and this list shall be signed by the Tenderer and is to be submitted in the Proforma given in the Annexure 'B'	No	No	Allowed (Optional)
4	List of completed works in the last three Financial Years giving description of work, organization for whom executed, approximate value of contract at the time of award, date of award and date of scheduled completion of work, date of actual start, actual completion and final value of contract should also be given in the Annexure 'C'	No	No	Allowed (Optional)
5	List of Works on Hand indicating name of work, contract value, bill amount paid so far, due date of completion etc. to be furnished by Tenderer in Annexure 'D' and this Certificate is to be signed by Tenderer.	No	No	Allowed (Optional)
6	Tenderer should submit attested copy of Experience Certificate in Annexure'E' (Bidder who do not enclose the Experience Certificate , his/their bid shall be summarily rejected) Note: Applicable for the tender floated value above 50 lakhs.	No	No	Allowed (Mandatory)
7	Tenderer should submit Annual Contractual Turnover Certificate Annexure 'VI B' as per para 10.2 part 1 of GCC (Bidder who do not enclose the Turnover Certificate , his/their bid shall be summarily rejected) Note: Applicable for the tender floated value above 50 lakhs.	No	No	Allowed (Mandatory)

[Signature]
06/03/2024
By: CE / works/HQ

**DIVISION-ENGG/ SOUTH CENTRAL RLY
TENDER DOCUMENT**

Tender No:

Closing Date/Time:

Custom

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	The tenderers in their bids shall indicate the details of their Jurisdictional Assessing Officers (Designation, address & email id). In case of a contract award, a copy of the LOA/Purchase Order shall be immediately forwarded by Purchaser/Executive to the Jurisdictional Assessing Officer mentioned in the Tenderer's bid.(GST)	No	No	Allowed (Mandatory)
2	The tenderer shall clearly specify whether the tender is submitted on his own (Proprietary Firm) or on behalf of a Partnership Firm / Company / Joint Venture (JV) / Registered Society / Registered Trust / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc. The tenderer(s) shall enclose the attested copies of the constitution of their concern, and copy of PAN Card along with their tender. Tender Documents in such cases are to be signed by such persons as may be legally competent to sign them on behalf of the firm, company, association, trust or society, as the case may be. Note: Please read carefully (Provision of Para 14 of GCC) the document required to be uploaded here.	No	No	Allowed (Mandatory)
3	Any other information / Certificates / General Power of Attorney required as per Tender for Partnership Firms, Company : The tenderer whether sole proprietor / a company or a partnership firm / registered society / registered trust / HUF / LLP etc if they want to act through agent or individual partner(s), should submit along with the tender, a copy of power of attorney duly stamped and authenticated by a Notary Public or by Magistrate in favour of the specific person whether he/they be partner(s) of the firm or any other person, specifically authorizing him/them to sign the tender, submit the tender and further to deal with the Tender/ Contract up to the stage of signing the agreement except in case where such specific person is authorized for above purposes through a provision made in the partnership deed / Memorandum of Understanding / Article of Association /Board resolution, failing which tender shall be summarily rejected. Note: Please read carefully (Provision of Para 15 of GCC) the document required to be uploaded here.	No	No	Allowed (Mandatory)

General Instructions

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Tender value is including escalation of (-) 20% (minus twenty percent) on CPWD DSR rates. Tenderer should note this before quoting the rates.	No	No	Not Allowed
2	The original Bank Guarantee (in lieu of Bid Security) should be delivered in person to the official nominated (i.e OS/Tenders/Engg/___Division) as indicated in the tender document before closing date for submission of bids. (i.e., excluding the last date of submission of Bids).	No	No	Not Allowed
3	All the instructions furnished in the Technical Compliance / Commercial Compliance / Custom / Undertakings / General Instructions / Undertakings are only indicative and not exhaustive. The tenderer shall read the GCC / Tender documents for complete details.	No	No	Not Allowed
4	The tenderer shall thoroughly go through the entire tender documents and strictly adhere to the instructions and directions given therein.	No	No	Not Allowed

Undertakings

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	I/We have visited the works site and I/We am/are aware of the site conditions.	No	No	Not Allowed
2	I/We have read and understood various conditions attached to the tender and agree to abide by the said conditions	No	No	Not Allowed

Y. Venk
06/03/2024
By. CE (works) H.B.

**DIVISION-ENGG/ SOUTH CENTRAL RLY
TENDER DOCUMENT**

Tender No:

Closing Date/Time:

Documents attached with tender

S.No.	Document Name	Document Description
1		
2		
3		
4		
5		

This tender complies with Public Procurement Policy (Make in India) Order 2017, dated 15/06/2017, issued by Department of Industrial Promotion and Policy, Ministry of Commerce, circulated vide Railway Board letter no.2015/RS(G)/779/5 dated 03/08/2017 and 27/12/2017 and amendments/revisions thereof.

As a Tender Inviting Authority, the undersigned has ensured that the issue of this tender does not violate provisions of GFR regarding procurement through GeM.

Signed By:

Designation: Sr.DEN/Co-Ord

[Signature]
06/03/2024
dy.CE/works/HB.

ANNEXURE-A"**PROFORMA****ENGINEERING ORGANISATION AVAILABLE ON HAND**

Sl. No.	Name & Designation of Employee	Qualification	Previous Experience	Working From	To
01	02	03	04	05	
A					
B					
C					
Z					

ENGINEERING ORGANISATION PROPOSED TO BE ENGAGED FOR THIS WORK FROM ABOVE.

Sl. No.	Name & Designation of Employee	Qualification	Previous Experience	Remarks
01	02	03	04	05
A				
B				
C				
Z				

**ENGINEERING ORGANISATION PROPOSED TO BE ENGAGED FOR THIS WORK FROM OUTSIDE.
(A SUITABLY WORDED CONSENT LETTER FROM SUCH A PERSON SHOULD BE OBTAINED AND ENCLOSED).**

Sl. No.	Name & Designation of Employee	Qualification	Previous Experience	Remarks
01	02	03	04	05
A				
B				
C				
Z				

SIGNATURE OF THE TENDERER (S):
NAME OF THE TENDERER:

ANNEXURE-"B"**1. PLANT & MACHINERY AVAILABLE ON HAND.**

Sl. No.	Particulars of machinery, Plant & equipment	No. of Units	Kind and make	Capacity	Age and Condition	Approx. cost in Rs. in lakhs	Purchase Bill No. & Date and Registration particulars
01	02	03	04	05	06	07	08
A							
B							
C							
Z							

2. PLANT & MACHINERY PROPOSED TO BE INDUCTED FROM ABOVE.

Sl. No.	Particulars of machinery, Plant & equipment	No. of Units	Kind and make	Capacity	Age and Condition	Approx. cost in Rs. in lakhs	Purchase Bill No. & Date and Registration particulars
01	02	03	04	05	06	07	08
A							
B							
C							
Z							

3. PLANT & MACHINERY PROPOSED TO BE INDUCTED FROM OUTSIDE.

Sl. No.	Particulars of machinery, Plant & equipment	No. of Units	Kind and make	Capacity	Age and Condition	Approx. cost in Rs. in lakhs	If to be purchased give likely date of receipt and supplier's Name.
01	02	03	04	05	06	07	08
A							
B							
C							
Z							

SIGNATURE OF THE TENDERER (S):
NAME OF THE TENDERER:

ANNEXURE-"C"

LIST OF COMPLETED WORKS BY THE TENDERER

Sl. No.	Name of work	Agreement No. and date	Designation and address of agreement signing authority	Agreement value in lakhs	Completed value of work (in lakhs)	Date of completion	Remarks
Railway /Central Govt works							
A							
B							
C							
D							
E							
Z							
State Govt. Works							
A							
B							
C							
D							
E							
Z							
Public Sector Undertaking Works							
A							
B							
C							
D							
E							
Z							

SIGNATURE OF THE TENDERER (S)
NAME OF THE TENDERER

ANNEXURE-"D"**LIST OF WORKS ON HAND WITH THE TENDERER**

Sl.	Name of work	Agreement No. and date	Designation and address of agreement signing authority	Agreement value in lakhs	Bill amount paid so far in lakhs	Due date of completion	Number of extensions taken
Railway works /Central Govt							
A							
B							
C							
D							
E							
Z							
State Govt. Works							
A							
B							
C							
D							
E							
Z							
Public Sector Undertaking Works							
A							
B							
C							
D							
E							
Z							

SIGNATURE OF THE TENDERER (S):
NAME OF THE TENDERER



SOUTH CENTRAL RAILWAY
OFFICE OF THE PRINCIPAL CHIEF ENGINEER
FIFTH FLOOR, RAILNILYAM, SECUNDERABAD-500071.

W.148/P/(Guidelines)/Vol.II

Date: 27.05.2021

CAO/C, PCSTE, PCEE, PCME, PCCM;
 Sr. DEN/Co-Ords/SC, HYB, BZA, GTL, GNT, NED;
 Dy.CE/EWS/LGD, Sr.DEN/LGDS.

Sub:- System Improvement, guidelines and clarification of Contractor's Experience Certificate in Works Contracts of Works Tenders in SCR- Reg.

Ref:- This office letter of even No dated 21.03.2018. (F/484)

1. Vide this office letter under reference, various Annexures are mentioned to be included in tender documents. Accordingly, a condition is being incorporated in all tender documents that the Experience Certificate shall be in the form of the Annexure(Annexure-E) otherwise, which the tender will be disqualified.

2. However, it is noticed that various Railways are issuing the Certificate in different formats and the tenders are being finalized based on them.

3. In view of this, Annexure-'E' shall not be made part of the tender document and the following clause shall be incorporated in the tender documents for the Experience Certificate in place of the existing one:

"Tenderer should submit a self attested copy of work experience certificate, signed by an officer not below the rank of JA Grade or bill passing officer in Railways and Bill passing Officer/Executive in-charge of the work in other Government Department/Govt. bodies/Public sectors under taking to establish his eligibility criteria. The certificate should contain the details regarding Name of work; Agreement No and Date; Name of Agency; Agreement value in Rupees (amount in words and figures); Due date and actual date of completion; Value of Final Bill passed (amount in words and figures); Performance of the Contractor; Signature, Name, Designation and Seal of the Issuing Officer, otherwise which the offer will be summarily rejected".

It is to be ensured that the above details are covered in the experience certificate submitted by the tenderer, otherwise which his bid shall be rejected.

This Railway shall, however, continue to issue the experience certificates in the proforma as is being followed now, and should not be made part of tender document.

This has the approval of PCE. (F/484)

(N.ANJAIAH)
 Dy.Chief Engineer/Works

Copy for information/necessary action:

PFA, SDGM, DRMs/SC, HYB, BZA, GTL, GNT & NED,
 Sr.DFM's/SC, HYB, BZA, GTL, GNT & NED,
 CPD/SD, CTE, CBE, CGE, CE/TM, CE/TP, CE/P&D, CE/SD, CE/RSW, CE/BRH, CEWS&F
 and CWM/CPOH/RYPs, CE/WS & F and CWM/CPOH/RYPs.

Reference -Para 10.2 & 17.15.2 of Tender Form (Second Sheet) of Annexure I of ITT

Each Bidder or each member of a JV must fill in this form separately:

NAME OF BIDDER/JV PARTNER:

Annual Contractual Turnover Data for the Previous 3/4 Years (Contractual Payment only)			
Year	Amount Currency	Exchange Rate	Indian National Rupees Equivalent
Average Annual Contractual Turnover for last 3 years			

1. The average annual contractual turnover shall be calculated as an average of "total contractual payments" in the previous three financial years. However, in case balance sheet of the previous year is yet to be prepared/ audited, the audited balance sheet of the fourth previous year shall be considered for calculating average annual contractual turnover.
2. The information supplied shall be substantiated by data in the audited balance sheets and profit and loss accounts for the relevant years in respect of the bidder or all members constituting the bidder.
3. Contents of this form should be certified by a Chartered Accountant duly supported by Audited Balance Sheet duly certified by the Chartered Accountant.

SEAL AND SIGNATURE OF THE BIDDER

Certified that all figures and facts submitted in this form have been furnished after full consideration of all observations/notes in Auditor's reports. _____

(Signature of Chartered Accountant)

Name of CA: _____

Registration No: _____

(Seal)