

4/9

EAST COAST RAILWAY

Tele Fax:
BSNL (0891) 2556093, 2842242
RAILWAY: 82242

Office of the
Sr. Divisional Electrical Engineer
Electric Loco Shed, NAD Post,
Visakhapatnam-530009

No. WAT/TRS/Tender/2015-16/shed cleaning/3594A

Date: 17.12.2015

**M/s. Ganesh Man Power Services,
SRVBSJB Maharani Complex,
Opp: MRO office,
Peddapuram**

Sub: Letter of acceptance for "Cleaning works for Electric Loco Shed premises, Visakhapatnam for a period of Two years".

Ref: 1. Tender Notice No. WAT/TRS/Tender/2015-16/shed cleaning, Dt. 24.09.2015.
2. Your offer No. NIL, dt. 13-11-2015.

* * * *

We are pleased to inform that your offer submitted on 13-11-2015 for the work of "Cleaning works for Electric Loco Shed premises, Visakhapatnam for a period of Two years" is accepted and it has been decided to entrust the work to you at your quoted rates (i.e., 21.89 % below on Schedule-A & At par on Schedule-B of the tender values) and on the terms & conditions detailed below.

Total value of the contract: ₹ 41,33,492/-

(₹ Forty one lakhs thirty three thousand four hundred and ninety two only).

Completion period : 2 (Two) years from the date of issue of LOA.

1. **SCOPE OF WORK:** As per Annexure-"A" and various clauses of original tender documents.
2. **SCHEDULE OF WORK & PRICES:** As per Annexure -B.
3. **CONSIGNEE:** The consignee for the above work will be the SSE/G/ELS/E.Co.Railway P.O.NAD, Visakhapatnam-530009.
4. **SECURITY DEPOSIT:**
 - 4.1 Total security deposit amount is worked out to ₹ 2,06,675/- (₹ Two lakhs six thousand six hundred seventy five only).
 - 4.2 The EMD of ₹ 99,760/- submitted by you vide D D No. 738441, Dt. 13.11.15 issued by Oriental Bank of Commerce, Asilmetta Branch, Visakhapatnam along with tender will be adjusted towards initial security deposit.

CONTRACTOR

17/12/15
DEL/TRS/WAT
Sr. Divisional Electrical Engineer (TRS)
Electric Loco Shed, NAD Post,
Visakhapatnam-530009

22/12/15
Received
Copy
Ganesh Man Power Services

SSE/4
12-12-15

- 4.3 The balance amount of ₹1,06,915/- (₹ One lakh six thousand nine hundred and fifteen only) may be deposited in similar to performance guarantee as mentioned at Para No.5.2 below (Ref: ECoR/GA/Minimum Wage Guidelines/925, Dt. 04-03-2013) else the same will be recovered @ 10% from the bills till the required SD is fulfilled.
- 4.4 No interest will be allowed or paid for the amount deposited.
- 4.5 Request for transfer of the Security Deposit of any other work even if it is free of all obligations will not be accepted for the purpose of Security Deposit in this case
- 4.6 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'.

5. PERFORMANCE GUARANTEE:

- 5.1 On receipt of this letter of acceptance, but before signing of the agreement, contractor shall have to submit a Performance Guarantee (PG) within 30 (thirty) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto 60 days from the date of issue of LOA will 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 31st day after the date of issue of LOA. In case you fail to submit the requisite PG 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. You shall be debarred from participating in re-tender for the work.
- 5.2 This PG for an amount of ₹ 2,06,675/- (₹ Two lakhs six thousand six hundred seventy five only) may be deposited in any of the following forms.
- A deposit in cash,
 - An irrevocable bank guarantee
 - Government Securities including state loan bonds at 5% below the market value,
 - Deposit receipts or pay orders, demand drafts and Guarantee bonds. These forms of performance guarantee could be either of the State Bank of India or of any of the Nationalized Banks
 - Guarantee bonds executed or deposits receipts tendered by all Scheduled banks,
 - A Deposit in the Post Office Saving Bank,
 - A Deposit in the National Savings Certificates.
 - Twelve Year National Defense Certificate,
 - Ten Year Defense Deposits,
 - National Defense Bonds and
 - Unit Trust certificates at 5% below market value or at the face value whichever is less.

Also FDR in favour of FA&CAO/ECoR/BBS (free from any encumbrance) with automatic renewal facility may be accepted.

NOTE: The instruments as listed above will also be acceptable for Guarantees in case of Mobilization Advance.

For GANESH MANTHUR SERVICE

CONTRACTOR

मंडल विद्युत निरीक्षण विभाग (१२६)
 : एल.एस. सुबु नर सिव, विभागाध्यक्ष
 DEE/TRS/WAT
 Divisional Electrical Engineer (TRS)
 East Coast Railway, Mumbai/Varanasi

- 5.3 Performance Guarantee 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 P.G. extended to cover such extended time for completion of work plus 60 days.
- 5.4 The Performance Guarantee (PG) shall be released after the physical completion of the work based on the 'Completion Certificate' issued by the competent authority stating that the contractor has completed the work in all respects satisfactorily.
- 5.5 Wherever the contract is rescinded, the Security Deposit shall be forfeited and the Performance Guarantee shall be encashed. 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.
- 5.6 Other conditions for PG shall be applicable as per Para 28 of Annexure-F of tender document.

6. POWER OF ATTORNEY:

You shall furnish power of attorney duly authenticated by the Notary public before execution of the agreement. "Power of Attorney" "Partnership deed" if any has to be certified by the Law Officer/BBS and necessary charges will be recovered as following.

- (i). For initial vetting Rs.100/-
- (ii). For subsequent vetting Rs.30/-

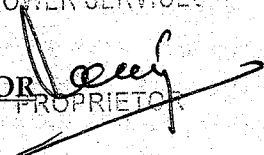
7. AGREEMENT:

You shall execute an agreement on the contract placed on you in the Railway standard proforma along with the performance guarantee by the person who is empowered to do so as per the 'Power of Attorney' or 'Partnership'. Agreement should be executed within 15 days of the receipt of the acceptance letter.

8. PAYMENT:

- 8.1 100% payment will be made on bi-monthly basis.
- 8.2 Attested Xerox copy of daily work done register should be accompanied with the bill by the contractor.
- 8.3 Bills correct in all respect should be sent the consignee in triplicate.
- 8.4 The rate/amount of taxes as indicated in Schedule-B is only approximate & based on the prevailing labour charges. ESI, EPF & service tax as applicable from time to time during the currency of the contract should be paid by tenderer(s) & the amount so paid towards the same will be reimbursed on production of documentary evidence.

For GANESH MAN POWER SERVICES

CONTRACTOR 
PROPRIETOR


DEE/TRS/WAT
मंडल विद्युत निरीक्षण विभाग, वाराणसी
इ.एल.एस. ऑफ द ईस्ट, विद्युत विभाग
Divisional Electrical Engineer (TRs)
East Coast Railway, Varanasi

- 8.5 The taxes i.e. ESI, EPF, service tax etc. will be reimbursed to the tenderer(s) on actual basis only on production of original receipts issued by concerned Central Govt./State Govt. authority. The original receipt should bear the Contract Agreement No. & Date as well as amount so paid in words and figures. If the tenderer(s) fails to produce original receipts along with the bill, the amount towards the above statutory taxes will be recovered from every bill by Railway and kept in deposits and to be released in favour of tenderer(s) on production of documentary proof by them subject to verification of genuineness of the said documents by Railway.
- 8.6 Tenderer(s) should arrange the wages payment through the bank account of the labourers and a statement is to be submitted from the manager of the tenderer(s) bank that credit/remittance has been successfully made to employees/labourers account by EFT/RTGS for each wage period and part thereof. This statement should be checked by railway authorised representatives and can be verified (test checked) from the concerned bank and pass books of the labourers of earlier such credit.
- 8.7 On submission of documentary evidence by the tenderer(s) that the wages have been paid to all labourers and minimum wages provision have not been flouted for the monthly wage period and/or part thereof, the bills will be passed.
- 8.8 Tenderer to give consent in a mandate form for receipt of payment through ECS/EFT.
- 8.9 Tenderer to provide the details of Bank A/C in line with RBI guidelines for the same. These details will include Bank Name, Branch Name & Address, Account type, Bank A/C No. and Bank & Branch code as appearing on MICR cheque issued by bank.
- 8.10 Tenderer to attach certificate from their bank certifying the corrections of all above mentioned information as mentioned above.
- 8.11 In case of non-payment through ECS/EFT or where ECS/EFT facility is not available, payment will be released through cheque.
- 8.12 All the payment will be released through Sr. Divl. Finance Manager/EAST COAST RAILWAY/Visakhapatnam within a reasonable period of 30 days from the date of receipt bills accompanied by necessary documents.

9. TAX DEDUCTION:

- 9.1 Income Tax @ 2% plus surcharge as applicable on the amount to be paid by the contractor in pursuance of the contract which will be deducted from the bills preferred by him in accordance with section 1204C of the Income tax Act 1961 as introduced through Finance Act of 1972 or as amended from time to time.
- 9.2 Labour CESS @ 1% on total amount will be deducted from the bills preferred by him.
- 9.3 Conservancy Cess charges as applicable shall be deducted from the bills.
- 9.4 VAT as per the norms shall be deducted from the bills.
- 9.5 Applicable State Works Contract Sales Taxes, Service Tax as applicable will be deducted from the bills for the work in the particular state in addition to CESS is also recoverable if the site of work falls under the Railway settlement limit.

FOR GANESH MAN POWER SERVICES

CONTRACTOR PROPRIETOR

पंडित विष्णु लाल शर्मा (पंडित)
DEE/TRS/WAT
ज.एल.एस. / पूर्व वट मेलवे, विशाखपट्टणम
Divisional Electrical Engineer (TR)
East Coast Railway, Visakhapatnam

10. PENALTY CLAUSE:

- 10.1 Manpower should be provided as per Annexure-D & E. For each less provision of manpower, the wages for the absentees will not be paid and an additional amount of Rs.150/- per person per day will be deducted from contractors on a/c bills.
- 10.2 The contractor shall provide standard and neat uniform to working personnel. In case, employees of contractor are found not wearing standard uniform, penalty of Rs.50/- per person per day shall be levied.
- 10.3 If any of the person deployed by the contractor is found under the influence of liquor or intoxication, a penalty of Rs.1000/- will be deducted from contractor's on account bill per person per incident else Railway reserves the right to cancel/terminate the contract at any stage and remaining work shall be got done from the other agency at the risk and cost of the Contractor/Agency.
- 10.4 On each complaint of Supervisory staff of shed against cleanliness will be taken up seriously and Rs.50/- on each complaint will be deducted from contractors on account bill if complaints found genuine by SSE (G)/ ELS/E.Co.Railway/VSKP.
- 10.5 The required water shall be utilized through the water hydrants/taps. There should not be any wastage of water, if noticed any wastage penalty will be imposed @ Rs.100/- per hour as certified by the consignee. In this regard the decision of railway is final.

11. SERVICE TAX, VARIATION, LIQUIDATED DAMAGES, TIMESCHEDULE & PROGRAMME, TERMINATION OF CONTRACT AND ALL OTHER CONDITIONAS ARE AS PER ANNEXURE-F OF TENDER DOCUMENT.

12. ACCEPTANCE:

The terms and conditions indicated in the general conditions of the contract of S.E.Rly., Vol. II 2001 read with latest correction slip to be abided in the present contract. Nine copies of LOA are sent herewith. Eight copies of the same may please be returned to this office duly accepted under your seal.

Thanking you.

Yours Faithfully,

For GANESH MAN POWER SERVICES

PROPRIETOR

Accepted:

M/s. Ganesh Man Power Services,
SRVBSJB Maharani Complex,
Opp: MRO office,
Peddapuram

Divl. Electrical Engineer (TRS),
E.Co.Railway, Waltair
for & on behalf of president of India

Copy to: (1) Sr. DFM/WAT (2) Sr.DAuO/WAT (3) CVO/BBS (4) CEE/E.Co.R/BBS
(5) Asst. labour Commissioner, Visakhapatnam (6) SSE/G/ELS/VSKP
(7) Custody Stores/ELS

SCOPE OF WORK

S No.	Description of work	No. of man power
1	Cleaning of service Building	01
2	Cleaning of Covered shed	04
3	Maintenance of gardens	01
4	Cleaning of inspection pits	04
5	Daily Cleaning of Toilets with Acid and provision of Naphthalene balls and phenyl	01
6	Scrapping of floor	04
7	Cleaning works of Trips shed	01
8	Collection of garbage from shed floor to nominated place outside shed premises	02
	TOTAL	18
	Supervisor	01

1. Cleaning of service Building (net area i.e. 95% of building area): Sweeping of floors daily, cobwebs removal thrice in a week, mopping of floor once in a month (Administrative building, supervisory buildings, G1 section, Staff canteen, ladies rest room, Tool room, custody room, SMM office, RPF posts, Elect (G) office, rest house):
 - a. The area of service building is 7957 Sq.mtrs (approx).
 - b. Sweeping of the floor shall be done daily in between 08.00 Hrs to 12.00 Hrs and between 13.00 Hrs to 17.00 Hrs. using **1 No. Manpower**. This work will be monitored by G-1 section in-charge.
 - c. Cobwebs shall be removed regularly up to 5 mtrs and as per the convenience of the railway administration.
 - d. Moping of the service building shall be done with water & cleaning agent once in a month and as per requirement and as per the convenience of the railway administration.
 - e. Cleaning of service building at trip shed is also to be carried out on alternative days.
2. **Cleaning of Covered shed (net area i.e. 95% of covered area):** Shed covered area maintenance, concrete apron area maintenance, removal of Cobwebs, shop floor cleaning. (Shed, both pit lathes, SMM stores, oil godown, both cycle stands):
 - a. The covered shed area is 15,066 Sq. Mtrs (approx)
 - b. Sweeping of floor, removal of waste shall be done daily between 08.00 Hrs to 12.00 Hrs and between 13.00 Hrs to 17.00 Hrs. using **4 Nos. manpower**. The work will be monitored by G-1 section in-charge.
 - c. Cleaning of inside walls up to possible area and removal of cobwebs up to 5 mtrs and as per connivance, bird nests etc; shall be done with long brooms/ suitable means once in a month and as per the convenience of the Railways.

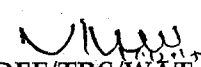
CONTRACTOR

DEE/TRS/WAT

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3. **Maintenance of gardens:** Cleaning, watering of plants and providing pesticides as per requirement.
 - a. The covered garden area is 4132 Sq. Mtrs (approx)
 - b. The person working in garden should have knowledge of gardening. Sweeping of garden area, removal of dry leaves in the garden area and watering of plants shall be done daily between 08.00 Hrs to 12.00 Hrs and between 13.00 Hrs to 17.00 Hrs. using **1 No. Manpower**. The work will be monitored by G-1 section in-charge.
 - c. Pesticides to be sprayed as per requirement.
 - d. The required tools for gardening are to be arranged by the firm only.
 4. **Cleaning inspection pits:** Sweeping Cleaning, Scrapping & removing of mud/oil of 27 Nos. under floor pits @ 4 Nos. daily:
 - a. All under floor pits shall be cleaned daily between 08.00 Hrs to 12.00 Hrs and between 13.00 Hrs to 17.00 Hrs using **4 Nos. Manpower** and waste to be collected in dustbins. Dustbin and trolley of shed may be utilized if available.
 - b. After cleaning of under floor pits SAW DUST should be spread, which shall be arranged by the contractor him self.
 - c. The work will be monitored by G-1 section in-charge.
 5. **Daily Cleaning of Toilets with Acid and provision of Naphthalene balls and phenyl:**
 - a. Cleaning of toilet, urinals, bathrooms etc shall be done daily with water, cleaning agents between 08.00 Hrs to 12.00 Hrs and between 13.00 Hrs to 17.00 Hrs. using **1 No. Manpower**.
 - b. Sufficient number of Naphthalene pure prime white balls shall be provided in the urinal pots.
 - c. The work will be monitored by G-1 section in-charge.
 6. **Scrapping of floor:**
 - a. Scrapping of shed floor shall be done daily between 08.00 Hrs to 12.00 Hrs and between 13.00 Hrs to 17.00 Hrs. using **4 Nos. Manpower**.
 - b. For effective cleaning of floor, floor-cleaning machines may be utilized which are available in shed.
 - c. Floor cleaning scrappers will be arranged by Railway. Firm shall arrange the scrubbing brushes.
 - d. The work will be monitored by G-1 section in-charge.
 7. **Cleaning works of Trips shed:** Cleaning of trips shed premises, toilets, pit, bush cutting etc. using **1 No. Manpower**. This work shall be monitored by Trip shed in-charge.
 - a. Sweeping of the floor (office room and material room) and premises, removal of waste shall be done daily. Cobwebs shall be removed regularly up to 5 mtrs and as per the convenience of the railway administration.

For GANESH MAN POWER SERVICE

CONTRACTOR


DEE/TRS/WAT
 Divisional Electrical Engineer (TRS)
 East Coast Railway, Visakhapatnam

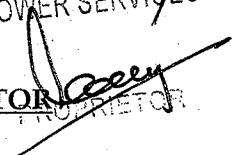
- b. Moping of the office room and material room shall be done with water & cleaning agent once in a month and as per requirement and as per the convenience of the railway administration.
- c. Cleaning of toilets available shall be done daily with water, cleaning agents.
- d. The under floor pit shall be cleaned twice in a week. After cleaning of under floor pit SAW DUST should be spread, which shall be arranged by the contractor himself.
- e. Cutting of grass and bushes off the track leading to pit and around the pit premises should be carried out regularly.
8. **Collection of garbage from shed floor to nominated place outside shed premises:**
Dust to be collected in dustbins daily between 08.00 Hrs to 12.00 Hrs and 13.00 Hrs to 17.00 Hrs. using 2 Nos. Manpower. This dust to be dumped at dumping yard / nominated place inside shed premises by trolley using above manpower. Dustbin and trolley of shed may be utilized if available.
9. All the required material for a period of 2 months should be handed over to Custody stores regularly. Payment for the Brooms, cleaning agents, saw dust etc. will be paid on actual expenditure basis i.e., Voucher basis.
10. Lifting of Scrap and Garbage and its transportation: Collected garbage, oil sediments, muck, mud etc. shall be transported from loco shed premises to Municipal Corporation (VSKP) nominated place of garbage disposal by contractor vehicle and disposed off thrice in a month or whenever necessary. The additional trips shall be utilized whenever required.
11. For doing all the above work, **18 persons+1 Supervisor/day** must be arranged by the contractor.
12. The vehicles required for disposal of garbage, transportation and cleaning consumable items should be arranged by the contractor at his own cost.
13. Loading of garbage in contractor's vehicle and unloading of it at destination is the responsibility of contractor. Railways will not extend any help for this work.
14. This work shall be carried out in the area mentioned above; necessary permits only for the persons working in this area will be issued for entering and moving in the premises with material. The permits or gate pass signed by the authorized Railway officials and the contractor will have to be shown to the authorities as and when required during working in the Electric Loco shed Premises.
15. The contractor shall be responsible for any damage to Railway materials, or safety of his labour etc., during the course of work. The contractor shall submit a report immediately to the supervisory - in charge / ELS/ VSKP in case any un-usual occurrence or loss/damage occurred during the course of work, by his men.

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16. The contractor shall provide standard and neat uniform to working personnel. In case, employees of contractor are found not wearing standard uniform, penalty of Rs.50/- per person per day shall be levied.
 17. For supervision & co-ordination of work with Railway authority's one supervisor from contractors end shall be entrusted.
 18. Each employee of contractor shall have identity card issued by Railway official and signed by the contractor. The contractor's employee shall display the identity card by affixing it at a conspicuous place of his/her uniform while working in Railway premises.
 19. Tools and other accessories, which have been brought by the firm for the above contract work, the shed will be provided a space to keep this material at free of cost.
 20. Daily progress register should be maintained and jointly signed by the authorized representatives of the Railways & firm.
 21. Line painting in the shop floor should be done once in a month and as per requirement and the convenience of the railway administration using Rly. Material.
 22. The execution of work shall be according to the planning of Railway authorities.

For GANESH MAN POWER SERVICES

CONTRACTOR 
PROPRIETOR


DEE/TRS/WAT
Divisional Electrical Engineer (TRS)
East Coast Railway, Visakhapatnam

SCHEDULE OF QUANTITIES & PRICES

LABOUR:

Category	Rate/Day (in Rs)	No. of Man power	Total/Day In Rs.
Unskilled	290	18	5220
Unskilled/Supervisory	328	1	328
Total charges/Day in Rs.			5,548/-
No. of Days (Except Sundays & Holidays)			600 days
Total labour cost in Rs. (600 days)			33,28,800/-

MATERIAL:

S N	Description	Qty/ Mont h	Unit	Rate/ Unit in Rs.	Total/ Month in Rs.
1	Road Brooms (Big)	35	No.	6.5	227.50
2	Phool Brooms (Small)	7	No.	27.6	193.20
3	Naphthalene balls	4	Kg	75.4	301.60
4	Bathroom fresheners	10	No.	20.3	203.00
5	Latrine Acid	16	Ltr	14.6	233.60
6	Bleaching powder	5	Kg	17.8	89.00
7	Cleaning agent (500 ml bottles)	5	No.	41.4	207.00
8	Scented phenyl	30	Ltr	17.8	534.00
9	Surf Powder	3	Kg	25.1	75.30
10	Pesticides for plants in garden	0.5	Ltr	171.1	85.60
11	Urea for plants	2	Kg	13.8	27.60
12	Saw Dust (in 200 Ltr. Drum)	30	No.	47.8	1434.00
13	Scrubbing brushes as per ELS/ VSKP's Drg. No. ELS/ VSKP/ 2010/ 37, Alt-A suitable for machines available at ELS/VSKP	24	No.	461.3	11071.20
	Total cost of materials per month in Rs.				14682.6
	Total cost of of materials for 24 months in Rs.				352382.4

TRANSPORT OF GARBAGE:

Description	Rate/Trip in Rs.	No. of Trips	Total Cost in Rs.
Transportation of garbage, oil sediment musk, mud etc. from loco shed to the nominated place of Municipal Corporation every month using 6 MT trucks	3,079	72	2,21,688

CONTRACTOR

DEE/TRS/WAT

Divisional Electrical Engineer (TRS)
East Coast Railway, Visakhapatnam

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ABSTRACT COST

SCHEDULE -A

S N	Item	Cost in Rs.
1	Labour charges	33,28,800
2	Material cost	352382.4
3	Transport Cost	2,21,688
	Total Value of Schedule-A in Rs.	3902870.4
		Say
		39,02,870
	Tender decrease @ 21.89%	8,54,338
	Total value after Tender decrease	30,48,532
	Rs. Thirty lakhs forty eight thousand five hundred thirty two only	

SCHEDULE-B

S N	Item	Cost in Rs.
	Statutory dues like	
a	EPF @ 13.61 % on Labour charges	4,53,049.68
b	ESI @ 4.75 % on Labour charges	1,58,118
c	Service tax on labour charges @ 14%	4,66,032
a	Service Tax @ 14% on 1/4 th of transport cost	7759.08
	Total Value of Schedule -B in Rs.	10,84,958.76
		say
		10,84,960
	Tender value At Par	10,84,960
	Rs. Ten lakhs eighty four thousand nine hundred sixty only.	

For GANESH MAN POWER SERVICES

CONTRACTOR

PROPRIETOR

DEE/TRS/WAT
Divisional Electrical Engineer (TRS)
East Coast Railway, Visakhapatnam