

पूर्व तट रेल्वे
EAST COAST RAILWAY

LETTER OF ACCEPTANCE

प्राचार्य का कार्यालय
Office of the Principal
बहुविषयकप्रशिक्षणाकेन्द्र
Multi-Disciplinary Training Centre
मरिपालेम, विसाखपट्टनम-५३००१८
Marripalem, Visakhapatnam-530018.
दिनांक / Date: 07.10.2017.

लेखा सं : Lr.No. WAT/RSO/Tender/09-2017

To
M/s. S.V. House Keeping & Security Services,
30-4-12, Krishnagardens, Dabagardens,
Visakhapatnam - 530 020.
Mobile No.9393263455.

Dear Sirs,

Sub:- House keeping of Multi-Disciplinary training Centre and Hostel Building and 04 blocks of Railway Quarters at Marripalem, Visakhapatnam for a period of ONE YEAR.

Ref: - Tender Notice No. WAT/RSO/Tender/09-2017, dt.28.07.2017.

1. Your offer submitted on 06.09.2017 for the subject work has been accepted by the Railway Administration at the rates, terms and conditions attached herewith.
2. The total value of the work at the rates accepted by the Railway Administration works out to Rs.19,08,292/- (Rupees Nineteen Lakh Eight Thousand Two Hundred Ninety Two only).
3. The contract is operative for a period of ONE YEAR. The date of start of work as per the requirement and the total days will be counted from the actual date of starting.
4. Though the period of contract is for One year the Railway Administration is having full liberty to terminate/close the contract under clause no.61.1 of GCC at any point of time.
5. The rates accepted are inclusive of all costs, leads, Royalty, GST, labour salaries and other incidental charges leviable by Govt. of India or the state Govt. or other local bodies from time to time.

for S.V. HOUSE KEEPING & SECURITY SERVICES
B. Srinivasulu
CONTRACTOR (S) Partner

7/10/17

PRINCIPAL/MDTC/WAT
PRINCIPAL
MDTC/CO RIV/VSKP

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Recd at copy.

B Srinivasulu
7/10/17.

6. The "Performance guarantee" payable by you @ 5% of the contract value, works out to Rs. 95,415/- (Rupees Ninety Five Thousand Four Hundred and Fifteen only) which should be given by you in the form of "(i) a deposit of cash (ii) Irrevocable bank guarantee (iii) Government securities including state loan bonds at 5% below the market value (iv) Deposit receipts, pay orders, demand drafts and guarantee bonds. These forms of performance guarantee could be either of 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 years national defense certificates; Ten years defense certificates; National defense bonds and Unit trust certificates at 5% below market value or at the face value whichever is less Also FDR in f/o FA&CAO/ ECoR/BBS, (free from any encumbrance) " and submit to this office within 30 days i.e., before execution of the Contract Agreement.
7. The successful bidder 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 up to 60 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 31st day after the date of issue of LOA. In case the contractor fails 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. The failed contractor shall be debarred from participating in re-tender for that work.
8. PG shall be initially valid up to 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 PG extended to cover such extended time for completion of work plus 60 days.
9. The value of PG 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 the excess value over the original contract value shall be deposited by the contractor.
10. The Performance Guarantee (PG) shall be released after physical completion of the work based on 'Completion Certificate' issued by the competent authority stating that the contractor has completed the work in all respects satisfactorily. The security deposit shall, however, be released only after the expiry of the maintenance period and after passing the final bill based on 'No Claim Certificate' from the contractor.

for > V HOUSE KEEPING & SECURITY SERVICES

CONTRACTOR(S) **Sig. Partner**

PRINCIPAL/MDTC/WAT
PRINCIPAL
MDTC/E Co Riv/VSKP

11. The total "Security deposit" payable by you @ 5% of the contract value works out to Rs.95,415/- (Rupees Ninety Five Thousand Four Hundred and Fifteen only). An amount of Rs. 51,850/- paid through online mode vide Transaction ID No: PE376079/0045771741, dated 05.09.2017 in favour of FA & CAO/ BBS at Visakhapatnam towards EMD, the same will be retained as initial Security deposit. The difference amount between full security deposit and EMD i.e., Rs.43,565/- (Rupees forty Three Thousand Five Hundred Sixty Five only) will be recovered @ 10% from the part payment bill amount to be made by railways to you on account of the work done to that extent by you.
12. You are required to attend this office to execute the contract agreement within 30 days from the date of receipt of your acknowledgement for this acceptance letter by you.
13. The security deposit & Performance guarantee shall stand for release only after completion of the total work and as certified by the authorized railway supervisor jointly with contractor in final no claim certificate.
14. Necessary safety precautions while execution of works by your men at any location in railway premises is to be taken care of by you. Railways are not concerned with the safety of your men and material deployed for the said work.
15. Proper photo identity cards & uniform to be issued by the contractor to his workmen, which should wear by the staff.
16. Principal/MDTC/WAT is the executive officer and Ch.OS/MDTC/VSKP is the consignee for this work.
17. You should ensure keep in touch with Principal/MDTC/WAT and Ch.OS/MDTC/VSKP on day to day basis with proper names / address of your men deployed for the work with telephone numbers for communication in need.
18. Until a formal agreement is executed, this acceptance letter shall constitute a binding contract between the Railway Administration & the contractor's subject to modification as may be mutually agreed to.
19. The decision of the Railways is final in case of any dispute arises.
20. The total scope of work and other terms and conditions including general conditions of contract are enclosed herewith which should be strictly followed & complied.

for > v HOUSE KEEPING & SECURITY SERVICES

CONTRACTOR (Sd/-) Partner

7/10/17

PRINCIPAL/MDTC/WAT.
PRINCIPAL
MDTC/E Co Riv/VSKP

10. The letter along with schedule is hereby sent in DUPLICATE, one copy of the letter may be returned duly signed on each page in token of your acceptance and confirm that you are taking action as mentioned above.

Thanking you.

Your's Faithfully,

for & HOUSE KEEPING & SECURITY SERVICES
B. Srinivasan, Partner

CONTRACTOR(S) 7/11/17

PRINCIPAL/MDTC/E.Co.RLY/WAT.
FOR & ON BEHALF OF PRESIDENT OF INDIA
PRINCIPAL
MDTC/E Co Rly/VSKP

Copy to Sr.DFM/WAT
Principal/MDTC/VSKP
Ch.OS/MDTC/VSKP
CELE/BBS,
CVO/BBS,
DAUO/VSKP &
ALO/VSKP

For information and necessary action together with a copy of rates schedule, terms and conditions.

For kind information.

SCHEDULE - A

S. No	Description of work	Man power to be provided	Rate per each day / shift (In Rs)	Cost of man power per day (24 Hours)	Total amount for 365 days
1	Watchman:- Watch & ward (without arms) round the clock (08 hrs shift), 03 persons, 01 person in each shift	3	593	1779	6,49,335
2	Mali:- For Watering, Spraying of pesticides, provision of manure & Soils and arranging plantation seasonally should be done. Removal of wild grass, leaves, unwanted vegetation and other rubbish by the side of garden area so that the area is kept clean free from rubbish. The removal shall be done as and when required. Trimming of trees/plants, grass cutting, trenching etc. throughout the contract period i.e., 60(Sixty) days. All the hardware items required for gardening of the Training institute such as buckets, mugs, choke removers, pick-axe spade, Sickle, Sword, Ladders and tagadi etc. and different sizes of service hoses shall be arranged at site by the contractor at his cost. All the consumable items required for gardening of the Training institute such as pesticides, manure etc. Shall also be arranged by the contractor.(General shift)	1	448	448	1,63,520
3	Cleaner for School building:- Cleaning and moping in the 04 Class rooms, simulator building, Seminar Hall, computer lab, office room, library, faculty room, toilets, circulating area, verandah and clearing of cobwebs and cleaning of doors; windows cleaning of tables, student chairs, almirahs and other furniture items in the Administrative Building of ground and First floor. They also clean the DG set outer frame weekly once and cleaning of model locomotive outer frame once in a week etc., (in general shift).	2	448	896	3,27,040
4	Cleaner for Hostel building & 04 Blocks of Rly.Qrs:- Cleaning & Moping in 32 Hostel rooms, 04 blocks of railway quarters consists 48 rooms, Bath rooms -38 No, Toilets- 50 No, Urinals 21 No, and wash basins-63 No. Further cleaning of cobwebs and cleaning of doors and windows of hostel building and cleaning of drains and once in a day, attending minor repairs to water pipes and sewer pipeline in connection with sanitation & replacing the same with railway materials if necessary. Any change of the names of rooms is the prerogative of the Railways. But all the area is to be considered for the works.	3	448	1344	4,90,560
TOTAL (Rs)					16,30,455.00
Less Tender decrease value @ 39.99%					(-)6,52,018.95
SCHEDULE -A TOTAL					9,78,436.05

for HOUSE KEEPING & SECURITY SERVICES

Contractors(s)

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Mg. Partner

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Principal/MDTC/WAT.

MDTC/E Co Riv/VSKP

SCHEDULE - B

S. No	Description of Item	Qty reqd per day	Unit	Qty Reqd per month	Qty reqd per year	Rate per each	Total amount per one year
1	Cost of cleaning compounds to be supplied in a month as shown in the Annexure-1 for carrying out the works as specified in Schedule-'A'	LS	Month	As shown in Annexure -I.	-	8446/-	1,01,352
2	Washing of Bed Sheets (Per day)	60	No	-	21900	5	1,09,500
3	Washing of Pillow Covers (Per day)	60	No	-	21900	2	43,800
4	Washing of Woolen Blankets (Once in 6 months @ 144 No per trip)	-	No.		288	15	4,320
4	Washing of Mosquito Nets.	-	No	200	2400	8	19,200
6	Fuel charges for operating of 25 KVA Diesel Generator	-	Hour	10	120	340	40,800
TOTAL(Rs)							3,18,972
Less Tender decrease value @ 9.99%							(-)31,865.30
SCHEDULE - B TOTAL							2,87,106.70

SCHEDULE - C

Sl. No	Description of Item	Total amount in Rs
1	Goods and Service Tax(GST) @ 18% on schedules A and B.	3,50,897
2	EPF @ 13.15% on total basic wage value of Schedule-A	2,14,405
3	ESI @ 4.75% on total wage value of Schedule-A	77,447
	TOTAL(Rs)	6,42,749
	ATPAR	-
	SCHEDULE - C TOTAL	6,42,749

NOTE: -

1. GST, EPF & ESI will be reimbursed on the actuals as applicable from time to time on submission of documentary proof.

SUMMARY

Cost towards Manpower :Schedule-A	9,78,436.05
Cost towards material, etc :Schedule-B	2,87,106.70
Cost towards GST, EPF & ESI: Schedule-C	6,42,749.00
Grand Total (Rs)	19,08,291.75

Rounded to Rs.19,08,292/-

For **HOUSE KEEPING & SECURITY SERVICES**

CONTRACTOR(S)

Principal/MOTC/WAT.

PRINCIPAL
MDTC/E Co Riv/VSKP

SCOPE OF WORK

1) Cleaning of Hostel Building, School Building & out-side area by using cleaning compound as per annexure-I

- (i) Intensive cleaning of MDTC Administrative Building, Hostel Building, Hostel rooms, 04 Units of Railway quarters consists 48 rooms, Simulator room, class rooms, verandas, bath rooms, toilets, urinals, drainage system and circulating area etc at MDTC/Visakhapatnam as per Annexure-II.
- (ii) Collection and disposal of garbage, mud and other waste material etc by the contractor.
- (iii) Cleaning of wall dusting.
- (iv) Cleaning material and disinfectants should be used while doing mopping/cleaning of various rooms.
- (v) The consumable items required for cleaning at MDTC/VSKP such as cleaning liquid, bleaching powder, disinfectants etc as per Annexure -I shall be arranged by the contractor.
- (vi) Cleaning and washing of bathrooms, toilets and wash basins. The ceramic items like tiles, commodes, washbasins etc., should be cleaned every day and the commodes and wash basins should be cleaned with commodes cleaning liquid twice in a week.
- (vii) Naphthalene balls shall be placed in all bathrooms, toilets and wash basins so that bad odor does not prevail in the toilets.
- (viii) Cleaning and moping in the 04 Class rooms, Simulator building, Seminar Hall, Computer lab, office room, library, faculty room, toilets, circulating area, verandah and clearing of cobwebs and cleaning of doors, windows cleaning of tables, student chairs, almirahs and other furniture items in the Administrative Building of ground and First floor.
- (ix) Cleaning & Moping in 32- Hostel rooms, 04 blocks of railway quarters consists 48 rooms, Bath rooms -38 No, Toilets-50 No, Urinals 21 No, and wash basins-63 No. cleaning and moping in dining hall and dining tables. Further cleaning of cobwebs and cleaning of doors and windows of hostel building and cleaning of drains, attending minor repairs to water pipes and & replacing the same with railway materials if necessary.

2) Security arrangement (Round the clock):-

Contractor has to deploy one Watchman per 8 hrs shift for following works:-

- i. Security arrangement shall be made by the contractor round the clock at the Multi Disciplinary Training Centre/ Visakhapatnam to safeguard the assets, material, equipment and belongings of Railways and the occupants by deploying suitable labour.
- ii. They shall monitor all the persons entering and leaving the Training Centre and should restrict entry of any unauthorized persons who are entering the Training Centre. They should also ensure the locking of all rooms while handing over of charges.

for > HOUSE KEEPING & SECURITY SERVICES
in Visakhapatnam
Mg. Partner
CONTRACTOR(S) 11/10/17

Principal MDTC/WAT
MDTC/E CO RI/VSKP

- iii. They shall ensure that no stray animal's i.e, dogs, cows/buffalos etc shall enter into the premises and damage the plants, flowers and carpet grass etc., or make the premises dirty. In case of any damage to the plants, flowers and carpet grass etc., the cost of the damage will be recovered from the contractor as per penalty clause No.7(b). If entry of stray animals is noticed, penalty will be imposed as per the penalty clause No.7(b).
- iv. In case theft/pilferage/damages of Railway property or the belongings of the occupants by the contractor's employees or by any unauthorized persons the cost of the same will be recovered from the contractor as per clause No.7(h).
- v. All the persons engage for these duties should be fully fit physically, mentally and should not be more than 50 years of age.
- vi. The contractor shall maintain a register for entering all the cases of theft/damages of Railway Property and belongings of the occupants. The register should be countersigned by the Hostel Superintendent /MDTC/VSKP in the end of every week until completion of the contract period. Possession or consumption of alcoholic is strictly prohibited in the premises of the Training Centre either by the occupants or by the employees of the contractor. Hence the contractor has to ensure that no occupant is in position of alcohol or consumes in the premises of the Training Centre. In case any occupant is in position of alcohol, he shall seize the alcohol and report the matter to the Railway representative. In case any occupant is consuming liquor he shall prevent the activity and shall inform the activity and shall inform the matter immediately to the Principal/Railway representative for further action.

3) GARDENING WORKS:-

Contractor has to deploy a Mali for following works:-

- i. Watering, spraying of pesticides, provision of manure and soils and arranging plantation seasonally should be done.
- ii. Removal of wild grass, leaves, unwanted vegetation and other rubbish by the side of garden area so that the area is kept clean for rubbish. The removal shall be done as and when required.
- iii. Trimming of trees/plants, gross cutting, trenching etc., throughout the year.
- iv. The soil required for the plants and the plants required seasonally will be arranged by the Railways. In case of lawn/plants dried up or dead due to negligence of the contractor cost of the lawn/plants shall be recovered from the contractor as per the clause No. 7(e) in Special conditions of the contract.
- v. The No of plants, flower pots available at the time of commencement of the contract is to be listed out and maintained in a register by the contractor duly obtaining the signature of the Railway representative. The plants and flower pots further added time to time by the Railways are also to be entered in this register.

CONTRACTOR(S)

for 8 HOUSE KEEPING & SECURITY SERVICES
S. Srinivasulu
MDTC

Principal/MDTC/WAT.
PRINCIPAL
MDTC/E Co Riv/VSKP

4.0 **Washing/cleaning of Linens:**

- 4.1 Linens will be supplied by Railways.
- 4.2 The bed sheets and pillow covers **should be washed after every use**. The bed sheets and pillow covers must be given boiling wash with branded quality of detergent and suitably disinfected, dried and ironed. The contractor will ensure for availability of ready to use linens at any given time in sufficient numbers irrespective of season and number of occupants. He shall keep unwashed linens separately at a clear demarked place.
- 4.3 Dry cleaning of blankets shall be done **once in a six months**. The blanket should be stored with naphthalene balls.
- 4.4 The mosquito net shall be washed with proper detergent **once in every month**.
- 4.5 Any complaint or deficiency in this regard will be penalized as per the penalty clause 7.0.

5.0 **PAYMENT TERMS;**

- 5.1 Payment of contract bills shall be realized on bi-monthly basis after completion of two months period on production of measurement book duly certified by consignee i.e., Ch.OS/MDTC. Sr.DEE(OP) is the bill passing authority and Sr.DFM is the bill paying authority.
- 5.2 The contractor has to submit the GST compliant bill for processing on account or final bill.
- 5.3 Payment will be made basing on the actual workload handled by the Contractor(s) against each item of the tender schedule, duly certified by the supervisor in-charge/ Ch.OS/MDTC and by duly taking into account of deduction due to penalty/losses by the contractor.
- 5.4 Consolidated daily progress report to be prepared indicating no. of labours present and their attendance sheet etc. should be produced at the time of billing duly signed by consignee and contractor.
- 5.5 The Contractor shall submit a photo copy of the stamped bank statement showing that payments of the contractor staff have been made directly to bank accounts along with the amount of money paid to each account by 10th of every month. This proof of payment must be submitted along with the bill. (eg:- Proof of payment for the month of January & February must be submitted along with the bill for the month of March).
- 5.6 Delay in payment or non-payment of contractor's bill will under no circumstances be accepted as an excuse for contractor's failure to carry the terms and condition of the contract satisfactorily. Bills preferred by the contractor after six months of its becoming due, must be accompanied by sufficient justification for delay in submission and the Administration reserves the right to reject such claims as barred and untenable. No bill will be entertained after clearance of final bill.
- 5.7 Payment will be made through EFT/ECS/STEPS for which Contractor(s) shall submit the details of his Bank account. The mode of payment is the discretion of Railway administration and is binding on the Contractor(s).

For > HOUSE KEEPING & SECURITY SERVICES
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7/10/17

PRINCIPAL/MDTC/WAT
PRINCIPAL
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- 5.8 The Ch.OS/MDTC should ensure minimum wages are paid to the staff engaged by the contractor.
- 5.9 In case of failure of payment as per minimum wages by the contractor, then this should be brought to the notice of the Railway administration by the staff.
- 5.10 Wages to Labour: The contractor shall be responsible to ensure the compliance with the provision of the Minimum wages Act-1948 to the staff engaged by him.
- 5.11 Proof of PF and ESI accounts of the labour employed by the contractor you have to be submitted to this office. In case of non-submission of the aforesaid information, SD and PG will not be released.
- 5.12 The contractor should be display the minimum wages at the work spot/ area, earmarked for the same by Railway, prominently displaying the statutory rate of Minimum wage.
- 5.13 The following statutory deductions will be deducted from the payment to be made to the Contractor (s).
- i. Income Tax @ 2%.
 - ii. Surcharge on Income Tax @ 10%.
 - iii. Education cess @ 3% on income tax and surcharge.
 - iv. Conservancy Cess as per the prevailing rate depending upon the no. of labour employed by the Contractor.
 - v. Any other tax as levied by Central and State Government from time to time.
- 5.14 The above taxes are indicative and may vary as per applicable tax laws from time to time.
- 5.15 Any penalty if attracted, as indicated in clause 10, will also be deducted along with the rate of that item (if any) from the monthly payments.
- 5.16 As and when the Minimum Wages (Wages + VDA) is revised, the increase in the Minimum Wages should be reimbursed to the contractor on submission of documents regarding such revision notification and proof of payment to the labourers at revised rate. In view of this, no separate PVC clause is applicable.
- 6.0 Consignee: Chief Office Superintendent/MDTC or Representative nominated by Principal/MDTC/WAT.

7.0 PENALTY :

- (a) In case of failure of the contractor to ensure works mentioned at **Clause 1.1** in the scope of work, the contractor will be levied a penalty of Rs.300/- for every instance.
- (b) In case of any damage to the plants, flowers and carpet grass etc., because of stray animals the cost of damage will be recovered from the contractor. Even in case of no damage to the plants, flowers, carpet grass, If stray animals are noticed a penalty of Rs.200/- for each instance is to be recovered.
- (c) The contractor should keep Co-Ordination with GRP, RPF, Fire Brigade, Municipal Corporation for registration of complaints such as fire, theft and miscreant activities if any. He will lodge FIR to GRP/RPF regarding any accident, death & miscreant activities within the compound of Training Centre.

CONTRACTOR(S) SERVICES
10 for HOUSE KEEPING & SECURITY SERVICES
S. Srinivasulu
Mg. Partner
7/11/17

Principal/MDTC/WAT
7/11/17
PRINCIPAL
MDTC/E Co Riv/VSKP

- (d) In case of failure of starting of Diesel Generator within 10 min. of Power cut, a penalty of Rs.500/- (Five Hundred only) per instance will be levied.
- (e) Negligence on maintaining the garden will be penalized at Rs 3,000/- per month.
- (f) In case the contractor fails to supply cleaned bed sheets or pillow covers or mosquito nets or blankets or etc., penalty will be charged @ Rs.200/- per each case.
- (g) Any misbehavior / mis-conduct by contractor staff is highly undesirable and such incidents if reported, will be penalized Rs 1000/- for each occasion. In addition to that, other actions as may deem fit by Railway Administration shall also be taken.
- (h) If non-storage of two months stock of cleaning compound the penalty of Rs.200/- will be charged.
- (i) If there are any theft/pilferage/damages of Railway property or the belongings of the occupants by contractor's employees or by any unauthorized persons, the cost of the same will be recovered from the contractor.
- (j) If any contractor staff(s) is not present on duty or absent to duty or late for duty, Railway will not pay the wages to the absentee or defaulting staff(s) and also will impose penalty of Rs. 300/- per day per absentee staff or defaulting staff.
- (k) The decision of Sr.DEE(OP)/WAT regarding the imposition of penalties is final and binding on the contractor.

for **HOUSE KEEPING & SECURITY SERVICES**

S. Srinivasulu
 Mg. Partner
 7/10/17
 CONTRACTOR(S)

[Signature]
 Principal/MDTC/WAT
 PRINCIPAL
 MDTC/E Co Riv/VSKP

SPECIAL CONDITIONS OF CONTRACT

1. The following Special Conditions supplement the "Regulations for tenders and contracts, conditions of tender and "General Conditions of Contract" and should be considered as part of the contract papers. Where the provision of the Special Conditions is at variance with the General Conditions and other documents mentioned above, the Special Conditions shall prevail.
2. Contractor should read/write and understand English in addition to this reading and writing of Hindi is preferable. He should co-ordinate and ensures that all the activities that are to be carried out by the employees of the contractor are carried out smoothly so that the occupants have comfortable stay.
3. Contractor should act upon any complaint by the occupants related to the services of the contractor so that occupants are not put up to inconvenience. He should also maintain complaint/suggestion register for recording the complaints/suggestions by the occupants related to the services within the scope of the contract or out of the scope of the contract. Such complaints/suggestions needs to be informed to the Principal/Authorized Representative of MDTC/VSKP for further action. He should also keep a close liaison with the Principal/MDTC or his nominated representative in carrying out various activities of the MDTC/VSKP. He should also inform any untoward incidence happen in the MDTC to the Principal or any Railway representative nominated for this purpose.
4. The railway materials such as furniture and other items like Electrical Installations if any lying in the training school to be listed out by the railway supervisor concerned and all those materials should be taken over by the contractor from railway supervisor concerned duly acknowledging the receipt of the materials on the day of starting of the work. The same items should be returned to the Railways on completion of the work in good and fettle condition. If any shortage / deficiency found in the materials, the original cost of the item will be recovered from the contractor's final bill.
5. The Items which are supplied by the contractor as specified in schedule will be the railway assets and will be taken in to Railway records. However, the items which are not specified in-schedule and brought by the contractor for execution of works can be taken back by the contractor on completion of work. No rental charges will be paid by railways for such items.
6. The contractor shall provide standard Uniform to his men for his identification. The color of the uniform chosen shall be acceptable by Railway Administration. Each employee of the contractor shall have identity card which should be 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.
7. The contractor shall maintain attendance register for recording daily attendance of the staff engaged by him for the work and the same should be countersigned by the Authorized Representative of the Railways.

For **HOUSEKEEPING & SECURITY SERVICES**

CONTRACTOR(S)

Mg. Partner

11/01/17

Principal/MDTC/WAT.

PRINCIPAL

MDTC/E Co Riv/VSKP

8. It is the onus of the contractor to maintain registers as per the contract labour (regulation and abolition) act.
9. The working hours of the contractor staff shall be governed by Shops & Establishment Act 1948.
10. The employee of agency shall not be entitled for any facility as is being provided to Railway staff. It is the sole responsibility of Contractor to observe and abide by the provision of Labour act, Gratuity act etc, and other regulations framed by the Govt. and revised time to time. Railway will not be responsible for any violation of the act or regulation by the agency.
11. The contractor shall not employ any labour below the age of 18 years and shall pay his labour not less than the wages paid for similar work in the neighborhood/Minimum wages act.
12. Only experienced workers to be deputed with good workman ship to execute the work.
13. Railway will not provide any transport facility to the contractor for bringing his staff for the duty. To and fro transportation for the staff of the contractor has to be provided by the contractor himself.
14. The contractor shall indemnify the railways from payment to any wages/damages/compensation to the labor/men employed by him.\
15. The contractor should make his own arrangements for necessary relief arrangement to the employees for their weekly off/leave etc.,
16. Only experienced and healthy man power should be deputed to execute the work of removal, collection and disposal of garbage and its transportation.
17. Railways will advise the contractor to remove any of his employees who is found incompetent while discharging their duties, who is causing damage to the Railway property, who is discourteous or misbehaving with the trainees and railway staff of training centre and hostel, who is found intoxicated condition in the premises of the MDTC, who is indulging in illegal activities in the premises of the MDTC, who is involved in theft of items belonging to the MDTC or the belongings of the trainees and staff. Railways will report in writing regarding requirement for change of his employees duly indicating the reasons. The contractor has to make change of his employees against whom the report is made within a week's time.
18. The contractor shall deploy such staff i.e; of good character, fit, well behave and skillful in their duties and also willing to discharge duties sincerely. It should also be ensured that the employees employed by the agencies are having proven antecedents and no police case etc., is pending against such people. Such employee who is indulged in anti social activities shall not be engaged. The Contractor shall be solely responsible for all acts of commission/omission of his employees.
19. It is the discretion of the contractor to decide on increase in the number of manpower, their deployment & utilization for smooth and trouble free execution of entire activities, without violating any labour laws. The contractor will keep provision for leave reserve complying the labour laws. It is desirable that ladies are not engaged or else restrict them to day shift only.

CONTRACTOR

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Principal/MDTC/WAT

PRINCIPAL
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20. The contractor will furnish the list of staff deputed by them for the MDTC work with his signature and the list shall be up-dated as and when changes of staff will take place. No other person shall be allowed in the MDTC to work without proper identity card issued by the contractor having details such as Name, address, Contact No, Photo, Blood Group etc. The contractors name, address and contract no. shall also be printed on the back side of the identity card. It will be the responsibility of the contractor to engage staff with good antecedents and clear police record. The temporary & permanent address list of all staff engaged by the contractor should be made available by the Contractor, at Sr.DEE(OP)'s office and In charge of MDTC/ VSKP. The cost of providing Identity Card with Photo will be borne by the contractor.
21. The staff deployed by the contractor will be free from any chronic, infectious or any skin diseases. In this regard, initially the contractor will arrange at his own cost medical certificate from Specialized "Registered Medical Practitioner" for each of the staff deployed by them. Later on periodical check up as per Railway guidelines have to be arranged by the contractor also at his own cost. Railway can at any time check the physical condition of the contractor staff through its own facility to know the actual condition. Any discrepancy found, the decision of Sr.DMO/VSKP will be final and binding on the contractor.
22. The employees of successful tenderer shall not be entitled for any facility as is being provided to Railway staff. It is the sole responsibility of contractor to observe and abide by the factory act, provision of labour act, workman compensation act, provident act, minimum wages act, payment of wages act, contribution towards EPF. Gratuity act and other regulations framed by the Govt. and revised time to time. Railway will not be responsible for any violation of act of regulation by the firm.
23. Railway will not be responsible for any accident (fatal or non fatal) or injury to any person of the firm or any financial implications arising there upon.
24. Railway will not be at any time responsible for any accident/injury occurring to the labour employed by him for executing this work. The contractor shall wholly be responsible and shall see that proper attention on medical treatment is given to labour employed by him. The contractor shall bear responsibility for any claim arising out of the employment injury or otherwise in the course of employment under any stature.
25. Observance of bonded labour system abolition ordinance 1975, the bonded labour system abolition ordinance 1975 would apply to the present contract. The contractor should duly observe the provisions thereof.
26. The Contractor must comply with the provisions Contract Labour (Regulation and Abolition) Act 1970, Contract Labour Central Rules 1971 and should have valid license under the aforesaid act. No child labour will be employed by the Contractor at any cost.
27. It is responsibility of the Contractor(s) to abide by all the statutory provisions and laws of Central and state Government including Hours of Employment Regulation.
28. Either contractor/ Supervisor (authorized & accepted by Rly) is to be present round the clock to manage daily affairs of the contract. The person / persons shall be nominated 48 hrs in advance to the opening of contract.
29. The following registers to be maintained by contractor : (i) Gardening Register (ii) Staff attendance register (iii) Watch and ward register in duplicate with signature of Rly. Representative and contractor nominated Representative.

for **HOUSE KEEPING & SECURITY SERVICES**

S. Srinivasulu
CONTRACTOR(S) **Mg. Partner**

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DETAILS OF AREAS COVERED UNDER VARIOUS BUILDINGS OF THE MDTC/VISAKHAPATNAM.

The area may increase by a maximum 10% of the existing total area due to increase of additional rooms during the course of contract.

Sl. No	Details	Place
1	Ground Floor: Simulator room, Library, Computer lab, Office, Principal chamber, Faculty room, Office room, CMS room, Verandah and toilets.	Training Centre.
2	1st Floor: 04(Four) Class rooms, Seminar Room, Verandah and toilets. Any change of name of rooms is the prerogative of the Rlys. But all the area is to be finished for the work.	
3	Circulating area.	
4	Ground Floor: Dining hall, kitchen, warden room, Recreation room, Meditation room, 06 Hostel rooms, verandahs, bath room & toilets.	Hostel Building.
5	1st Floor: 26 Hostel Rooms, verandah, bath rooms & toilets	
6	Circulating area.	
7	Four blocks of Rly. Qrts consists 48 rooms	Railway Quarters at Marripalem
8	Circulating area	

NOTE:- Any change of the names of rooms is the prerogative of the railways. But all the area is to be considered for the work.

Sl.No	PLACE	No. of Urinals	No. of Lavatories	No. of Bathrooms	No. of Wash Basins	No. of DG sets
1	Training Centre	16	14	Nil	13	01
2	In MDTC Hostel & in Rly.Qrts	05	36	38	50	Nil
	Total	21	50	38	63	01

HOUSE KEEPING & SECURITY SERVICES

Srinivasulu
Mg. Partner

CONTRACTOR(S) 7/10/17

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INSECTICIDES AND CLEANING MATERIALS REQUIRED PER MONTH AT MDTC/MERRIPALEM					
Sl. No	Description	Unit	Quantity required per month	Approx. Rate per unit	Total
1	Soda ash	Kg	15	43	645
2	Bleaching Powder	Kg	15	51	765
3	Gymaxin	kg	15	27	405
4	Vim Powder	Kg	12	32	384
5	Odonil Cakes (each 100 Grms)	Nos	5	53	265
6	Floor & tiles Cleaner (Domex)	ml	500x15	74	1110
7	Phenyl	Ltrs	30	27	810
8	Brush Scrubbing	Nos	12	32	384
9	Naphthalene Balls	Kg	6	191	1146
10	Brooms	Nos	15	53	795
11	Room freshener (each 100ml)	Nos	3	127	381
12	Commode cleaning liquid / Harpic	Nos.	6	106	636
13	Moping sticks.	Nos	9	80	720
TOTAL					8446

For > VHOUSE KEEPING & SECURITY SERVICES

CONTRACTOR (S) Partner

7/10/17

Principal/MDTC/WAT.

PRINCIPAL
MDTC/E Co Riv/VSKP