

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No.2004/TGIV/8/P.

New Delhi, dtd. 29/10/04.

**The General Managers,  
All Zonal Railways.**

(Commercial Circular No.39 of 2004)

Sub: Cycle/Motor cycle/Scooter/Car parking contracts

As per procedure in vogue, parking contracts are awarded at all classes of stations on open tender basis. During the course of discussion with some Zonal Railways, it has come to the notice of the Board that the parking contracts have been awarded only at a few stations. Parking contracts have not been awarded even at some A& B category stations. It was also pointed out by the Zonal railways that at D& E category stations, there are no takes for parking contracts as the stations are small and deal with low volume of passenger traffic. The tender procedure is time consuming and there is hardly any response. It was, therefore, suggested that at D& E category stations, instead of tenders, railways may be authorized to finalise parking contracts on quotations. Notice may be displayed on the notice boards of the stations concerned. Some railways also suggested that the same procedure can also be applicable for small periods in case of termination of parking contracts midway when adequate time is not available for finalizing the next contract as per laid down procedure. The railways suggested delegation of powers to the divisional authorities for fixing parking charges, reserve price and enhancement of earnest money with the concurrence of divisional finance.

The matter has been examined by the Ministry of Railways and following decisions have been taken:-

- i. The railways should make efforts to provide parking facilities at all the stations where such facilities are required. For this purpose, teams of Engineering and Commercial supervisors should finalize a plan for the stations after survey of the parking area with locations and dimensions clearly marked on the plan.
- ii. Divisions may also explore the possibility of managing parking work departmentally at all category of stations as it has been noticed that at some stations the same has fetched more revenue than the contract system. This may be done within the existing resources and no additional posts should be created for this purpose. At Nagpur station of Central Railway, surplus staff of other departments has been deployed for managing parking work which is generating revenue of over Rs.80 lacs per annum as against Rs.27 lacs approx per annum when the same work was done on contract. The Nagpur experience is also indicative of proper assessment of license fee not being done. Sr.DCMs must therefore ensure that assessment of license fee due to the railways is done thoroughly and is realistic.
- iii. At A, B & C Category stations, the existing system of awarding contracts on open tender basis should continue with a contract period of 3 years. Fresh tenders should be called and finalised well before the expiry of the existing contract so that there is no time gap between the existing and the next contract.

iv) AT D & E category stations, efforts should first be made to finalise the parking contracts through open tenders. The period of contract for D & E category stations will also be of 3 years. However, if there is lack of response, quotations may be called through a notice pasted at a prominent place on the station premises, with the concurrence of Divisional Finance. At 'F' category halt stations/operated by halt agents, parking contracts can also be given to halt agents in addition to the halt contract on a fixed reserve price. This will, of course, require suitable amendment of the contracts with the halt agents.

v) For small interim periods, at 'A', 'B' & 'C' category stations where parking contractors have left the contract midway or the contract has been terminated and fixing alternative agency through the tender is likely to take time, the DRM/Sr.DCM/DCM may award the contracts with the concurrence of finance on quotation basis. With quotations obtained from reputed contractors for a maximum period of three months. The contractor who has abandoned the contract midway should be blacklisted and no further work should be awarded to him. The particulars of all blacklisted contractors should also be circulated to all Zonal Railways.

vi. Reserve price for all 'A','B','C','D', 'E' & 'F' category of stations should be fixed on the basis of parameters like land value, number of users, type of vehicle, parking charges etc. by the Sr.DCM/DCM in advance before inviting tenders/quotations with the concurrence of divisional finance. In this respect periodic surveys should also be done to assess the actual number of vehicles parked for fixing a realistic reserve price. The reserve price so fixed should be approved by DRM.

vii. Parking rates should be fixed by Sr.DCM/DCM with the concurrence of divisional finance and the approval of DRM. While fixing the parking rates, a survey should be carried out for parking charges prevailing at other prominent locations in the city/area and it should be ensured that parking rates fixed are normally not below the parking rates prevailing at important/prominent places in the same city/area.

viii. The parking charges should be reviewed before the award of new contract as per the procedure mentioned in item (vii) above.

Other conditions mentioned in the specimen agreement circulated vide Board's letter No.95/TGI/8/P dt. 20/2/1996 will remain unchanged.

These instructions will come into effect from 15.11.04 and will be applicable on all new contracts for which tenders are to be invited on or after 15.11.04.

This issues with the concurrence of the Finance Directorate of Railway Board.

Kindly acknowledge receipt.

**Sd/-**  
**( RAVINESH KUMAR)**  
**Director Traffic Commercial (G)**  
**Railway Board**