

**Checklist for Ascertaining Eligibility as a Registered Consultant/Contractor for Private Siding/Track Maintenance & Allied Activities in East Coast Railway**

Sl.No.	Items	Yes/No	Remarks
1	Application should be addressed to the Principal Chief Engineer, East Coast Railway.		
	(i) Every page in the application should be signed by one of the Directors or Power of Attorney holder or Sole Proprietor or Authorised Signatory.		
	Note: Copy of Legally valid Power of Attorney/Authorised Signatory Memorandum of Board in original must be submitted with application.		
2	Demand Drafts in favour of FA & CAO/ECOR/BBS, payable at Bhubaneswar.		
	(i) Rs.2,000 towards registration charges (Non-refundable) + Rs.360/- for GST @18%		
	(ii) Rs.30,000 (Rs.10,000 per year) towards annual fee for 03 years + Rs.5,400/- for GST@18%		
	(iii) GST Manual Form, Part-A duly signed		
3	Following details of the firm:		
	(i) Type of firm		
	(ii) Partnership deed, if applicable.		
	(iii) Memorandum of Association		
	(iv) Articles of Association		
	(v) Certificate of Incorporation/Registration Certificate		
	(vi) Legally valid affidavits, if any.		
4	(i) Latest list of technical and key personnel		
	(ii) Resume of each technical and key personnel, duly self-attested.		

5 (A)	Atleast one of the Directors/Senior Management Executive of the Consultant should be a member of CEAI (Consulting Engineers Association of India) signifying the consultant's performance status, maintenance and competence. One of the Directors/Executives of the firm should be a member of the Institution of P.Way Engineers (India) also.		
(i)	Notarised photocopy of membership document.		
(ii)	ID proof(s), duly notarized		
(iii)	Copy of appointment letter issued by the firm with terms and conditions.		
(iv)	Curricula Vitae.		
(v)	Self-signed undertaking on full time employment for full duration of the enlistment of Consultants. (Annexure-I).		
5 (B)	Alternatively, one of the Directors/Executives of the Consultants should be a retired IRSE officer of rank not lower than Senior Administrative Grade. It is to be ensured that such an officer is on full time employment for full duration of the work for which consultant is being enlisted/approved.		
(i)	ID proof(s), duly notarized.		
(ii)	Copy of appointment letter issued by the firm with terms and conditions.		
(iii)	Copy of PPO issued by Railway or Service Certificate.		
(iv)	Curricula Vitae.		
(v)	Self-signed undertaking on full time employment for full duration of the enlistment of Consultants. (Annexure-I).		

6	Following documents should be submitted by the applicant.		
	(i)	Undertaking of the consultant that they are well conversant with Railway rules, Guidelines and Codes, those have been published either in printed form or available in Railway website, which are applicable for survey and construction management works of private railway sidings, private freight terminals and such other works (Annexure-II).	
	(ii)	Photocopy of the PAN card of the firm, duly notarized	
	(iii)	Audited Balance Sheet and Profit & Loss account for the last 03 years by registered Chartered Accountant, duly notarized.	
	(iv)	Annual Turnover Certificate (for last 03 years) from Chartered Accountant or from any nationalized bank (Solvency certificate), duly notarized.	
	(v)	Details of work proposed to be taken up by the firm if registered as Approved Consultants.	
7	a)	Project experience in consultancy services:	
		<ul style="list-style-type: none"> <li>i. Name of the client for whom the work was executed/is under execution.</li> <li>ii. Description of work.</li> <li>iii. Location of work.</li> <li>iv. Value of contract.</li> <li>v. Period of completion (Scheduled/Actual)</li> <li>vi. Present status of work.</li> </ul>	
	b)	Performance Certificate(s) from clients for the works completed and works in progress executed in East Coast Railway and other Railways.	

## NOTES:

1. 'Checklist for Ascertaining Eligibility as a Registered Consultant/Contractor' is uploaded in the official website of East Coast Railway- <http://www.eastcoastrail.indianrailways.gov.in> < About us < HQ Departments < Civil Engineering. All consultants must apply only in prescribed checklist along with the application and requisite documents in order.
2. Registration fee and Annual fee for three years should be submitted along with the GSTN Manual Invoice Form available in the website.
3. Any photocopies should be attested by Gazetted officer or Public Notary.
4. In case of membership of the Consulting Engineers Association of India and Institution of P.Way Engineers (India), photocopies of the membership should be valid during enlisted period.
5. Completion/Performance certificate(s) issued by the clients will be accepted only while applying for registration/re-registration. In case no past performance is available at the time of re-registration, then the application has to be dealt with as if it is a fresh registration.
6. For registration based on another Zonal Railway, the above-mentioned details are not applicable. In such case, if a consultant is already registered on one Zonal Railway and he applies for registration in this Railway, the application should be submitted along with the letter of registration approved by the other Zonal Railway. The firm must state this clearly in their application and should submit all the details submitted to that Zonal Railway where the firm is already registered.
7. Every year, performance report shall be submitted in prescribed form (Annexure-III) along with the performance certificate(s) from the clients for work in progress and work completed during enlisted period. In case of any default in submission, the firm's empanelment as Approved Consultant may be withdrawn subject to their performance report.
8. In case of discontinuation of any Director/Executive working with the firm on full time employment for full duration of the enlistment, the same shall be reported immediately to this office for further necessary action.
9. After completion of 3 years as Approved Consultants, such consultants shall have to apply for re-registration. In order to maintain the continuity as Approved Consultants in East Coast Railway, the application for re-registration must be submitted three months in advance before the expiry of registration. In case of delay in submission, the approval may be granted from the date of approval of competent authority subject to their satisfactory performance.
10. Any change in the profile/address of the company should be intimated for office record & communication after registering the same with the registrar of companies.
11. Any consultant not conforming to the terms and conditions of registration/re-registration for private siding works is liable to be summarily rejected. Approval granted is liable to be withdrawn at any stage, if performance/dealings are found to be unsatisfactory.

Further details, clarifications etc. may be asked from the consultant for concluding the approval process, if considered necessary.

**AUTHORITY BY FIRM**

Sri/Smt. \_\_\_\_\_, is working  
as \_\_\_\_\_ with our firm on full time employment  
for full duration of the enlistment of Consultants in the Railways since \_\_\_\_\_.

Date:

.....

(Signature)

Name:

**UNDERTAKING**

We,.....are well conversant with Railway Rules, Guide lines and codes, those have been published either in printed form or available in Railway website, which are applicable for Survey and Construction management works of Private Railway Sidings, Private Freight terminals and such other works.

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(Signature of the Director/POA Holder)

**YEARLY PERFORMANCE REPORT**

Name of the Firm	
Evaluation Period (From....To....)	
Validity of Registration upto	

Performance review:

1. List of works awarded to firm in ECoR by private sidings indicating name of client, Contract no. & date, Scope of work, Value of Contract and Period of completion of contract:
  
  
  
  
  
  
  
  
  
  
2. Present status of works in Item(1) above:
  
  
  
  
  
  
  
  
  
  
3. Performance Certificate/Letter of Acceptance issued by client for completed works in Item(1) above:

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(Signature of the Director/POA Holder)