

Price Rs. 3000/-

JAIPUR METRO RAIL CORPORATION LTD.

NIB No. 15/NIB/O&S/Civil/P. Way-CTM /2016-17

Dated:- 25.04.2016

“Thorough Cleaning of Track Bed & Jungle Cutting including Track Maintenance as required in Metro Line of JMRC from Mansarover to Chandpole Metro Station including of Mansarovar Depot”.

BID DOCUMENT**JAIPUR METRO****Jaipur Metro Rail Corporation Ltd.**

3rd Floor, Admin Building, Jaipur Metro Maintenance Depot,
Bhrigu Path, Mansarovar, Jaipur, 302020

Website: www.jaipurmetrorail.in

Email: jgmc.jmrc@gmail.com

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Volume-1

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SECTION 1
NOTICE INVITING BID (NIB)

NIB No. 15/NIB/O&S/Civil/ P. Way-CTM /2016-17

Dated:- 25.04.2016

1.1 GENERAL

1.1.1

- (i) **Jaipur Metro Rail Corporation** invites Digitally Signed and Sealed Bids from interested and eligible agencies for “Thorough Cleaning of Track Bed & Jungle Cutting including Track Maintenance as required in Metro Line of JMRC from Mansarovar to Chandpole Metro Station including of Mansarovar Depot”.
- (ii) The complete bid document can be downloaded from the state e-procurement website <https://www.eproc.rajasthan.gov.in> and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation’s website www.jaipurmetrorail.in and state procurement portal i.e., <http://sppp.rajasthan.gov.in>.
- (iii) Bidders who wish to participate in this bidding process must register on <https://eproc.rajasthan.gov.in>. To participate in online Bids, as per Information Technology Act, 2000, Bidders will have to obtain Digital Signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected outright.
- (iv) Please note that a pre-bid meeting of prospective bidders is scheduled as per the details specified below. The objective of this meeting is to address the queries of the prospective bidders related to the Work/ Bidding document.

1.1.2 The key details of the NIB are as follows:

KEY DETAILS

a.	Name of Work	:	“Thorough Cleaning of Track Bed & Jungle Cutting including Track Maintenance as required in Metro Line of JMRC from Mansarovar to Chandpole Metro Station including of Mansarovar Depot”. NIB No. 15/NIB/O&S/Civil/ P. Way-CTM /2016-17
b.	Approximate Cost of Work	:	Rs 33.61 Lacs (For 1 year)
c.	Bid Security Amount	:	Rs 67,220/- ((by Demand Draft / Bankers Cheque /in form of Cash/Deposit through eGRAS /Bank Guarantee in specified format (Form B of ITB) of scheduled bank payable in favour of Jaipur Metro Rail Corporation Limited)

Track Maintenance Contract/Notice Inviting Bid
P. Way-CTM /2016-17

d.	Cost of Bid Form (Non-Refundable)	:	Rs 3,000/- (Rs. Three Thousands Only), (Non-refundable) by Demand Draft /Bankers Cheque payable in favor of Jaipur Metro Rail Corporation Limited.
e.	E- Bidding Processing Fee (Non Refundable)		Rs.1000/- (Rs. One Thousand only) by Demand Draft / Bankers Cheque, payable in favor of MD, RISL Jaipur.
f.	Online Bid Document availability period	:	From Date 25.04.2016 time 17:00 Hrs to Date 16.05.2016 time 15:00 Hrs
g.	Online Bid Document submission period	:	From date 25.04.2016 time 17:00 Hrs to Date 16.05.2016 time 15:00 Hrs
h.	Date & Time of opening of Online Technical Bid	:	Date 16.05.2016 Time 15:30 Hrs.
i.	Date and Time of opening of online Financial Bid	:	Shall be intimated later to technically qualified bidders through e-mail/phone/ e-proc website.
j.	Venue and Date of physical submission of Bid Cost, Bid Security and Processing Fee		O/o General Manager (Civil), JMRC, Room No-309, 3 rd Floor, Admin Building, Depot of JMRC, Bhriugu Path, Mansarovar, Jaipur. PIN: 302020 Up to 15:00 Hrs of 16.05.2016
k.	Last date of Seeking Clarification by the Bidder from Jaipur Metro Rail Corporation		Date 09.05.2016 Time 16:00 Hrs
l.	Date and Time of Pre Bid meeting		Date 09.05.2016 Time 11:30 Hrs
m.	Validity of Bid	:	120 days from the last date of submission of Bid.
n.	Stipulated date of Commencement of work	:	Within seven days from the date of issue of "Letter of Acceptance" OR as per the directions contained in LOA.
o.	Period of Completion	:	One Year from the stipulated date of commencement.
p.	Authority and Place for Pre-Bid Meeting, Seeking Clarifications etc.	:	General Manager (Civil), 3rd Floor, Admin Building, Jaipur Metro Maintenance Depot, Bhriugu Path, Mansarovar, Jaipur. Tel-07728895314; 07728895426

1.1.3 DEFINITIONS

Agreement	The Contract Agreement to be executed between JMRC and Agency, subsequent to the Letter of Award, as per the format at Form-E of ITB.
Agency/Bidder	The Agency/Bidder engaged pursuant to this Bid for conducting the Work as per the Scope of Work defined in this Bid document.
Corporation	Jaipur Metro Rail Corporation Ltd.
JMRC	Jaipur Metro Rail Corporation Ltd.
Service	Shall mean Through cleaning of track bed & jungle cutting including track maintenance works of specified areas and track sections of JMRC, Jaipur as mentioned in Scope of Work.
LOA	Letter of Award – Letter form Corporation to selected Agency conveying selection and outlining the terms and rates for the work.

Bidder	The firm or company which submits proposal in response to this BID within the time prescribed for the purpose.
Technically Qualified Bidder	A Bidder whose Technical Bid is considered eligible and technically responsive by JMRC.
Contract Agreement Amount	The contract amount finally approved by JMRC for the entire work for the duration of the contract (and extended) pursuant to this Bid process, as mentioned in the LOA.
Work	The work of Through cleaning of track bed & jungle cutting including track maintenance works of specified areas and track sections of JMRC, Jaipur to be carried out as per the Scope of Work defined in this BID document.
CCA	Controller of Certifying Authorities.
Employer	Jaipur Metro Rail Corporation Limited.

1.1 POINTS TO BE NOTED

1.2.1 Bid document consists of the following:

- a. Notice Inviting Bid – consisting of
 - i. Notice Inviting Bid
 - ii. Scope of Work
 - iii. Bid Price
- b. Instructions to Bidders
- c. General Conditions of Contract
- d. Special Conditions of Contract (General and Technical)
- e. Bill of Quantities.
- f. All Annexure/Formats/Forms etc.

Note: -

- (A) Approved GCC is uploaded and available on the JMRC website, By Signing the Bid document, firm agrees to accept the GCC. While framing the contract with the successful Bidder, the bidder shall sign the complete GCC document and submit it to the JMRC.
- (B) Corrigendum, Addendums and subsequent clarifications on bid terms, if any, can be down loaded from the JMRC website www.jaipurmetrorail.in ;state procurement portal www.sppp.nic.in and <https://www.eproc.rajasthan.gov.in> websites. Intimation for change in the schedule of Bid opening etc. shall be published on above mentioned websites only. Keep visiting these websites for any subsequent clarifications & modifications.

1.2.2 Availability and Issue of Bid Documents:-

The Bidder may obtain further information in respect of these Bid documents from the Office of O/o General Manager (Civil), JMRC, Room No-309, 3rd Floor, Admin Building, Depot of JMRC, Bhriugu Path, Mansarovar, Jaipur. PIN: 302020

- 1.2.3 All bidders are hereby cautioned that Bids containing any material deviation or reservation as described in clause 20.0 of ‘Instruction to Bidders” and /or minor deviation without quoting the cost of withdrawal shall be considered as non responsive and shall be summarily rejected.
- 1.2.4 Jaipur Metro Rail Corporation reserves the right to accept or reject any or all proposals without assigning any reasons. No Bidder shall have any cause of action or claim against the Jaipur Metro Rail Corporation for rejection of his proposal.
- 1.2.5 Bidder is to carry out their self assessment in respect of their capacity in terms of manpower, machine and finance. He is to indicate separate set of manpower, machinery in different Bids. Once a Bid is accepted, resources required for its execution shall not be considered for

assessment of other Bid. The Bidder is to consider + ve or - ve in the annual value or work to be executed to the extent of 50% (rounded off to next higher whole number) and should be able to take up additional similar work at short notice at the accepted rate for which he is to indicate his additional resources. Similarly the scope of work may also be reduced on account of poor performance and Bidder shall have no right for any claims due to reduction in scope of work.

- 1.2.6 The Contract shall be governed by the documents listed in Para 1.2.1 above.
- 1.2.7 The bid submitted should contain all Technical, Financial & other details as required for the consideration of bid.
- 1.2.8 Works envisaged under this contract are required to be executed in all respect up to the period of completion mentioned above.

1.3 Minimum Eligibility Criteria:- The bidder should meet all the eligibility criteria as mentioned below:-

- (a) Firm shall INITIALLY be filtered on the basis of following criteria

INITIAL REQUIREMENTS :-

S. No.	Criteria
1	Firm should not have abandoned any work in last three years.
2	Bidder's Contract with any organization should not ever been terminated due to poor performance.
3	Bidder's Security Deposit should not ever been forfeited by any Government/ Semi Government/PSU/MRTS.
4	Bidder should not have been involved in frequent litigation in last three years.
5	Bidder should not have suffered Bankruptcy/ insolvency in last three years.
6	Bidder should not have been blacklisted by any organization.
7	Bidder should not submit any misleading information in the application.
8	Bidder should be financially sound to perform the work.
9	Bidder's Net Worth should not be negative.
10	Bidder should be able to certify that no agent / middleman has been or will be engaged nor that any agency or commission has been or will be paid.

To prove conformity to above requirements, duly filled Evaluation Annexure - II needs to be submitted by the Bidder.

(b) Work Experience : - (Physical requirement)

Experience of having satisfactorily completed similar works during last 3 years period ending last day of month previous to the one in which the Bids are invited should be either of the following:

- (i) Three similar completed works each costing not less than the amount equal to Rs 6.72 lacs (20% of the estimated cost Rs 33.61 lacs)
- Or
- (ii) Two similar completed works each costing not less than the amount equal to Rs 8.40 lacs (25% of the estimated cost Rs 33.61 lacs)
- Or
- (iii) One similar completed work each costing not less than the amount equal to Rs 16.80 lacs (50% of the estimated cost. Rs 33.61 lacs)

(c) Financial Standing (Average Annual Turnover) :-

The Average Annual Turnover of applicant during last three audited financial years (FY 2013-14 to 2015-16) should not be less than Rs 26.89 Lacs. If audited statement of FY 2015-16 is not available, then audited statement of period 2012-13 to 2014-15 may be submitted by the vendor.

(d) Definition of similar work:-

Bidder should have carried out Project or Maintenance work of track for.

(i) Either Central Government/State Government/PSU OR Autonomous Bodies of Central/State Government owned Metro Rail Organization.

OR

(ii) Indian Railways.

(e) Other Eligibility Requirements

Bidder should meet other eligibility requirements as per following –

S. No.	Eligibility Criteria	Documents required to substantiate the same
i.	The bidder firm should be in existence at least for last three years reckoned from the last day of previous month to the month in which NIB was called.	a. Copy of Registration certification of the firm / Partnership deed / Certificate of incorporation, etc. b. Copy of Articles of Association & Memorandum of Association (if applicable) c. Income Tax Registration (Copy of PAN Card) d. Profile of the firm including the related activities done in last three years along with copies of work orders. e. Self certified copy of the statement of Bank Account for the Last Six Months in the name of bidding firm.

Note:-

- i. For point no. (i), in case of bidder is consortium, the above documents shall be mandatorily submitted for all the constituent members.
- ii. **The bidder is required to get its firm registered for Service Tax, EPF, ESI and Contract Labor license within 15 days of issuance of LOA. If the bidder does not get registered with these Statutory Authorities then its 1st Running Account (R/A) payment shall not be released till it get registered with these Authorities.**
Firm is required to submit an undertaking in this regard as per Annexure-III (ITB).

General Manager (Civil)

SECTION 2

SCOPE OF WORK

2.1 Works to be carried out

- 2.1.1 Thorough cleaning of track beds and drain of tunnel (rectangular & circular) including stations platform limit by Vacuum Cleaner, brush, broom etc. and cleaning of viaduct on elevated section. The disposal of rubbish, muck etc after cleaning of tunnel, has to be done by Bidder to the dumping ground approved by JAIPUR MUNICIPAL CORPORATION. For the waste disposal, Bidder shall use clean dustbins, which are filled & then are completely sealed & in the sealed condition they are transported to JAIPUR MUNICIPAL CORPORATION approved dumping ground in such manner that Environment is least affected by this activity. All tools and plants required for the work will be that of the Bidder if otherwise not mentioned in the Bid document or as specified in the BOQ. Thorough cleaning work has to be done once in 30 days in the section. The frequency may vary \pm 50% as per approval of Competent Authority and shall be intimated in advance by engineer in charge in writing.
- 2.1.2 Deleted.
- 2.1.3 Cleaning of hand rails on viaducts by Bidder's own tools, consumables and equipment. This work has to be done as directed by Engineer – In – charge or his authorized representative.
- 2.1.4 Greasing of gauge face of running rails in curves by **SERVO-4-GEM 3** grease of Indian Oil Corporation Ltd. or equivalent with Bidder's labour, material and tools etc. Care should be taken during greasing that no grease should come in contact with Rail table. This item is to be operated on curves of radius up to 500m as per direction of Engineer in charge.
- 2.1.5 Picking up of slacks of plain track and point and crossing as directed by the engineer to restore track parameters with in prescribed tolerances to the satisfaction of the engineer as and when required on depot lines with Bidder's tools and plants as listed in S.C.C. Small Track Machines will be made available by the JMRC to the contractor at free of cost to carry out the work. These machines shall be returned after completion of work by the contractor to JMRC in good working condition and without causing any damage to the machine. Fuel required for operation of these machines shall be made available by the JMRC to the contractor on actual consumption basis.
- 2.1.6 Providing workmen proficient in track work in day & night shift as per requirement given by Engineer in charge.
- 2.1.7 Cutting of Head Hardened rails perfectly vertical as directed by the engineer with bidders own tools and plants. Cutting machine, cutting wheel and fuel for the work shall be supplied on loan by JMRC free of cost,
- 2.1.8 Drilling of 32mm. Dia holes on 60 Kg Head Hardened Rail as per directions of the Engineer. Drilling Machine, drill bit and fuel for the work shall be supplied by JMRC at free of cost on actual consumption basis.
- 2.1.9 In case of emergency such as Rail /Weld failure Bidder has to replace rail of short lengths up to 13m. This shall include transportation of Rails. The transportation may be from P. Way depot to Mansarovar yard or P. Way depot to station and from stations to site and released Rail/ material from site to station and station to P. Way depot with bidders own tools & plants. Rail dolly, dip lorry, Road lorry etc required for the work shall be supplied by JMRC at free of cost on actual consumption basis.. Emergencies are to be attended any time during day or night. The Response

time in such case shall be up to one hour during commercial hours & Two hours during Non-commercial hours. Tentative timings are as follows:-

Commercial Hours : Beyond 05:00 hrs to 22:30 hrs.

Non-commercial Hours: After 22:30 hrs up to 05:00 hrs

- 2.1.10 Grass / Bushes cutting work on main line (If applicable) have to be done generally during non revenue hours however efforts will be made to get this work done during day time with complete safety precautions as laid down. However this activity in Mansarovar Depot & yard and outside JMRC boundary will be carried out in day time with Bidder's own tools & plants. After cutting, disposal of the same has to be done in JAIPUR MUNICIPAL CORPORATION's approved Dumping Ground within 2-3 days or as directed by the Engineer-in-charge.
- 2.1.11 Painting of Rails with Anti-Corrosive Paint/ Bituminous IP 56122 shall be as per BOQ and must comply specifications of latest revised IRPWM OR as per the directions of Engineer-In-Charge. Before painting the rails the tension clamps and bolts shall be removed & reinstalled after painting by the contractor using the equipments supplied by JMRC. The extra labor shall be paid separately as utilized in the operation as per the directions of Engineer-In-Charge.
- 2.1.12 Greasing of ERC shall be as per BOQ with contractor owned grease & labor; Tools & Plants etc. including sitting of liners. The work must be as per the specifications laid down in latest revised IRPWM OR as per the directions of Engineer-In-Charge.

2.2 Time Schedule:

The contract period for execution of the above mentioned work is 1year from the day of commencement of work. The work should commence within 7 days from date of issue of letter of acceptance or as per the directions contained in the LOA.

- 2.3 JMRC may implement ISO-14001 & OHSAS 18001 for Environment, Health & Safety. The Track Maintenance works are to be carried out as per International norms/standards and in such a manner that all premises always look neat & clean, Eco friendly chemicals/Reagents to the extent possible are used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment. The Personnel Protective Equipments as per the requirements are to be used & All Safety norms are to be followed.
- 2.4 No overtime is considered to achieve higher level of safety standards .The Bidder should consider execution of work in three shifts of 8 hrs each.. The agency must ensure timely payment of salary, PF, ESI etc. and prompt medical facility to sick/injured and to all staff. In case of death of staff, the agency is to deposit Rs.100000/- in Jaipur Metro Rail Corporation Labour Welfare Fund to enable Jaipur Metro Rail Corporation to release Rs.200000/- for heir apparent as immediate relief to his dependent. Subsequently agency should facilitate compensation on priority as per the statutory requirement. Violation of these basic provisions shall attract a penalty of 5% of annual contract value and repeated violations shall lead to termination of contract.

SECTION 3
BID PRICES AND SCHEDULE OF PAYMENT

3.1 Bid Prices

- 3.1.1**
- a. Unless explicitly stated otherwise in the Bid Documents, the contract shall be for the whole works, based on the Bill of Quantities and payment shall be made as per accepted rates of Contract.
 - b. All duties, taxes, VAT, WCT, fees octroi and other levies, payment by the Bidder under the contract shall be included in the total Contract Price submitted by the Bidder, but exemptions in taxes and duties available to JMRC as mentioned in Clause 9.0 of Instruction to Bidder (ITB) should be properly assessed and excluded from the Bid price, as the same will be available to the Bidder on the basis of the Exemption-Certificate issued by JMRC on the request of the Bidder as mentioned in Clause 9.0 of Instruction to Bidder (ITB) The evaluation of the Bid by the Employer shall be made on the basis of quoted rates only.
 - c. The Contract Price quoted by the Bidder is subject to adjustment during the performance of the Contract in accordance with the provisions of clause 11 of General Conditions of Contract.

3.1.2 Schedule of Payment

- a. The payment will be made on monthly basis as per the accepted rates based on the activities carried out as per instructions of Engineer-in-Charge as and when required.
- b. Price variation shall be governed by Clause 22.0 of Special Conditions of Contract-General (SCC).

3.1.3 Terms & Process of Bill Payment

- a. All the terms & conditions of the bills for payments purpose should be strictly complied with in accordance with the guide lines, issued by the competent authority from time to time.
- b. A certificate as per Annexure – X enclosed should strictly be provided with each bill for each activity.

“THOROUGH CLEANING OF TRACK BED & JUNGLE CUTTING INCLUDING TRACK MAINTENANCE AS REQUIRED IN METRO LINE OF JMRC FROM MANSAROVER TO CHANDPOLE METRO STATION INCLUDING OF MANSAROVER DEPOT”.

INSTRUCTIONS TO BIDDERS

General Guidelines:-

- A. This Bid Document does not purport to contain all the information that each bidder may require. Bidders are requested to conduct their own investigations and analysis and to check the accuracy, reliability and completeness of the information in this Bid Document before participating in the bid process. JMRC Ltd. makes no representation or warranty and shall incur no liability under any law, statute, rules & regulations in this regard. Information provided in this Bid Document is only to the best of the knowledge of JMRC Ltd.
- B. Bidders should read carefully the contents of this document and to provide the required information. Each page of the Bid Document (including General Conditions of Contract), Addendum (if any) and other submissions, before submission of the bid, may be Numbered, Digitally Signed & Stamped, as a token of acceptance of terms and conditions of this bid. Any unsigned and unstamped document will not be considered for evaluation. The signature is required to be done by the bidder itself/ authorized signatory of the Bidder for which a valid Power of Attorney shall be enclosed. All documents shall be submitted in English Language.
- C. Bidders may be single firms or may be members of a consortium. Bidders may read carefully the directions concerning the requirements for consortiums.
- D. Bidders should provide all the required technical and associated information and attach supporting documents as earmarked / mentioned digitally signed by the bidder / authorized signatory of the bidder and attested by competent authority wherever asked.
- E. For any query from bidder, JMRC reserves the right not to offer clarifications on any issue raised in a query. No extension of any deadline will be granted for JMRC having not responded to any query or not provided any clarification.
- F. Bidders should clearly note the date and time of submission of Bid. Late or delayed Bids will not be accepted by the website. Bidders are reminded that no supplementary material will be entertained by JMRC and Technical Evaluation will be carried out only on the basis of submissions received by JMRC by the date/time of the bid submission. However JMRC may ask for any supplementary information, if required.
- G. Technical Evaluation will help assess whether the bidder possesses the earmarked technical/financial capabilities. Further, bidders may not be considered if they have a poor performance record such as abandoning works, not following statutory requirements, financial failure, etc. JMRC reserves the right to approach previous clients of the Bidders to verify/ascertain client's performance.
- H. It shall however be noted that JMRC will not discuss any aspect of the evaluation process. Bidders will deem to have understood and agreed that no explanation or justification of any aspect of the selection process will be given by JMRC and that JMRC's decisions are without any right of appeal/litigation whatsoever. Applicants may note that the selection process will entirely be at the discretion of JMRC.

- I. Bidders will not be considered if they make any false or misleading representations in statements / attachments. If any submission is found false or misleading, even at later stage i.e. after completion of process then also JMRC may annul the award of work and forfeiting Bid Security Amount (if any held with JMRC) and Performance Security (if any available). Further the bidder may be blacklisted for participation in any future bid of JMRC.
- J. Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website www.jaipurmetrorail.in or state procurement portal <http://sppp.rajasthan.gov.in> for any kind of latest Information, Addendum, Clarification, etc.
- K. Words "Bid" and "Tender" have been used interchangeably in this Bid Document.

1.0 INTRODUCTION

Sealed Open Bids are invited from the interested & eligible bidders for the Contract P.Way-CTM-2016, for "Thorough Cleaning of Track Bed & Jungle Cutting including Track Maintenance as required in Metro Line of JMRC from Mansarovar to Chandpole Metro Station including of Mansarovar Depot". of Jaipur Metro Rail Corporation Limited, hereinafter called the 'Employer', for Works in accordance with this Bid Package. The Bid papers consist of the following documents, along with their annexures, appendices, addenda and errata if any.

- Volume -1
 - Notice Inviting Bid (NIB)
 - Instructions to Bidders (ITB)
 - Special Conditions of Contract (SCC) (General and Technical)
- Volume -2
 - General Conditions of Contract
- Volume -3
 - Bill of quantity pertinent to individual activity.

Bids shall be prepared and submitted in accordance with the instructions given herein.

- 1.2 Relevant address for correspondence relating to this Bid is given below:

General Manager (Civil), JMRC, 3rd Floor, Admin Building, Metro Maintenance Depot, Bhrigu Path, Mansarovar, Jaipur-302020.

- 1.3 Some essential data/requirements pertaining to this Bid along with reference to Clause number of this volume where full details have been given are detailed below.

- a. "Bid Security" to be furnished by the Bidder (Clause 12.0 of ITB):
Rs 67,220.00/-
- b. Last date for issuing amendment, if any shall be intimated later.
- c. Date of opening of Bid Package (Clause 17.0 of ITB & NIB (1.1.2 h & i).
- d. Period for which the Bid is to be kept valid (Clause 11.1 of ITB): 120 days from the last date of submission of Bid.
- e. Period of commencement of work (Form A of ITB): 7 days from the date of issue of Letter of acceptance" or as per the directions contained in the LOA.
- f. Contract Period (Form A of ITB): For 1 year.

1.4 Who can Apply

- 1.4.1 Bidder may apply themselves or in Partnership/Joint Venture/Consortium. Requirements from consortium are checked out in Clause 2.2.2 & 2.3 of ITB.
- 1.4.2 Bidder, if being a company, should be registered with the Registrar of Companies, under the Indian Companies Act, 1956 or Companies Act, 2013.
- 1.4.3 Bidder should have a valid registration with EPFO, ESIC and Service Tax Department and under contract labour (Regulations and Abolition) Act, 1970. If the bidder is not registered with these authorities then it needs to get registered with them within 15 days of issue of LOA, undertaking in this regard needs to be submitted.

2.1 PREQUALIFICATION REQUIREMENTS

2.2 Minimum Eligibility Criteria

(a) Firm shall initially be filtered on the basis of criteria as mentioned at 1.3(a) of NIB

(b) Work Experience : - (Physical requirement)

Experience of having satisfactorily completed similar works during last 3 years period ending last day of month previous to the one in which the Bids are invited should be either of the following:

- (i) Three similar completed works each costing not less than the amount equal to Rs.6.72 lacs (20% of the estimated cost Rs 33.61 lacs)

Or

- (ii) Two similar completed works each costing not less than the amount equal to Rs.8.40 lacs (25% of the estimated cost Rs 33.61 lacs)

Or

- (iii) One similar completed work each costing not less than the amount equal to Rs. 16.80 lacs (50% of the estimated cost. Rs 33.61 lacs)

(c) Financial Standing (Average Annual Turnover) :-

The Average Annual Turnover of applicant during last three audited financial years (FY 2013-2014 to 2015-16) should not be less than Rs. 26.89 Lacs. If audited statement of FY 2013-14 is not available, then audited statement of period 2012-13 to 2014-15 may be submitted by the vendor.

(d) Other Eligibility Requirements

Bidder should meet other eligibility requirements as mentioned at 1.3(e) of the NIB.

- (e) Bidder needs to carry out their self-assessment in respect of their capacity in terms of manpower, machine and finance. He is to indicate separate set of manpower, machinery in different Bids. Once a Bid is accepted, resources required for its execution shall not be considered for assessment of other Bid. The Bidder is to consider + ve or – ve variation in the annual value to the extent of 50% (rounded off to next higher whole number) and should be able to take up additional similar work on other station of phase-I at short notice at the accepted rate for which he is to indicate his additional resources. Similarly the scope of work or number of stations may also be reduced on account of poor performance and Bidder shall have no right for any claims due to reduction in scope of work.

- 2.2 All Bids submitted shall include the following information:
- 2.2.1 General information of the Bidder shall be furnished in Form T-I. Certified Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm or partnership or, if a joint venture including consortium, details of each party thereto constituting the Bidder will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.
- 2.2.2 In the case of Bid by a joint venture of two or more firms or companies as partners or as members of a consortium as the case may be, joint venture data must be furnished in the format prescribed (Form T-I) along with the documents as mentioned therein. The following requirements shall also be complied with
- a. There can be a maximum of 3 (three) members in a consortium.
 - b. The technical and financial capabilities of only those members with equity stake equal to or greater than 26% in the Consortium shall be considered relevant for evaluation. It is clarified that the technical experience and financial capabilities of any other Group Company or holding company or subsidiary company of any bidder / consortium member shall not be considered for evaluation unless such company is also a part of the consortium with minimum 26% stake in the shareholding of the consortium.
 - c. The Bidder and in the case of a successful Bid, the Form of Agreement, shall be individually signed so as to be legally binding on all partners/ constituents as the case may be.
 - d. In case of partnership, one of the partners shall be nominated as being In-charge as Lead or Prime Partner and this authorization shall be evidenced by submitting a power of attorney signed by the partners or legally authorized signatories of all the partners. In case of consortium, it will similarly authorize a person to be In-charge and his authorization shall be evidenced by a power of attorney in favor of that person.
 - e. The partner In-charge or the person In-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner In-charge of Joint Venture and person In-charge of a consortium.
 - f. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally responsible for the execution of the Contract in accordance with the Contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Bid and the Form of Agreement (in case of a successful Bid).
 - g. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the Contract, the partner/person In-charge will have the authority to assign the work to any other party acceptable to the Employer to ensure the execution of that part of the Contract.
 - h. A copy of the agreement entered into by the joint venture/ consortium partners shall be submitted along with the Bid.

- 2.3 In case the Bidder is an Association, Consortium or Joint Venture, the Bidder shall provide the following:
- a. The Memorandum of Understanding/Joint Venture Agreement duly notarized indicating:
 - b. Nomination of one of the members of the Association, Consortium or Joint Venture to be In-charge or Lead Member. The legally authorized signatories of all members of the Association, Consortium or Joint Venture shall issue this authorization.
 - c. Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
 - d. Each member of the Association, Consortium or Joint Venture shall be jointly and severally liable for the undertaking of this Contract.
- 2.4 The Bidders to qualify for award of Contract shall submit a written power of attorney authorizing the signatory (ies) of the Bid to commit the Bidder or each member of the partnership, consortium or joint venture.
- 2.5 Each page of Bid shall be signed by the authorized signatory of the Bidder. Power of Attorney in favor of the signatory will be required to be furnished as detailed in Clause 13.0 of ITB.
- 2.6 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the Bid/contract shall be communicated forthwith in writing by the Bidder to the Engineer and the Employer.
- 2.7 Any information found incorrect or suppressed, the Bid may not be considered or contract will be cancelled without any financial claim/arbitration from the Bid. The applicant is required to certify in the statement placed at Annexure – X of ITB with every monthly bill.
- 2.8 Each Bidder, or any associate will be required to confirm and declare in the Bid submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment, which may be construed as an agency commission, has been, or will be paid and that Bid price will not include any such amount.

3.0 COST OF TENDERING

- 3.1 The agency shall bear all costs associated with the preparation and submission of his Bid and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

4.0 SITE VISIT

- 4.1.1 Any site information / schedule of works given in this Bid document is for guidance only. The Bidder is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the Bid and entering into a Contract.

- 4.1.2 The agency shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Bid.

BID DOCUMENTS

5.0 CONTENTS OF BID DOCUMENTS

- 5.1 The Bidder is expected to examine carefully all the contents of the Bid documents as mentioned in Sub-clause 1.0 of ITB including instructions, conditions, forms, terms, specifications and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids that are not responsive to the requirements of the Bid documents will be rejected.

6.0 AMENDMENT TO BID DOCUMENTS

- 6.1 At any time prior to the deadline for the submission of Bids, the Engineer may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective Bidder, modify the Bid documents by an amendment.
- 6.2 The said amendment in the form of an addendum will be available on web site and can be downloaded. The prospective vendor needs to keep himself updated by visiting the Jaipur Metro Rail Corporation website www.jaipurmetrorail.in; www.eproc.rajasthan.gov.in & state public procurement www.sppp.raj.nic.in regularly before the date of submission of Bid.
- 6.3 In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the Engineer or the Employer may, at his discretion, extend the deadline for the submission of Bids as specified at Sub-clause 15.0 of ITB.

PREPARATION OF BIDS

7.0 LANGUAGE OF BID

- 7.1 The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged between the Bidder and the Employer/Engineer shall be in the English language. The documents submitted by the Bidder will not be returned by JMRC to Bidder.

8.0 DOCUMENTS COMPRISING THE BID

8.1 BID PACKAGE

For the purpose of selection of Bidder, the bid document is divided into two parts viz. the Technical Bid and the Commercial Bid. The requirements for Technical Bid are as under: -

Technical Bid

- 8.1.1 The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document **except BOQ**. Besides this all other associated / required documents to prove eligibility as per NIB requirement (see clause 1.2.1 of NIB) shall be submitted duly numbered and digitally signed/ stamped by the bidders. All applicable Annexures/Proformas shall be duly filled by the Bidder.

The scanned copy of instruments (i.e. DD/ BC) of Cost of Bid Form & Bid Security Amount and E-bidding processing fee shall be enclosed by the bidder with the Technical Bid.

The bidder shall be required to enclose digitally signed/ stamped copy of valid registrations as required in the NIB. In case of a consortium, the required documents shall be mandatorily submitted for all the constituent members.

- 8.1.2 Power of Attorney in the name of Authorized Signatory, in case the documents are signed by the authorized signatory of the bidder.
- 8.1.3 Each bidder (each member in the case of a consortium) shall be required to confirm and declare with the bid submission that no agent, middleman or any intermediary has been, or will be, engaged by them to provide any services, or any other items or works related to the award and performance of the Contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the bid price will not include any such amount. The format is given in Annexure–I of the ITB.
- 8.1.4 The bidder shall be required to enclose the Check List for submission of bid as in Appendix–I ‘A’ of the ITB.
- (a) Statement of deviations (Form C)
 - (b) Form of Bid and Appendix there of (Form A).
 - (c) Certificate by Bidder. (Annexure ‘X’)
 - (d) Financial Standing certificates (Form T-I, T-II, T-V and T-VII)

Bidders may attach clearly marked and referenced continuation sheets in the event that the space provided in the Evaluation Performs are insufficient.

Financial/Commercial Bid:-

Financial/ Commercial bid shall contain the **Bill of Quantities (BOQ)** as per the uploaded standard template in excel sheet.

- 8.2 The prices shall be entered in the Form of Bid and the BOQ template as uploaded on the website. These prices should include all costs associated with the contract.
- 8.3 Documents to be submitted by the Bidder under Bid package have been described under the respective Clauses 8.0 of ITB & 1.2.1 of NIB also refer check list as per Appendix – I ‘A’ of ITB. This list of documents has been prepared mainly for the convenience of the Bidder and any omission on the part of the Employer shall not absolve the Bidder of his responsibility of going through the various clauses in the Bid Documents including the specifications and to submit all the details specifically called for (or implied) in those clauses.
- 8.4 All documents issued for the purposes of tendering as described in Clause 1.0 of ITB, and any amendments issued in accordance with Clause 6.0 of ITB shall be deemed as incorporated in the Bid.
- 8.5 In case of a joint venture/consortium, information as required under clause 2.2.2 & 2.3 of ITB, in respect of each partner/company including Forms T-I, T-II, T-V & T-VII will be required to be furnished. Additional sheets may be used wherever necessary.

9.0 BID PRICES

- 9.1 Bidder is required to quote for items as per Bid documents. The Bidder should submit his Bid, which conforms to Bid documents, without material deviations or reservations. Where, however, the Bidder gives his financial offer subject to certain conditions qualification, deviations etc. he shall provide in a separate schedule (Form C), the increase or decrease in the Bid price for the unqualified withdrawal of such conditions. Bids not accompanied by such schedule shall be considered as conditions /deviations withdrawn. Bidder shall further note that except for deviations listed in Form C the Bid shall be deemed to comply with all the requirements in the Bid documents including employer's requirements without any extra cost to the employer irrespective of any mention to the contrary, anywhere else in the Bid.
- 9.2 The Rate and Prices quoted by the Bidder, will include all tax liabilities and the cost of insurance to this contract and pertinent to the specified work and shall be subject to adjustment during the performance of the Contract, to reflect variation in the cost of labour, material components, plant, and other general variations, in accordance with the procedure specified in Special Conditions of Contract. The price adjustment provisions will not be taken into consideration in Bid evaluation.
- The Bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contract in respect thereof, which may arise.
- 9.3 The rate quoted shall be reasonable and not unbalanced. Should the Engineer come across any unbalanced rates, he may require the Bidder to furnish detailed analysis to justify the same. If after its examination, the Engineer still feels the rates to be unbalanced, he may ask the Bidder for additional Performance Security or other safeguards to protect Employer's interest against financial loss. Should the Bidder fail to comply with this, his Bid shall be liable to be rejected by the Employer.
- 9.4 The Bidder shall keep the contents of his Bid and rates quoted by him confidential.
- 9.5 The Bidder shall utilize Indian Labour, staff and materials to the maximum extent possible in execution of Works.
- 9.6 The Bidder should indicate the total amount taken into account of the elements of sales tax on works contract amount, sales tax, Excise duty and custom duty as quoted in the total tendered amount. The successful Bidder should arrange for refund of taxes and duties paid or would have been paid to the fullest extent JAIPUR METRO RAIL CORPORATION is entitled as per clause 11.1.2 of General Condition of contract. All records for payment of sales tax on works contract, sales tax, custom duty and Excise duties and Service Tax etc. paid by the successful Bidder during execution of contract will be maintained to facilitate refund of taxes and duties for JAIPUR METRO RAIL CORPORATION. In case the amount of any of these taxes/duties actually paid and exemption availed by the successful Bidder is less than what has been indicated by them in their offer, the difference of the same will also be paid to JAIPUR METRO RAIL CORPORATION. The effect of variation in quantities both +ve and -ve will be dealt separately.
- 9.7 Income Tax, Work Contract Tax/TDS, Service Tax and other statutory deductions as applicable will be deducted from every bill by JMRC.

10.0 CURRENCIES OF THE BID

10.1 Bid prices shall be quoted in Indian Rupees only.

11.0 BID VALIDITY

11.1 The Bid shall remain valid and open for acceptance for a period of 120 days from the Last date of submission of Bid.

11.2 In exceptional circumstances, prior to expiry of the original Bid validity period, the Employer/the Engineer may request the Bidders for a specified extension in the period of validity. The request and the response thereto shall be made in writing or by telefax. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder agreeing to the request, shall not be required or permitted to modify his Bid but will be required to extend the validity of his Bid Security correspondingly.

12.0 BID SECURITY

12.1 The Bidder shall furnish, as Bid Security, an amount as mentioned in Clause 1.3 of ITB and clause 1.1.2 (c.) of NIB.

12.2 The Bid Security shall be deposited through Bankers cheque /DD of nationalized Bank in the name of Jaipur metro rail corporation, Jaipur. If Bid Security is deposited in the shape of Bank Guarantee (BG) then performa at Form B shall be referred. The bidder needs to upload scanned copy of DD/Bankers cheque at website <http://eproc.rajasthan.gov.in> for e-bidding.

12.3 Any Bid not accompanied by an acceptable Bid Security shall be summarily rejected as being non-responsive.

12.4 In case of two part bid, if the bidder is found unsuccessful in the evaluation process in the first part itself, herein called as un-successful bidder for all purposes in the bid and firm applies for release of its bid security then the bid security shall be released after approval of tender inviting authority.

However all the provisions under RTPPR, 2013 on refund of Bid Security in two part bid shall be applicable till signing of agreement and submission of performance security by the successful bidder in final acceptance, as per evaluation made among the successful bidders in first part bid documents.

12.5 The Bid Security of the successful Bidder shall be returned upon the Bidder executing the Contract Agreement and after furnishing the required performance guarantee for performance, as mentioned in Clause 27.0 of ITB.

12.6 The Bid Security shall be forfeited:

- a. If a Bidder withdraws his Bid during the period of Bid validity, or
- b. If the Bidder does not accept the correction of his tendered price in terms of Clause 22.0 of ITB or
- c. In the case of a successful Bidder, if he fails to:
 - i. Furnish the necessary performance guarantee for performance as per Clause 27.0 of ITB.
 - ii. Commence the work as per terms & conditions of Bid after issuance of LOA
 - iii. Enter into the Contract within the time limit specified in Clause 26.0 of ITB

12.7 No interest will be payable by the Employer on the Bid Security amount cited above.

13.0 FORMAT AND SIGNING OF BIDS

- 13.1.1 If the Bid is submitted by a proprietary firm it shall be signed by the proprietor above his full name and the full name of his firm with its current address, telephone No. Fax no. and email if any.
- 13.1.2 If the Bid is submitted by a firm in partnership, it shall be signed by a partner holding the power of Attorney for the firm. A certified copy of the Partnership deed and power of attorney shall accompany the Bid. Alternatively, all the partners shall sign it.
- 13.1.3 If the Bid is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the power of attorney for the firm. A certified copy of the power of attorney shall accompany the Bid.
- 13.1.4 If a Bid is submitted by a joint venture or consortium of two or more firms, it shall submit complete information pertaining to each firm in the joint venture or consortium and state along with the Bid as to which one of the firms shall have the responsibility for tendering and for completion and due performance of the Contract and also furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the joint venture or consortium for tendering, completion and due performance of the Contract. Full information and satisfactory evidence pertaining to the participation of each member of the joint venture or consortium in the Bid shall be furnished along with the Bid. All members shall be jointly and severally responsible to the Employer. Provisions under Clause 2.2.2 & 2.3 of ITB may be referred to in this connection.
- 13.2. The documents required to be submitted by the Bidder will be as described under Clause 8.0 of ITB herein. (Also refer check list as per Appendix – I ‘A’ of ITB)
- 13.3 Entries to be filled in by the Bidder shall be typed or written in indelible ink. The person submitting the Bid along with the date of signing should sign each page of such document in full at the bottom. The person submitting the Bid along with the date of initialing should initial each page of printed documents at the bottom.
- 13.4 In case of all documents listed in Clause 8.0 above, the person signing/initialing the documents shall be one who is duly authorized in writing by or for and on behalf of the Bidder and/or by a Statute Attorney of the Bidder. Such authority in writing in favour of the person signing the Bid and/or notarially certified copy of the Power of Attorney as the case may be, shall be enclosed along with the Bid.
- 13.5 The complete Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Employer, or as necessary to correct errors made by the Bidder. The person signing the Bid shall initial all amendments/corrections.
- 13.6 All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.

13.7 SEALING AND MARKING OF BIDS

Online bids will have to be digitally signed and submitted in a time stamped electronic sealed box on <http://eproc.rajasthan.gov.in> the manner as described in 15.0 of ITB

13.8 ONLINE SUBMISSION:

The bid to be submitted in two envelopes method on <http://eproc.rajasthan.gov.in>. It shall comprise of:-

- (a) Complete bid document along with addendums/amendments issued and uploaded by the department on the above website.
- (b) Bid form and schedule for pre-qualification bid.
- (c) Supporting documents (scanned electronic copies).
- (d) Bid forms and schedules.

Deadline for Submission of Bids:- Bids shall be received online on website <http://eproc.rajasthan.gov.in> with uploading all relevant document not later than the time and date communicated by the department or extended date thereof.

14.0 Pre-Bid/Pre-bid Meeting.

- 14.1 A Pre-Bid meeting shall be held on the date and location given in the clause 1.1.2 (l) & (p) of the NIB.
- 14.2 The purpose of meeting will be to clarify issues and to answer the question on any matters that may be raised at that stage.
- 14.3 The Bidder is requested to submit any question in writing or by facsimile, to reach the employer not later than the last date of seeking clarification as mentioned in key details of NIB.
- 14.4 The text of the questions raised by the Bids and the response given will be transmitted without delay to all purchasers of the Bids documents. Any modification of Bid documents, which may become necessary as result of the Pre-Bid meeting shall be made by the employer exclusively the issue of an Addendum/clarification.
- 14.5 Non attendance at the Pre-Bid/Pre-bid meeting will not be a cause for disqualification of a Bidder.

15.0 SUBMISSION OF BIDS

- 15.1 Submission of bids only through online process is mandatory for this Bid. Bids sent by Post, FAX or e-mail or presented in person will not be considered.
- 15.2 The Bidder should get himself registered on procurement portal (<https://eproc.rajasthan.gov.in>) and create users and assign roles on this portal. Further to this, bidder shall download Notice Inviting Bids (NIB) and copy of Bid Document from this site.
- 15.3 To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 15.4 Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial bid. The technical bid should also contain scanned copy of

DD/BC/BG (Cost of Bid Form, E-bid Processing Fee & Bid Security). However, DD/BC/BG for Cost of Bid Form, E-bid Processing Fee & Bid Security should be submitted physically at the following address of JMRC by the scheduled date and time as per NIB.

O/o General Manager (Civil), JMRC, Room No-309, 3rd Floor, Admin Building, Depot of JMRC, Bhriku Path, Mansarovar, Jaipur. PIN: 302020

- 15.5 JMRC will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last minute issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 15.6 Utmost care be taken to name the files /documents to be uploaded on portal. There should not be any special character or space in the name of file, only underscores are permissible.
- 15.7 All pages of the bid document and the addendums/amendments uploaded by the JMRC on the website <https://eproc.rajasthan.gov.in> shall be deemed to have been initialled and accepted by the persons signing the bid when they submit their electronic bid.
- 15.8 The documents listed in ITB clause along with the addendum's uploaded till the date of bid of submission, shall be filled by the bidder to bind the bidder to the contract. All the pages of the bid to documents shall be digitally signed.
- 15.9 The uploaded documents for e-bidding cannot be changed after closing date of bid and same documents are to be produced in original physical form in the office whenever asked to do so.
- 15.10 All Bids in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totalling or other discrepancies or which contain tempering of BOQ templates, may **BE LIABLE FOR REJECTION**.
- 15.11 Any bid after the deadline of time, will not be received.
- 15.12 A single-stage two envelope selection procedure shall be adopted. The Bid shall contain:

a) Part-A : Technical Bid

This Part should contain the Technical Bid consisting of **a pdf copy of this Bid Document except BOQ** submitted by DSC (Digital Signature Certificate) of the bidder with each page digitally signed by the Bidder in acceptance of the terms and conditions therein, **along with all the required documents, DD/BC/BG of all financial instruments with due Annexures duly filled as detailed below, in support of eligibility.**

- i. Complete bid document along with addendums/amendments issued and uploaded by the department on the above websites
- ii. Bid form, formats, proformas, annexure(s) duly filled and signed.
- iii. Supporting documents to substantiate eligibility.
- iv. Scanned copies of financial instruments (Cost of Bid Form, Bid Security, Performance Guarantee)
- v. Any other documents, Bidder deem fit but NOT the Commercial Bid/BOQ.

All such annexures should be duly filled and digitally signed on each page and to be submitted as part of technical bid.

No price bid should be indicated at any place in the Technical Bid, otherwise the Proposal shall be summarily rejected.

(b) Part-B: Financial Bid (BOQ).

This Part should contain the Financial Bid in the prescribed Format. Rate quoted should be as per clause 9.2 to 9.6 & 8.0 of ITB.

Utmost care to be taken to upload Financial Bid. Any change in the format of Financial Bid file shall render it unfit for bidding. Following Steps may be followed in submission of Financial Bid:

- i. Download format of Financial bid in XLS format (Password protected file).
- ii. This XLS file is password protected file. Don't unprotect the file. Price has to be filled in this file and the same has to be uploaded.
- iii. If it is a percentage rate item then fill Bidder Name, Percentage rate (Less/ Excess) to the estimated cost in down loaded Financial Bid format as specified (in XLS format only) in green back ground cells. Don't fill in any other back ground cells.
- iv. If item rate is asked to be quoted in the sheet then fill the item rate & Bidder name in the Financial Bid format in green/blue cells. Don't fill in any other background cells.
- v. Save filled copy of downloaded financial bid file in your computer and remember its name & location for uploading correct file (duly filled in) when required.

(c) Submit the Technical and Financial Bid Online.

16.0 LATE/DELAYED BIDS

16.1 Any bid after the deadline of time, will not be received.

BID OPENING AND EVALUATION

17.0 BID OPENING

- 17.1 The duly authorized Committee of JAIPUR METRO RAIL CORPORATION will open the Bids in the presence of Bidder(s) or their authorized representative(s) who may choose to be present at the time of Bid opening, if the Bidder wishes. The Bids shall be opened in two stages. In first stage the **Technical Bid** shall be opened and evaluated. The **FINANCIAL/COMMERCIAL BID (BOQ)** shall be opened of responsive Bidders pre-qualified by competent authority in the evaluation of Technical Bid at a later date, which will be informed to all responsive and pre-qualified Bidders.
- 17.2 In first stage, pre-bid of the Bids will be opened. The Bidders' names, the presence (or absence) of Bid Security, and other details such as deviations proposed in Covering letter, financial & technical eligibility etc. will be announced by the Bid Opening Committee at the time of opening or same shall be available at the web-site.
- 17.3 Preliminary Examination of Bids
The contents of the pre-bid documents of the individual Bids will be examined

summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Bidders and the completeness. Any Bid not conforming to any of these requirements may be disqualified forthwith at the discretion of JAIPUR METRO RAIL CORPORATION.

18.0 PROCESS TO BE CONFIDENTIAL

- 18.1 Except the public opening of Bid, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process till finalization.
- 18.2 Any effort by a Bidder to influence the Employer/Engineer in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, may result in the rejection of the Bidders Bid.

19.0 CLARIFICATION OF BIDS

- 19.1 To assist in the examination, evaluation and comparison of Bids, the Engineer / Employer may ask Bidders individually for clarification of their Bids, including breakdowns of prices. The request for clarification and the response shall be in writing or by telefax but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of Bids in accordance with Clause 22.0 herein.

20.0 DETERMINATION OF RESPONSIVENESS

- 20.1 Prior to the detailed evaluation of Bids, the Engineer will determine whether each Bid is responsive to the requirements of the Bid documents.
- 20.2 For the purpose of this Clause, a responsive Bid is one, which conforms to all the terms, conditions and specifications of the Bid documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualifications. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the works to be undertaken by the Bidder under the Contract, or which limits in any substantial way, the Employer's rights or the Bidders obligations under the Contract as provided for in the Bid documents and / or is of an essential condition, the rectification of which would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids at reasonable price. Minor deviation may be brought out in Form C.
- 20.3 If a Bid is not substantially responsive to the requirements of the Bid documents or if the work methods proposed by the Bidder are considered impracticable, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the Bidder by correction or withdrawal of the non-conformity or infirmity.
- 20.4 The decision of the Engineer/Employer as to which of the Bids are not substantially responsive or have impractical / methods or Programmes for execution shall be final.

21.0 EVALUATION OF BID

- 21.1 The Employer will, keeping in view the contents of Clause 2.1 to 2.8 & 8.0 of ITB, carry out technical evaluation of submitted technical proposals to determine that the Bidder has a full comprehension of the work of the contract. Where a Bidder's technical submittal has a major inadequacy, his Bid will be considered to be non-compliant and will be rejected.

- 21.2 All technically acceptable Bids will be eligible for consideration of their financial proposals. The Firms who get technically qualified will be intimated by the Jaipur Metro Rail Corporation. The financial proposal shall be evaluated to determine the lowest Bidder/ bidder.
- 21.3 The evaluation of Financial Proposals by the Employer / Engineer will take into account, in addition to the Bid amounts, the following factors:
- a. Arithmetical errors corrected by the Employer/Engineer in accordance with Clause 22.0
 - b. Such other factors of administrative nature as the Employer/Engineer may consider having a potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.
- 21.4
- a) Offers, deviations and other factors, which are in excess of the requirements of the Bid documents or otherwise will result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in Bid evaluation.
 - b) The Jaipur Metro Rail Corporation reserves the right not to consider any deviation that in the sole discretion of the Jaipur Metro Rail Corporation is found unacceptable. Jaipur Metro Rail Corporation shall require such deviations to be withdrawn, for the unaccepted deviations. The evaluation subsequently will be made on the rates quoted for such items in original offer.
- 21.5 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in Bid evaluation.
- 21.6 Evaluation of financial proposal will be based on pricing schedule/quantities in Bill of Quantity (BOQ) and rates quoted. Any alteration in BOQ will not be given any cognizance.
- 21.7 The duly authorized Engineer / Committee reserves the right to ask for submission of the source of procurement for the materials for which the bidder has quoted his rates before the bid can be considered for acceptance. If the bidder, who is called upon to do so, does not submit within a reasonable time of written order to do so, JAIPUR METRO RAIL CORPORATION shall be at liberty to forfeit the said Bid Security absolutely.
- 21.8 If deemed necessary all the pre qualified bidders shall be asked to adopt a new set of design/specifications/General arrangement(s) for the desired component(s) etc. after the technical evaluation, in an effort to bring all the terms & conditions, specifications, layouts, designs etc. on a common Ground for all bidders. Along with this an opportunity shall be given to submit revised financial offers on the revised terms, conditions, designs etc. amended by the department. If revised financial offers are taken, the original financial offers shall not be opened.

Without prejudice to the changes asked herein along with the revised financial offer, the bidders shall be responsible for cost of all related components or accessories (even if not identified at this level of scrutiny) required to complete the job in all respect with the desired changes, at his revised price quoted. In this case only those pre qualified bidders who have submitted the bids on due date of submission shall be allowed to submit the revised financial offer.

22.0 CORRECTION OF ERRORS

- 22.1 The original financial offer or the revised financial offer as the case may be, of all qualified bidders determined responsive will be opened at a date notified to all qualified bidders.

The authorized Bid opening committee of JAIPUR METRO RAIL CORPORATION, Jaipur office will open the price bid.

Errors will be corrected by the Employer / Engineer as follows:

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer / Engineer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.
- 22.2 If a Bidder does not accept the correction of errors as outlined above, his Bid will be rejected and the Bid Security forfeited.

AWARD OF CONTRACT

23.0 AWARD CRITERIA

- 23.1 Subject to Clause 9.0 and 21.0, the Employer will award, the Contract to the Bidder, whose Bid has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the Bid documents and **whose evaluated Bid price is determined to be lowest.**
- 23.2 In case, two or more responsive bidders have quoted the same price, which is also the lowest one rate offered, then all such bidders will be given an opportunity to revise their financial bid by submitting fresh financial bid, which shall necessarily be lower than the previous bid. The revised financial bid shall be submitted by the date and time as notified to the concerned bidders.
- In case, two or more responsive bidders again quote the matching rates in their revised Financial Bids, then JMRC will resort to an open auction among the same Bidders (i.e. who have quoted the matching rates). Out of this open auction process, the bidders who offer the least rates shall be declared as successful bidders. The date and time of auction will be notified to the concerned Bidders.

24.0 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 24.1 Notwithstanding Clause 23.0, the Employer reserves the right to accept or reject any Bid, and to annul the Bid process and reject all Bids, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the Employer's action.

25.0 NOTIFICATION OF AWARD

- 25.1 Prior to the expiry of the period of Bid validity prescribed by the Engineer/Employer, the Engineer/Employer will notify the successful Bidder by E-mail/fax, to be confirmed in writing by registered letter, that his Bid has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Bidder in consideration of the execution, completion of the works by the Bidder as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract Price'). The "Letter of acceptance" will be sent in duplicate to the successful Bidder, who will return one copy to the Employer duly acknowledged and signed by the authorized signatory, within three days from the date of issue of LOA by him. No correspondence will be entertained by the Employer from the unsuccessful Bidders.
- 25.2 The Letter of Acceptance will constitute a part of the contract.
- 25.3 Upon "Letter of acceptance" being signed and returned by the successful Bidder as per Clause 25.1, the employer will promptly notify the unsuccessful Bidders and discharge / return their Bid securities.

26.0 SIGNING OF AGREEMENT

- 26.1 The Employer shall prepare the Agreement in the Performa (Form E) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 45 days from the date of issue of the letter of acceptance, the successful Bidder will be required to execute the Contract Agreement. The performance guarantee should be submitted immediately after issue of letter of acceptance but not later than the agreement is signed between the parties. One copy of the Agreement duly signed by the Employer and the Bidder through their authorized signatories, will be supplied by the Employer to the Bidder.
- 26.2 Prior to signing of the Contract Agreement, the successful Bidder shall submit the following documents within a period of 30 days from the date of issue of the Letter of Acceptance:
- a. Performance Guarantee
 - b. Power of Attorney
 - c. Detailed Consortium or Joint Venture Agreement (duly signed and executed) incorporating :
 - i. Percentage Participation of each member/partner
 - ii. Joint and several liability of the partners.

27.0 PERFORMANCE SECURITY

- 27.1 The successful Bidder shall furnish to the Employer a performance security in the form of a bank guarantee for an amount of 10% of the Contract Price, in accordance with Clause 4.2 of the General Conditions of Contract. The validity of the Bank Guarantee shall be sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period (if any). The Bank Guarantee shall be prepared from a scheduled Commercial Bank based in India, with its branch located in Jaipur, as per the format of Bank Guarantee provided in this Bid Document (Form D). Further as and when contract value increases, as a result of any other reason, the contractor shall be

required to deposit additional Performance security so as to ensure availability of Performance Security, equivalent to 10% of revised contract value in force with JMRC at all times. The Performance Security shall be furnished within the time limit specified in Clause 26.0.

27.1.1 Alternatively, on request application of option for deduction of performance security of successful Bidder, Employer may allow the Bidder (As per circular No.F.1(8) FD/GF&AR/2011 dated 04.09.2013) to submit the performance security amount (i.e equal to 10% of contract price) in form of deduction from his each running and final Bill @ 10% of amount of Bill, till the total amount of performance security is deposited.

27.2 Failure of the successful Bidder to lodge the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and forfeiture of the Bid Security.

28.0 CANCELLATION OF LETTER OF ACCEPTANCE (LOA)

In case successful Bidder fails to commence the work (for whatsoever reasons) as per terms & conditions of Bid after issuance of LOA then the LOA shall be cancelled and the Bid Security shall be forfeited.

29.0 Corrupt & Fraudulent Practices

JMRC requires that the Bidders and / or their agents observe the highest standards of ethics during Bidding and execution of this Contract. In pursuance with this policy, JMRC: -

Defines, for the purpose of these provisions, the terms set forth below as follows: -

- (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to Licensor or its employees, influence in the contract execution; and
- (ii) “fraudulent practice” means a concealment or misrepresentation of facts in order to influence execution of the contract to the detriment of JMRC, and includes collusive practice among Bidders (prior to or after bid submission) designated to establish bid prices at artificial non-competitive levels and to deprive JMRC of the benefits of free and open competition.
- (iii) Breach of any of the contract condition during execution.

- a. Will reject the bid or rescind the contract if JMRC determines that the Bidder/Bidder or the employees deployed by the Bidder for the performance of services are engaged in corrupt or fraudulent practices.
- b. Will declare a Bidder ineligible, either indefinitely or for a stated period of time, for participation in the bidding process, if it at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- c. The successful Bidder/Bidder shall apprise JMRC through CVO or equivalent officer or authorized officer of JMRC of any fraud/suspected fraud as soon as it comes to their notice.

APPENDIX I 'A'

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH
THE TECHNICAL BID**

(to be included in Bid Index and front of the Technical Proposal)

Name of the Bidder - _____

S/N	Item	Bid Stipulations (if any)	Submission / Compliance Requirement	Reference Page No. in the Technical Submittal
1.0	Bid Document Cost Details, if applicable			
1.1	Bid Document Cost in the form of DD/BC	1.1.2.d of the NIB		
1.2	Name of Issuing Bank and Branch			
1.3	DD/BC/No.			
1.4	DD/BC Date			
1.5	Value of DD/BC			
2.0 (a)	Bid Security Details			
2.1(a)	Bid Security in the form of DD/BC etc.	1.1.2 c of the NIB and 12 of the ITB		
2.2(a)	Name of Issuing Bank and Branch			
2.3(a)	DD/BC No.			
2.4(a)	DD/BC Date			
2.5(a)	Value of DD/BC			
2.0 (b)	Processing Fee	NA		
3.0	Eligibility and Qualification of Bidder			
3.1	Bid is from a Company (Details of Bidder and Bidder's firm)	Clause 2.0 of the Instruction to Bidder (ITB)		
3.1.1	Whether Power of Attorney with specimen signature has been submitted	As per ITB Document		
3.2	Bid is from JV / Consortium	As per ITB Document		
3.2.1	Whether Power of Attorney with specimen signature has been submitted	As per ITB Document		
3.2.2	Whether Power of Attorney from each member of JV/Consortium is enclosed	As per ITB Document		
3.2.3	Whether Power of Attorney from each member of JV/Consortium is Notarized	As per ITB Document		
3.2.4	Board Resolution of each of the Consortium members authorizing execution of	As per ITB Document		

	Consortium Agreement and appointing authorized signatory			
3.3	Memorandum of Agreement for JV/Consortium	As per ITB Document		
3.3.1	Who is the Leader of the Consortium	As per ITB Document		
3.3.2	Details of percentage participation of individual members specified in the MoA	As per ITB Document		
3.3.3	Whether all the members are jointly and severally liable to JMRC	As per ITB Document		
3.4	Whether Bidders or any member of the JV / Consortium has submitted more than one Bid	As per ITB Document		
3.5	Whether registration with RoC enclosed for a Bidder being a company / each member in case of JV/Consortium	As per ITB Document		
3.6	Whether registration with EPFO enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.7	Whether registration with ESIC enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.8	Whether registration with Service Tax department enclosed for a Bidder / each member in case of JV/Consortium	As per ITB Document		
3.9	Whether Annexure – I attached by Bidder / each member in case of JV/Consortium	As per ITB Document		
3.10	Whether Registration with applicable labour department enclosed for a Bidder/each member in case of JV/Consortium	As per ITB Document		
3.11	Appendix to the form of Bid - Form A	As per ITB Document		
3.12	Form Of Bank Guarantee For Bid Security – Form B	As per ITB Document		
3.13	Performa for Statement of Deviations – Form C	As per ITB Document		

3.14	Form of Performance security (guarantee) by bank – Form D	As per ITB Document		
3.15	Form of Agreement – Form E	As per ITB Document		
3.16	General Information And Joint Venture Data - Form T-I	As per ITB Document		
3.17	Experience Record - Form T-II	As per ITB Document		
3.18	Financial Data Form T-V	As per ITB Document		
3.19	Indemnity - Form T-VII	As per ITB Document		
3.20	Compliance with the Code of Integrity and no conflict of interest – Appendix- A1	As per ITB Document		
3.21	Declaration by the bidder regarding qualifications - Annexure- B1	As per ITB Document		
3.22	Grievance Redressal during procurement process - Annexure- C1	As per ITB Document		
3.23	Certificate by Bidder- Annexure- X	As per ITB Document		
4.0	Technical Proposal			
4.1	Whether sealed Technical Bid, submitted as per requirement	As per ITB Document		
4.1.1	Whether Form of Bid enclosed	As per ITB Document		
4.1.2	Whether each page of Bid Document, Addendum (if any) and other submissions, enclosed duly numbered, signed & stamped, as a token of acceptance	As per ITB Document		
4.2	Whether the bidder has the financial standing as per the requirement of the NIB	1.3 (c.) of the NIB		
4.3	Whether the bidder fulfill the work requirement/physical requirement as per the NIB	1.3 of NIB		
5.0	Whether scanned copy of Bid Security, Cost of Bid Form and Processing Fee Documents /Instruments have been submitted and original instruments submitted as per the schedule mentioned in the NIB	As per ITB Document		
6.0	Whether sealed Commercial Bid/BOQ submitted	As per ITB Document		

I have checked the above list with our submittal. I am aware that if the Bid does not contain above documents, our bid is likely to be rejected by the Employer.

(Authorized Signatory)

Note: - The above mentioned list is not an exhaustive list to decide the eligibility of the Bidder. It is the responsibility of the Bidder to go through the complete bid document and submit the requisite documents to establish his/her eligibility as per the stipulated requirement

APPENDIX I 'B'

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE FINANCIAL
BID
COMPILED FROM THE PROVISIONS IN THIS VOLUME**

Sl.	Document	No. of sets to be submitted	Reference to Clause No. of "Instructions to Bidders"
	BID PACKAGE COMPRISING OF:		
1.	Bill of Quantities	One in original	8.0

**INDEX ON
PROFORMA OF FORMS**

1. PROFORMA OF FORMS – GENERAL

(Items (iv) & (v) applicable only for successful Bidders)

S.No.	Details	FORM
i.	Form of Bid with Appendix	A
ii.	Form of Bank Guarantee for Bid Security	B
iii.	Performa for Statement of Deviations	C
iv.	Form of Performance Security (Guarantee) by Bank	D
v.	Form of Agreement	E

2. PROFORMA OF FORMS – PRE QUALIFICATION PARTICULARS

S.No.	Details	FORM
i.	General Information	T-I
ii.	Experience Record	T-II
iii.	Financial Data	T-V
vi	Indemnity certificate and obligation/ Compliance to be ensured by the Bidder.	T-VII

(Note:- Form T-III, T-IV, T-VI are not part of this BID document)

S.No.	Various Annexures	Annexure
i.	Declaration in case of consortium	I
ii.	Initial filter criteria of applicant	II
iii.	Undertaking in reference to Clause 1.3 (e) of NIB	III
iv.	Compliance with the code of integrity and no conflict of interest	A1
v.	Declaration by bidders regarding qualifications	B1
vi.	Grievance Redressal during Procurement Process	C1
vii.	Certificate By Bidder	X

FORM OF BID

Note : i. The Appendix and forms are part of the Bid

ii. Bidders are required to fill up all the blank spaces in this Form of Bid and Appendix.

Name of Work: As in the NIB clause No. 1.1.2 (a)

To

General Manager (Civil), Jaipur Metro Rail Corporation Limited (JMRC), 3rd Floor, Admin Building, Metro Maintenance Depot, Bhriugu Path, C- scheme Jaipur-302020

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Bidders, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. _____
_____ (Amount in figures and words) for -----
-----or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Bid.
3. We undertake, if our Bid is accepted, to commence the works within 7 days of issue of the Letter of Acceptance to complete the whole of the Works comprised in the Contract One year contract period.
4. If our Bid is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with Clause 4.2 of the General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount shown Clause 8.5 of the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Bid for a minimum period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the Bid price does not include any such amount.

9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any Bid you may receive.
11. If our Bid is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of..... 2016

Signature

Name..... in the capacity of

Duly authorized to sign Bids for and on behalf of.....

Address

Witness – Signature

Name

Address

Occupation

APPENDIX TO THE FORM OF BID

S.No.	Details	Clause No.	Condition of Contract
i.	Amount of Bank Guarantee as Performance Security	4.2 of General Conditions of Contract	10 percent of the Contract Price.
ii.	Minimum amount of Third Party Insurance	15.3 of General Conditions of Contract	Rs.0.5 lakh for any one incident, with no. of incidents unlimited.
iii	Period for commencement of work from the date of issue of letter of acceptance	1.1.2 (n) of NIB & 1.3 (e) of ITB	7 days (from the issue of LOA)
iv	Contract Period from the date of commencement of work	1.1.2 (o) of NIB & 1.3 (f) of ITB	One year
v.	Penalty for Non-completion of work or poor quality of work	12.0 of Special Conditions of Contract (General)	Spot fine Min. Penalty – Rs.1000/- of the per day per Activity . Max. Penalty - Rs. 5000/- per day per Activity
vi	Penalty for violating the safety norms or for causing any accident or causing any interference in Train operation due to his work		Shall be levied as worked out by the JAIPUR METRO RAIL CORPORATION. In addition to this necessary legal actions can be also taken as per the statutory Rules & Laws applicable.

Signature of authorized

Signatory on behalf of Bidder

Date

Name

Place

Address

FORM OF BANK GUARANTEE FOR BID SECURITY

(Ref : Clause 12.0 of “Instructions to Bidders”)

1. KNOW ALL MEN by these presents that we (Name of Bank) having our registered office at (Address and Name of country) (hereinafter called “the Bank”) are bound unto Jaipur Metro Rail Corporation Limited (hereinafter called “the Employer”) in the sum of Rs. -----for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.

2. WHEREAS.....(Name of Bidder) (hereinafter called “the Bidder”) has submitted its Bid dated_____for the “Thorough cleaning of track bed & jungle cutting including track maintenance work” Contract ----- of applicable Rail Corridor of Jaipur Metro Rail corporation hereinafter called “the Bid”.

AND WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs.---(Rupees -----) as Bid Security against the Bidder’s offer as aforesaid.

AND WHEREAS_____(Name and Address of the Bank) have, at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

3. We further agree as follows:

- a. That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said Bid and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
- b. That the guarantee herein before contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Bidder.
- c. That any account settled between the Employer and the Bidder shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- d. That this Guarantee commences from the date hereof and shall remain in force till(Date up to which Guarantee is valid i.e. upto 60 days beyond the tender validity period reckoned from the last date of Bid submission.)

- e. That the expression ‘the Bidder’ and ‘the Bank’ herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.
4. THE CONDITIONS OF THIS OBLIGATION ARE :
- a. If the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid, or
 - b. If the Bidder does not accept the correction of his Bid price in terms of Clause 22.0 of the “Instructions to Bidders”.
 - c. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity :
 - i. fails or refuses to furnish the Performance Security in accordance with Clause 27.0 of the “Instructions to Bidders” and/or
 - ii. fails to commence the work as per terms And Conditions of Bid after issuance of LOA
 - iii. fails or refuses to enter into a Contract within the time limit specified in Clause 26.0 of the “Instructions to Bidders”.

We undertake to pay to the Employer upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

Signature of
Authorized Official
of the Bank

Signature of the witness
.....

Name of Official
Designation
I.D. No.

Name of the Witness
.....

Stamp/Seal
of the Bank

Address of the Witness
.....

PROFORMA FOR STATEMENT OF DEVIATIONS

(Refer Clause 20.2 of ITB)

1. The following are the particulars of deviations from the requirements of the Instructions to Bidders”, “General Conditions of Contract” and “Special Conditions of Contract :

- 2.

S. No.	Clause (Specify GCC or SCC also)	Deviations	Remarks (including justification)	Price adjustment for the withdrawal of each deviations

Signature of Bidder

The following are the particulars of deviations from the requirements of the Bid Specifications

S.	Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each deviation/s

1. We hereby confirm that the pricing for unconditional withdrawal of the above deviations has been given in the financial bid.
2. We hereby confirm that all implicit and explicit deviations, comments and remarks mentioned elsewhere in our proposal shall be treated as Null and Void and stand withdrawn.
3. We hereby confirm that but for the deviation noted here, our offer is fully and truly compliant.

Signature of Bidder

Note

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating 'No Deviations'. In case, Performance of deviations is not submitted or submitted as blank, it will be construed that the Bidder has not proposed any deviations from Bid documents and will provide all equipments as specifications.

FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK

(Refer Clause 27.0 of “Instructions to Bidders”)

1. This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the “Bank”) of the one part, and Jaipur Metro Rail Corporation Limited (hereinafter called “the Employer”) of the other part.
2. Whereas Jaipur Metro Rail Corporation limited has awarded the contract for “Thorough cleaning of track bed & jungle cutting including track maintenance work” Contract for -----Rail Corridor of Jaipur MRTS Project(hereinafter called “the contract”) to M/s (Name of the Bidder) (hereinafter called “the Bidder”).
3. AND WHEREAS the Bidder is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now we the Undersigned _____ (Name of the Bank)

being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. _____
(Amount in figures and Words) as stated above.
5. After the Bidder has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Bidder or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Bidder and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Bidder. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Bidder in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of Months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least **six months** longer than the anticipated expiry date of Contract period.

7. At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Bidder or if the Bidder fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Bidder.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Bidder.
9. The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.
10. The expressions “the Employer”, “the Bank” and “the Bidder” hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) 2016 being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name :

Designation :

I.D. No. :

Stamp/Seal of the Bank :

Signed, sealed and delivered
for and on behalf of the Bank
by the above named _____
In the presence of :

Witness 1.

Signature

Name

Address

Witness 2.

Signature

Name

Address

FORM OF AGREEMENT

(Refer Clause 26.0 of “Instructions to Bidders”)

This Agreement is made on the _____ day of _____ 2016 Between Jaipur Metro Rail Corporation Limited, Udyog Bhawan, C- Scheme Jaipur-302005 hereinafter called “the Employer” of the one part and _____ (Name and Address of Bidder) _____ hereinafter called “the Bidder” of the other part.

Whereas the Employer is desirous that (*** certain Goods and Services should be provided and) certain Works should be executed, viz “Through Cleaning of track bed and Jungle Cutting including Track Maintenance work” Contract for -----of applicable Rail Corridor of Jaipur Metro Rail corporation hereinafter called “the Works” and has accepted a Bid by the Bidder for the execution and completion of such works (*** as well as guarantee of such works) and the remedying of defects therein.

NOW THIS AGREEMENT WITNESS as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) Letter of acceptance
 - (b) General Conditions of Contract
 - (c) Special Conditions of Contract
 - (d) Special Specification
 - (e) Notice Inviting Bid
 - (f) Bill of Quantities
 - (g) Form of Bid with Appendix
 - (h) Addendums, if any
 - (i) Other conditions agreed to and documented as listed below:
 - (i) Bidder’s Work Schedule as amended if required
 - (ii) Statement of deviations (if applicable)
 - (iii) Any other item as applicable
3. In consideration of the payments to be made by the Employer to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Employer to execute and complete the works by **_____ and remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Bidder in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price of **Rs_____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. OBLIGATION OF THE BIDDER

The Bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the Bidder in respect thereof, which may arise.

The staff/ labour recruited by the Bidder for “Thorough Cleaning of Track Bed & Jungle Cutting including Track Maintenance as required in Metro Line of JMRC from Mansarovar to Chandpole Metro Station including of Mansarovar Depot”. will be the sole responsibility of the Bidder and Jaipur Metro Rail Corporation will not be involved in it in any way. The staff / labour so recruited by the Bidder will not have any right whatsoever at any stage to claim employment in Jaipur Metro Rail Corporation.

6. JURISDICTION OF COURT

The Courts at Jaipur shall have the exclusive jurisdiction to try all disputes arising out of this agreement between the parties.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the
Bidder

Signature of the authorized
official

Name of the official

Stamp/Seal of the Bidder

For and on behalf of the
Employer

Signature of the authorized
official

Name of the official

Stamp/Seal of the Employer

SIGNED, SEALED AND DELIVERED

By the said

Name _____
on behalf of the Bidder in the
presence of:
Witness _____
Name _____
Address _____

By the said

_____ Name

on behalf of the Employer in the
presence of:
Witness _____
Name _____
Address _____

Note :

- * To be made out by the Employer at the time of finalization of the Form of Agreement.
- ** Blanks to be filled by the Employer at the time of finalization of the Form of Agreement.
- *** to be deleted if not applicable

FORM T-I
GENERAL INFORMATION AND JOINT VENTURE DATA
(Refer Clauses 2.2.2 & 2.3 of ITB)

Notes :

- (i) Attach an attested photocopy of Certificate of Registration and ownership as well as of Constitution and legal status.
- (h) In case of Joint Venture / Consortium, attach an attested photocopy of Agreement indicating inter alia distribution of responsibilities among the members / constituents.

1. Names of participating members / constituents

- (a)
- (b)
- (c)

2. Address, telephone, telefax, cable numbers of each members / constituent.

Registered Office

Office for correspondence

- (a)
- (b)
- (c)

3. Name of Lead partner / Constituent

.....

4. Distribution of responsibilities among partners / constituents. (Among other details, specify the sub-items of works for which each of the partners / constituents would be responsible).

.....

.....

5. Date and place of joint Venture/ Consortium Agreement.

6. Names and Addresses of Bankers to the Joint Venture/ Consortium

7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others.

8. If the company is subsidiary, what involvement, if any, will the Parent Company have in the Project?

EXPERIENCE RECORD OF RELEVANT WORKS

(Refer Clause 2.1 of ITB)

1. Total number of years of experience in Through Cleaning of track bed and Jungle Cutting including Track Maintenance works
2. Details of experience in specialized Through Cleaning of track bed and Jungle Cutting including Track Maintenance works for last three years.

Sl.	Date of start of work	Date of completion of work (including time extension)	Period of work execution	Details of work handled	Total Cost of work in Rs.	Manpower	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes :

- (i) Details submitted in any other proforma will not be considered.
- (ii) The details of work including the cost of the work and date of completion etc. should be supported by notarized/attested and self-certified copy of each Client's work Completion certificates issued by the officer not below the rank of Executive Engineer or equivalent in case of central/state Govt. and PSU's.
- (iii) Additional pages may be attached if required.
 - a. All the pages must be signed by the authorized signatory of the Bidder.
 - b. All the pages must be signed by the authorized signatory of the Bidder.

Signature with seal of Bidder/Proprietor

FINANCIAL DATA
(Refer Clause 2.1 of ITB)

Total value of Through Cleaning of track bed and Jungle Cutting including Track Maintenance work, done during the period 2013-2014 to 2015-2016 (For each member in case of Joint Venture/Consortium)

S.No.	Description	Year 2013-2014 (Rs. in Crore)	Year 2014-2015 (Rs. in Crore)	Year 2015-2016 (Rs. in Crore)	Beyond 31.03.2016 (Rs.) in Crore)
1.	2.	3.	4.	5.	6.
1.	Total Turn Over in the Financial Year				

NOTE:

ATTACH CA ATTESTED & SELF ATTESTED COPIES OF THE AUDITED FINANCIAL STATEMENTS OF THE LAST THREE FINANCIAL YEARS AS ANNEXURE.

FINANCIAL DATA

(Refer Clause 2.2 of ITB)

List of all Ongoing Contracts

Name of the applicant (constituent member in case of Group)	Total number of works in hand	Number of contracts of each type		Number for which applicant went in for		Number of contracts in which date of completion given in the original has already lapsed	**Total value of balance works yet to be done in Rupee equivalent as on 31/03/2016			
		Type	Numbers	Arbitration	litigation		Year 2013-2014	Year 2014-2015	Year 2015-2016	Beyond (31.03.2016) (Rs.)

Applicant (each member of the group) should provide information on their current commitments or all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion but for which a completion certificate is yet to be issued.

INDEMNITY

(To be filled by Bidder)

I on behalf of M/shereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/swill abide by all safety rules and procedures. I declare that I M/swill be responsible for any safety violation/accident etc. and Jaipur Metro Rail Corporation will not be responsible in case of any accident and will not compensate financially or otherwise. I M/s.....declare that all the claim raised by staff deputed by me, shall be borne by me only.

I hereby declare that I am sole responsible on behalf of M/s..... for giving such declaration.

.....

Name of Indemnifier

.....

Signature of Indemnifier

Stamp/seal of the Indemnifier/Bidder

INDEMNITY

(To be filled by Bidder staff individually)

I hereby agree and undertake that I have understood all the safety rules and procedures and I will abide by all safety rules and procedures. I declare that I will be responsible for any safety violations/accident etc. and Jaipur Metro Rail Corporation will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I shall not raise any claim against Jaipur Metro Rail Corporation.

.....

Name of Indemnifier

.....

Signature of Indemnifier

.....

NAME OF BIDDER

.....

SIGNATURE OF BIDDER

Obligation/Compliance to be ensured by Bidder

Sl. No.	Items	Compliance of Bidder (To be filled by Bidder)	
		Yes	No
1	License for employing contract labour		
2	Compliance of minimum wages Act by payment of wage on 7 th of every month through Bank or in the presence of nominated representative of employer (Jaipur Metro Rail Corporation Supervisor/manager)		
3 (a)	Compliance of provision of ESI& PF.		
3 (b)	Ensure treatment in ESI hospital in case of accident/injuries suffered in performance of work and compensation under ESI Act.		
4	Send Accident report to Regional Labour Commissioner (RLC) & ESI authorities.		
5	Observance of working hours, weekly rest and overtime payments as per minimum wages Act-1948.		
6	Other statutory requirement pertaining to this Bid.		

Note:- A Non- filling or 'No' by Bidder will lead to non-eligibility for Bidder in further tendering process.

Signature with seal of Bidder/Proprietor

**[ON COMPANY’S LETTER HEAD (EACH MEMBER IN CASE OF
CONSORTIUM)]**

I, Mr./Ms. _____ (Authorized Signatory)* on behalf of
_____ (Company’s Name)
having its registered office at _____,
hereby confirm and declare that no agent, middleman or any intermediary has
been, or will be engaged by me to provide any services, or any other item or work
related to the award and performance of this contract. I further confirm and
declare that no agency commission or any payment which may be construed as an
agency commission has been, or will be paid by me and that the bid price will not
include any such amount.

(Signature) _____

Name of signatory _____

Capacity of signatory _____

* Should be supported by authorized Power of Attorney in favour of authorized
signatory along with their copy of Board Resolution.

EVALUATION SHEET
(INITIAL FILTER OF APPLICANT)

**[ON COMPANY'S LETTER HEAD (EACH MEMBER IN CASE OF
CONSORTIUM)]**

Name of the Applicant: _____

S/N	Criteria	Yes	No
1.	Has the Applicant abandoned any work in the last three years?		
2.	Has the Bidder contract with any organization ever been terminated due to poor performance?		
3.	Has the Bidder Security Deposit for any contract ever been forfeited by any Govt./ Semi Govt./ PSU/ MRTS/ Corporate houses?		
4.	Has the Applicant been involved in frequent litigations in the three years?		
5.	Has the Applicant suffered bankruptcy / insolvency in the last three years?		
6.	Has the Applicant been blacklisted by any organization?		
7.	Has any misleading information been given in the application?		
8.	Is the Applicant financially not sound to perform the work?		
9.	Is the Applicant's Net Worth negative?		
10.*	Has the Applicant failed to certify that no agent / middleman has been or will be engaged or that any agency or commission has been or will be paid?		
11.*	Do the documents submitted by the Applicant reveal that agency commission has been or will be paid?		

NOTE: -

“YES” answer to any of the questions from 1 to 11 will disqualify the Applicant.

- * A blank Proforma of the Certificate is there at Annexure-1. The same should be completed and submitted along with the bid submission.

Dated

Signature of the Bidder
or his Authorized signatory
with seal of the Firm

UNDERTAKING

(Ref: Clause 1.3 (e) of NIB)

1. I/we M/s..... hereby submit that presently my/ our firm is not registered with any or all of the authorities as mentioned below:-

S. No	Registration For	Registered or Not registered
(a)	Service Tax	
(b)	Employees Provident Fund	
(c)	Employee State Insurance	
(d)	Contract Labor License under contract Labor Regulation and Abolition Act 1970	

2. I hereby undertake that within 15 days of issuance of LOA by JMRC, we shall get registered with the authorities concerned for above mentioned registrations please.

Signature of Authorized Signatory with Seal

Annexure A1 : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

Annexure B1 : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of
in response to their Notice Inviting Bids No

Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public
Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

Annexure C1 : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Executive Director (Civil) Jaipur Metro Rail Corporation, Jaipur.

The designation and address of the Second Appellate Authority is MD, Jaipur Metro Rail Corporation, Jaipur.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to be in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (I) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second' appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

FORM No. 1
[See rule S3]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement
Act, 2012

Appeal No of

Before the (First / Second Appellate Authority)

1. Particulars of appellant:
 - (i) Name of the appellant
 - (ii) Official address, if any:
 - (iii) Residential address:
2. Name and address of the respondent
 - (i)
 - (ii)
 - (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
.....
.....(Supported by an affidavit).
7. Prayer:.....
.....
.....Place

Date

Appellant's Signature

Annexure – ‘X’

CERTIFICATE BY BIDDER

(Through Cleaning of track bed and Jungle Cutting including Track Maintenance Works)

Name of Contract :
.....

Name of Station : **Period: From**
..... **To**.....

1. In Compliance to the provision of the Minimum wages act 1948 and rules made there under in respect of any employees engaged by me/us, I/We hereby declare that the labour engaged be me/us have been fully paid for. In the event of any outstanding due to be payable to any labour/labours engaged by me/us, JMRC is entitled to recover the same from any money due to accruing to me/us in consideration of payment to such labour/labours.
2. Certified that all valid insurance policies as per GCC clauses are available. Copies of Insurance policies are enclosed/already submitted.
3. Certified that the EPF Act 1952 the Minimum Wages act, 1948, ESI Act, Contract Labour Act, 1971, Factories, Act, 1948, have been fully complied with the me/us. Photocopies of challans for EPF/ESI deposited are enclosed herewith.
4. The payment has been made to the employees in presence of station Manager as per Minimum Wages Act, 1948 (As per latest notification). The attached photocopy of ESI & EPF Challans has been verified from original.

Signature of Bidder with Seal

Station Manager : (Verified)

Manager

GM (Civil)

PART-1
SPECIAL CONDITIONS OF CONTRACT (GENERAL)

1.0 SPECIAL ATTENTION

- 1.1 All Bidders are hereby cautioned that bids containing any material deviation or reservation as described in Clause 1.2.3 of NIB” and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and shall be summarily rejected.
- 1.2 The Contract will be awarded to the Bidder whose responsive bid is determined to be the lowest evaluated bid and who satisfies the appropriate standards of capacity and financial resources. Clause 23.0 and 24.0 of “Instructions to Bidders” may be referred to in this connection.

2.0 RIGHT OF WAY

Right of way (within Jaipur Metro Rail Corporation land) to the work site will be provided to the Bidder.

3.0 COORDINATION WITH OTHER BIDDERS

The bidder for this package shall plan and execute work in coordination and in co-operation with other bidders working for adjacent/other packages.

4.0 SUFFICIENCY OF BID

- 4.1 The Bidder shall be entirely responsible for sufficiency of rates quoted by him in his bid.
- 4.2 The Bidder (Successful Bidder) shall be paid for only at quoted/accepted rates.

5.0 NOTICES AND INSTRUCTIONS

- 5.1 The Bidder shall furnish to the Employer/Engineer the postal address of his office at Jaipur. Any notice or instructions to be given to the Bidder under the terms of the contract shall be deemed to have been served on him if it has been delivered to his authorized agent or representative at site or if it has been sent by registered post to the office, or to the address of the firm last furnished by the Bidder, or if conveyed by the e-mail from the authorized email ID of Jaipur Metro Rail Corporation.

6.0 RESPONSIBILITY FOR SPECIFICATIONS

6.1 Specifications

Work shall be carried out as per IRPWM of Indian railways.

The Bidder shall promptly inform the Engineer of any error, omission, fault and other defects in the Specifications, which are discovered when reviewing the Contract Documents or in the process of execution of the Works.

7.0 USE AND CARE OF SITE

- 7.1 The Bidder shall not demolish, remove or alter structures or other facilities on the site without prior approval of the in-charge.
- 7.2 All garbage/debris shall be removed from site daily or as they accumulate. All garbage/debris shall be disposed to the approved Jaipur Municipal Corporation locations in covered position. The necessary materials required i.e. cartons/ dustbins etc to be provided by the bidder at his cost. The transportation for disposing the debris shall also be arranged by the bidder. The Waste disposal shall be done in sealed condition without affecting the Environment. Each dustbin shall have a polythene cover kept inside & will be emptied when it is full in a bigger Dust Bin. Bigger dustbins shall be

Sealed & Transported to Jaipur Municipal Corporation location, where they are emptied. Spare Dustbins shall be kept for rotation.

- 7.3 All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.

- 7.3.1 **Accidents:** - It shall be the entire responsibility of the bidder to adopt all the safety measures & deploy cleaning/maintenance personnel who are adequately trained in safety. If any accident occurs on working area due to cleaning/ maintenance operations or due to negligence on the part of the bidder's personnel, it shall be the full responsibility of the bidder.

8.0 DUTIES, TAXES, OCTROI, ROYALTY ETC

- 8.1 The rates quoted by the Bidder for all materials, required to be purchased for the satisfactory performance of this contract, shall be deemed to be inclusive of all duties, taxes, Octroi, royalties, rentals/service tax on cleaning, etc., where payable except as provided in clause 11.1 of GCC.
- 8.2 The Bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc, of the Bidder's in respect thereof, which may arise.

9.0 HOUSING FACILITIES (Supplemental to Clause 6.6 of “General Conditions of Contract”)

- 9.1 The Bidder shall have to make his own arrangements for housing facilities for his staff.

10.0 ACCESS ROADS AND HAUL ROADS

- 10.1 Existing roads and other public roads may be used by the Bidder to carry out Track maintenance activities, with prior approval of the competent authority. The Bidder shall pay the statutory vehicle license and permit fees for use of public roads.
- 10.2 The Bidder shall repair any damage to the road or bear the cost thereof due to movement of bidder's plants and equipment, vehicles etc. to the specifications and satisfaction of road authorities as well as of Engineer.

11.0 DEDUCTIONS TO BE MADE FROM BIDDER'S BILL

- 11.1 Deduction towards income tax and any other tax will be made at source from each on-account progress bill by the Employer as may be directed by Income-Tax Department or as provided in the Income Tax Act or other relevant Act, Rules and Circulars and directions issued there under.

12.0 Penalty

- 12.1 Min. Penalty – Rs.1000/- per day per activity.. Max. Penalty - Rs. 5000/- per day per activity. The decision regarding Penalty & Imposing of the Penalty shall be of JAIPUR METRO RAIL CORPORATION. This is in addition to the proportional amount to be deducted for non completion or not carrying out the work.

Penalty can be for Non-Completion of work, or for poor quality of work, or for not following safety regulations, or for short deployment of Man-Power & Machines. Penalty can be imposed for any one or combination of items as mentioned above.

- 12.2 This penalty shall not relieve the bidder from his obligation to execute the works or from any other of his obligations and liabilities under the contract.

- 12.3 The Bidder shall co-ordinate his program to the extent feasible with the programs of other bidders to be engaged at the site or in the vicinity of the site, as furnished by the Engineer so that the works can be carried out as per the overall program.
- 12.4 Bidder shall maintain the attendance Register *for* all the shift staff, if the short deployment of staff then the deduction shall be as per daily wages.

13.0 SECURITY MEASURES

- 13.1 Security arrangements for the work shall be in accordance with general requirements and the Bidder shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees.
- 13.2 Bidders' employees and representatives shall wear Identification Badges (cards), uniforms, helmets, gum boots & other safety/protection wear as directed by In-Charge , and to be provided by the Bidder. Badges shall identify the Bidder and show the employee's name and number and shall be worn at all times while at site.
- 13.3 All vehicles used by the Bidder shall be clearly marked with the Bidder's name or identification mark.
- 13.4 Bidder shall submit the police verification of each employ and staff. In case the employee is changed, then the bidder shall inform Station Manager / Station controller and GM (Civil) office and also submit the police verification of changed person.

14.0 ECOLOGICAL BALANCE

- 14.1 The Bidder shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The Bidder shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the Bidder shall observe the following instructions.
- (a) Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Bidder's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the Engineer.
 - (b) All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by Bidder's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the In charge. Trees shall not be used for anchorage. The Bidder shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at Bidder's expenses.
 - (c) In the conduct of cleaning activities and operation of equipment, the Bidder shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise pollution.
- 14.2 Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

- 14.3 Bidder shall submit Material safety data sheets & shall follow the instructions written in material safety data sheets. The handling & Storage of materials shall also be done as per materials safety data sheets.

15.0 RESOURCES REPORT

The Bidder shall submit to the in charge each month a detailed list by trade classification, of manpower employed during the report period as also a list of all serviceable major items of cleaning machineries / equipment on site.

16.0 BRIEF SCOPE OF WORK

Brief scope of work is included in Sub-Clause 2.0 of Notice Inviting Bid issued with the bid documents.

17.0 PROGRAMME OF WORK

- 17.1 The programme of work is included in Clause 2.2 .of the Notice Inviting Bid issued with the bid documents.

18.0 PAYMENT

- 18.1 For the purpose of On-account payment, the bidder shall submit detailed activities carried out as per BOQ recorded in Measurement sheets, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected based on unit rates as approved in the Bill of Quantities.
- 18.2 The bidder shall submit certified copies of vouchers showing quantity of cleaning and consumables brought to site for in-charge's record.
- 18.2.1 If any activities not carried out as per the schedule of work the proportion amount will be deducted from the bill. If the work carried out through other agency under the intimation to bidder and the charges incurred on it will be deducted from the bidder's bill. In addition the applicable penalty will be levied as per Clause No.12.0 of SCC.
- 18.2.2 The payment shall be made on a monthly basis for no. of days /Shifts worked in a month. At the end of the month, the bidder shall submit necessary documents & Bill in the standard format for payment.

19.0 BIDDER'S OFFICE

The Bidder shall establish an office in the Municipal Area of Jaipur in consultation with the In-Charge for planning, co-ordination and monitoring the progress of the Work and intimate the same in writing to In-Charge. In addition, the Bidder may set up field offices at convenient and approved locations for co-ordination and for monitoring the progress of fieldwork at his own cost.

20.1 NOISE AND DISTURBANCE/POLLUTION

- 20.1 All works shall be carried out without unreasonable noise and disturbance. The Bidder shall indemnify and keep indemnified the Employer from and against any liability for damages on account of noise or other disturbance created while carrying out the work, and from and against all claims, demands, proceedings, damages, costs, charges, and expenses, whatsoever, in regard or in relation to such liability.
- 20.2 Subject and without prejudice to any other provision of the Contract and the law of the land and its obligation as applicable, the Bidder shall take all reasonable precautions.

21.0 ADVANCES

No advances shall be paid to the Bidder.

22.0 PRICE VARIATION CLAUSE

No price variation is applicable for this contract.

23.0 Maintenance Records :-

Bidder will have to maintain proper records of Track Maintenance activities. Some of the records to be maintained are as below.

- i) Deployment of Manpower in each shift.
- ii) Availability of Track Machines.
- iii) Details of Track Maintenance, Cleaning, and Greasing work carried out in each traffic block.
- iv) Purchase details of SERVO-4-GEM 3.
- v) Purchase details of Anti-Corrosive Paint/Bituminous IP-56122.
- vi) Apart from above, all supervisors & all track personnel will have to sign in attendance register which will be kept in P. Way office at the starting of shift.

24.0 SUBMITTAL BY THE SUCCESSFUL BIDDER AND COMMENCEMENT OF WORK.

- 24.1 Successful Bidder shall ensure that only trained staff having Railways / Metro Rail's track maintenance / construction experience is deployed.
- 24.2 Deployment of Track machines as mentioned in Section-9 of SCC (Track work) along with Technical details like make, capacity, present conditions etc are to be submitted for approval. Bidder is enjoined to use only reputed make Track Machines for Maintenance purpose.
However, the successful Bidder shall commence the work within 7 days from the date of issue of Letter of acceptance.

PART-2
Special Conditions of Contract (Track Work)

1. All activities generally on mainlines shall be carried out during non-traffic hours at night and on depot lines during day times. The non operation hours may be from 23.45 to 4.40 hrs. The work shall be carried on approved block day only. The approved block details will be made available by Engineer in charge. In case of emergency/ un-usual occurrences, the work may have to be done at any hour of day and night. Bidder shall make his own arrangement of lighting for cleaning of viaduct and greasing of curve. However ,if the light points are available on the track/Station, the bidder shall be permitted to tap the same for cleaning and greasing work Necessary arrangement for tapping of electricity shall be carried out by the bidder at his own cost. No extra payment will be made for the same.
2. JAIPUR METRO RAIL CORPORATION track is covered on both sides by boundary walls. The approach to the main line track is only from station. Any bidder's person entering section for carrying out works under the contract shall have to obtain permission from the proper authority.
3. Bidder shall ensure that all precautions mentioned in chapter –II part J of IRPWM 1986 reprinted in 1999 for maintenance of track on Electrified area (25 KV AC Traction) as applicable is followed and all his staff are well versed with it. In this regard Safety Precautions & Essential Instructions for working in A.C. Traction area of JAIPUR METRO RAIL CORPORATION as also to be followed.
4. Bidder shall ensure that all precautions to be taken while working in Track circuited area is observed as per Para 279 of IRPWM of Indian railways.
5. After completion of days/nights works bidder shall ensure that all equipment, tools and plants P. Way material, etc. either released or new are cleared before leaving the site. No material what so ever shall be left behind.
6. The quantum of work to be done under each item will be indicated to the bidder from time to time, during the currency of the contract & bidder shall instantaneously rise to the occasion and complete the work expeditiously.
7. For cleaning purpose the width of viaduct is taken as 9 m. At location, where the width of via duct is more, the payment shall be made on prorated basis.
8. Small Track Machines and fuel required for the same shall be provided by JAIPUR METRO RAIL CORPORATION to the bidder free of cost. The list of small track machines is as under.
 - a) Dip lorry
 - b) Abrasive rail cutter.
 - c) Cutting wheels.
 - d) Drilling machine.
 - e) Drill bits.
 - f) Rail dolly.
 - g) Track jacks
 - h) Rail tensors
 - i) Off track tampers

After completion of the work, these items will have to be returned to the JAIPUR METRO RAIL CORPORATION without causing any damage to them. It is the responsibility of bidder to collect the machine and material provided by the JAIPUR METRO RAIL CORPORATION from a place designated by the Engineer in-Charge. Transportation of the machine and material from the supply point to the site/bidder store and its return to the designated place/JAIPUR METRO RAIL CORPORATION store/bidder store shall be carried out by the bidder at his own cost. Nothing extra shall be payable on this account.

9. Bidder shall provide all tools and plants to his labour with no extra cost to JAIPUR METRO RAIL CORPORATION. Following are the tools and plants used in track maintenance.
 - a) Rake ballast 4 prong.
 - b) Panjas 8 prong.
 - c) Beater.
 - d) Crow bar.
 - e) Box Spanners
 - f) Tommy Bar
 - g) Pan iron mortar.
 - h) Keying/ spiking hammer.
 - i) Spanners of all size used on ballasted / ballastless track.
 - j) Gauge cum level.
 - k) Nylon chord, T-Square, etc used for measuring and recording track parameters.
 - l) Necessary Lighting equipments with all accessories as per the requirement.
 - m) Any other item as required
10. In case of emergency bidder has to mobilize resources and carry out works at any time of the day and night instantaneously at short notice if directed. The Response time in case of Emergency shall be one hour during commercial hours & Two hours during non-commercial hours. The bidder shall be always ready to attend any emergency if so arise.
11. The quantities shown in the BOQ are anticipated quantities and may vary depending on the actual requirement during the period of contract. The bidder shall not be entitled to any claim and / or increase in the rates what so ever on account of variation in the quantities of the individual items or of the total contract value.
12. While doing the works, the bidder shall cause least inconvenience either to the traveling public or to the station staff or to the JAIPUR METRO RAIL CORPORATION rakes.
13. The bidder is advised to inspect the entire length of track on via-duct & rectangular tunnel between specified chainages where different works will be executed after obtaining permission during Non-commercial hours on Power Block day only to acquaint him-self and assess beforehand difficulties likely to come across in respect to men , material, access to site, restrictions on At-grade/Via-duct/yard, restrictions in plying the trucks on roads imposed by police, lighting, water supply and so on.
14. The P.Way materials shall be issued to the bidder for using for the Bonafide works covered by the contract only and acknowledgement of the same shall be given by the bidders supervisor In-Charge of work. After completion of work, the bidder will have to be give a detailed account of the materials used & balance materials shall be returned to the JAIPUR METRO RAIL CORPORATION. If

- balance materials are not returned or any deviation is found, then the quantity not returned or deviated quantity shall be charged at the double value of Book Rate as prescribed by the JAIPUR METRO RAIL CORPORATION & in all such cases, the decision of the JAIPUR METRO RAIL CORPORATION shall be final. The quantity used shall be in proportion of the requirement which shall be justified by the bidder & will be verified by the JAIPUR METRO RAIL CORPORATION.
15. The issue of P. Way material to the bidder shall be progressive as the works progresses and the bidder shall not demand unreasonable large quantities of material to be issued to him in advance. JAIPUR METRO RAIL CORPORATION reserves the right to determine the quantity of materials to be issued at any stage and their decision in the matter shall be final and shall not be the basis for any claim by the bidder.
 16. Such P. Way material as has been issued to the bidder but left behind with him not utilized shall be returned by the bidder at no extra cost to JAIPUR METRO RAIL CORPORATION to any nominated depot /PWI store of JAIPUR METRO RAIL CORPORATION. If the bidder fails to return such material, cost of such materials will be recovered from him at double the book rates. The material to be returned shall however be in reasonably good condition as originally issued.
 17. JAIPUR METRO RAIL CORPORATION reserves the right to inspect any of the depots of the bidder where JAIPUR METRO RAIL CORPORATION's material has been stored and also to inspect the places where the bidder fabricates or otherwise processes these materials and the bidder shall provide all facilities for such inspections.
 18. The bidder shall not transfer any of the material issued to him by the depots or fabrication yard or the site of work, without prior approval of the Engineer in-Charge.
 19. The bidder shall ensure that all his staff without prior approval of the engineer In-Charge wear proper uniform with personal protective equipments including helmet , safety shoes and illuminated jacket etc. while working.
 20. No advances shall be paid to bidder.
 21. Price variation clause: same as per clause 22 of SCC (General).
 22. The bidder will not cause any damage to the JAIPUR METRO RAIL CORPORATION property or assets. If any such damage is caused, the bidder will have to pay the cost of such Damage & JAIPUR METRO RAIL CORPORATION Decision in the issue will be final.
 23. The bidder will have to complete the work during specified time. While working in the non-commercial hours works have to be completed & men & materials will have to be removed by 4.00 hrs or as specified from time to time. Instructions of the employer given from time to time shall be followed.
 24. The quality of the work shall be as per the standards.
 25. The bidder shall use standard tools & materials as specified or as per the requirement of Approved or reputed Brands as the case may be.

26. The bidder shall take all necessary safety measures & precautions and the bidder shall be entirely responsible for the safety & security of his men & materials. Bidder is advised to follow the safety, health and environment guideline as prescribed in the approved SHE manual of JAIPUR METRO RAIL CORPORATION.
27. The bidder may have to use necessary communication equipments like mobiles / WLL / Walky-talky as per requirement.
28. If the same item or condition features in the special conditions of the contract & General conditions of the contract, then the item or condition mentioned in the special conditions of the contract alone will be over-riding.
29. Bidder shall provide Photo-identity cards to all his staff & supervisors.

LAND

- a. The land required for the bidders office /stores will be allotted free of cost, if available, to the extent considered & justified by JAIPUR METRO RAIL CORPORATION in the vicinity up to the completion period. However, this will not be binding on JAIPUR METRO RAIL CORPORATION. The land or area will be maintained by the bidder.
- b. After completion of the work, the bidder shall clear all land under his temporary occupation to its original shape and condition without any extra cost to JAIPUR METRO RAIL CORPORATION and hand it over to JAIPUR METRO RAIL CORPORATION without any encumbrances within one month of completion of the work. In the event of failure to clear the site, JAIPUR METRO RAIL CORPORATION will get this done through another agency at bidder's cost.

MATERIAL TO BE SUPPLIED BY JMRC.

1. All P. Way material (i.e. rails, fish plates, other P. Way fittings) are to be supplied by JAIPUR METRO RAIL CORPORATION free of cost unless otherwise specified elsewhere in the bid documents.
2. The P. Way material required in para (1) above shall be issued from JAIPUR METRO RAIL CORPORATION nominated Depot/PWI store with in Jaipur municipal area/Designated place as specified by the Engineer-in-Charge.
3. The bidder shall make his own arrangement for getting the departmental small track machines used for the work, unloaded, handling, leading of such material including any other incidental and transporting to site of work, for use without any extra cost.
4. The bidder shall be fully responsible for safe handling and safe custody of small track machines and P. Way materials & fittings. In case of their loss due to any cause what so ever, or the materials becoming unsuitable for use for any reason what so ever, the cost of material shall be recovered from the bidder at double the book rate.

SAFETY PRECAUTIONS AND ESSENTIAL INSTRUCTIONS FOR WORKING IN A.C.
TRACTION AREA.

DO(S) AND DON'T(S)

For All Staff

DO(s)

- a. In case of fire on electric traction equipment or wires:
 - i) Inform Traction Power Controller (TPC).
 - ii) Extinguish fire by special extinguishers (Carbon tetrachloride or carbon dioxide type), if available.
 - iii) Ensure no water jet directed at the fire is used under any circumstances.
- b. Anything Unusual on traction wires or electric rolling stock, inform Traction Power Controller or nearest Station Master.
- c. In any emergency – speak to Traction Power controller through the nearest means of communication.
- d. Large metallic structures such as fencing, structural steel work of platform running parallel to the track should be earthed suitably.
- e. Any tree or branches likely to fall on live conductor or nearer than 4m from the nearest live conductor shall be cut or trimmed by concerned staff in the presence of authorized staff of OHE.
- f. Before taking up the work on a line running parallel to 25kV AC lines, the line shall be earthed on both the sides of the working party.
- g. Ensure that distance between the two earths used for protection of working party does not exceed 1km.
- h. Keep clear of the track and avoid contact with the rails when electric train within 250m.
- i. special care should be taken to carry long pipes, poles or ladders so that it should not come in contact with or within 2m of live OHE.

DON'T(s)

1. **DO NOT** approach within 2 meters (approximately 7 feet) of any traction wires or live equipment.
2. **DO NOT** work on or near traction wires or any live equipment unless they are made dead. earthed and shut down notices/permit to work obtained.
3. **DO NOT** enter any switching station or remote control centre unless specially permitted.
4. **DO NOT** permit unauthorized persons to operate any equipment even if it be for making it dead.
5. **DO NOT** disturb any earthing or bonding or traction wires or connections to BEC (buried earth cable) or OPC (overhead protection cable).
6. **DO NOT** touch a person in contact with live traction wires. Remove body only after power supply is switched off & earthed.
7. **DO NOT** forget to give artificial respiration to the victim as per the prescribed procedure laid down at shock treatment charts.
8. **DO NOT** touch any traction wire hanging from the mast or fallen on the ground and do not allow any one else to touch it.
9. **DO NOT** operate crane on or near traction OHE unless an authorized representative of the OHE is present.

For Rolling Stock Staff

DO(s)

1. Avoid slipping of wheels of rolling stock.
2. Keep at a safe distance of 2 meters (7 feet) from Traction wires while working on the rolling stock.
3. Whenever washing or cleaning rolling stock using water jets, take appropriate power block.

DON'T (s)

1. DO NOT lift or raise your tools towards traction wires (keep the tools in their respective position immediately after use).
2. DO NOT take electric Rolling Stock with raised pantograph to any unwired line, power block working limit or near the section insulators at the end of section under power block.
3. DO NOT climb on the Rolling Stock roof for ANY PURPOSE while under traction wires, unless power is cut off and permit to work obtained.
4. DO NOT allow long articles or any other thing to protrude above the Rolling Stock while on electrified tracks.
5. DO NOT direct any jet or spray towards the traction wires (jets or water), if necessary, may be used horizontally outside the safety zone of 2 meters (7 feet)

For Station Manager

DO(s)

1. Ensure all staff is conversant with safety precautions, Station working rules & OHE sectioning diagrams.
2. Report defects in traction wires or any electric Rolling Stock promptly to the Traction Power Controller.
3. Observe procedure given in station working instructions while operating isolator switches.
4. Ensure safe custody of isolator switch keys.
5. Ensure that traction power staff protect sections from all directions by banner flags during power blocks.
6. Instruct the authorized signal maintainer to see that while he goes up the signal post he does not carry any long rod or article likely to be brought within the danger zone of 2 metres (approximately 7 feet) of the traction wires.
7. As far as possible closed wagon should be used for material trains. Loading and unloading of such wagons should be done under supervision of an inspector to ensure that no tools or any part of the body of the worker comes within the danger zone.
8. The following records to be maintained:-
 - a) Records of message which are incoming and outgoing separately from T.P.C.
 - b) Records for Key Register for interrupters and isolators separately.
9. Unusual occurrences viz. heavy rains, lightning and thunderstorm effect on electrical installations – Station Manager on duty should advise T.P.C. of all such weather conditions.
10. The 'Dead elementary section' of OHE shall be protected as per the provisions of the SWR.
11. The SMs should educate all the staff working under them on the above lines and should see that the earthing connections of BEC, OPC, Handrail, Impedance bond are not damaged when loading and unloading is done.

DON'T(s)

1. DO NOT permit an electric Rolling Stock or multiple unit with raised pantograph to approach any section under power block beyond 'Power Block Working Limit' boards or should not reach to the section insulators.

2. DO NOT permit any crane to work adjacent to live traction wire.
3. DO NOT permit your staff to approach live traction wires within the danger zone of 2 metres (approximately 7 feet)
4. DO NOT permit electric Rolling Stock with raised pantograph to enter any unwired section.
5. DO NOT take off signals for direct reception for any electric Rolling Stock or train, if there is a Power Block within the adequate distances of the signals.

For Permanent Way Staff

DO(s)

1. Maintain the correct level of height gauges at level crossing.
2. Provide rail jumper connections wherever a fish plate is to be removed or rails are to be removed (specially on tracks with wooden sleepers)
3. Ensure that insulated paint on your tools is intact.
4. In case of rail fractures, two ends of the fractured rail shall be first temporarily connected by a temporary metallic jumper and then further action should be taken.
5. In case of discontinuity of rails, two parts of rail should not be touched with bare hands. Gloves of approved quality shall be used.
6. Ensure the continuity of the plinth.
7. While unloading rails alongside the tracks, ensure that rails do not touch each other to form a continuous metallic mass of length greater than 300m.
8. Maintain continuity of rails during maintenance or renewal of the track.
9. Staff, working on installations directly in contact with rails, should use tools of the type approved by their departments.

DON'T(s)

1. DO NOT continue working till last minute in the face of an approaching electric train-clear the line early.
2. DO NOT use steel measuring tapes or long metallic wires.
3. DO NOT dump ballast, earth or ashes against the foundations of the masts and keep the top of the masting clear.
4. DO NOT raise the track above the high rail level mark specially under over line structures.
5. DO NOT damage the plinth continuity, connection to BEC, OPC, handrail continuity.

OTHER POINTS TO BE REMEMBERED

1. If shunting is to be done for detaching hot axled coaches etc. on non-electrified track, special precaution should be taken not to admit the electric rolling stock into unwired section. A competent man shall personally supervise the shunting.
2. It is dangerous to go within 2 metres (7 feet) of the live equipment. This is 'DANGER ZONE'.
3. Power Block means blocking of section of the line to the electric traffic only.
4. No material should be stacked either on the mast or on mast foundation.
5. When a motor vehicle with rubber tyre is to be transported in an open wagon, the metal body shall be bonded to the wagon body by means of two independent solid connections by copper wire or galvanized iron flat or steel ropes. It is preferable that lashing used to secure the vehicle are of metallic ropes instead of manilla or other coil ropes.
6. Staff must close and secure the wagons doors properly after the same have been loaded or unloaded at loading or unloading points. One of the staff should be posted in the yard to close the wagon doors. He must see that no wagon is allowed with its doors opened.

7. Cases of electric shock arising out of contact with 25kV A.C. Traction equipment shall be reported immediately to T.P.C.
8. The escorts for vehicles in an open wagon accompanying the vehicles in train shall be warned to be careful of OHE wire and should not stand unwillingly on the vehicle.
9. Any abnormality observed on the overhead equipment viz. a broken contact wire, catenary wire, brackets, insulators or a hanging dropper etc. must be reported immediately to the Traction Power Controller over the emergency phone or through the nearest SM.
10. Every time staff has to work on signaling and telecom circuits along AC electrified lines, they should take precautions to protect themselves and equipments.
11. All ODC consignments should be moved in electrified section after taking precautions as per extant instructions.
12. Hoarding boards provided in the vicinity of electrified tracks should be located at a safe distance from the track so that in the event of their supporting structures being damaged, it should not fall on the OHE and infringe the track.
13. Do not bridge insulated joints with bare hand or any metallic article in track-circuited area.
14. Do not use the rails as a footpath, a seat or for such other purposes.
15. Do not use steel tape or metallic tape or tape with woven metal reinforcement in electrified area.
16. Do not expose the foundations while excavating.
17. Do not work on any portion of a signal post or its fittings falling within a distance of 2 m from the live OHE or a metal part electrically connected to this OHE unless this section is protected with a metallic screen.
18. Do not work on signal post if this portion of signal is within 2 m of live OHE and not protected with metallic screen unless OHE has been switched off and permit to work has been granted.

CHAPTER II

THE MAINTENANCE OF PERMANENT WAY

PART – ‘H’

Maintenance of Track in Track Circuited Areas (Lengths)

279. Precautions to be taken while working in track circuited area: -

- (1) The Permanent Way Inspector should instruct the staff not to place across or touching two rails in the track, any tool or metal object which may cause short circuiting.
- (2) All gauges, levels, trolley and lorries used on the track circuited length should be insulated.
- (3) Steel or C.I. pipes used for carrying water/gas under the track should be run sufficiently below the rails to prevent any short circuiting.
- (4) While carrying out track maintenance, care should be taken to see that no damage of track circuit fittings like rail bonding wires, lead wires to rails, bott legs, jumper wires etc., takes place.
- (5) Use of steel tapes should be avoided in track circuited section.
- (6) Pulling block of rails should be done in track circuited areas in the presence of S&T staff, where signaling connections are avoided.
- (7) Proper drainage should be ensured so as to avoid flooding of track during rains, particularly in yards, where watering of coaches is done and in water columns and ash pits. It would be desirable to provide washable concrete aprons on platform lines at originating stations, in track circuited area.
- (8) Ballast must be kept clean throughout the track circuited section and care should be taken to see that the ballast is kept clear of the rails and rail fastenings. The clearance from the foot of the rail should not be less than 50mm. During every packing this point should be taken note of.

280. Insulated joints-

- (1) Description:- Track circuited sections are ‘insulated’ electrically from the track on either side by insulated joints. The standard insulated joint in normal use, is made out of ordinary fish-plates duly planned on the fishing planes for accommodating channel type insulation between rails and fish plates with ferrules/ bushes over the fish bolts and end posts between the rail ends. Failure of the insulated joints results in failure of track circuits. Hence more care has to be exercised in maintenance of insulated joints.

(2) ***Laying and maintenance:-***

- (a) Insulated joints wherever provided shall be maintained as square joints. Where staggering cannot be avoided, the distance between staggered joints should not exceed the minimum wheel base of the vehicles.
- (b) Rail ends of the insulated joints shall be square and true. All rough edges and burrs should be removed from bolt holes. Battered ends must be put right and the gap between the rails should be equal to the thickness of the end post.
- (c) Fish bolts at the joints must be kept tight and the sleepers well packed in the vicinity of the joints.
- (d) Rail end shall be kept free from brake dust, dirt sand, rust, other foreign materials etc. All rough edges and burrs at the rail ends must be removed.
- (e) The heads of dog spikes/screws should not be allowed to touch the fish plates.
- (f) Keys of anti-creep bearing plates on adjacent sleepers to the insulated joints should not be allowed to touch each other, as they may cause short circuiting
- (g) Particular care should be taken to ensure that the spikes/screws do not protrude below the sleepers.
- (h) To avoid crushing of end posts of insulate joints, creep should be effectively arrested. At least one rail length on either side of the insulated joint should be provided with anti-creep devices.
- (i) Rail screws should preferably be used in place of dog spikes at insulated joints.

281. Glued insulated joints:-

(1) ***General-***

- (a) Glued insulated joints have been developed using resin adhesives. These joints consist of web-fitting fish -plates glued to the rails with a high polymer adhesive and bolted with high tensile steel bolts. The insulation is provided by special type of insulating side channels, bushes and end posts made of fiber glass cloth roving.
- (b) In all future works of Track circuiting Glued insulated joints which have better insulation qualities should preferably be provided in place of standard insulated joints.
- (c) The instructions for fabrication, installation and maintenance of glued insulated rail joints as given in the "**Manual for Glued Insulated Rail Joints, 1998**" issued by RDSO. Should be strictly followed.

(2) ***Maintenance of Glued Insulated Joints:-***

- (a) The joint normally does not need any special maintenance other than that required for normal track.

- (b) The ballast used in track in the vicinity of glued insulated joints shall be clean to ensure efficient packing and drainage. Care should be taken to see that the ballast is clear of rails and rail fastenings. The clearance from underside of the rail must not be less than 50mm.
- (c) As in the case of standard insulated joints, the metal burrs at the end of the rails shall be removed well in time to avoid short circuiting, without damaging end posts.
- (d) In the glued joints, normally no relative movement occurs between rails and fish plates. In case, failure of joint occurs by separation of rail, fish-plate surfaces, with consequent relative movement, the damaged glued joint shall be replaced.
- (e) It shall be ensured that live cinders which can cause damage to glued insulated joints are removed from the vicinity of joints. At locations prone to such droppings, provision of protective boxes of asbestos or other material of suitable design may be thought of.

CHAPTER II

THE MAINTENANCE OF PERMANENT WAY

PART – ‘J’

Maintenance in Electrified Areas

282. General Instructions to staff: -

(1) *General Knowledge of Engineering Staff-*

- (a) Every engineering official working in electrical traction area should have a copy of rules framed for the purpose of the operation of the Traction Power Distribution system pertaining to Engineering Department and ensure that staffs working under him are also acquainted with the rules. He will ensure that rules pertaining to carrying out engineering works are strictly observed.
- (b) All electrical equipment, every power line or cable shall be regarded as being ‘live’ at all times. No work shall be commenced adjacent to any electrical equipment except on authority issued in writing by a competent official of the Electrical Department to the effect that the equipment has been made dead and earthed.

(2) *Defects in an Over Head Equipment:* - Defects or breakdowns in the overhead equipment including track and structure bonds noticed by the Engineering staff shall be reported immediately to the Traction Power Controller. When defects in the overhead equipment that are likely to cause the damage to pantographs or trains are noticed and it is not possible to convey information to the station master or signal men to enable them to issue caution orders, the line shall be protected by the staff noticing such defects according to **General Rule 3.62.**

(3) *Traction bonds:* - In electrified areas the return current fully or partially flows through the rail. To ensure a reliable electrical circuit continuity and also to ensure proper earthing in case of leakage of current, various types of traction bonds as described below are provided at suitable places and maintained by the Electrical Traction Department.

- (a) ***Longitudinal Rail Bonds:*** - In the case of D.C. traction system, practically the whole return current flows through the rail. Therefore two flexible copper bonds offering minimum resistance to the flow of current are provided at each rail joint under the fishplates. Two solid lugs at the to ends of the copper bonds are inserted in holes drilled at the two rail ends between the fish bolt holes and are pressed by using a bend press to rivet them firmly to the rail. On points and crossings and at junction fishplates where continuity bonds of the above type cannot be provided due to space constraint, continuity of return current path is achieved by using mild steel straps or G.I. wire ropes. Absence of such bonds may cause unsafe working condition and in extreme cases may damage the rail ends.

- (b) **Cross Bonds (D.C):** - Cross bonds are provided between adjacent tracks at regular intervals to reduce resistance of current to the minimum. Such cross bonds are also known as transverse bonds.
- (c) **Structure bonds:** - All structures supporting overhead equipment either in A.C or D.C. track circuited areas are connected to the running rails for ensuring good earthing. Failure of insulator or leakage of current switches off the supply good earthing. Failure of insulator or leakage of current switches off the supply from the sub-station so that men coming in contact with supporting structure etc. do not get electric shock. Removal or tampering of such bonds can, therefore, result in unsafe conditions. Since the structures are grouted in concrete, they are likely to become charged in case such bonds are kept disconnected. Similarly other steel structures such as foot-over bridges, sheds, etc., in the vicinity of O.H.E. lines are also connected to rails through similar structure bonds.

283. Special Instructions to Staff Working In Traction Area -

- (1) **Need for Precautions-** Precautions are required to be taken on account of following:
 - (a) **Proximity of a Live Conductor.** -The risk of direct contact with live O.H.E. is ever present while working in electrified sections such as for painting of steel work of through span of bridges and platform cover.
 - (b) **Build up of potential due to return current in rails.** - The return current in the rails may cause a potential difference-
 - (i) *Between rail and the surrounding mass of earth.*
 - (ii) *Between two ends of a fractured rail.*
 - (iii) *Between the two rails at an insulated joint.*
 - (iv) *Between earth and any other metallic mass*
- (2) The following precautions should, therefore, be taken while working in traction areas:
 - (a) No work shall be done within a distance of two metres from the live parts of the O.H.E. without a 'permit-to-work'.
 - (b) For work adjacent to overhead equipment the Engineering Inspector shall apply to the proper authority sufficiently in advance for sanctioning traffic and power block required. The Traction Power Controller through Traction Foreman will arrange to isolate and earth the section concerned on the date and at the time specified in consultation with the Traffic Controller. He shall then issue 'permit-to-work' to the Engineering Inspector. On completion of the work the 'Permit-to-work' should be cancelled and traction power controller advised, who will then arrange to remove the earth and restore power supply.
 - (c) No part of the tree shall be nearer than 4 metres from the nearest live conductor. Any tree or branches likely to fall on the live conductor should be cut or trimmed periodically to maintain the clearance. Cutting or trimming of trees affecting O.H.E. may be carried out by letting out the same on yearly contract basis. The contract shall be finalised and controlled by the Engineering branch, however the expenditure shall be debited to revenue grant of the TRD branch. The work will be executed under supervision of TRD staff to ensure safety and satisfactory completion of work.
 - (d) No fallen wire or wires shall be touched unless power is switched off and the wire or wires suitably earthed. In case the wires drop at a level crossing, the Gatekeeper shall immediately make arrangements to stop all road traffic.

- (e) **Work on Station roofs and Signal Gantries.** - Staff working on station roofs and signal gantries and similar structures adjacent to Live Overhead Equipment shall not use any measuring tapes, tools and materials when there is a possibility of their being dropped or carried by wind on to the live overhead equipment.
- (f) **Earth work:** - For excavation work adjacent to tracks, following action is taken:
- (i) In D. C. traction areas, intimation should be given in writing sufficiently in advance to the concerned Traction Distribution Officer to enable him to depute the Traction staff to be present in order to prevent possible damage to the traction underground feeder cables which are always located near the running lines.
 - (ii) In A. C. traction areas, intimation should be given to the concerned officers of the Electrical General services and also S. &T. Department, since all the S. & T. and Electrical lines are cabled on account of Electrical Induction.
- In all A. C. and D. C. traction areas, cable markers showing location of cables are provided by the Traction Department. In addition, the cables are protected by tiles and bricks, during excavation if workman come across such tiles or bricks in an arranged manner, they should at once report the matter to the higher officials. Any further excavation should be carried out only in the presence of the authorised staff of Electrical Traction and or S. & T. Department as the case may be.
- (g) **Alteration to tracks:** - The relative alignments of the centerline or the track with respect to the alignment of the contact wire must be maintained within the specified tolerances. This applies to both horizontal and vertical clearances. Slewing or lifting of track must not be done outside the agreed maintenance limits, unless the position of the contact wire is altered at the same time. Adjustment of cant has a magnified effect of the horizontal displacement of the centre line of the track with respect to the alignment of the contact wire.
- Horizontal clearances** to structures within the limits laid down in the Schedule of Dimensions must be maintained. For Slewing or alterations to track involving adjustment of contact wire (outside the agreed maintenance limits) sufficient notice should be given to the traction staff so that they arrange to adjust the overhead equipment.
- (h) **Alterations to Track bonding:** - All bonds removed by the staff of the Engineering Department shall be replaced by the staff of the Engineering Department and all such removals and replacement shall be reported to the Assistant Electrical Engineer, Traction Distribution in-charge, concerned without delay.
- (j) **Working of Cranes:** - No crane shall be worked except on authorised 'permit-to-work'. In every case of working a crane, arrangement should be made for the presence of authorized overhead equipment staff to ensure that all safety precautions are taken.
- (k) **Inspection of Tunnels:** - For inspection roofs and sides of a tunnel, the overhead equipment shall be rendered 'dead'. Special insulated apparatus should be used if sounding the unlined portions to locate loose rock in the roof and sides, is required to be carried out, when the overhead equipment is 'live'.
- (l) As far as possible closed wagons shall be used for material trains. In case open or hopper wagons are used, loading unloading of such wagons in electrified tracks shall be done under the supervision of an Engineering official not below the rank of a Permanent Way Mistry who shall personally ensure that no tool or any part of body of the workers comes within the 'danger zone' i.e., within 2m. of O.H.E.

- (m) Steel tapes or metallic tapes with woven metal reinforcement should not be used in electrified tracks. Linen tapes are safer and, therefore, should be used even though they are not accurate.
- (n) The top foundation blocks in electrified structures should be kept clear of all materials.

284. Maintaining continuity of track. –

- (1) During maintenance or renewal of track, continuity of the rails serving electrified tracks shall invariably be maintained. For bridging gaps, which may be caused during removal of fishplates or rails, temporary metallic jumpers of approved design shall be provided as under. The necessary jumper will be provided by the Electrical Department on requisition.
- (2) In case fracture of rail, the two ends of the fractured rail shall be first temporarily connected by a temporary metallic jumper of approved design (as shown in the sketch below). In all cases of discontinuity of rails, the two parts of the rail shall not be touched with bare hands; Gloves of approved quality shall be used.
- (3) In the case of track renewals temporary connection shall be made as shown **in annexure 2/17**.
- (4) In the case of broken or defective rail bond, a temporary connections shall be made as shown in **sub-para [2]** above.
- (5) Before fishplates are loosened or removed temporary connections shall be made in as in **sub-para [3]** above.

285. Catch Sidings. - Normally all catch sidings except those which are sanded shall be kept alive. On sanded catch siding, the rails shall be kept clear of sand for a length of 21.5 metres, beyond the section insulators in the overhead lines and the switches controlling the sanded catch sidings shall be kept in the neutral position. If an electric engine or single or multiple unit train runs into the sanded length of a catch siding, it may possible be insulated from earth except through the buffers or couplings if connected to other vehicles, therefore these sidings shall not be made alive when an electric engine or single or multiple unit train or any vehicle coupled thereto are standing in the sanded tracks until all staff have been moved away from positions where they are likely to make contact between the permanent way formation and any part of the locomotive or single or multiple unit train or coupled vehicles. No person shall attempt to enter, or leave or in any other way make contact between the permanent way formation and the electric engine or single or multiple unit train or any vehicles coupled thereto while the overhead equipment of sanded length of siding is alive.

286. Additional precautions in A. C. Traction area. –

The following additional precautions are required to taken in A. C. traction areas: -

- (1) ***Build-up of potential due to induction in metallic bodies situated close to O.H.E.-*** It is important to note that dangerous voltages may be induced in metallic masses such as fencing posts in the vicinity of traction conductors. To avoid possibility of shock due to such voltages, the metallic structures are bonded together and earthed.
- (2) ***Unloading of rails. -*** When unloading rails along tracks, care shall be taken to ensure that rails do not touch each other to form a continuous metallic mass of length greater than 300 metres.
- (3) ***Permanent way staff*** are advised to keep clear of the tracks to avoid contact with the rails when an electrically hauled train is within 250 m.

287. Fire in electrified areas. - The Permanent Way Officials noticing a fire likely to result in loss of life or cause damage to property shall take all possible steps to prevent it from spreading and to extinguish it. In case the fire is on adjacent to any electrified equipment, the Permanent Way Official shall make no attempt to extinguish the fire but shall report the occurrence of fire to the nearest Station Master by most expeditious means.

- 288. Permanent way tools.** - Permanent Way tools (insulated and uninsulated) along with gloves shall be used in manner as approved by the Chief Engineer of the railway.
- 289. Treatment of persons suffering from electric shock.** - When persons receive electric shock, practically in every case they can be revived with prompt application of First Aid.
Method of Resuscitation. - The method of resuscitation resorted to should be that known as artificial respiration.
Continuity of Treatment. - The efforts to restore breathing must be continued regularly and with perseverance, and must not be discontinued until a Doctor has taken charge of the case.
- 290. Accident to power lines of outside bodies.** - The Engineering Inspector shall be in possession of the name and address of the officer-in-charge of each power line across Railway land to enable an immediate report of any defect or accident appertaining thereto being made, under advice to the Assistant Engineer/Divisional Engineer.

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