

Signal & Telecommunication Department

Policy For Registration of Contractors

1. Preamble

- 1.1. The policy for dealing with Limited Tenders contains:
 - i) Guidelines for registration / up gradation of contractors in the Approved List.
 - ii) Guidelines for deletion of names in the approved list of contractors.
 - iii) Guidelines for issue of tender references for various S&T works in open line and Construction / Project organization of S&T department of KRCL.
- 1.2. This policy is applicable for registrations of contractors and issue of tender notices for S&T works of open line and Construction / Project works.
- 1.3. This policy circular supersedes all other instructions issued in this regard earlier.
- 1.4. The provision of Schedule of Powers (SOP), Works matter issued from time to time to be followed regarding delegation of powers on the above subjects.

2. General Information for Applicants

- 2.1. Applications are invited from desirous S&T contractors/ agencies for registration in the Approved list of Contractors of Konkan Railway Corporation Ltd.
- 2.2. The application, in the prescribed format, shall be submitted duly signed by the authorized signatory (ies).
- 2.3. Applicants may please note that only factually correct information is to be furnished. In the event of detection of incorrect information, the Agency is liable to be summarily disqualified or terminated or black-listed.
- 2.4. After receipt of application for registration / upgradation at the corporate office, the same will be scrutinized and if any deficiencies are found, the entire application along with documents submitted will be returned to the Applicant with an advice to rectify the deficiencies and resubmit the same. The application will be registered only after fulfilling all the requirements and will be processed further.
- 2.5. The qualification for registration of contractors and their eligibility limit for award of contract shall be determined on the basis of objective evaluation of their organization, past experience, technical qualifications and financial capabilities.

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3. Classes / Categories of Registration:

3.1. Classes of Registration

Depending upon the capacity of contractor to take up the works and the estimated value of the work the "Approved List of Contractors (ALC)" will be prepared for four different classes. The minimum eligible class of contractor and the estimated value of the contract are as follows:

Class	Value of Work
A	Above ₹ 50 lakhs & upto ₹ 1 crore
B	Above ₹ 25 lakhs upto ₹ 50 lakhs
C	Above ₹ 10 lakhs upto ₹ 25 lakhs
D	Upto ₹ 10 lakhs

3.2. Categories of Registration

The following categories of registration under various classes will be adopted.

(i) Provision of Electrical Signalling (Indoor & Outdoor).

The works included in this category are related to complete supply, installation, integration, testing, commissioning and maintenance of the following:

1. Outdoor Signalling Gears in Station area.
2. Panel Interlocking with relays (Indoor works) at Station.
3. SMPS based Integrated Power supply systems (IPS).
4. Monitoring & Alarm Systems for heat, smoke, fuse fail, low voltage etc.
5. Laying / Strengthening of Outdoor Signalling and Telecommunication (copper, Optic Fibre) cables etc.
6. Data logger Systems at Stations.
7. Diesel Generator (DG) sets of capacities upto 25 KVA.
8. Point Machines at Stations.
9. Mechanical / Electrically operated Level crossing Gate (Opening/ closing) mechanisms.
10. Drawings of Indoor (Signalling Circuits/Plans/Diagrams) & Outdoor plans/Diagrams.
11. Block Instruments.
12. Any other signalling work not covered above.

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(ii) Provision of Telecom & Computer Networking

The works included in this category are related to complete supply, installation, integration, testing, commissioning and maintenance of the following:

1. Telecom & Computer Networking Equipments.
2. Passenger Reservation System (PRS) & Quota Reservation System (QRS)
3. Voice Data logger system in Control Office.
4. Passenger Amenities Equipments at Stations.
5. Erection of towers, solar panels, batteries etc for ACD installations.
6. Any other Telecom & Computer Networking work not covered above.

4. Criteria for Registration:

- 4.1. Qualification will be based on Applicants meeting minimum criteria regarding their general and particular experience, financial position, personnel and equipment capabilities and other relevant information as demonstrated by the Applicants in their Application for registration.
- 4.2. Failure to provide information essential for the evaluation of the Applicant's qualification or failure to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.
- 4.3. **General Information of Applicant:** The Applicant shall supply general information regarding:
 - a) The management structure of his/her/ their firm.
 - b) Office Communication facilities (minimum):
 - i) Telephone / Cellular phone Nos.
 - ii) Established Office / Address, for Correspondence
 - iii) PAN No. (Income Tax) and/or TAN No
- 4.4. **Experience:** Applicants shall provide a list of the works indicating value of each work that they have undertaken (both completed & ongoing works) during the preceding 03 Years (from the date of application), supported by Clients Credential/ Completion Certificates.
- 4.5. **Personnel Capabilities:** The Applicant shall supply General information on the Management structure of the firm. In addition, following information may also be given about the qualification of employees

Qualified Staff (Desirable)

For CLASS – A	:	One Graduate Engineer with 5 – 7 years of experience or Two Diploma Engineers with 7 – 10 years of experience.
For CLASS – B	:	Two Diploma Engineers with 5 – 7 years of experience.
For CLASS – C	:	One Diploma Engineer with 3 – 5 years experience.
For CLASS – D	:	No qualified Engineer required.

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- 4.6. **List of machinery/ Equipment capabilities:** The Applicant is required to own or have assured access through hire or lease to the key items of equipment required for execution of the works for which registration is applied. If the Contractor does not possess the required equipment, the technical member of Committee can decide the eligibility on merits of individual case based on the past performance & an undertaking that he shall provide the required equipments timely during execution of the work.
- 4.7. **Financial Capabilities:** The Applicant shall demonstrate that he has the other sufficient financial means (independent of any contractual advance payment) & capacity to meet the cash flow requirements for the level of works for which registration is applied.
- (i) **Turnover:** The Applicant shall furnish copies of the documents indicating firm's turnover during preceding 03 Years. The Cumulative turnover **for the preceding 03** years shall not be less than **150%** of the upper limit of the level under which registrations applied for.
- (ii) **Solvency Certificate:** The minimum solvency prescribed for various classes of registration shall be as follows:
- Class A - ₹ 75 lakhs
Class B - ₹ 38 lakhs
Class C - ₹ 18 lakhs
Class D - ₹ 5 lakhs

The solvency certificate issued by any Nationalised Bank or Schedule Bank will be considered for the above. This solvency certificate shall not be older than **ONE year** from the date of submission of application for registration.

- 4.8. **Annual Confidential Reports:** This clause is applicable for those contractors who are already borne on the approved list of KRCL. The recommendations of regions as approved by CSTE / ED(S&T) regarding Upgradation / deletion / down grading in the class of registration will be considered and suitable action will be taken while processing the application. While recommending for the above, 'safety consciousness' of the contractor will also be recorded for consideration.
- 4.9. **Litigation History:** The Applicant shall provide accurate information about any litigation or Arbitration resulting from contracts completed or ongoing under Applicant's execution over the last five years (as on date of application). A consistent history of awards against the Applicant or any partner may result in disqualification of the application.

5. Disqualification:

Even though the Applicants meet the criteria, they are subject to disqualification if Applicant or any of its constituent partners:

- (i) have made misleading or false representation in the forms, statements and attachments submitted;

or

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- (ii) have records of poor performance during the last 5 years (as on the date of application) such as abandoning the works, rescinding the contract for which the reasons are attributable to the non-performance of the contractor, inordinate delays in completion, consistent history of litigation awarded against the Applicant or any of its constituents or financial failure,
or
- (iii) have been debarred by KRCL, earlier.

6. KRCL's Rights

- 1.1. Should the circumstances warrant such an assessment in the overall interest, KRCL reserves the right to assess and verify independently the authenticity of information furnished by the Applicants from Applicant's bankers, other organizations where the Applicant/s is/are registered or where the Applicant/s has/have executed the works.
- 1.2. The final decision regarding registration, renewal, deregistration, blacklisting, enhancement or reduction in category etc. will be of Competent Authority of Konkan Railway Administration.
- 1.3. KRCL reserves the right to modify/amend the qualification criteria, cancel the pre-qualification process and reject any or all applications without assigning any reason and shall not be liable for such actions.

7. Validity of Registration

- 7.1. Once the Contractor is borne on the Approved List, it will remain valid for three years, unless already deleted during the Annual Review or blacklisted or the expiry of the validity of the "Approved List" as a whole, whichever is earlier.
- 7.2. There will be separate Approved Lists for the Open Line and the Construction / Project Organisations for each identified category of work.

8. Payment of Fees for Registration

- 8.1. **Application Fees (Non-refundable)**: The Applicant shall pay an amount of ₹1,000/- as initial payment towards issue of Application Form. The Applicant may also [download the application](#) (from this link) and deposit an amount of ₹1,000/- while submitting the form.
- 8.2. **Registration Fees (Non-refundable)**: After selection into the approved list, the Contractor will have to pay a fee of –
 - ₹ 5,000/- for Class "D"
 - ₹ 7,500/- for Class "C"
 - ₹10,000/- for Class "B"
 - ₹15,000/- for Class "A"

This fee will cover the period of "Validity of Registration", as covered in Para 7, above.

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8.3. **Postal Charges:** After the getting registered in Approved List of Contractors, for sending tender notices the Contractors will have to make timely payment @ ₹1,000/- per annum towards pay postal charges.

8.4. **Standing Earnest Money Deposit (SEMD) :**

- i) After the Contractors/ Agencies are declared qualified for inclusion in the Approved List of Contractors (ALC), they will be advised to deposit the Standing Earnest Money Deposit (SEMD) within a period of one month. The manner of payment of Standing Earnest Money Deposit (SEMD) shall be either D.D or FDR (valid for 3 years) from a Nationalised/ Scheduled bank drawn in favour of Konkan Railway Corporation Limited payable at CBD-Belapur, Navi Mumbai. The amount of Standing Earnest Money Deposit (SEMD) to be deposited for various Class of registration is as under:

Class	Value of Work	Amount of SEMD
A	Above ₹ 50 lakhs & upto ₹ 1 crore	₹ 1,50,000/-
B	Above ₹ 25 lakhs upto ₹ 50 lakhs	₹ 75,000/-
C	Above ₹ 10 lakhs upto ₹ 25 lakhs	₹ 35,000/-
D	Upto ₹ 10 lakhs	₹ 15,000/-

- ii) In case Contractor has applied for registration in multiple classes, then SEMD may be deposited only for the highest class in which the Contractor has qualified.
- iii) However, the standing earnest money of a particular monetary slab has to be separately deposited for both, i.e. open line organization and for Construction/ Project organization, and with respective organization.

8.5. The contractor shall submit the requisite Standing Earnest Money Deposit, registration fees and postal fees within one month of the intimation of the same. The Standing Earnest Money Deposit, registration fee and postal fees thus obtained will be entered in the register maintained by S&T Dept. and forwarded to Finance Department for safe custody. No further reminders will be issued to the Contractor for depositing the requisite fees.

9. **Addition/ Deletion Of Names**

9.1. The list will be reviewed every year for deletion which will be effective from 1st July and additions, if any, will be done once in six months which will be effective from 1st January and 1st July.

9.2. The following guidelines may be followed for deletion of names from the Approved List of Contractors:

- i) If Contractor fails to submit the SEMD, requisite registration fees and postal fees within one month of the intimation of the same, his name will be deleted from the approved list of contractor.

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- ii) If Contractor fails to renew Standing Earnest Money Deposit amount (in case of Fixed Deposit Receipts) within 30 days of the due date of expiry (No reminder will be given to the agency regarding the expiry of Fixed Deposit Receipt period).
- iii) If adverse report on the performance of Contractor is found in Annual Confidential Report.
- iv) Termination of contract on Contractor's Account [Chief Signal & Telecom Engineer/ Executive Director (S&T)'s decision will be final regarding the deletion of name on this ground].
- v) Declaring 'Insolvency' or 'Bankruptcy' by the firm or partner in that firm.
- vi) If Contractors not found participating in tenders continuously on KRCL for more than 03 years in the same class and category of work in which they were empanelled.
- vii) If the Contractors persistently quote unreasonably very high/ very low rates.
- viii) If the Contractors form a cartel with other registered contractors/ agencies in submitting offers.
- ix) If Contractors engage in any illegal activities.

10. Issue of Tender Notices

- i) Tender notices for limited tenders will be issued to concerned contractors borne on the approved list of Contractors:
- ii) In case of composite works involving works pertaining to different categories of work, the category corresponding to the maximum estimated value of such work is to be considered for selection of category.
- iii) After receiving the tender notice, the Contractors shall apply for tender documents by paying the full cost of tender document. In case Tender document has been filled after downloading from website, the Contractor shall make payment towards cost of Tender document in the form of DD, enclosed inside the sealed Tender document.
- iv) Contractors approved in the higher monetary slab for a particular category of work will not be sent the Tender Notices for works in the lower monetary slab, unless they are separately registered in the lower monetary slab also, for a particular category of work.
- v) If there are not sufficient representatives in a particular class / category of registration for inviting a tender, the matter will be referred to Chief Signal & Telecom Engineer/ Executive Director (S&T), along with recommendation, if any.

Signal & Telecommunication Works
Proforma for Registration

[The required information may be given as per the relevant clauses of the 'Policy for Registration of Contractors']

1.	Name and address of Contractor	:									
2.	Contact – Telephone/ fax/ email / website	:									
3.	PAN No.	:									
4.	Work Experience (during the last 03 years, from the date of application)	:									
a.	Works Completed										
b.	Works in hand/ progress	:									
5	Financial Capability	:									
a.	Turnover during the last 03 years	:	<table border="1"> <thead> <tr> <th>Year*</th> <th>Turnover [Rupees (₹)]</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td></td> </tr> <tr> <td>2015-16</td> <td></td> </tr> <tr> <td>2014-15</td> <td></td> </tr> </tbody> </table> <p align="center">(*) for the current year 2017-18</p>	Year*	Turnover [Rupees (₹)]	2016-17		2015-16		2014-15	
Year*	Turnover [Rupees (₹)]										
2016-17											
2015-16											
2014-15											
b.	Details of Solvency Certificate (to be enclosed, suitable for the Class applied), issued only by any Nationalised/ Scheduled bank	:									
6	List of Manpower (Enclose Attested copy of Educational Qualification & Work experience Certificate), applicable for Site Engineers & Supervisors	:									
7	List of Plant & machinery available (attach list, relevant to category of registration applied for)	:									
8	Litigation history (if any)	:									
