



कोंकण रेलवे कारपोरेशन लिमिटेड
KONKAN RAILWAY CORPORATION LIMITED
(भारत सरकार का उपक्रम)
(A Govt. of India Undertaking)

“ठेकेदारों का पंजीकरण- यांत्रिक विभाग”
“Registration of contractors for Mechanical department

Notice No. : CO/M/Manpower/EOI/E64973 dated 10.04.2025

Subject: Konkan Railway Corporation Limited, a Public Sector Undertaking under Ministry of Railways, a leading organization in Railway infrastructure & Projects, invites Expressions of Interest (EOI) from Reputed Firms, meeting the requirements of this EOI for “Empanelment of HR Recruitment Agency for Hiring / Supply of Contractual Manpower for Mechanical department of KRCL”. **The selected agencies will support projects by fulfilling staffing requirements efficiently and in compliance with relevant labour laws.**

1	निविदा फार्म की लागत / Cost of application Form	Rs.11,800/- inclusive of GST@18% (Not Refundable & Not Transferable).
2	फार्म देना का समय / Issue of forms.	From 10.04.2025 (12:00 Hrs) (Form can be downloaded from KRCL website, www.konkanrailway.com → Department → Mechanical)
3	Date & Time of Pre-submission meeting	22.04.2025 , 15:00 hrs
4	निविदा जमा करने की अंतिम तिथि और समय / Last date and time for Submission of form.	02.05.2025 upto 15:00 hrs Note: However, the process of short listing will be a dynamic process and the list will be modified, if necessary, from time to time on yearly basis.
5	निविदा खोलने की तारीख और समय / Date & Time of opening applications.	02.05.2025 at 15:30 hrs Note: However, the process of short listing will be a dynamic process and the list will be modified, if necessary, from time to time on yearly basis.
6	फार्म जमा करने का स्थान /Place of depositing form.	Office of Chief Mechanical Engineer, Konkan Railway Corporation Limited, Belapur Bhavan, 4 th Floor, Plot No. 6, Sector 11, CBD - Belapur, Navi Mumbai – 400 614, India, Telephone – 022-27587350

Note:

1. The document is not transferable.
2. The document should be submitted intact without detaching any pages.
3. Forms received without enclosing DD towards cost of form or documents will not be considered. DD must be in favor of Navi Mumbai.
4. Form/ document will be available on Konkan Railway's website: www.konkanrailway.com

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1.0 Background :

Konkan Railway Corporation Limited (**KRCL**) is a Public Sector Undertaking under Ministry of Railways. Its main business areas are Train Operation between Roha in the State of Maharashtra and Thokur in the State of Karnataka, a vital link in India's railway network, plays a crucial role in connecting the western coastal region with the rest of the country. It operates in a geographically challenging terrain that requires consistent workforce engagement for track maintenance, station operations, security, and other critical railway functions. **KRCL** is also into the Construction and maintenance of Railway infrastructure & Projects in the areas of Rolling stock, Railway infrastructure and Technology. Given the increasing demand for efficient railway services, there is a need for reliable manpower to ensure smooth operations and infrastructure maintenance.

The work required involves hiring of personnel for various roles such as technical staff, maintenance workers, administrative support, security personnel, and customer service representatives. The selected manpower agency shall be capable of fulfilling these workforce requirements while adhering to safety and operational standards mandated by the Konkan Railway Corporation Limited (KRCL).

Applications are invited for registration from desirous contractors / agencies. The application, in the prescribed format, shall be submitted duly signed by the authorized signatories of the applicants. 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. Format for certificate to be submitted, attached as **Appendix-VII**.

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 submitted by the firm.

If the application for registration is made by a proprietary firm, it shall be signed by the proprietor with his full typewritten name and full name of such firm with its current address.

If the application is made by a firm in partnership, it shall be signed by all the partners of the firm with their full typewritten names and current addresses, or alternatively by a partner holding power of attorney for the firm (a certified copy of the power of attorney shall accompany the application). A certified copy of the partnership deed and current address of all partners of the firm shall also accompany the application.

Registered Contractor shall not sub-contract any element of works to subcontractors without prior written consent of the CME, KRCL or his authorized representative.

The applicants shall furnish all details as per Annexures regarding their general and particular experience, financial position, personnel and equipment capabilities and other relevant information as demonstrated by the Applicant's responses in the forms attached to the Application for registration.

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.

2.0 Scope of work

The Scope of work for registered firms is as follows –

- i. The successful agency will be expected to provide experienced and certified personnel for various technical roles within the railway sector, including but not limited to:

Providing manpower across various categories (skilled, semi-skilled, and unskilled) as per the specific needs of the organization.

- **Engineering Graduates-** Mechanical/ Electrical/ Electronics/ Civil Engineering.
 - **Project Managers** (specializing in Maintenance/ infrastructure/ manufacturing)
 - **Welders** (with experience in railway maintenance/ construction/ manufacturing/ fabrication)
 - **Technicians** (with experience in railway maintenance/ construction/ manufacturing/ fabrication)
 - **Supervisors**(with experience in railway maintenance/ construction/ manufacturing/ fabrication)
 - **Safety Officers**
 - **All type of Industrial crane operator**
 - **Vehicle drivers**
 - **Painter**
 - **Helper**
- ii. Ensuring that the provided manpower possesses the necessary qualifications, certifications, and experience required for their respective roles.
 - iii. Conducting pre-employment screening, including background verification, qualification checks, and medical examinations where required.
 - iv. Ensuring compliance with labour laws, including minimum wage regulations, employment contracts, social security benefits, and workplace safety standards.
 - v. Handling payroll management, including salary disbursement, tax deductions, and statutory benefits such as Employee Provident Fund (EPF), Employees' State Insurance (ESI), and other mandatory contributions.
 - vi. Providing ongoing performance monitoring and evaluation of deployed manpower, including handling grievances, disputes, and disciplinary actions if necessary.
 - vii. Managing timely deployment, substitution, and replacement of workforce as per organizational needs to ensure uninterrupted operations.
 - viii. Conducting necessary training and orientation programs to enhance the efficiency and effectiveness of the hired personnel.
 - ix. Ensuring adherence to ethical hiring practices, confidentiality, and non-disclosure agreements as applicable.
 - x. Providing regular reports and updates on manpower status, payroll processing, compliance, and other relevant metrics as requested by the organization.

3.0 Education Qualification / Experience

#	Post	Education Qualifications /Experience	Experience
1	Project Managers	MBA Graduate /Bachelor of Engineering in (Mechanical /Electrical/ Electronics/ Civil) from Govt. Recognized Institution.	Minimum 03 year experience in Maintenance/ infrastructure/ manufacturing field OR as decided by KRCL based on project requirement.
2	Engineering Graduates	Bachelor of Engineering in (Mechanical/Electrical/ Electronics/ Civil) from Govt. Recognized Institution.	Minimum 01 year experience in Maintenance/ infrastructure/ manufacturing field OR as decided by KRCL based on project requirement.
3	Welders	ITI(Welder) Govt. Recognized ITI/ NCVT Institution in welding trade.	Minimum 01 year experience in railway maintenance/ construction/ manufacturing/ fabrication OR as decided by KRCL based on project requirement.
4	Technicians	ITI Govt. Recognized ITI/NCVT Institution in fitter trade.	Minimum 01 year experience in railway maintenance/ construction/ manufacturing/ fabrication OR as decided by KRCL based on project requirement.
5	Supervisors	Diploma in (Mechanical /Electrical/ Electronics/Civil) from Govt. Recognized Institution.	Minimum 01 year experience in railway maintenance/ construction/ manufacturing/ fabrication OR as decided by KRCL based on project requirement.
6	Safety Officers	Degree in Safety course from Govt. Recognized Institution.	Minimum 01 year experience OR as decided by KRCL based on project requirement.
7	All type of Industrial crane operator	ITI(Fitter)/ and other Mechanical trade. (Aerial Crane, Bridge Crane, Crawler Crane, Gantry Crane, Jib Crane, Railroad Crane, Rough Terrain Crane, Ship Deck Crane, Tower Crane, Truck Mounted Crane, Workstation Crane, Overhead Cranes)	Minimum 01 year experience OR as decided by KRCL based on project requirement.
8	Vehicle driver	Minimum 8 TH Pass (Industrial vehicles/ Forklift etc)	Minimum 03 year experience OR as decided by KRCL based on project requirement.

9	Painter	Minimum 12 TH Pass	Minimum 03 year experience OR as decided by KRCL based on project requirement.
10	Helper	Minimum 8 TH Pass	Minimum 01 year Experience OR as decided by KRCL based on project requirement.

4.0 Evaluation Criteria

The evaluation will be done in three phases by the Technical Evaluation Committee (TEC) set up by KRCL. At any time during the process of evaluation, the KRCL may seek specific clarifications from any or all companies on the recommendation of the Evaluation Committee:

- I. Evaluation of Pre-Qualification Proposal.
- II. Evaluation of Technical eligibility.
- III. Evaluation of Financial eligibility.

The Technical Evaluation Committee (TEC) shall first evaluate the Pre-Qualification Proposal as per the Pre-Qualification Criteria mentioned below. The Pre-Qualification Proposal shall be evaluated based on the information provided by the company in the Pre-Qualification Proposal and the supporting documents. Companies' Proposals failing to either meet any of the Pre-qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be rejected.

Stage I : Evaluation of Pre-Qualification Proposal.

Following are the essential qualifying criteria for the Agency to technically qualify for the assignment:

1. The Agency should have EPF Code, ESI registration no., PAN, Central Goods and Services Tax Act, 2017 (CGST)/Integrated Goods and Services Tax Act, 2017 (IGST)/Union Territory Goods and Services Tax Act, 2017 (UTGST)/respective state's State Goods and Services Tax Act (SGST) also, as notified by Central/State Govt. & as amended from time to time and applicable taxes before bidding. Agency will ensure that full benefit of Input Tax (ITC) likely to be availed by them is duly considered while quoting rates.
2. Agency should be registered under the Contract Labour (Regulations and Abolition) Act 1970 laws and should submit copy of the same.
3. The Agency shall not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of RFE opening. An undertaking to this effect should be submitted by the Agency on its letter head. Format for certificate to be submitted, attached as Appendix-VII.

Note:

- a. JV/ Consortium bidding shall not be allowed at any stage for fulfillment of eligibility criteria.
- b. Agency should sign all the pages of the documents submitted.

Stage II : Evaluation of Technical eligibility

The Technical Proposals of only those Firms will be evaluated, who qualify in the evaluation of the Pre-qualification Proposals. The Technical Proposals/presentations given by the shortlisted Firms will be analyzed by the Technical Evaluation Committee (TEC) constituted by the KRCL.

The qualification of the firms and the evaluation criteria for the Technical Proposal shall be as defined below in the Table. Each responsive proposal will be given a technical score.

Application of the firms shall be rejected at this stage if it does not respond **to important aspects of this EOI or if it fails to achieve the minimum technical score i.e. 50 Marks.**

Note: Experience of Housekeeping, watering of train etc will not be considered.

Sl. No	Evaluation Criteria	Max. Score	Proof Required
1	Number of years of similar work experience as of 31.01.2025 in Man power hiring / Supply of man power as mentioned in the scope of work <ul style="list-style-type: none">• More than 7 years- 25 marks• More than 5 years & up to 7 years - 20 marks• Up to 5 Years – 15 marks	25	The copy of Successful Completion Certificate/Ongoing work certificate by the competent authority of the Client for whom the work is completed/being carried out by the Applicant.
2	Average Number of Man power hired / Supply of man power in the past three years ending on 31.01.2025 for the job profiles belonging to scope of work. <ul style="list-style-type: none">• More than 500 resources-45 marks• 251-500 resources - 30 marks• 100-250 resources - 15 marks	45	Copy of audited report of last three years which shows a number of Man power hiring / Supply of man power for their clients. In case audited reports are not showing the same then a certificate from CA should be submitted.

Stage III : Evaluation of Financial eligibility

Sl. No	Evaluation Criteria	Max. Score	Proof Required
1	<p>Annual Average Turnover: Firm should have executed the projects related to Man power hiring / Supply of man power as mentioned in the scope of work within a year in the last three financial years as on 31.01.2025 i.e. 2021-22, 2022-23 and 2023-24.</p> <p>1. More than 20 Cr. - 30 Marks</p> <p>2. Between Rs.10– 20 Cr – 20 Marks</p> <p>3. Between 5.0 -10.0 Cr – 10 Marks</p>	30	As documentary proof, Audited Balance Sheet & Profit & Loss A/c is to be submitted. Contents of this should be certified by a Chartered Accountant duly supported by Audited Balance Sheet duly certified by the Chartered Accountant.
	Total Score	100	

5.0 Terms and conditions for registered firms qualifying this EOI and registered with KRCL upon such qualification.

- i. Solvency Certificate to be submitted from a Nationalized or Scheduled Bank for an amount not less than Rs.50 lakh. Bid application form for the registration under this EOI will not be considered without Solvency Certificate.
- ii. The registration is without prejudice to the right of Konkan Railway Corporation Limited to terminate the registration within its validity period if:
 - a) Any information submitted by the firm for registration is found incorrect.
 - b) Adverse report on the performance of contractors given by nominated authority of KRCL.
 - c) Up gradation / down-gradation / deletion of contractor's name from the approved list will be done periodically based on their performance report.
- iii. The Contract executed with the Bidder(s) qualifying this EOI shall be governed by KRCL GCC Year 2022, in addition to all applicable Indian Laws and shall be subject to jurisdiction of the Law Courts in Navi Mumbai / Mumbai, only.
- iv. The agency shall comply with all statutory requirements, including labour laws, taxation, and social security regulations.
- v. The agency shall be responsible for the safety, conduct, and discipline of the deployed workforce.
- vi. Any misconduct or non-compliance by the workforce must be immediately addressed by the agency, with necessary actions taken as per regulatory and organizational requirements.

- vii. The agency shall maintain transparency in all dealings, ensuring proper documentation and timely reporting.
- viii. The contract will be performance-based, and non-compliance with agreed terms may result in penalties or termination.
- ix. The agency shall ensure that workforce deployment does not affect ongoing operations and shall provide a contingency plan for workforce replacements if needed.
- x. Payments will be processed based on successful service delivery and adherence to contractual obligations.
- xi. The agency shall agree to periodic audits and inspections by KRCL.
- xii. Any disputes arising under the contract shall be resolved through mutual discussions or as per the legal framework applicable under the KRCL GCC Year 2022.
- xiii. The persons deployed by the Successful firm shall not have any Police record/criminal cases against them. The Successful firm shall make adequate inquiries about the character and antecedents of the persons whom they are recommending. Any person deployed by the contracting Successful firm shall not indulge in acts of misconduct. In case any such incident comes to the knowledge or is brought to the knowledge of KRCL, the Successful firm will withdraw such person immediately and KRCL will be at liberty to take appropriate action against such person as well as the contracting Successful firm.
- xiv. The Successful firm shall conduct a thorough background verification of the candidate at its own cost. The background verification shall essentially include the verification of the following credentials:
 - o Verification of education and academic credentials
 - o Verification of prior employment
 - o Criminal background checks for convictions including police verification
 - o Identity and address verification.
- xv. The Successful firm shall submit the report of background verification of the candidate within one month of his/her deployment at KRCL. In case the background verification report is delayed, an interim report needs to be submitted to KRCL within one month. Subsequently, the final background check report should be made available within 60 days (max) of the date of joining of candidate.
- xvi. The Successful firm shall ensure that the personnel deployed are medically fit. The Successful firm shall withdraw such employees who are not found medically suitable by KRCL immediately upon receipt of such a request from KRCL.
- xvii. The Successful firm shall be responsible for any damages done to the property of KRCL by the personnel so employed. KRCL shall recover the same from the Successful firm either from any monthly payments payable to the successful firm and/or from any other

payments due to the successful firm from KRCL including but not limited to any Security Deposit, Performance Guarantee, and/or any money due under any other Contract of KRCL and/or any Railway Administration of the Indian Railways with such successful firm.

- xviii. KRCL shall not be responsible for any financial or other injury to any person deployed by Successful firm in the course of their performing the functions/duties under this Contract, or for payment towards any compensation, claims, damages, demands, costs, losses, awards, fines, charges, whatsoever, and the Successful Firm shall at all times fully indemnify KRCL and its officials from and against all such claims arising and/or likely to arise upon KRCL for any reason whatsoever, by any person whosoever, on account of award of this contract to the successful firm.

6.0 Appointment & Authority:

- i. Based on the response to the EOI, KRCL will short list the firms /Companies based on eligibility criteria mentioned in this document. MOU shall be executed by KRCL with successful / shortlisted companies / form under this EOI.
- ii. For each project / business identified, KRCL will associate with the most suitable firm / companies.
- iii. In case there are more than one willing, suitable firms / Companies for any project, KRCL will adopt competitive bidding or any other suitable criteria for identifying of most suitable firm / Company
- iv. Specific Agreements for each project will be signed subsequently with the successful bidders..

7.0 Validity of Agreement:

This Agreement shall be valid for a period of Three (3) years from the date of execution of this Agreement, and will be subject to extension on mutual agreement in writing between the Parties.

8.0 Termination, Determination, Cancellation of Agreement:

- i. This Agreement shall commence on the date of its execution and shall continue in effect until the expiry of the period agreed.
- ii. KRCL reserve the right to terminate this Agreement, in the following events –
 - a) Breach of any statutes, laws, regulations, rules, directions of any Statutory Authority by Registered vendor/s ;
 - b) Any violation of the terms and conditions of this Agreement by Registered vendor/s.
 - c) In the public interest.

This Agreement shall stand automatically determined and discharged upon expiry of the period of this Agreement of Three (3) years, or any extended period.

In the event of termination, and/or determination of this Agreement, as mentioned under Clause 8(i) to 8 (ii) hereinabove, the Parties shall be responsible and liable to fulfill their respective obligations under the terms of this Agreement, prior to such termination, and/or determination.

9.0 Right to Change:

KRCL may at any time during the period of engagement, by a written order given to the Firms, make changes within the general scope of the engagement

10.0 Right to Accept/ Reject the Proposal:

KRCL reserves the right to accept and reject all Proposals at any time before the engagement of agencies, without thereby incurring any liability to the affected Bidder or Firms or any obligation to inform the affected Firms of the grounds for the KRCL action.

11.0 Clarifications:

When deemed necessary, KRCL may seek clarification on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Proposals submitted or the price quoted.

12.0 Clarification on this document:

A prospective Bidder requiring any clarification of the Bid Document may notify KRCL in writing at KRCL's mail address i.e. sme.shubham@krcl.co.in.

13.0 Language:

The Application and all related correspondence and documents shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

14.0 Pre-submission meeting:

- i. The Applicant or his official representative are invited to attend a pre-submission meeting which will take place at office of Chief Mechanical Engineer, Konkan Railway Corporation Ltd., Belapur Bhavan, 4th Floor, Plot No. 6, Sector 11, C.B.D. Belapur, Navi Mumbai-400 614 on **22.04.2025 at 15:00 hrs.**
- ii. The purpose of the meeting is to clarify the queries of the applicant/s.
- iii. The applicant is requested to submit their queries in writing to reach the employer (Or e mail to sme.shubham@krcl.co.in) not later than 15.00 hrs on 21.04.2025.

- a. Minutes of the meeting, including the text of the questions raised (without identifying the source of query) and the responses will be uploaded on the same website on which the Registration / Shortlisting documents are uploaded.
- b. If required, a corrigendum to Registration / Shortlisting documents will be issued based on the decisions taken by Konkan Railway Corporation Limited in the pre-submission meeting and will be uploaded on the same website and the same shall become the integral part of the Registration / Shortlisting document.

15.0 Submission of EOI :

The interested applicants are requested to submit their credentials including their financial status, organizational setup available with them etc., in the Registration / Shortlisting format enclosed so as to reach the Office of Chief Mechanical Engineer, Konkan Railway Corporation Limited, Belapur Bhavan, 4th Floor, Plot No. 6, Sector 11, CBD - Belapur, Navi Mumbai – 400 614, India, Telephone – 022-27587350 **on or before 15:00 hours on 02.05.2025** or through mail sme.shubham@krcl.co.in. **The application will be opened on 02.05.2025 @ 15:30 hrs.** However, the process of shortlisting will be a dynamic process and the list will be modified, if necessary, from time to time on yearly basis.

Notwithstanding anything contained in this Registration / Shortlisting, Konkan Railway Corporation Limited, reserves the right to accept or reject any application / proposal, or, to annul the bidding process, or, reject all applications at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

KRCL also reserves the right to reject any application at any time if;

- i. a material misrepresentation is made or discovered
- OR
- ii. The applicant does not respond promptly and diligently to requests for supplementary information required for the evaluation of the application.
 - iii. Rejection of the application by Konkan Railway Corporation Limited as aforesaid would lead to the disqualification of the applicant.
 - iv. For any other information, they may contact Office of Chief Mechanical Engineer, Konkan Railway Corporation Limited, Belapur Bhavan, 4th Floor, Plot No. 6, Sector 11, CBD - Belapur, Navi Mumbai – 400 614, India,

16.0 Processing charges / Cost of form:

Non-refundable processing charge of INR 11,800/- (Rupees Eleven thousand and Eight hundred only) inclusive of GST @18% shall be submitted along the EOI documents in the form of Demand Draft drawn in favour of Konkan Railway Corporation Ltd., payable at Navi Mumbai, India. The offer without this shall be liable to be rejected.

17.0 Permission to Bid for a bidder from a country which shares Land boundary with India:

Any bidder from the countries sharing a land border with India will be eligible to bid in any procurement of works (including turnkey projects) only if the bidder is registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India. For interpretation of this para, Department of Expenditure, Ministry of Finance, Government of India letter F.No.6/18/2019-PPD dated 23/07/2020 shall be referred.

18.0 Validity period of offer:

The period of validity of the offer of submission of Registration / Shortlisting shall be 60 days from date of submission Registration / Shortlisting.

The applicant shall be solely responsible for any expenditure they may incur for site visits, transport, fares, postages and other logistics etc in the process of submission of the "Registration / Shortlisting". For any other information, they may contact Office of Chief Mechanical Engineer, Konkan Railway Corporation Limited, Belapur Bhavan, 4th Floor, Plot No. 6, Sector 11, CBD - Belapur, Navi Mumbai – 400 614, India, India, Telephone – 022-27587350.

As the above process is dynamic one, the list will be updated periodically. Interested Companies/ Firms may submit their Expression of Interest with documents and requisite fee as given in para 16.0 above as and when the Company/ Firm shall interested and they consider itself to be eligible.

APPENDIX – I

General information of Tenderer / Bidder

(Please attach duly filled and signed separately in case of online tender)

1	Name of firm :	
2	Type of firm. <i>(The tenderer shall clearly specify whether the tender is submitted on his own (Proprietary Firm) or on behalf of a Partnership Firm / company / Joint Venture (JV) / Registered Society / Registered Trust/ Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc. The tenderer(s) shall enclose the attested copies of the constitution of their concern, and copy of PAN Card along with their tender. Tender Documents in such cases are to be signed by such persons as may be legally competent to sign them on behalf of the firm, company, association, trust or society, as the case may be)</i>	
3	Head office Address (for postal correspondence)	
4	Telephone and Fax number.	
5	E-mail Address :	
6	Name of the contact person with phone number and e-mail id (nodal person) :	
7.	PAN Number.	
8	GST number	
9	EPF Registration No. (Attach the copy of this)	
10	Labour License Certificate (Attach the copy of this)	
Bank Account details for NFET/RTGS transaction (A cancelled bank Cheque to be enclosed).		
Bank Account No.		
Name of the Bank and Branch		
IFSC Code :		
MICR Code :		
Address of the Bank :		

Certified that the information furnished above is correct.

Seal and Signature of tenderer:

APPENDIX – II

List of key personnel on roll of the firm / contractor and other equipment available with the firm

Sr. no	Designation and Qualification	Numbers
1		
2		
3		
4		

APPENDIX – III

Details of contracts executed relevant to the registration sought

Use separate sheets for each contract as per the following format:

1	Number of Contract	
	Name of Contract	
	Country	
2	Name of Employer	
3	Employer's Address (Give Telephone and Fax No.)	
4.	Name of Official In-charge of the work (Give Telephone and Fax No.):	
5	Nature of Works and Special Features relevant to the Contract:	
6	Value of the total Contract at the time of award of work (Amount to be indicated in specified currencies)	
7	Value of the total Contract at the time of completion of work (Amount to be indicated in specified currencies)	
8.	Reasons for variations, if any.	
6	Date of Award	
7	Date of Completion	
8	Contract duration (Years & Months)	
9	Were there any Penalties/ Fines/ Stop – Notice / Compensation / Liquidated Damages Imposed? (Yes or No). If yes, give Amount and Explanation:	

NOTE: A CERTIFICATE OF COMPLETION/ ONGOING WORK FROM THE EMPLOYER/ ENGINEER MUST BE ATTACHED.

APPENDIX -IV

Evaluation Sheet

KRCL intends to conduct Empanelment of Manpower Consultants/HR Recruitment Agency for Hiring Contractual Manpower for Mechanical department of KRCL based on the following Evaluation.

Applications of the bidders who meet the minimum eligibility criteria and financial capability shall be evaluated based on the allotment of marks as explained below.

Technical Capability: Score for submission of Technical eligibility criteria **in last 5 years, 70 marks (Maximum)**

Sl. No	Evaluation Criteria	Max. Score
1	Number of years of similar work experience as of 31.01.2025 in Man power hiring / Supply of man power as mentioned in the scope of work	25
2	Average Number of Man power hired / Supply of man power in the past three years ending on 31.01.2025 for the job profiles belonging to scope of work.	45

The firm should submit the details of work completed in order of value **(Higher to Lower)**.

Financial Capability: 30 marks Score for submission of Financial eligibility criteria (Total Turnover of the firm in the previous three financial years and current financial year upto the date of opening of offer as per eligibility criteria)

Sr. No.	Description	Marks
1	More than 20 Cr. - 30 Marks	30 Marks
2	Between Rs.10-20 Cr – 20 Marks	20 Marks
3	Between 5 -10 Cr – 10 Marks	10 Marks

Criteria to adopt to select bidder for Registration / Shortlisting

1. The minimum score to be obtained to qualify as successful bidder is 70.
2. The bidders who score 70 or more will be considered for selection and maximum 10 bidders will be selected in the rank of their score.
3. In case 02 bidders have same score, then the score of Technical Capability will be considered for ranking. OR as decided by KRCL based on project requirement.
4. In case there are less than 02 bidders **(One or None with score of 70 or more)** then maximum 02 bidders will be selected (including that with score of 70 and above) subject to a minimum score of 60. These two bidders will be selected in the rank of their score (For example, if only one bidder scores more than 70 marks and there are two bidders who's score between 60 & 70, than only one out of these two bidder with higher score will be selected).

APPENDIX – V

Letter Comprising the Application for Registration / Shortlisting

To,
The CME,
Konkan Railway Corporation Limited,

Sub: Invitation of “Registration / Shortlisting” for the work of manpower service providers for the supply of skilled, semi-skilled, and unskilled workforce

Dear Sir,

With reference to your Registration / Shortlisting document dated, I / we, having examined the Registration / Shortlisting document and understood its contents, and are hereby submitting my / our Application for Qualification for the aforesaid project. The Application is unconditional and unqualified.

1. I / We acknowledge that KRCL will be relying on the information provided in the Application and the documents accompanying such Application for pre-qualification of the Applicants for the aforesaid project, and we certify that all information provided in the Application and in Appendix I to V is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
 - i. This statement is made for the express purpose of qualifying as a Bidder for Registration / Shortlisting” for the work of manpower service providers for the supply of skilled, semi-skilled, and unskilled workforce (hereinafter referred to as “the said Work”).
 - ii. I / We shall make available to KRCL any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
 - iii. I / We acknowledge the right of KRCL to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
 - iv. I / We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor have been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
 - v. I / We declare that :
 - (a) I / We have examined and have no reservations to the Registration / Shortlisting document, including any Addendum issued by the Authority (KRCL);
 - (b) I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by, or, any agreement entered into with the Authority, or, any other public sector enterprise, or, any government, Central or State; and
 - (c) I / We hereby certify that we have taken steps to ensure no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
 - vi. I / We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Application that you may receive.

I / We believe that we meet(s) all the requirements as specified in the Registration / Shortlisting document and are / is qualified to submit a Bid.

I / We certify that in regard to matters including security and integrity of the country, we or any of our / Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake any Project assigned by KRCL upon qualifying in this Bid, or which relates to a grave offence that outrages the moral sense of the community.

I / We agree and undertake to abide by all the terms and conditions of the Registration / Shortlisting document.

In witness thereof, I / we submit this application under and in accordance with the terms of the Registration / Shortlisting document.

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)

Date:

Place:

Name and seal of the Applicant

APPENDIX – VI
Power of Attorney for signing of Application

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr / Ms (name), son / daughter / wife of, Adult, Indian Citizen, and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for **“Registration / Shortlisting” for the work of manpower service providers for the supply of skilled, semi-skilled, and unskilled workforce to the “Authority” ie. KRCL** including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with, or, relating to, or, arising out of our bid for the said Work and / or upon award thereof to us and / or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20... **AT**
_____ **(Place)**

For

.....
(Signature, name, designation and address)

Witness 1:

Witness 2:

(Notarised)

Accepted

.....
(Signature)

(Name, Title and Address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

APPENDIX – VII

(FORMAT FOR CERTIFICATE TO BE SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS)

I.....(*Name and designation*)** appointed as the attorney / authorized signatory of the tenderer (including its constituents),

M/s.....(hereinafter called the tenderer) for the purpose of the Tender documents for the work of as per the tender No.....of (.....*Railway***), do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/We the tenderer (s), am/are signing this document after carefully reading the contents.
2. I/We the tenderer (s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/We hereby declare that I/We have downloaded the tender documents from Indian Railway website www.ireps.gov.in. I/We have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the Railway Administration shall be final and binding upon me/us.
4. I/We declare and certify that I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
6. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/We are fully responsible for the correctness of the information and documents, submitted by us.
7. I/we certify that I/we the tenderer(s) is/are not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/LLP/JV/Society/Trust.
8. I/we understand that if the contents of the certificate submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the Bid Security besides banning of business for a period of upto five years. Further, I/we (*insert name of the tenderer*) ** _____ and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/we also understand that if the contents of the certificate submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract besides any other action provided in the contract including banning of business for a period of up to five years.

10. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/We are not from such a country or, if from such a country, have been registered with the competent Authority. I/We hereby certify that I/we fulfil all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed)

TENDERER

SEAL AND SIGNATURE OF THE

Place:

Dated:

****The contents in italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.**