



## **POLICY CIRCULAR FOR REGISTRATION**

### **REGISTRATION OF CONTRACTORS AND FOR CALLING OF TENDERS.**

#### **1. PREMABLE**

- a) The policy contains three parts:
  - i) Guidelines for registration / upgradation of contractors in the Approved List. (Part I)
  - ii) Guidelines for deletion of names in the approved list of contractors. (Part II)
  - iii) Guidelines for issue of tender references for various works in open line organization of KRCL. (Part III)
- b) This policy is applicable for registrations of contractors and issue of tender notices for openline works.
- c) This policy circular supersedes all other instructions issued in this regard earlier.
- d) The policy comes into force from 07/05/2005 for all the new registrations / upgradations / deletion from list and also for selection of contractors for issue of tender notices.
- e) 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 alongwith 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.
- f) A non refundable processing fee of Rs.500/- will be levied towards postal and clerkage charges while receiving application form for registration into Approved List of Contractors. No charges will be levied for upgradation in the approved list. However, the registration charges as per the class of registration will be levied.
- g) The provision of SOP, Works matter issued from time to time to be followed regarding delegation of powers on the above subjects.



## Part – I

### 2.0 CLASSES / CATEGORIES OF REGISTRATION

#### 2.1 Classes of Registration

Depending upon the capacity of contractor to take up the works and the estimated value of the work the “ALC” will be prepared for five different classes. The minimum eligible class of contractor and the estimated value of the contract are as follows:

| Minimum Eligible Class | Estimated Value of Work                |
|------------------------|--|
| A                      | Above ₹ 100 lakhs and upto ₹ 500 lakhs |
| B                      | Above ₹ 50 lakhs and upto ₹ 100 lakhs  |
| C                      | Above ₹ 10 lakhs and upto ₹ 50 lakhs   |
| D                      | Above ₹ 2 lakhs and upto ₹ 10 lakhs    |
| E                      | Upto ₹ 2 lakhs.                        |

#### 2.2 Categories of Registration

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

- i) Track works including P.way zone.
- ii) Geotech safety works such as fixing of HSBN/MSBN and micropiling.
- iii) Ballast Supply.
- iv) Rockbolting, Shotcreting, loose scaling, etc. inside tunnels and deep cuttings.
- v) Earthwork including flattening of slopes, soil nailing , construction of side drains/ catch water drains, toe walls, retaining walls, gabion walls, etc.
- vi) Bridges (RCC/PSC).
- vii) Steel Work.
- viii) Buildings and Water supply, etc.
- ix) Roads.



- x) Survey and Consultancy.

### 3.0 CRITERIA FOR SELECTION

The following criteria shall be adopted for finalizing the Approved List of Contractors (ALC) of KRCL for different classes and different categories. The contractors shall qualify in all the following six aspects as detailed at para 3.1 to 3.4 as minimum eligibility criteria and desirable standards as per para 3.5 & 3.6 for Qualified staff and machinery and equipment.

#### 3.1 Previous Work Experience

Based on the value of the works executed by the Contractor in the previous five years under each category the contractors will be considered for different classes as detailed below :

| CLASS | REQUISITE MINIMUM VALUE OF<br>PREVIOUS WORK DURING LAST 5<br>YEARS<br>(in ₹ ) IN CASE OF |                  |
|-------|--|------------------|
|       | SINGLE WORK<br>(₹)   | TWO WORKS<br>(₹) |
| A     | 150 lakhs  | 50 lakhs each    |
| B     | 75 lakhs   | 25 lakhs each    |
| C     | 20 lakhs   | 6 lakhs each     |
| D     | 6 lakhs  | 2 lakhs each     |
| E     | 1 lakh   | 0.5 lakh each    |

Only works executed under Government organizations (State & Central) and Public Sector Undertakings / Corporations will be considered for evaluation of suitability to various classes / categories of registration.

- 3.1(a) While considering the works submitted by the applicants for registration, the works shall be compared to the open line working conditions of KRCL and will be suitably judged by the TC members as to its consideration in the various categories and classes of work. As a general rule, the applicant will be placed in one class lower than the eligibility as will be obtained from criteria of requisite minimum value of previous works executed , if the work done certificates are issued by Other Govt. Departments/PSUs other than KRCL/ Indian Railway ( Open Line).



### 3.2 SOLVENCY

The minimum solvency prescribed for various classes of registration shall be as follows:

|         |   |             |
|---------|---|-------------|
| Class A | - | ₹ 150 lakhs |
| Class B | - | ₹ 75 lakhs  |
| Class C | - | ₹ 30 lakhs  |
| Class D | - | ₹ 6 lakhs   |
| Class E | - | ₹ 1 lakh    |

The solvency certificate issued by any Nationalised Bank or Schedule Banks can be considered for the above. The solvency certificate which is issued prior to two years from the date of application for registration will not be valid.

### 3.3 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 CE regarding Upgradation / deletion / down grading in the class of registration shall be considered and suitable action to be taken while processing the application. While recommending for the above, safety consciousness of the contractor shall be recorded.

### 3.4 Office and Communication (Minimum)

- i) Telephone / Cellular phone
- ii) Established Office / Address for Correspondance.
- iii) PAN No. (Income Tax)

### 3.5 QUALIFIED STAFF (DESIRABLE)

|           |   |
|-----------|---|
| CLASS –A  | Two graduate engineers with 5 - 7 years of experience and three Diploma Engineers with 10 – 12 years of experience. |
| CLASS – B | One Graduate Engineer with 5 – 7 years of experience or two Diploma Engineers with 7 – 10 years of experience.      |
| CLASS – C | Two Diploma Engineers with 5 – 7 years of experience.   |
| CLASS – D | One Diploma Engineer with 3 – 5 years experience.   |

### 3.6 Machinery and Equipment : (Desirable)

| Category<br>(i)                                      | CLASS C<br>(ii)   | CLASS B<br>(iii)  | CLASS A<br>(iv)   |
|--|---|---|---|
| <b>Track works including geotech works, etc.</b>     | 1) Jacks – 4 set (non infringing)<br>2) Portable Generator – 1 no.<br>3) Abrasive rail cutting machine – 2 nos.<br>4) Rail drilling machine – 1 no.<br>5) Dip lorry – 1 no.<br>6) Rail Dolly – 6 nos.<br>7) Rail Thermometer – 2 set.<br>8) Gauge cum level – 2 set.<br>9) Destressing roller – 100 nos.<br>10) Rail tongues.<br>11) Crow bars.<br>12) Wire claws.<br>13) Pot (Gamela). | 1) Same as in column (ii).<br>2) Tractor / Truck.<br>3) Abrasive rail cutting machine.<br>4) Rail drilling machine.<br>5) Dip lorry.<br>6) Rail Dolly.<br>7) Destressing rollers. | 1) Same as in column (iii).<br>2) Tractor.<br>3) Crane.<br>4) Small Track machines. |
| Equipments stated at S.N. 10 to 13 be sufficient for | 100 labours   | 200 labours   | 300 labours   |
| <b>Ballast Supply</b>                                | 1) Dumpers<br>2) Road Truck<br>3) Loader / JCB.<br>4) Measuring sieves.   | 1) Same as in column (ii).  | 1) Same as in column (ii).<br>2) Crusher.   |

|  |   |   |  |
|--|---|---|--|
| <b>Rocbolting, shotcreting and loose scaling, etc.</b> | <ol style="list-style-type: none"> <li>1) Road truck.</li> <li>2) Jeep / Car.</li> <li>3) Air Compressor.</li> <li>4) Water Pumps.</li> <li>5) Portable Generator.</li> <li>6) Drilling equipment.</li> <li>7) Gantry for shotcreting.</li> </ol>   | <ol style="list-style-type: none"> <li>1) Same as in column (ii)</li> <li>2) Blasting equipment.</li> <li>3) Welding equipment.</li> <li>4) Dumper.</li> </ol>  | <ol style="list-style-type: none"> <li>1) Same as in column (iii).</li> <li>2) Two dumpers.</li> </ol>   |
| <b>Earthwork including flattening of slope, etc.</b>   | <ol style="list-style-type: none"> <li>1) JCB.</li> <li>2) Two trucks.</li> <li>3) Rock drilling equipment.</li> <li>4) Air compressor.</li> <li>5) Mini excavator.</li> <li>6) Compaction testing equipment.</li> <li>7) Sieves.</li> <li>8) Water tanker.</li> <li>9) Road roller.</li> </ol> | <ol style="list-style-type: none"> <li>1) Same as column (ii).</li> <li>2) JCB / Poclain.</li> <li>3) Trucks – 5 nos.</li> <li>4) Dozers.</li> </ol>  | <ol style="list-style-type: none"> <li>1) Same as column (iii).</li> <li>2) Poclain – 2 nos.</li> <li>3) Trucks – 10 nos.</li> <li>4) Vibratory Rollers.</li> </ol>                                  |
| <b>Bridges (RCC/PSC)</b>                               | <ol style="list-style-type: none"> <li>1) Road truck.</li> <li>2) Concrete Mixer.</li> <li>3) Vibrators</li> <li>4) Jeep / Car</li> <li>5) Jacks</li> <li>6) Steel Shuttering</li> </ol>  | <ol style="list-style-type: none"> <li>1) Same as in column (ii).</li> <li>2) Dumper.</li> <li>3) Mini Weigh batching plant.</li> <li>4) Air compressor</li> <li>5) Grouting Equipment.</li> <li>6) Welding equipment.</li> <li>7) Portable Generator.</li> </ol> | <ol style="list-style-type: none"> <li>1) Same as in column (iii).</li> <li>2) Trailor.</li> <li>3) Automatic batching plant.</li> <li>4) Prestressing equipment.</li> <li>5) Mini crane.</li> </ol> |
| <b>Steel Work</b>                                      | <ol style="list-style-type: none"> <li>1) Welding equipment.</li> <li>2) Gas cutting equipment.</li> </ol>  | <ol style="list-style-type: none"> <li>1) Same as in column (ii).</li> <li>2) Derrik and other hoisting</li> </ol>  | <ol style="list-style-type: none"> <li>1) Same as in column (iii).</li> <li>2) Submerged arc welding plants.</li> </ol>  |

|  |  |  |  |
|--|--|--|--|
|  | 3) Grinding equipment.<br>4) Drilling equipment.   | equipment.<br>3) Carbondioxide welding plants.<br>4) Portable welding generators.<br>5) Crane.   | 3) Hydraulic bending equipments.<br>4) Radiographic testing.<br>5) Mechanised flame cutting equipment.             |
| <b>Roads, Buildings and water supply</b> | 1) Road truck.<br>2) Concrete Mixer.<br>3) Vibrators.<br>4) Jeep / Car.<br>5) Tools for artisan staff. | 1) Same as in column (ii).<br>2) Dumper.<br>3) Mini Weigh batching plant.<br>4) Shuttering material.<br>5) Generator.<br>6) Welding Equipment. | 1) Same as in column (iii).<br>2) Trailor.<br>3) Hot mix Paver.<br>4) Road Roller.<br>5) Automatic batching plant. |

- For Class D & E no specific minimum equipment is required.
- The Contractor can have collaboration with the Company / firm owning the machinery and can submit an undertaking / agreement between both parties for hiring of equipment.
- If the contractor do not possess the above equipment, the technical member of Committee can decide the eligibility on merits of individual case based on the past performance.

#### 4.0 VALIDITY OF REGISTRATION

- 4.1 The registration shall be valid for three years from date of issue of registration letter.
- 4.2 After selection into the approved list of contractors, the following **registration charges** will be payable by the Contractors for a period of 3 years.

| Class | Registration Fee (₹) |
|-------|----------------------|
| E     | 1,000/-              |
| D     | 5,000/-              |
| C     | 7,500/-              |
| B     | 10,000/-             |
| A     | 15,000/-             |



#### 4.3 Standing Earnest Money Deposit.

The party will be advised to deposit Standing Earnest Money Deposit in the form of Fixed Deposit Receipt (valid for 3 years) after inclusion in the approved list of contractors as follows:

| Class       | SEMD Amount<br>(₹) |
|-------------|--------------------|
| Class A & B | 1,00,000/-         |
| Class C     | 50,000/-           |
| Class D     | 20,000/-           |
| Class E     | 10,000/-           |

4.4 After the registration into Approved List of Contractors the contractors have to pay a postal charges for sending tender notices @ Rs.1000/- per annum.

4.5 If the 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. Till such time, he will be continued provisionally in the list. The SEMDs, registration fee and postal fees thus obtained will be entered in the register maintained by Engineering Dept. and forwarded to Finance Dept. for safe custody. No further reminders will be issued to the Contractor for depositing the requisite fees and the registration will get cancelled automatically.

4.6 **The periodicity for upgradation/ new registration in ALC of KRCL will be as per the following time schedule :**

- The applications should be submitted yearly as per the proforma during the period from 1<sup>st</sup> April to 31<sup>st</sup> May of that year.
- The scrutiny period will be from 1<sup>st</sup> June to 30<sup>th</sup> August of that year . The applications received in this period will not be entertained and will be kept pending until the ensuing financial year. No claims on this account will be entertained whatsoever.
- The final list after due verification by finance will be published by the end of September of that year.





## **PART II**

### **5.0 DELETION OF NAMES**

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

- a) Adverse report on the performance of contractors in Annual Confidential Report.
- b) Termination of contract on contractors account. Chief Engineer's decision will be final regarding the deletion of name on this ground.
- c) Non payment of registration charges, postal charges for tender notices and SEMD as prescribed at para 4.2, 4.3 and 4.4.
- d) Non renewal of SEMD amount (in case of FDRs) within 30 days of the due date of expiry. No reminder will be given to the agency regarding the expiry of FDR period.
- e) Declaring insolvency or Bankruptcy of a firm or individual in a firm.
- e) Contractors not participating in tenders continuously on KRCL for more than 3 years in the same class and category of work in which they are empanelled.

## **PART III**

### **6.0 ISSUE OF TENDER NOTICES**

The following procedure is to be adopted for limited tenders for issuing tender notices to various contractors borne on the approved list of contractors:

- a) Tender notices are to be issued only to the contractors borne on the Approved List of Contractors of respective category. The minimum eligibility class is to be decided as per Clause 2.1 above (Part I). Contractors who are in the higher eligible class will also be eligible for sending tender reference / notices.
- b) After receiving the tender notice, the contractors shall apply for tender documents by paying the following cost of documents. Sales tax as applicable will be collected extra.



| Value of work conforming to class of registration | Cost of documents |
|---|-------------------|
| Class A   | ₹ 2,000/-         |
| Class B   | ₹ 1,500/-         |
| Class C   | ₹ 1,000/-         |
| Class D & E                                       | ₹ 500/-           |

- c) After the registration, the intimation will be given to the qualified contractors to pay the requisite deposit / charges (postal charges, registration charges and SEMD) within one month as per para 4.5. Till such time, the contractors will get the tender notices as per their eligibility as specified above. While quoting the first tender, the contractors has to submit / pay all the charges / deposits. If any contractor fails to do so, the same shall be brought to the notice of Corporate office immediately. He shall not be issued any further tender notices till such time he pays all the necessary charges / deposits. After one month their registration will get cancelled automatically in the even of non compliance.
- d) In case of composite works involving works pertaining to different categories as defined at para 2.2 above (Part I), the category corresponding to the maximum estimated value of such work is to be considered for selection of category. It is essential to make a reasonably good estimate and decide the category in such eventualities. Care should be taken not to vitiate this principle while processing variations in the quantities of such works. The purpose is not to vitiate the principle of selection of contractors from a particular category.
- e) If there is not sufficient representative in a particular class / category of registration for inviting a tender, the matter is to be referred to Chief Engineer, along with recommendation, if any, from region.
- f) For all track welding works, tender notices shall be sent to RDSO approved firms only.

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