

WESTERN RAILWAY

Headquarter Office
Churchgate, Mumbai-20

No. C 481/7/Policy

Date: 21.09.2016

Sr. DCM – BCT BRC RTM ADI RJT

DCM - BVP

Sub: Guidelines on Cycle/motor Cycle/Scooter /Car parking contracts etc.


Ref:-Board's letter no 2004/TG-IV/8/P. dated 14.05.15

Railway Board had advised Zonal Railways to frame their own policy guidelines regarding Cycle/Motor Cycle/Scooter /Car parking contracts at station vide above referred letter.

As such, the policy of Cycle/Motor Cycle/Scooter /Car parking contracts was reviewed by this office and comprehensive policy on Cycle/Motor Cycle/Scooter /Car parking contracts prepared. This is being issued in supersession of all the earlier instructions on the subject. The comprehensive policy guidelines for Cycle/Motor Cycle/Scooter /Car parking contracts are enclosed.

This has been vetted by Finance and approved by General Manager.

Encls:- as above.


(Ity Pandey) 20/9/16
Dy.CCM(G)
For CCM

sent through e-dak on 21-9-16.

Broad guidelines on Cycle/Motor cycle/Scooter/Car parking contracts

1. Objective

- 1.1 Facility of parking of private and public motor vehicle in railway station premises an important passenger amenity is being provided by the Railways, which, in most of the railway stations is outsourced and at some of the stations wherever outsourcing is not feasible, the service is managed departmentally.

While the primary objective of this policy is to extend parking facility to the passengers as a important amenity at stations, this should also be handled as revenue earning activity of Railways.

- 1.2 The railways should make efforts to provide parking facilities at all the stations where such facilities are required. For this purpose, a team of nominated Engineering and Commercial officials shall finalize a plan for each station after conducting survey of the proposed parking area with locations and dimensions clearly marked on the plan.
- 1.3 To prevent encroachment of additional area (over & above the allotted and earmarked parking area) by the contractor(s), railway shall provide a well demarcated, fenced and leveled surface to the contractor for parking purpose. However, pota cabin type uniform and aesthetically designed handling counter should be provided by the contractor in a manner that the station aesthetics are not obstructed.

2. Tendering

- 2.1 At all category of stations i.e. A-1, A, B, C, D, E and F, the parking contracts shall be awarded through 'Single Packet' Open Tender System for a Period upto 3 Years. However, if there is a lack of response, contract can also be awarded on 'quotation basis' for a limited period of say three months at a time, with the concurrence of Divisional Finance and the approval of ADRM/DRM.
- 2.2 The process of fresh tendering should be initiated at least four months before the expiry of the existing contract so that there is no time gap between the expiry of existing contract and commencement of the new one.
- 2.3 At 'F' category halt stations/operated by halt agents, parking contracts can also be given to halt agents in addition to the halt contract on a fixed reserve price based on assessed traffic and locally prevailing rates. Separate agreement for parking may be signed with the halt contractors
- 2.4 When no offers are received even after floating continuous two open tenders, the Reserve Price may be reduced suitably with concurrence of Associate Finance and approval of DRM.

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3. **Earnest Money Deposit (EMD)**

- 3.1 Earnest money in parking contracts shall be 5% of the total contract value calculated on the basis of Reserve Price. The EMD shall be in the form of DD, Banker's cheque or Bank Pay order only. EMD may be adjusted towards license fee of first quarter of first year. EMD of unsuccessful bidders will be returned after finalization of tenders. No interest shall be payable on EMD.

4. **Security deposit (SD)**

- 4.1 Security deposit @ 10% of the total value of contract of concerned parking site should be taken in the form of FDR; Bank Guarantee Demand Draft or Cash with the provision of renewal of Bank Guarantee. The SD shall be released only after the completion of the contract duly ensuring that the Railway premises are handed over by the contractor after proper cleaning and removal of debris with all railway assets intact with a certificate by the concerned supervisors and controlling officers.

No interest shall be payable on SD.

5. **Reserve price (RP)**

- 5.1 Reserve price for all category of stations should be assessed by the Sr. DCM/DCM (as branch officer) in advance before inviting tenders/quotations with the concurrence of Divisional Finance on the basis of the parameters such as number of users, type of vehicles, parking charges prevailing at other locations in the area, last accepted rate (LAR) at which the previous contract has been successfully operated for half of the contractual period. The Reserve Price for premium parking should be kept reasonably higher than the Reserve Price fixed for normal parking. The reserve price so fixed with the concurrence of Divisional Finance should have the approval of DRM.

- 5.2 Fixation of license fee for any additional area, during the currency of contract, if considered necessary, justified and feasible should be based on pro-rata basis of the existing license fee of the parking plot duly concurred by associate finance and approval of DRM.

- 5.3 In case of newly identified/developed parking space, the reserve price should be fixed on the basis of EOI (Expression of interest). EOI will be called with the approval of Sr. DCM. In first instance, the parking plot will be awarded on quotation basis for a period of six months with the concurrence of Divisional Accounts and approval of ADRM/DRM. Subsequently, the reserve price for long term contract will be finalized as per para 5.1 above

6. **Parking rates**

- 6.1 Parking rates for Auto/ Taxi/ Cars/ Cycle/ Scooter/Motor Cycle & other two Wheelers /Mini Bus/Other passenger carrying commercial vehicles should be fixed by Sr. DCM/DCM with the concurrence of associate finance and the approval of DRM. While fixing the parking rates, a survey should be carried out for parking charges prevailing at other similar locations in the city/area. Prevailing parking rates should be reviewed and revised before inviting tenders. The parking rates should be kept in mind while fixing RP as brought out at para 5.1

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17/11/14

