

## **Procedure for awarding Handling Contract**

- Handling contracts are work contract generally awarded for handling of Parcels and Goods at Originating transshipment points, intermediate stations etc. These contracts are being awarded as the loading, unloading and otherwise handling of Parcels and goods ( at transshipment points) to be managed by Railways. These contracts may be awarded for a particular station or for a group of stations.
- The nature of the work which the contractor has to perform at the railway stations, yards and premises of the Railway Administration will include; Loading/unloading of goods, loading/unloading of goods from transshipment point, sick and damaged wagons etc. into railway wagons. Loading and unloading of parcels/luggage from section road vans Tranship trains. Loading and mixed. Loading and unloading smalls received and dispatched by SR Vans/SQT/Tranship trains in charge of guards. All minor operations necessary for the effective performance of the foregoing operations. Handling of unconnected wagons.

In addition to the above, the contractor will be required to perform general station duties as included in the tender conditions.

The contractors will also supply labour during emergency such as accidents, breach on line etc. for which the railways will pay 'Rate per man per day' basis.

- The preference is given to the registered co-operative labour societies of actual workers within the area of operation as laid down in bye-laws of the society. Such society should indicate 'The area of operation' while participating in the tender process in case where there more than one society in the area of operation.
- The notice for handling work tender is published in the leading/local newspapers by the concerned divisions and also by placing the NIT on the Railway's website 30 days in advance from the date of opening of tender.
- Two packet tendering system is followed for award of Handling contract i.e Pocket 'A' which contains technical bid and Pocket 'B' contains the financial bid.
  - No indication about rates should be given by the Tenderer in his technical bid otherwise his offer is liable to be rejected.

- The technical bid i.e Pocket 'A' will contain;
  - i) Earnest money must be deposited as stated in the tender condition.
  - ii) Valid income tax clearance certificate in requisite form.
  - iii) Certificate of experience/credentials if any
  - iv) Partnership deed in original or its true copy authenticated by Notary Public or Magistrate accompanied by a certificate from the Registrar of firms if the tenderer is a partnership firm. The registration certificate should be in original or its true copy certified by the Assistant Registrar of firms or Notary Public or Magistrate.
  - v) Details of experience.
- The financial bid contains rates only. The financial bid will be opened only after the decision on the technical bid has been taken.
- The complete tender documents in two pockets viz Pocket 'A' technical bid and Pocket 'B' financial bid shall be sealed in two separate envelopes super scribing as Pocket 'A' Technical Bid and Pocket 'B' Financial bid and sealing in a large envelope super scribing Tenders for the Contract for handling goods, Parcel and luggage work indicating the specification of the work.
- The detailed information/rules in regard to labourers, Contractor remuneration, bills, security deposits, responsibility for loss/damages, demurrage charges, cess charges, medical charges, water charges etc. will be bound to follow the provision of Contract Labour Act, Payment of Wages Act, Workmen Compensation Act and any other statutory law in vogue.
- The rules and regulations for handling of goods and parcels as advised by Railway Board time to time shall also be applicable to the contractors.