

DECLARATION FORM

To,
The President of India,
Acting through Sr. Divisional Commercial Manager,
Bangalore Division, South Western Railway,
Bangalore-560023.

I/We have read the various conditions of tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of **90 (NINETY)** days from the date fixed for opening the same and in default thereof, I / We will be liable for forfeiture of my/our full Earnest Money Deposit. I / We offer to do the work of “**Contract for movement of parcels and Parcel Handling activities of loading, unloading and shifting of parcels/luggage booked by Railways i.e. non-leased parcels from various Platforms to Parcel office and vice-versa at KSR Bangalore City (SBC), Yeshwantpur (YPR), Sri M Visvesvaraya Terminal Bengaluru (SMVB) & Yelahanka (YNK)**” for anticipated tonnage of **61097.42 tons** for a period of **one year** at the rate quoted in the attached schedule and hereby bind myself/ourselves to start the work within **30 days** from the date of receipt of letter of Award.

I / We also hereby agree to abide by the General and Special Conditions of Contract detailed in the Tender Schedules and to carry out the work according to the standard specifications for material and works laid down by the Railway for the present contract”.

2. A sum of **Rs.2,37,900/- (Rupees Two lakhs thirty-seven thousand nine hundred)** is herewith forwarded as full Earnest Money Deposit. The full value of the full Earnest Money Deposit shall stand forfeited without prejudice to any other rights or remedies if,

a) I / We do not execute the contract documents within **(15) FIFTEEN DAYS** after receipt of notice issued by the Railway that such documents are ready.

OR

b) I / We do not commence the work within **(30) THIRTY DAYS** after receipt of orders to that effect.

3. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my / our offer for this work.

Contractor's Address:

Signature of TENDERER (s)

.....

.....

.....

.....

Date:

Signature of Witness:

1)

2)

SOUTH WESTERN RAILWAY
दक्षिण पश्चिम रेलवे

Affix recent
Passport size
photograph

NAME OF THE TENDERER:

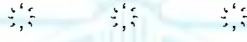
ADDRESS:

PHONE NO./MOBILE NO.:

To,

The Sr. Divisional Commercial Manager,
South Western Railway, Bengaluru Division,
Bengaluru-560023.

Sub: - Tender for awarding the contract for Parcel handling activities of loading, unloading and shifting of parcels/ luggage booked by Railways i.e. non-leased parcels from various Platforms to Parcel Office and vice - versa at SBC, YPR, SMVB & YNK Railway Station for approximate tonnage of 61097.42 tons for a period of 01 year.



1. With reference to your tender notification for calling for tender for award of contract for parcel handling activities of loading, unloading and shifting of parcels/ luggage booked by Railways i.e., non-leased parcels from various Platforms to Parcel Office and vice - versa at KSR Bangalore City (SBC), Yeshwantpur (YPR), Sri M Visvesvaraya Terminal Bengaluru (SMVB) & Yelahanka (YNK) Railway Station for approximate tonnage of 61097.42 tons for a period of 01 year.
2. I/We have gone through the terms and conditions enumerated by the Railway Administration. I/We do hereby offer my/our rates to undertake the above work of parcel handling i.e. loading and unloading of packages /parcels, and motor cycles/scooters into and from SLR, Compartments/ VPs/ Wagons, etc. and shifting of parcels/ packages booked by Railway, unbooked/booked departmental parcels, from booking /unloading/ repacking/ transshipment point to loading and transshipment/ repacking shed/ point etc., at SBC, YPR, SMVB & YNK Railway Station.
3. I agree to the terms and conditions of the contract as detailed in the prescribed terms and conditions of the tender.
4. Acceptance of this tender shall constitute a contract between me/us and the President of India represented by the Railway Administration i.e., Senior Divisional Commercial Manager, Bengaluru Division, South Western Railway, Bengaluru.
5. I/We enclose herewith the particulars of our financial status, immovable properties, previous experience in the field of providing man power to parcel handling, loading and unloading service etc,
6. I/We agree to keep the offer open for a period of **90 (ninety) days** from the date of opening of the tenders and also agree to extend the validity period beyond 90 days from

time to time, if required by the Railway Administration.

7. Tenderer details.

A	Name and address of the tenderer (Name and the authorized signatory)	
B	Name of the firm/Company /individual/JV's/Partnership	
C	Address with telephone number	
D	Registration particulars (registration number)	
E	Name of the proprietor and constitution of the Firm/Company /individual/JV/ Partnership	
F	Premises:(Office full postal address and phone Nos.)	
G	Previous experience with Railways or other Organizations like Central/State Government Firm/Company /individual/JV's, Public Sector, (copies to be enclosed).	
H	Details of on-hand works relating to parcel handling and loading & unloading activities done in any Government/ Public sector Undertaking/State Government organization	
I	Turn over during last three years: Giving Year-wise details supported by documentary evidence.	
J	Any other information that the tenderer may desire to furnish.	

8. **I/We are aware that the amount quoted will include every cost that is going to be incurred by us & is inclusive of applicable GST.** The Railway Administration as per the rules in vogue can deduct the tax at source from the quoted/approved rates. The amount quoted will be for parcel handling activities of loading, unloading and shifting of parcels/ luggage booked by Railways i.e., non-leased parcels from various Platforms to Parcel Office and vice - versa at SBC, YPR, SMVB & YNK Railway Station for approximate tonnage of 61097.42 tons for a period of 01 year.
9. In the event of my/our offer being accepted and on the event of failure on my/our part to comply with all or any of these requirements within the stipulated time, the earnest money deposited of Rs.2,37,900/- (Rupees Two lakhs thirty-seven thousand nine hundred) shall be forfeited and appropriated by the Railway Administration not as a penalty but as a ascertained liquidated damages without prejudice to any right of the Railway Administration to claim damage from me/us for breach of contract.
10. Until a formal agreement is prepared and executed, the acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the "letter of acceptance" of my/our offer for this contract.

11. I/We enclose the following document:

I. Mandatory documents:

- a. Full details of the profile of the tendering firm/Tenderer in Tender form and declaration form, as given above.
- b. Attested copy of Experience certificate in Annexure - I.
- c. Attested copy of certificate showing contractual amount received during the last three financial years and current financial year in Annexure - II.
- d. Solvency Certificate (as given in Para 2(iv) in Instructions to Bidder.
- e. Undertaking for Truthfulness/Correctness of the documents submitted/uploaded by the tenderer along with tender Annexure – III.

II. Other documents:

- a. List of works completed during the last 3 financial years.
- b. List of works on hand with the tenderer.
- c. Attested copy of PF registration and PF registration number.
- d. Attested copy of PAN/TAN number.
- e. Attested copy of proof of registration under labour law (from the Labour Commissioner),
- f. Attested copy of ESIC registration and ESIC registration number.
- g. Attested copy of GSTIN Registration and GSTIN registration number.
- h. Attested copy of *the* Labour Contract License of the similar work completed and quoted towards experience for fulfillment of first eligibility.
- i. Partnership deed in case of partnership firms/In case of Registered Companies (public or private) Memorandum & Articles of Association/In case of Registered Societies, a copy of the registration with the Registrar of Co-operative Society and a copy of the bylaws.
- j. Power of Attorney, if any.
- k. **A declaration/certificate from tenderer on their letter head that:**
 - i. They will obtain labour license from labour *ministry* and follow/abide with all the statutory Acts, labour laws amended from time to time including payment of *minimum* wages *to* the labours engaged in this contract.
 - ii. The submitted documents along with the tender are correct and reliable.
 - iii. That tendering party is not black listed or debarred by any organization for doing the work.
- l. Payment of stamp duty on agreement, if any, to be executed in pursuance of this tender will be borne by us. In case of discrepancy in rate quoted in words and figures, the rate in words will only be considered.

Signature of TENDERER (s)

Date:

Proforma

EXPERIENCE CERTIFICATE

Sl.	Description	Details
1	Name of the work	
2	Agreement Number, date and Name of the Agency	
3	Agreement value in rupees (in words and figures)	
4	Due date of completion	
5	Number of extensions granted	
6	Actual date of completion of work	
7	Value of final bill passed (in words)	
8	Worked completed but final measurement not recorded (a) Amount so far paid as in CC bill no	
9	Work completed but final measurements ++ recorded with negative variation (a) Amount so far paid as in CC Bill No	
10	Work completed, if final measurements recorded with positive variation which is not sanctions yet. (a) Original agreement value or last Sanctioned agreement value whichever is lower	

Note:

This certificate in this proforma is to be issued only for physically completed work. This certificate to be issued by an officer not below the rank of JA Grade or bill passing officer in Railways and bill passing officer/Executive In-charge of work in other government department / Govt. bodies/public sector under taking/ equivalent executive officer in any private organisation. The certificate should bear the signature and seal of the issuing officer, name of the department etc.

Signature:
 Name of the officer:
 Designation:
 Address:
 Office Seal:
 Phone/Fax No.
 Date:

CERTIFICATE FROM CHARTERED ACCOUNTANT IN THEIR LETTER HEAD TO
WHOM SO EVER CONCERNED

We _____ are the Auditors for the Firm _____ since last _____ (many) years, on the strength of the above association, we are issuing this certificate to the firm on the Annual contractual Turnover during the last three Audited Financial years as per Audited Balance sheets.

It is further certified that advance or loans taken by the firm in connection with execution of works is not reflected in the contractual receipts from works contracts indicated below:

S. No.	Financial Year	Receipts reflected in Audited Balance sheet in P & L account (')	Contractual receipts from works contracts (')	Remarks if any

Signature:
 Name of the officer:
 Designation:
 Address:
 Office Seal:
 Phone/Fax No

Undertaking for Truthfulness/Correctness of the DOCUMENTS submitted/uploaded by the tenderer along with tender

I(Name & Designation) **
 appointed as the attorney/authorised signatory of the tenderer (including its constituents), M/s.
(hereinafter called the tenderer) for the
 purpose of the tender documents for the work of Parcel handling operations including loading,
 unloading and movements of departmental parcels by providing minimum 46 labourers at
 SBC,SMVB,YNK & YPR stations over SBC division as the per the tender No.
of Bengaluru Division, South Western Railways, 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 the Indian Railway Website www.GeM.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 am/are a Micro and Small Enterprise registered from.....(body approved by Ministry of MSME) with registration No..... and terminal validity up to for similar service contracts. (If Applicable)
5. 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.
6. 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.
7. I/we declare that the information and document 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.
8. I/we understand that if the certificates regarding eligibility criteria submitted by us are found to be forged /false or incorrect at any time during process for evaluation of tender, it shall lead to forfeiture of the tender EMD besides banning of business for a period of up to five years. Further, I/we (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 certificates 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, along with forfeiture of EMD/SD and Performance Guarantee besides any other action provided in the contract including banning of business for a period of up to five years.

**SEAL AND SIGNATURE
OF THE TENDERER**

Place:
Dated:

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