

I. General guidelines for leasing of parcel space

1.0 Applicability of the scheme

1.1 Under the scheme, parcel space of the Assistant Guard's Cabin (AGCs), compartments of Brakevans (SLRs), and Parcel Vans (VPHs/VPs/VPU/ VPRs etc) will be leased out by the divisions/ zonal railways to the private parties (registered leaseholders) for the transportation of parcel traffic.

2.0 Categorization of service:

2.1 Categorization of train/ service will be notified separately for Up and Down directions of the train by the zonal railway concerned on which the Up or Down train originates.

3.0 Eligibility

3.1 The participant must be a registered lease holder at the concerned division or zonal railway head quarter where tender is floated. Only registered lease holders shall be eligible to participate in parcel leasing tenders.

3.2 Any person or cargo operator or transporter having Indian citizenship, or any agency or company registered in India or manufacturer company of Joint Venture company registered under Company's Act, is eligible to get him/them registered under the scheme.

The annual turnover of the business of the applicant/firm/company, who applies for registration for leaseholder under the scheme, shall have the business to the following extent –

Category	For participation in tenders of	Annual turnover
'A'	Asstt. Guard cabins, SLRs & VPs.	Rs. 02 crores
'B'	Asstt. Guard cabins & SLRs.	Rs. 50 lakhs
'C'	Asstt. Guard cabins.	Rs. 10 lakhs

He shall be required to furnish the Audited Balance Sheet of the last Financial year (at the time of opening of tender) in support of above.

3.3 City Booking Agency and out agency shall not be eligible to participate under these contracts.

4.0 Registration of Lease Holders

4.1 Each division/zonal railway after scrutinizing credentials of each applicant, shall maintain an approved list of registered leaseholders with a view to avoid counterfeit participants and fly-by-night operators.

4.2 Prospective lease holders will be required to get themselves registered with concerned division/zonal railway head quarter in order to participate in leasing tenders. For the purpose of getting themselves registered they will be required to submit documents listed in Annexure – 1.

4.3 Registration will be done division-wise/ zone-wise. In case a lease holder wishes to participate in tenders floated by different divisions then he must get himself registered separately in each division.

In case a lease holder wishes to participate in tenders floated by zonal railway head

quarter, then he must get himself registered separately at zonal hdqrts.

For participation in the tenders floated for leasing of Parcel Vans (VPs) on round trip basis, the registered leaseholders of any division/ zonal railways (i.e. originating or destination station) can participate in the tenders. There will be no need to get him/them registered at the other-end.

- 4.4 Registration Fee will have to be deposited separately in each division. However a lease holder may get himself registered in separate categories on different divisions depending upon his requirement.
- 4.5 For Registration, the applicant/ lease holder will submit his documents (as listed at Annexure – 1) to the division/zonal railway concerned. The division/zonal railway will duly verify the correctness of all details given in the relevant documents by deputing commercial inspectors to the business premises mentioned in the documents. Only after all documents have been verified for their authenticity, division/zonal railway will accept the applicant as a registered lease holder.
- 4.6 Normally a division/zonal railway should verify all relevant documents submitted by the lease holder within a period of one month on submission of application.
- 4.7 In case of incomplete information or non – submission of documents mentioned at Annexure – 1 or in case details provided by him are found to be incorrect, then the applicant will not be eligible for being registered as a lease holder.
- 4.8 After his documents have been verified, the lease holder will be asked to deposit the registration fee for the category in which he seeks registration as detailed under para 4.10 below.
- 4.9 On payment of registration fee, the lease holder will be registered by the division/ zonal railway concerned and a certificate to that effect will be issued by the Sr. DCM/DCM/Dy. CCM. Format of Certificate of Registration is given at Annexure – 2.
- 4.10 Along with the Certificate of Registration, leaseholder will also be provided with a Photo Identity Card duly signed by the ACM.
- 4.11 There will be three categories of Registration, namely 'A', 'B', and 'C'. Details are as follows :

Category	Registration Fee	Parcel space permissible
'A'	Rs. 1,00,000/-	Asstt. Guard cabins, SLRs & VPs.
'B'	Rs. 50,000/-	Asstt. Guard cabins & SLRs.
'C'	Rs. 25,000/-	Asstt. Guard cabins.

The Registration fee shall be in the form of Demand Draft or Banker's Cheque. Railway Administration will not pay any interest on this amount.

- 4.12 It is for the lease holder to decide under which category he wishes to get himself registered depending on the type of lease he wishes to participate in.
- 4.13 Registered lease holders will be eligible to participate in tenders on a particular division for the category he is registered in. (For example a lease holder registered in category 'C' can only participate in leasing tenders for the Asstt. Guard cabins).
- 4.14 Lease holders registered in category 'A' will be eligible to participate in all leasing tenders.
- 4.15 If the registration of a lease holder is cancelled as a punitive measure, either for reasons of repeated over loading or for repeated failure to start loading after award of contract, or for attempt to deliberately defraud railways or for repeated violation of any of the existing stipulations where cancellation of registration has been legislated as the penalty, then the entire registration fee would be forfeited.




In case of cancellation of registration and thereby forfeiture of registration fee, all his existing leasing contracts being operated from that division/ zone would also be terminated/cancelled by forfeiting the 'Security/ Performance Deposit'.

In addition to cancellation, such a lease holder/firm would be debarred from fresh registration for a period of five (5) years. All the zonal railway should be informed the name of firm who has been debarred. Fresh registration will not be done by any of the zonal railways/divisions by the name of such firm/or leaseholder for a period of five years.

- 4.16 Appeal against 'cancellation of registration' or termination of lease contract(s) of the leaseholder will lie to Chief Commercial Manager of the zonal railways, who will decide the case at his own discretion on merits of the case.

Appeal should be filed by the leaseholder within 30 days from the date of termination of lease contract or cancellation of registration of the leaseholder, failing which fresh tenders will be called for.

After considering appeal of the leaseholder, if the competent authority decides to reinstate his registration, consequent upon the same, all his contracts (which were terminated as a punitive measure) will be restored. In such cases, 'Registration fee' as well as 'Security/ Performance Deposit', deposited earlier, shall continue.

- 4.17 Once a lease holder has registered himself, his registration will be valid for 5 years, unless his registration is cancelled by the railway administration as mentioned in Para 4.15 above.
- 4.18 Before expiry of his registration on completion of 5 years, a lease holder may renew his registration by submitting fresh documents as listed at Annexure – 1, without payment of any additional registration fee. The registration fee deposited earlier will be carried forward. However, the leaseholder shall be required to deposit the difference in old and new registration fee, if any, at the time of renewal of registration.
- 4.19 The scheme for registration of lease holders will be a continuous process and open throughout the year. Any new entrant can get himself registered on a particular division at any time by submitting an application with relevant documents for verification, and thereafter paying the registration fee.
- 4.20 If a lease holder wishes to withdraw his registration from the scheme during validity period of his registration or applies for refund after expiry of his registration on completion of 5 years period, registration fee will be refunded in full, subject to (i) clearance of all Railway's dues; and (ii) no contract should be in operation of that applicant (leaseholder).
- 4.21 If Registration Certificate is lost, duplicate Registration Certificate can be issued by the same competent authority, who had issued earlier Registration Certificate after verification of claimant. For issuance of duplicate Registration Certificate, the claimant shall be required to pay 10% of the amount (Non-refundable) of registration fee alongwith application and has to enclose affidavit of the leaseholder.
- 4.22 If expiry of registration falls within the contractual period of any contract, the leaseholder shall be required to renew the registration well before expiry of registration.
- 4.23 After registration of leaseholder, whenever there is change in the name of firm or change in address or change in the premises of firm or change in ownership of firm, the leaseholder shall be required to inform the same immediately to the Railway Administration by providing necessary documents. If information is not provided to the Railway Administration by the leaseholder within one month period, his registration will be cancelled and registration fee will be forfeited.



4.24 The applicant, while submitting his tender/bid, shall be required to give declaration that his registration has not been cancelled earlier by any zonal railway/division on punitive measure and he/ his firm has not been debarred from entering into any new tender. The declaration shall be as under-

- (i) Whether the tenderer is already registered leaseholder in any Zonal Railway/ Divisions, if so, details thereof.
- (ii) Whether their Registration has been cancelled by any Zonal Railway/division, If so details thereof.
- (iii) Whether they have been debarred for fresh registration by any Division/ Zonal Railway, If so, details thereof.
- (iv) Whether any punitive action has been taken by any of the zonal railway/ division, if so the details thereof.
- (v) Whether any Railway's dues are pending against them at any Zonal Railway/Division.

4.25 If any information/declaration made by the leaseholder is found false at any stage before or after award of contract or deliberately defraud with the railways, his registration will be cancelled and registration fee will be forfeited. In addition to forfeiture of registration fee, all his existing leasing contracts being operated from that division would also be cancelled.

5.0 **Earnest Money**

5.1 With a view to ensure that there is no loss of earnings in case of failure of highest bidder to start loading within the stipulated period on account of over bidding or failure of the leaseholder during the contractual period, each participant while submitting his tender shall be required to deposit "Earnest Money". The 'Earnest money' for different types of leasing contracts shall be as under:-

	Parcel Space to be leased out	Earnest Money	Mode of deposit of Earnest Money
(i)	Asstt. Guard Cabin (AGC)	Rs. 20,000/-	Banker Cheque or Bank Draft
(ii)	One compartment of Brakevans (SLR)	Rs. 1,00,000/-	
(iii)	Parcel Vans (VP)	Rs. 4 lakh	

5.2 After finalization of tender, earnest money of all unsuccessful bidders would be refunded. No interest shall be payable on earnest money.

5.3 Earnest money of the successful bidder would be converted into Security deposit, if the bidder so requests.

6.0 **'Security Deposit/Performance Guarantee'**

6.1 The 'Security Deposit/Performance Guarantee' specified for operating different types of parcel leasing contracts is as given below.

	Parcel Space to be leased out	Security Deposit/ Performance Guarantee	Minimum Amount	Mode of Security deposit
(i)	Asstt. Guard Cabin (AGC)	Amount equivalent to 10 (ten) days lump sum leased freight (accepted rates) of the leased parcel space	Rs. 20,000/-	Bank Guarantee OR FDR
(ii)	One compartment of Brakevans (SLR)		Rs. 1 lakh	
(iii)	Parcel Vans (VP)	Amount equivalent to 5 (five) days lump sum leased freight (accepted rates) of the leased parcel space	Rs. 4 lakh.	

Railway Administration will not pay any interest on this amount.