


NOTICE.

No.V/C.196/CLOAKROOM/ERN dt.16.04.2021

Sr. Divisional Commercial Manager, Southern Railway, Thiruvananthapuram-14, invites Sealed quotations from suitable persons for awarding temporary contract for cloak room at Ernakulam Town railway station for a period of three months. The quotation should be super scribed as "Quotation for temporary contract for cloak room at Ernakulam Town railway station for a period of three months' The quotations are to be submitted to the office of Senior Divisional Commercial Manager, Southern Railway Thiruvananthapuram on or before 15.00 hrs. on 22/04/2021 in the prescribed form obtainable from the Station Manager Ernakulam Town railway station or from the office of Sr. Divisional Commercial Manager Southern Railway Thiruvananthapuram or can be downloaded from the web site www.sr.indianrailways.gov.in.. Quotation received after 15.00 hrs on 22/04/2021 will not be accepted. The quotation will be opened on 22.04.2021 at 15.30 hrs. Attested copy of identity/Address proof should be submitted along with quotation. The successful party has to pay the building rent and electrical energy charges fixed by railways. **10% of the amount quoted should be kept as security deposit in the form of DD in favour of the Senior Financial Manager, and Chief Accounts Officer, Chennai, payable at Thiruvananthapuram issued from a Nationalized/Scheduled Bank along with the application.** In case of any default during the period will be viewed seriously and a penalty of 500 will be imposed on each occasion. The quotations will not be accepted without security deposit as stated above.

The prescribed Cloak Room charges to be collected are given below.

	<u>Clock Room</u>	<u>Locker</u>
For the first 24 hrs. or part there of	Rs.15/per package	Rs.20/-
For each subsequent 24 hrs. there of	Rs.20/per package	Rs.30/-


/ Sr. Divisional Commercial Manager
Southern Railway
Trivandrum-14.

SOUTHERN RAILWAY

PROFORMA

QUOTATION FOR TEMPORARY CONTRACT FOR CLOAK ROOM AT **ERNAKULAM TOWN** RAILWAY STATION FOR A PERIOD OF **THREE** MONTHS.

1	Tenderer's Name (In block letters)	
	(i) Permanent Address (Proof of address enclosed) (ii) Present address: Phone No:	
2	Age	
3	Qualification	
4	Experience	
5	Present Occupation	
6	Financial status	
7	DD No. and Bank Name	
8	All other details	

Documents along with Quotation form.

1. Quotation must be submitted along with Security Deposit at the rate of 10% of the quoted amount in the form of Demand Draft in favour of Senior Divisional Finance Manager, Southern Railway, Thiruvananthapuram. The quotations will not be accepted without Security Deposit. No interest will be paid on the Security Deposit.
2. A copy of self-attested address proof should be submitted along with the quotation.
3. Signed copy of general conditions.

To

The Senior Divisional Commercial Manager
Southern Railway Thiruvananthapuram-14

I agree to pay the sum of Rs.....(Rupees only) towards license fee, in addition I am ready to pay security deposit [10% of the amount quoted], proportionate room rent and energy charges for temporary contract for cloak room at Ernakulam Town railway station for a period of three months and comply all other terms and conditions stipulated by Railway Administration. I will not withdraw from my offer and the rate quoted as above is after my personal verification of cloak room at ErnakulamTown railway station. I am also aware that I

am liable for legal action by Railway administration if I withdraw from my offer which will cause revenue loss to Railway.

Further, I agree to abide by the following conditions.

1. The participants should quote the amount for entire period of three months.
2. If the offer is withdrawing by the party before completion of the finalization process, the Railway Administration is liable to forfeit the SD submitted to the Railways.
3. The successful bidder (will be mentioned as licensee hereafter) should be paid licensee fee, TDS & KFC (if applicable) for the entire period of three months before commencement of the contract.
- 4.. The offer will not be considered, if address proof is not attached along with quotation.
5. I agree to remit the security deposit equal to 10 % of the license fee quoted by me.
6. The successful bidder should pay the building rent ^{as} fixed by the Railway Administration for the occupation of the cloak room. Besides, he should also pay the Electricity charges, Water Charges and municipal charges fixed from time to time and should abide by the revision of charges whenever made.
7. The licensee should provide computerized hand held billing machines.
8. The licensee should have adequate insurance for the entire contract period, for the Luggage kept at his custody against loss or theft or damages etc, due to fire and other accidents. Further he should renew the insurance policy as and when due and keep the policy always current and valid. The premium receipts shall be surrendered to Railway administration within 10 days from the start of contract.
9. In the event of loss/damages/deterioration of the packages/luggage deposited in the cloak room by the passengers, the responsibility shall entirely rest with the licensee.
10. The licensee should not keep any other luggage/package except the luggage/package of the passengers deposited in the manner/conditions prescribed by the Railway Administration.
11. The luggages/packages may be kept in the cloak room for a maximum of seven days only. Any packages not taken delivery after 7 days of deposit shall be brought to the notice of the Railway Administration by the licensee in writing.
12. The licensee should verify the passenger's travelling ticket and identity with documents card such as passport, Pan Card, Driving License, Ration Card, Voters ID card or Bank pass book etc if certified with photo while depositing their luggage in the cloak room.
13. The licensee shall hand over a receipt to the persons whose luggage are left at the cloakroom after the payment of the fees and the luggage shall be delivered on returning

the said receipt by the passenger. The receipt should be serially numbered and indicate the name of the station, the name and full address of the licensee and the rate of charges.

14. Any failure in remittance of License Fee and building rent before commencement of the contract, as per the date specified in the LOA, the contract awarded is liable to be cancelled and SD will be forfeited.
15. The licensee shall not have ~~any~~ claim for the compensation in case of reduction in the number of users of the cloak room due to any reason. The Railway administration does not guarantee for the adequate No. of users in relation to the license fee offered by the licensee.
16. The licensee shall not assign, sublet or transfer the license either on whole or in part. If it is found out that the license has been assigned or sublet either in part or in full, the Railway Administration will terminate the contract with notice of seven day duly forfeiting the security deposit.
17. At any time Railway administration has the right to terminate the contract with a notice of fifteen days without giving any reason. The fifteen days period can be curtailed in case of serious breach of contract on the part of the licensee.
18. Cloak room ticket books to be issued to the passengers will be printed at my own cost.
19. Electricity connection
 1. The Electrical connection will be provided to the successful Quotationer applying to the office of the Senior Divisional electrical Engineer in a prescribes Performa for the subject contract.
 2. The successful tenderer shall have to arrange at his own cost all the equipment's, wiring and other electrical installations necessary as per the required standard and specification of the Railway Administration.
20. Complaints and suggestions

The contractor is responsible for ensuring a complaint free service; he should also maintain a complaint and suggestion register at the cloakroom and make a reference of the same in the tariff board at the bottom.
21. Punitive clause
 1. If the successful bidder fails to pay License fee and other charges due to the Railway Administration within the stipulated time, Railway administration reserves the right to impose fine. He/she is liable to pay the fine imposed by administration.

2. Railways can also impose a fine on the Contractor if the desired level of cleanliness and upkeep of amenities is not maintained. The contractor can also be fined for not maintaining proper records provided as per the agreement or keeping unauthorized items in the cloakroom. fine up to Rs.2,000/-(Rupees Two Thousand only) can be imposed for unsatisfactory cleanliness or poor upkeep of amenities.

22. Refund of Security Deposit : After the successful completion of the contract, to the satisfaction of the Administration the Security Deposit shall be refunded to the Contractor after adjusting dues, if any, within a reasonable time subject to the following:

- i. Payments of all amounts due to the Railways in full and submission of a "No claim certificate" to the extent that the contractor has no amounts due to him/her from the Railways other than the Security Deposit.

23. Forfeiture of Deposits:

The Security Deposit will be forfeited in case the licensee fails to remit the(i) prescribed charges and execute the contract within the time limit stipulated.

Whenever the contracts are rescinded by the licensee the Security Deposit (in full) and the license fees paid will be forfeited.

24. I will abide by the rules and regulations of Railway administration and assure that I will not violate any of the conditions laid down by Railway Administration.

(The filled quotation form should be submitted to the Office of Sr.DCM/S.Rly,
Thiruvananthapuram before 15.00 hrs. on 22.04.2021)

Encl : 1. DD towards SD (DD No. dtd.

2. Name & address proof.

Station:

Signature :

Name :

Date :