

Date & Time for submission of Quotation is
from **10.00 hrs to 15.00 hrs of 27.04.2021**

**QUOTATION FOR OPERATION AND MAINTENANCE OF NORMAL PAY & USE
TOILET AT KARUR RAILWAY STATION (PLATFORM 1, 2/3, 3/4 & circulating area)**

From:

.....
.....
.....
.....

Phone / Mobile No:

Affix Latest
passport size
photograph of
the bidder

To,
The Divisional Railway Manager (Commercial),
Southern Railway, Salem.

Sir,

Sub: Temporary contract for operation and maintenance of Normal pay & use Toilet at
Karur Railway Station on Platform No.1, 2/3, 3/4 & Circulating area for a period of
Three Months or till finalization of a regular tender whichever is earlier-reg.

Ref: Quotation Notice No. SA/C. 14/N P &U Toilet/ KRR/Quotation/2021/Q-3

Dated 20.04.2021.

* * * * *

1. I/We _____, S/o, D/o, W/o _____, Age _____,
Years _____ hereby submit quotation for award of temporary license for Operation and
Maintenance of Normal Pay & Use toilet at Karur Railway Station for a period of three months or
till finalization of a regular tender whichever is earlier in response to notice cited under
reference. I/we have read and understood the conditions stipulated in the notice and agree to
abide the same.

2. I am enclosing herewith my ID proof, PAN card and GSTIN No _____.

3.

License Fee per day (Excluding GST)	In Figures (Rs.)	In Words

4. I/We agree to pay the Goods and Service Tax (GST) at the rates applicable over the Licence
Fee. The rate applicable as on date is 18%.

5. I/we understand that the license is only temporary and for a period of three months only or till
finalization of a regular license whichever is earlier and my/our license will cease to exist on
finalization of a regular license of Operation and Maintenance of Normal Pay & Use toilet at
Karur Railway station.

6. I/we sincerely affirm and swear that I/we will take up and perform the license, if my/our
quotation is accepted. I/we bind myself/ourselves jointly and severally to all terms and
conditions of the license.

7. I/we declare that the information furnished above is correct to the best of my knowledge and
belief.

8. I/we have remitted Rs. _____/- (in _____ words
only) for

EMD vide DD No. _____ dated. _____ Issued
by _____ Bank, _____ Branch.

Date: _____.

Signature of the Bidder

PUBLIC NOTICE

SA/C. 14/N P & U Toilet/ KRR/Quotation/2021/Q-3

Date: 20.04.2021.

Calling of Quotations for Operation and Maintenance of Normal Pay & Use toilet at Karur Railway station (Platform 1, 2/3, 3/4 & Circulating area)

Quotations are invited from interested parties for Operation and Maintenance of Normal Pay & Use toilet at Karur Railway Station on Platform No. 1, 2/3, 3/4 & Circulating area temporarily for a period of **Three Months or till finalization of a regular tender.**

Interested parties may submit their quotation in the prescribed format in the tender box available at the office of Sr. Divisional Commercial Manager, Salem in person.

Last Date & Time for submission of sealed quotation: **from 10.00 hrs to 15.00 hrs of 27.04.2021.**

1. General Terms and Conditions:

1. Quotations should be dropped in the tender box available at the office of Senior Divisional Commercial Manager, Southern Railway, Salem Division, Salem only. Applications sent through other means will not be accepted.
2. Quotations should be signed by the bidder along with date.
3. The license fee should be quoted both in figures and words. In case of difference, rates quoted in words will be treated as final.
4. There should be no cutting / overwriting on the quotations, which shall attract rejection.
5. The applicant should furnish any of the documents with photo identity card as proof of address such as PAN CARD, Passport, Voter ID, Driving license, Bank Pass Book or Ration Card.
6. The applicant should submit GSTIN, since GST is applicable over the Licence fee.
7. The applicant should submit Demand Draft towards Earnest Money Deposit (EMD) for an amount of **Rs.1000/- (Rupees One Thousand only)** in favour of Sr.Divisional Finance Manager, Southern Railway, Salem.
8. Application without EMD will not be considered. The EMD paid by the unsuccessful bidder will be refunded.
9. The quotations will be opened at Office of the Sr.Divisional Commercial Manager, Southern Railway, Salem at 15.30 hrs. on 27.04.2021.
10. The successful bidder will have to pay the following amount before commence the contract:

1	Security Deposit	Amount equal to one month license fee
2	License Fee	One Month license fee in advance.

The EMD paid will be adjusted against Security Deposit of payable by the successful applicant.

If the successful applicant fails to pay the amounts as above and commence the contract, his EMD will be forfeiture and will be debarred from participation in all future tenders/quotations of this office.

1. SPECIAL TERMS and CONDITIONS-

A. CHARGES to be Collected are as under-

The Railway administration has fixed the following fee for levy:

- (a) up to Rs. 2/- for use of the Urinals
- (b) up to Rs. 5/- for use of lavatory.

B. Basic Amenities, Operation & Maintenance of Normal Pay & Use Toilets:

1. Adequate no. of staff for maintaining the toilets neat and clean, at all times are to be posted.
2. The staff provided should be literate and courteous towards the users.
3. Proper Employee schedules and Rosters for continuous manning.
4. Schedule of routine cleaning should be based on frequency and usage
5. Standard cleaning materials and equipments should be used.
6. Ensure proper cleanliness at all times.
7. Ensure safety and security of passengers/users.
8. Routine maintenance including prompt repairs of potholes, cracks, concrete joints, electric fittings, lighting, sanitary fittings and signages.
9. Prevention of any encroachment in/adjoining the toilet blocks.
10. It will be the responsibility of the Service Provider to ensure proper disposal of drainage upto the pitfall and prompt clearing of any choking of drainage.
11. Proper litter/garbage disposal beyond railway limits or at the location as approved by Railways should be done by Service Provider.
12. Cleanliness/Hygiene of area surrounding the toilets upto (3 metre around) should be ensured by the Service Provider.
13. Mechanised scrubbing and polishing of the floor surface of the toilet should be done periodically wherever necessary.
14. Adequate anti-odour material like naphthalene balls, odonil, room refreshners etc should be provided by the service provider.
15. Toilets earmarked for Ladies should be attended by Lady Attendants only.
16. All attendants should carry identity card and Name Badges.
17. No one shall be permitted to smoke in and around the toilet area. A board has to be provided indicating the Prohibition of Smoking.
18. **The licensee shall issue computerized receipt to the users/passengers for the service provided.** Such accounting issue of receipts can be through hand held terminals also (with enough spares).
19. The Divisional Railway Manager of the Railway administration or his authorized representatives shall have free access at all times to the said premises.

C. Cleaning Procedure:

1. All cubicles should be provided with bucket and mug.
2. Toilets, urinals should be cleaned thoroughly using bleaching powder, acid detergents and standard cleaning materials.
3. Necessary deodorant/disinfectants should be used.
4. After every use, toilets and also urinals should be washed and there should be no room for complaint of unpleasant odour and dirt.
5. Pay and use toilet should be kept scrupulously cleaned by removing cobweb and the floors washed frequently and kept in dry condition by using EZE Clean Mop or similar type for mopping the area, Naphthalene balls, room re-fresheners, deodorants should be liberally used.

D. MAINTENANCE –

1. Minor repairs to the taps, flush outs, hose pipes should be replaced by the Licencee. Proper upkeep of the surroundings should also be ensured by the Licencee.
2. Major repairs in the structure and replacement of the toilet items, flooring tiles will be done by Railways.

E. Staff Uniform and Identity Card-

- (i) The caretaker and attendants should be smartly dressed in distinctive uniforms with name badges at the time of their duty. The colour of the uniform should be as follows:
Male Attendant: - Navy blue trousers, blue shirt, water proof shoes of black colour
Female Attendant: - Navy blue Saree with blue blouse.
Caretaker: - Dark brown trousers, cream shirt, water proof shoes of brown colour
- (ii) Identity cards with photograph should be provided to the staff employed by the Licensee. Counter signature of Chief Commercial Inspector/ Dy. Station Manager (Commercial) should be obtained.
- (iii) No unauthorized persons should be available at the premises. Penalty will be charged if the unauthorized persons are involved in maintenance work.

F. Provision of Signage –

- a. Licencee shall be responsible for exhibiting in a conspicuous place the fees levied for use of Urinals and Lavatory, in trilingual.
- b. Such indication boards should indicate the actual rate that the Licensee should collect from the users of Pay and Use toilets, the name and contact Number of the Licensee, Contact nos. for lodging complaints, the period of his contract etc.

G. Provision of Water and Electricity-

Electricity and Water will be provided free of cost by Railways subject to –

1. No unauthorized tapping of water.
2. Water meter shall be provided to monitor the water consumption.
3. No extra water connection on the ear marked one shall be provided so as to avoid misuse of water and
4. No wastage of water is allowed other than nominated use.
5. Only energy efficient lighting shall be provided and the quantity provided shall be optimum,
6. Natural lighting shall be used during the day time to the maximum extent.
7. Exhaust fan of appropriate size and quantity shall be assessed based on the size of the toilet.
8. No plug point shall be provided in the toilet so as to avoid misuse of energy.
9. There shall be no unauthorized tapping of power supply.
10. Energy meter shall be provided to monitor the energy consumption.

H. TAX LIABILITY-

- (i) The Licensee shall be responsible for all the taxes payable to Central/ State Governments, local bodies, Civic agencies for the services rendered by him which may be applicable for the subject Licence. There will be no tax liability upon the Railways whatsoever on any account.
- (ii) GST as per applicable rates will be collected separately on the Licencee fee.

I. TERMINATION and PENALTY-

- (i) Railway Administration at its sole discretion can impose penalty on the licensee for overcharging, rude behaviour of his/ her staff with the passenger's / Railway servants, complaints against the licensee / licensees Managers etc., without prejudice to the other remedies. The licensee shall be liable to pay the penalty to be decided by Railway Administration depending on the discrepancy noticed for any action in contravention of any of the clause of the agreement.
- (ii) A fine up to Rs. 2000/- for each instance for unsatisfactory cleanliness and a fine up to Rs. 5000/- for overcharging will be imposed.
- (iii) Railway Administration shall have the right to terminate the temporary licence with immediate effect in the event of violation of any of the conditions, unsatisfactory service, sub-letting or any other improper act on Licencee's part.

J. The following materials should be procured and properly stored by the licensee and regularly used:

- a. EZE clean or similar mops;
- b. Brooms;
- c. Brush for cleaning toilet seats and washbasins;
- d. Choke removers, (for wash basins and toilet seats);
- e. Foot mats – rubber;
- f. Stainless Steel Buckets and Mug for each toilet & bath rooms.
- g. Foot operated dustbin with disposable bags.
- h. Hand sprayer
- i. Deodorants (Maruti Jelly or aromatic compound)
- j. Disinfectants (Phenyle)
- k. Oxalic acid (for cleaning floors, tiles, sinks, removing stains)
- l. Cleaning powder, soda ash
- m. Naphthalene balls, room refreshner cakes (Odonil)
- n. Insecticides (GEC, Nuvan, Baygon, etc)
- o. Bleaching Powder
- p. For hand washing purposes liquid soap solution should be provided for better hygiene.
- q. Toilet papers to be provided wherever European water closet is provided.
- r. Hydrochloric acid (cleaning the ceramic tiles, closets)
- s. Floor wipers
- t. Duster mops.

K. DETAILS of PAY and USE TOILETS and SCHEDULE of WORK -

S.No	Platform No.	Number of Urinals		Number of Toilets		Toilet for OPH
		Gents	Ladies	Gents	Ladies	
1	1	3	3	3	3	1
2	2/3	3	3	3	3	1
3	3/4	3	3	3	3	1
4	Circulating area	3	3	3	3	1
TOTAL		12	12	12	12	4

Sd
For Senior Divisional Commercial Manager,
Salem