

SOUTH EASTERN RAILWAY

**TOP SHEET FOR REGISTRATION
NOTICE NO.:SER/OL/REGN. IN APPD. LIST/A/2014
(TO BE FILLED BY THE APPLICANT)**

1.	Name of the Individual/Firm	:	
2.	Address with contact details (Permanent & correspondence)	:	
3.	Registration Fee (non-refundable) (Rs.30,000/- for each discipline) 'Enclosure details'	:	Railway Money Receipt/Demand Draft. No.: Place: Amount: Date: Bank Details:
4.	a) Discipline for which to be registered b) Category	:	Permanent Way / Structures / Bridges / Ballast. Class 'A' over South Eastern Railway.

5. Details of Engineering Organisation held by the Individual/Firm:

Sl. No.	Name of Technical staff	Designation	Educational Qualification	Date of appt. in the Firm	Other remarks if any

6. Details of transport equipments, construction tools and plants:

Sl. No.	Description	Nos.	Station		Date of last used & location.
			Own	Hiring	

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7. Details of two completed Civil Engineering Works:

Sl. No.	Items	Work-1	Work-2
1.	Name of work		
2.	Agmt. value		
3.	Completion value		
4.	Date of Commencement		
5.	Date of Completion		
6.	Details of Organisation for whom executed with mailing address & contact Nos.		

8. Details of contractual payment received during last 3 financial years:

Sl. No.	Year	Amount (In Rs.)	Agmt. No. & organization	Details of supporting documents
1.	2013-14			
2.	2012-13			
3.	2011-12			
Total				

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CERTIFICATION OF FAMILIARISATION

- I/we, hereby solemnly declare that, I/we have gone through the instructions given in all respects and duly filled up the prescribed Top sheet and Check list.
- The documents enclosed by me/us are signed with seal on each page.
- I/we declare that the information/details filled up by me/us are true, failing which my/our registration fee will be forfeited.

Signature of Applicant

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CHECK LIST

The following documents are submitted along with the top sheet for registration:

Sl. No.	Details of Documents	Put '√' in the box
1.	Registration Fee in the requisition for discipline:	
2.	Details of Engg. Organization	
3.	Details of transport equipments construction tools & plants	
4.	Details of completed Civil Engg. Works	
5.	Details of payment received during last 3 financial years	

Signature of Applicant

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INSTRUCTIONS TO APPLICANT

1. For registration in the Approved list, the Contractor/Firm should furnish a non-refundable fee of Rs.30,000/- along with the Top sheet, Certificate of familiarization and Check list (Sheet 1 to 6) duly filled and signed with office seal ,for each discipline.

The Contractor/Firm may deposit the fee in Cash either with Divisional Cashier/S.E. Rly./Garden Reach, Kolkata-700 043 under Allocation **93652-00** . or any Station Master of the S.E. Railway (Allocation 93652-00) or Contractor/Firm may submit Demand Draft which should be drawn in favour of FA&CAO/South Eastern Railway, Garden Reach, Kolkata-700 043.

Note : All Demand Drafts must be drawn on any Nationalized or Scheduled Bank of R.B.I.

2. The application for registration should be along with money receipt/demand drafts as mentioned above in Para-1. Firms not submitting the non-refundable fee and choose to submit the application, shall do so at their risk, as the application will be **summarily rejected**.

3. Eligibility criteria for enlistment of contractors:

- i) They should have an engineering organization with at least a graduate engineer having a minimum of 10 years experience plus an engineering diploma holder having a minimum of 5 years experience in relevant discipline and should maintain a minimum compliment of transport equipments and construction tools and plants commensurate with the nature of works being done by them.
- ii) At the time of enlistment, they should have satisfactorily executed at least two Civil Engineering works, each individually costing not less than Rs.1 crore.
- iii) During the last 3 financial years, they should have received contractual payments of at least Rs.5 crore.

4. NOTE for para 3 above:

- a) Notwithstanding the Eligibility Criteria being satisfied, Railway reserves the right to **reject/accept** the application after considering the various circumstances of the individual case.
- b) Certificates for work(s) executed in India with Central Government/ State Governments of India and Central/ State Government Public Sector Undertakings and Authorities of India shall only be considered. Certificates from private individuals for whom such works are executed/ being executed shall not be accepted.
- c) Firms should submit clear certificate(s) issued by an officer of the rank not below Dy. Chief Engineer/ Sr. Divisional Engineer in Railways; by Executive Engineer/ Superintending Engineer of State Govt.; by Additional General Manager / General Manager or equivalent rank in charge of work in PSU's / Authorities for works executed under them. Separate certificate should be submitted for every single similar work. Certificates must also contain name, postal address & Telephone / Fax no. of issuing authority.

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- d) Onus of producing the acceptable/sufficient documentary proof lies with the firms and it should be enclosed along with the application.
- e) Firms must submit the completion certificate of the works claiming in fulfilling the above eligibility criteria. For the purpose of submission of completion certificates, firms must adhere to the guidelines.

Guide lines for Completion Certificate:

- Similar nature of work physically completed within the **qualifying period**, i.e. the last three financial years and current financial year (even though the work might have commenced before the qualifying period) should **only** be considered in evaluating the eligibility criteria.
 - The total value of similar nature of work completed during the qualifying period and not the payments received within qualifying period alone, should be considered.
 - In case, the final bill of similar nature of work has not been passed and final measurements have not been recorded, the paid amount including statutory deductions is to be considered. If final measurements have been recorded and work has been completed with negative variation, then also the paid amount including statutory deduction is to be considered. However, if final measurements have been recorded and work has been completed with positive variation but variation has not been sanctioned, original agreement value or last sanctioned agreement value whichever is lower should be considered for judging eligibility.
5. The enlisted individual/Firm is for Class 'A' category which means he is entitled to quote in tender of value more than Rs.1 crore upto Rs.5 crore.
6. i) An annual fee of Rs.2,000/- will be charged from such registered contractors to cover the cost of sending notices to them and clerkage for tenders etc.
- ii) The list will be reviewed every year for deletion which will be effective from 1st July and additions, if any, will be done once in six months which will be effective from 1st January and 1st July.
- iii) Once the contractor is borne on the Approved List, it will be valid for three years, unless already deleted during the annual Review, or the expiry of the validity of the "Approved List" as a whole, whichever is earlier.
7. All papers including enclosed documents should be signed by the Applicant/authorized person of Firm with seal in each page.

Signature of Applicant
With full correspondence address