

South Eastern Railway

No: - C-669/PH/ADRA/2022/04.

Office of the
Sr. Divl. Comml. Manager/Adra
Date - 22.08.2022

To
The Chief Public Relation Officer
S.E.Rly., Garden Reach,
Kolkata-700 043.

Sub: - Publication of notice for engagement of Passenger Halt Agent at Mustaphachak halt stations over Adra Division, S. E. Railway, in the local Newspapers (Bengali, Hindi, Urdu & English).

In connection with the above, Brief particulars for Tender Notifications for engagement of Passenger Halt Agents at Mustaphachak halt in between BDR section in over Adra Division/S. E. Railway are sending herewith to you.

You are requested to arrange for publication of the said brief notification in the local Newspapers (Bengali, Hindi, Urdu & English) for wide publication amongst the interested persons. The names of newspapers and date of publication may please be intimated to this office at the earliest on an urgent basis.

For uploading the same in the Railway Web site the necessary particulars has been handed over to Computer Cell of ADRM/ADRA.

Necessary publication charges to be debited under the Allocation of Head no - A-923/21 (2021-22) office expenditure of DRM/Adra.

Encl: - as above.


Sr. Divl. Comml. Manager/Adra

- Copy to: - 1. The PCCM, S.E.Rly., 2nd Floor (NAB), Kolkata-43 for kind information and necessary action please.
2. OS to DRM to upload in the website -www.ser.indianrailways.gov.in.


Sr. Divl. Comml. Manager/Adra

South Eastern Railway

Brief particulars for Notification for engagement of Halt Agents at Mustaphachak halt in between BDR section over Adra Division/S.E.Railway.

01.	Notification No.	C-669/PH/ADRA/2022/04 dated 22.08.2022.
02.	Nature of Tender	Engagement of Halt Agent at Passenger Halt.
03.	Tender value	Commission based.
04.	Cost of Application Form	NIL.
05.	Location for engagement of PHs.	Passenger Halt Agents at Mustaphachak halt in between BDR section over Adra Division/South Eastern Railway.
06.	Application form with Terms & Conditions available	Up to 15.09.2022 in the office working hours at Sr. Divl. Comml. Manager/Adra's Office. It can also be downloaded from the Railway Website: - www.ser.indianrailways.gov.in .
07.	Application submission date & venue	15.09.2022 up to 13.00 Hrs. at Sr. D.C.M Office/Adra.
08.	Date & Time of opening of Tender Box	15.09.2022 at 16.00 Hrs
09.	Description of work	Sale of all types of non-concessional unreserved ticket, platform ticket and season ticket.
10.	Eligible criteria of the Applicant	i). Medical certificate to be obtained from any Regd. Medical practitioner for his/her medical fitness and free from infectious disease. ii). Educational Qualification of the Applicant should have passed at least Class X Examination. iii). The Age limit: - The Applicant should not be under 18 Years of Age. iv). Applicant should be certified from local SDO/BDO as resident of the local District where the Passenger Halt station is located.
11	Note**	** If the opening day happens to be a holiday or closed day for unforeseen reason, the application shall be opened on the next working day at the same venue and time.


 Sr. Divisional Commercial Manager/Adra

South Eastern Railway

Notice for application for engagement of Commission Agent for passenger halt of **Mustaphachak** in BDR section over Adra Division.

No: - C-669/P.H/Adra/2022/04

Date- 22.08.2022.

Application are invited in the prescribed format for engagement at Commission Agent on commission basis (as per Railway rules) for Passenger halts at **Mustaphachak** halt in between BDR section over Adra Division. Interested person of local and having permanent resident at the passenger halts situated can apply for agency. The duly filled application along with necessary documents to be submitted in sealed cover and shall be dropped in the nominated sealed box placed in the Sr. Divisional Commercial Manager Office/Adra on **15.09.2022** up to **13.00** Hrs. The received applications are to be opened on **15.09.2022** at **16.00** Hrs in the chamber of DCM/Adra. The prescribed application form shall be available from Sr.DCM Office/Adra in the office working hours free of cost. The same can be downloaded from the Railway Website - www.ser.indianrailways.gov.in. If the opening day happens to be a holiday or closed day for unforeseen reason, the application shall be opened on the next working day at the same venue and time.

1. Appointment of Halt Contractors:

For appointing of Halt Contractor, the following guide lines must be followed

- i The Halt contractor should be a permanent resident of the place where the Halt station is opened. The residence should be treated as local residence if it is located within the same district in which the station is located.
- ii Minimum educational qualification should be at least 10th standard pass for new contractors (i.e. contractor engaged after 24.06.2005).
- iii A selection committee of Sr. Scale officers from Commercial, Finance and Operating department shall scrutinize and short list the eligible offers. Selection will be by a draw of lots, drawn by any child if there is more than one suitable candidate. All the eligible candidates should be advised the date, time and venue of the draw through courier/Regd. AD so that they may attend the draw if they so desire.
- iv The antecedents of the applicants shall be verified before their appointment as Halt contractors.
- v The Halt contractor should produce a medical certificate showing that He is fit for the active service and free from any communicable diseases.
- Vi Applications for appointment of halt contractors shall be invited through advertisement in the local newspapers.
- vi The initial period of contract should be five years and thereafter fresh contract should be awarded after calling for fresh applications. After the expiry of the initial contract period of five years, the existing Halt contractors may be given an extension for five years (maximum contract period should not exceed 05+05=10 years). The extension should be in spells of two and a half years at a time subject to the Halt contractors working being satisfactory and railway dues being paid in time.

Those Halt contractors, who also maintain the infrastructure of the station at their own cost including provision of water, electricity etc. may be given another extension of five years i.e. total period of contract may be 10+05=15 years. Action should be take well in advance to call for fresh applications before expiry of the contract. The existing halt contractors should also be eligible to apply.

- vii A security deposit of a minimum of ₹. 2000/- will be charged from Halt contractors base on the approximate cost of equipment supplied to each halt agent and also to safeguard the interest of railways. The railways may fix enhanced security deposit while renewing or awarding fresh contract at the existing halt stations on the basis of total sales of latest year by adopting a graded system which should be finalised in consultation with divisional associated finance. All other conditions pertaining to security deposit as laid down in the existing agreement would continue unchanged.
- viii Regarding regularisation of Halt contractors, facilities provided to Halt contractors etc., It is specified that Halt agents are appointed after the railways enters into a contracts with the selected candidate. The appointment is purely contractual in nature and no facilities viz. Absorption in railway service, regularisation of service, bonus, railway pass facilities, etc. shall accrue to the Halt contractor.

2. Payment of commission

Sales turnover in ₹	Commission payable
1-15,000	15% **
15001-50,000	12%
50,001-1,00,000	9%
1,00,001-2,00,000	6%
2,00,001 and above	3%

The minimum commission payable to halt contractor would be ₹ 1000/- (one thousand) per month for halt having stoppage of two pairs of trains and ₹ 1500/- (one thousand five hundred) per month for halts having stoppage of more than 2 pairs of trains.

If the sale turnover is ₹ 3,00,000 the commission would be 15% of 15,000 + 12% of 35,000 + 09% of 50,000 + 6% of 1,00,000/- + 3% of 1,00,000/- = 2250+4200+4500+6000+3000 = ₹. 19,950.

The commission payable to halt contractor will be on the basis of the individual month's transaction and not on the basis of monthly average sales turn over for the entire year.

3. Other guidelines: -

- Halt agents should be given additional responsibility of cleanliness of halt stations without any remuneration. Close monitoring will be done by the divisional authorities through inspections to ensure that proper cleanliness has been maintained at the halt stations.
- To keep check malpractices, the working of halt agents should be reviewed annually. In case there is an abrupt fall in earning and sale of tickets has also fallen sharply, the working of such halt agents should be put on watch to check whether the decrease has been due to malpractices/ frauds etc., suitable punitive action should be taken against such halt agents including termination of contract. A suitable termination clause should be incorporated in the agreement entered into with halt agents in case an occasion arises necessitating termination of contract before the contract period is over.

- iii In the agreement, a clause may be introducing that change/amendment/modification made in the policy from time to time will automatically be applicable to the existing licence holders without any further action on the part of railways.

4. **Termination of Contract: -**

Either side may terminate the Agreement of the contract of Passenger Halt by giving a notice of 3 months, without assigning any reasons.

5. **Arbitration: -**

To resolve any dispute or claim of any kind or nature arising under or in connection with this agreement between the parties, according to the law of Arbitration in the Division, the decision of the sole arbitrator, i.e. Divisional Railway Manager/Adra or the nominated person of DRM/Adra shall be final. Both the parties shall abide by the decision of sole Arbitrator.



Sr. Divl. Comml. Manager/Adra