

Bid Document

Bid Details	
Bid End Date/Time	12-03-2022 14:00:00
Bid Opening Date/Time	12-03-2022 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	75 (Days)
Ministry/State Name	Ministry Of Railways
Department Name	Na
Organisation Name	Chittaranjan Locomotive Works (clw)
Office Name	713331
Item Category	Manpower Hiring for Financial Services - Onsite; Cost Accountant
Contract Period	2 Year(s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	30509

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	26

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

PFA/CLW/CRJ

713331, NA, Chittaranjan Locomotive Works (CLW), Ministry of Railways

(Pfa)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Manpower Hiring For Financial Services - Onsite; Cost Accountant (1)

Technical Specifications

Specification	Values
Core	

Specification	Values
Deployment Location	Onsite
Type of Professional/Resources required	Cost Accountant
Certifications of Professional/Resources required	The Institute of Cost and Management Accountants of India or The Institute of Chartered Accountants of India
Qualification of Professional/Resources required	ICWA
Total Experience of Professionals / Resources (In years)	11 - 15 Years
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of manpower deployed	Additional Requirement
1	Amitava Saha	713331,Chittaranjan Locomotive Works, GM Building, CMM Office, Chittaranjan	1	<ul style="list-style-type: none"> Number of Months : 24

Buyer Added Bid Specific Terms and Conditions

1. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of PFA/CLW/CRJ payable at AT CHITTARANJAN.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of PFA/CLW/CRJ payable at CHITTARANJAN.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free

Telephone No. for Service Support.

5. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

7. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

THE WORK SCHEDULE FOR COST ACCOUNTANT IN CLW

ANNEXURE-I

Part -A

1. Calculation of Overhead Cost of Loco and Steel Foundry on or before 31st May of every year.
2. Framing of Manpower Estimate on or before 31st May of every year based on data supplied by executive.
3. Concurrence on implementation of Special Incentive Scheme on or before 1st July of every year.
4. Compilation of Batch Cost Report on or before 1st July of every year.
5. Calculation of Transfer Price on or before 1 st September and review of Transfer Price on or before 31st January of next year.

Part -B

6. Code correction and reconciliation of Workshop General Register with monthly Account Current.

7. Preparation of Manufacturing Account as per schedule of Railway Board.
8. Preparation of Quarterly Managerial Report, Financial Appraisal etc.
9. Works related to Bills Recoverable, GST, ITC, and legal issues on Taxes.
10. GM's Annual Narrative Report, Standard Notes etc.
11. Monthly compilation of figures for presentation to GM and other higher authorities.
12. Preparation of data/figure and analytical work as and when required.

Part -C

13. Development of adequate and systematic method for calculation of Overhead, Batch Cost Report and Transfer Price.
14. The accounting methodology should be incorporable with the Workshop Accounting Management System (Workshop Manufacturing Suspense, Workshop General Register & Workshop Costing System) based on the rules and procedures laid down in the Railway Codes and Manuals.
15. Assisting works of WAMS- WMS, WAMS-WGR and WAMS-WCS and other works of Costing Section whenever necessary.
16. Necessary support to be extended for Accounting System Development by modification/addition in the existing system, so the same can be implemented by CRIS as per requirement. Any other Accounting related suggestion may be made available to maintain the co-relation with various systems (Integrated Material Management System, Integrated Payroll and Accounting System, Workshop Accounting Management System).

Annexure-II

Schedule of Work and Terms & Condition:-

Name of Work- Engagement of Cost Accountant at CLW/CRJ for a period of two years.

(i) Contract starts date- As earlier as possible.

(ii) Contract Completion date- 02 (Two) years with effect from starting date.

(iii) Terms & Condition-

(a) Cost Accountant should be posted for five (05) working days in a week except Holidays during Office Hours at CLW/CRJ.

(b) The firm should have GST registration.

(c) Travelling, Boarding and lodging expenses of the said cost accountant shall be borne by the firm.

(d) The firm should have experience in similar job in Govt. Organization/PSUs and should produce sufficient evidence for it.

(e) Performance guarantee @ 03% of the contract value is to be furnished before finalization of the contract by the firm which has been offered by the contract as per GCC. (Service)

(f) Penalty @ Rs. 3000/ day will be imposed for absence of the cost Accountant without valid/prior reason.

(g) Other Terms and Conditions will be applicable as per GCC.

Payment Terms:

(i) Quarterly basis on presentation of proper tax & invoice.

(ii) Satisfactory performance should be certified by Sr. AFA Costing for the particular quarter.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---