FORM FOR EMPANELMENT (FFE)

EMPANELMENT OF SIDING CONSULTANTS FOR PROVIDING CONSULTANCY SERVICES

FOR

SIDING DEVELOPMENT PROJECTS

"FFE" Document No.: CEG/'FFE'-1 of 2020

Name and address of the Applicant to whom issued:
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……
……
……

Date of issue: ……

Issued by: ……

OFFICE OF THE
GENERAL MANAGER (ENGINEERING)
NORTHERN RAILWAY
Baroda House, Copernicus Marg,
New Delhi-110001

DISCLAIMER

The information contained in this Form for Empanelment (hereinafter referred to as 'FFE') document or subsequently provided to the Applicants, whether verbally or in documentary form by or on behalf of the NORTHERN RAILWAY (NR), their employees or any of its agencies/consultants/advisors, is provided to the Applicant(s) on the terms and conditions set out in this 'FFE' document and all other terms and conditions subject to which such information is provided.

The purpose of this 'FFE' document is to provide the Applicants with information to assist the formulation of their Request. This 'FFE' document does not purport to contain all the information for all the persons, and it is not possible for NR, their employees or any of its agencies/consultants/advisors to consider the business**/**investment objectives, financial situation and particular needs of each Applicant who reads or uses this 'FFE' document. Each Applicant should conduct its own investigations and analysis, and should check the accuracy, reliability and completeness of the information in this 'FFE' document and where necessary obtain independent advice from appropriate sources. NR, their employees or any of its agencies/consultants/advisors make no representation or warranty and shall incur no liability under any law, statute, rule or regulation as to the accuracy, reliability or completeness of the 'FFE' document.

NR may in its own discretion, but without being under any obligation to do so, update, amend or supplement the information in this 'FFE' document.

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Instructions to the Applicant

Request for Empanelment for providing consultancy services for Siding Projects

1. Reputed consultants having in-depth experience in consultancies related to Project development activities from concept to implementation of Siding projects with public/private sector participation may apply for empanelment for providing consultancy services for Siding Project on Northern Railway. This panel of Consultant firms may be engaged by Siding Owners to carry out the consultancies including but not limited to feasibility survey, project development options, signing of agreement, construction supervision & commissioning of line.

2. NR proposes will consider these applications and approve the panel based on laid down criteria in this document subject to each consultancy firm (the Applicant) satisfying the eligibility requirements indicated in this document.

3. Cost of Document and Empanelment Fees

3.1 **Cost of Document:** The 'FFE' documents can be purchased from the office of the Dy. CE/G, Baroda House, NR between 10:00AM to 5.00PM on any working day on payment of Rs. 1,000/-(Rupees One Thousand only) through non-refundable demand draft/banker's cheque in favour of "FA&CAO, NORTHERN RAILWAY", payable at New Delhi.
'FFE' document Form is available on the NR website (http://www.nr.indianrailways.gov.in) must submit a 'FFE' Document Fee of the same amount in the form of a non-refundable demand draft / banker's cheque along with their Application, failing which the Application will be summarily rejected.

The 'FFE' Document Fee as above does not include the Empanelment Fee.

3.2 **Empanelment Fee**: As per Railway Board's Letter No.2012/CE-I/SP/4 dated.03.09.2012, Applicants interested for registration should deposit the registration fee of Rs. 30,000/- **+** 18% GST @ Rs.10,000/- (Rs. Ten thousand only) per annum in the form of Demand Draft in favour of **FA & CAO**, Northern Railway, failing which the Application will be summarily rejected. This fee will be refundable only for Responsive but unsuccessful Applicants.

4. Interested Applicants may obtain further information from the office of:
Asstt. Executive Engineer/General, Northern Railway (NR),
Baroda House, Copernicus Marg, New Delhi-110001.
Email: **axennr2008@gmail.com**

5. The application (the Application) shall be submitted in one ENVELOPE, which shall be marked as "**Form for Empanelment for providing consultancy services for Siding Development Projects" and** shall include the following documents/enclosures:

a. 'FFE' Document Fee of Rs. 1,000/-, as indicated in the Para **3.1** above (only for those Applicants who have downloaded the 'FFE' Document from the website)

b. Empanelment Fees of Rs. 30,000/- as indicated in Para-**3.2** above.
c. Covering Letter as per the Application Form 1:
d. General Information about the Applicant as per Application Form **2:**
e. Details for Technical Competence as per Application Form **3.1 to 3.3:**
f. Details of Consultancy Experience as per Application Form **4.1 to 4.3:**
g. Information for Financial Qualification as per Application Form **5:**
h. Power of Attorney for signing of Application as per Application Form **6:** in case of partnership firm or company.
i. A copy of the complete set of 'FFE' Documents with each page initialled by the Authorised Signatory as a token of acceptance.
j. Copy of affidavit for proprietorship firm, copy of notary attested registered valid partnership deed is memorandum and Article of association etc. of the company as case may be.

The documents/enclosures in single ENVELOPE shall be submitted in bound form, with all the pages numbered serially. Demand Draft shall not be bound directly but be placed in plastic jackets, which are bound as part of the main booklet. Each page of the book shall be initialled in **blue ink** by the authorised signatory. **Along-with the Covering Letter, the Applicant should submit a Checklist in the prescribed format attached with this document, duly signed by the Authorised Signatory and mentioning whether each document has been submitted, its page numbered, total number of pages of that particular document/enclosure, and whether each page has been initialled in blue ink by the Authorised signatory.**
It is clarified that the Checklist duly signed with complete details is considered as Test of Responsiveness & mandatory, and if the same is not provided, the Application is liable to be rejected at the time of consideration of empanelment.

6. The Application ENVELOPE shall be sealed, and marked as "**Form for Empanelment for providing consultancy services for Siding Development Projects".** The envelope must bear the name and address of the Applicant to facilitate return of the envelopes unopened, if required.

7. The Applications may be sent to
Asstt. Executive Engineer/General,
Northern Railway, Baroda House,
Copernicus Marg, New Delhi-110001.
Email: **axennr2008@gmail.com**

8. Application received upto date of consideration of empanelment shall be posted in website separately. The date at the address as provided in para 7 above, shall be considered for empanelment and application received beyond the date & time shall be kept for consideration on next empanelment date, may be after an year. NR shall not be responsible for any postal delay or delay for any other reason.

9. This empanelment would be initially for a period of three years as notified in the order of empanelment, subject to the performance remaining satisfactory, which will be reviewed suitably on yearly basis.

10. The list of empanelled consultant's may be reviewed by NR from time to time for additions and performance-based deletions.

11. In the event, any furnished information is found to be incorrect or misleading or deceptive or if there is any breach of the terms and conditions at any time by the empanelled party, the empanelment may be terminated summarily by NR without assigning any reason.

12. NR reserves the right to accept or reject any Application (application), to cancel or modify the process or any part thereof or to vary any of the terms and conditions, and/or to annul the empanelment process at any time without thereby incurring any liability or any obligation to inform the affected Applicant(s) of the grounds for NR's action.

Asstt. Executive Engineer/General
Northern Railway, Baroda House,
New Delhi-110001.

Definitions

1. **Application(s)** Defined as the Application for Form for Empanelment for providing consultancy services for Siding Development Projects

2. **Applicant** - Defined as applicant consultancy Firms

3. **Responsive -** As defined in Para 22 of ITA.

INSTRUCTIONS TO APPLICANTS (ITA)

1. Ministry of Railways vide letter no. 83/W1/SP/12(Pt.) dated 22.03.93 issued guidelines regarding survey, construction and maintenance of assisted/private sidings. M/s. RITES and IRCON are treated as approved consultants for siding works sponsored by outside bodies. Permission to the applicants for private sidings to engage M/s. RITES/IRCON may be granted by the Railway (Chief Engineer).

Board also acknowledged that for development of plans, conducting feasibility studies, purchase of railway materials, survey, preparation of estimates, construction and construction management of sidings, Consultants / Consulting firms are now available. These firms have the requisite expertise and skilled personnel for survey and construction management. It has, therefore, been decided to permit the consultants /consulting firms/consulting engineers to enter the siding business effectively.

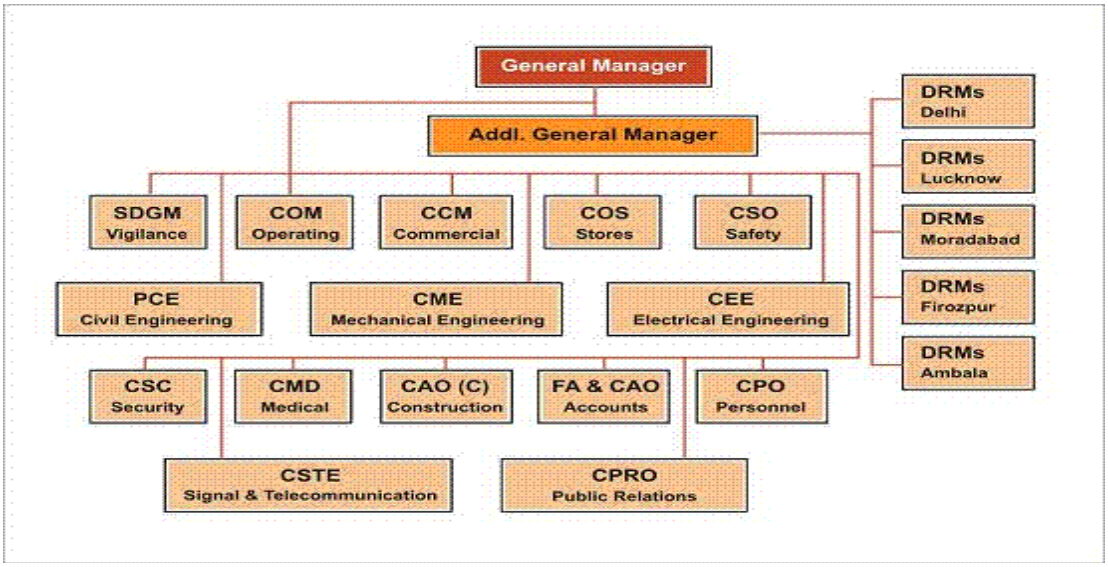
Each Railway should, therefore, maintain a list of approved Consultants who could be engaged by an applicant for private siding, as they do RITES and IRCON, obtaining approval from the Railway (Chief Engineer) on case-by-case basis.

General Information

2. Northern Railway, the Jewel Set in the Crown of Indian Railways, has embarked on the mission to vanquish distances and create its own metaphor of existence. Formally established in the year 1952, it remains the largest zone in terms of route Kilometres, even after the re-organization of the Indian Railways into 16 zones.

Northern Railway now comprises of 5 Divisions- Ambala, Delhi, Ferozpur, Lucknow and Moradabad spreading across the states of Jammu & Kashmir, Punjab, Haryana, Himachal Pradesh, Uttarakhand, Uttar Pradesh, Delhi and the Union Territory of Chandigarh. Northern Railway have the vantage point of standing atop the peninsula and transposing its work rhythms to the rest of the country.

3. The organisational structure of NR is as under:



4. The key commodities carried by the zone are Iron & Steel, Raw material for Iron & Steel, Cement, Food grains, fertilizer, POL and other commodities. Northern Railway attaches utmost importance to maintain a close institutionalized interface with the major industries like food grains, fertilizers and the dispatches by rail and road in also kept, to constantly monitor the rail co-efficient of these industries and to take measure to improve the railways share to traffic.

5. The Industries presently served by NR are:-
Cement Plants: Gujarat-Ambuja Cement Ltd., Ropar, Ambala (Through Kiratpur station on Ambala Division).
POL Plants: Indian Oil Company, Panki, Indian Oil Corporation, Suchipind (Firozpur), IOC Refinery Plant, Panipat.
Thermal Power Plants at Roopnagar, Bhatinda, Lehra Mohabbat.
Other important industries served are BHEL, Fertilizer industries, Western Indian Match Company, distilleries, Turpentine and Raisin Company, Sugar Mills, scooter factories, HAL, Asbestos, Potteries and Cycle Industries.

General terms of Bidding

6. In order to provide fair and equal opportunity to all eligible Applicants, the process for renewal/fresh registration shall be done regularly at least once in a year. Date of consideration of empanelment shall be posted in website separately. The consultants already enlisted with NR approximately by end of June, whose currency is expiring in different months in the intervening period and upto March 2020 are also advised to apply for registration. No adjustment in the empanelment fees shall be made towards the unutilised portion of the registration period on this account. The list of approved consultants with their validity period is given in **Appendix- 1**.

7. The Applicant should submit a Power of Attorney as per the format in Application Form 5 authorising the signatory of the Application to commit the Applicant. The Power of Attorney must include the specimen signature of the Authorised Signatory duly attested by all partners of partnership firm or Director or the Company Secretary in case of Company of the Applicant. The Power of Attorney must be duly notarised. This should be supported by proper Board resolution and associated authority papers in case of Company, which should be attached along with.

8. This 'FFE' is not transferable.

Scope of consultancy

9. The broad scope of work for the consultants will be as follows (The detailed scope and terms of reference etc. may be project-specific and will be indicated in the 'FFE' documents at the time of invitation of Applications by the outside agencies):

a) Pre-feasibility/ Feasibility studies including inter-alia the following:

i. Survey of the site as per Para 214 of Engineering Code.

ii. Fixing of alignment keeping in view the provisions of Para 216 to 221 of Engineering Code. Suggesting alternative alignments wherever applicable.

iii. Assessment of waterways and proposing suitable extension, expansion of existing bridges and / or introduction of new bridges.

iv. Suggesting suitable junction arrangements, sitting of yards, additional lines etc. as per Para 231 to 236 of Engineering Code.

v. Examination of existing topography and proposal for formation as per Para 242 of Engineering Code.

vi. Wherever applicable the requisite survey for railway electrification, changes required in railway signalling and interlocking arrangements as per concerned provisions of applicable standards of railways etc.

vii. Traffic survey and linkages to provide assessment of requirement of crew, power, no. of rakes and other ancillary facilities for smooth operation of railways.

viii. Obtaining rates & circle rates of land prevailing in the area with documentary proof wherever feasible.

ix. Evolving layout plans and development options.

x. Broad assessment of infrastructure augmentation requirements at junction station.

xi. Conclusion of Feasibility Studies, Report Preparation and presentations to NR and Ministry of Railways etc.

b) Assessment of the approvals required from competent authorities and providing assistance to outside agency in obtaining requisite approvals from competent authorities

c) Determining the format and stages of bidding process and drafting of Tender Notices and Advertisements for the agency from prospective contractors / suppliers.

d) Preparation of Bidding Documents including Contract documents/ Siding Agreements as per Railways Standards and Specifications for outside agencies.

e) Assistance to outside agencies in negotiations with prospective contractors / suppliers, if required till signing of the Agreement.

f) Supervision of work during construction including progress reporting, ensuring safety at site, developing and implementing quality assurance programme, maintaining documentation required for CRS inspection and/or railways reporting etc.

10. The deliverables for the consultancy services may include the following. (The actual deliverables and time frames for deliverables will be provided by the outside agencies):

SN	Phase of the Study / Construction
1	Feasibility Study Report & Presentation
2	Draft Detailed Project Report (DPR) and Presentation
3	Final DPR and Engineering Scale Plan (ESP)
4	Bridge design and drawings, signal interlocking plan, layout sectioning diagram of Overhead Electric Traction (OHE) etc. as per approved ESP
4	Preparation of Bidding documents as per railways standards and specification – RFQ/ RFP & Contract Document
5	Assisting in preparation of Land Licensing Plan, signing of siding agreement etc
6	Supervision of construction activities, documentation for CRS inspection etc.

11 Eligibility Criteria for Empanelment

11.1 As per Board's letter dated 22-3-93 and dated 07-06-94

(a) Consultant should possess requisite Experience, Competence and Organizational Ability. Consultant should effectively prove his credential as well as availability of engineers with suitable experience in the related field.

(b) One of the Directors/Executives of the Consultant should be member of A.C.E. (India) signifying the Consultant's performance status, maintenance and competence. Further, one of the Directors/ Executives of the firm should be a member of the Institution of P.Way Engineers (India) also.

"Alternatively, one of the Directors/Executives of the Consultant should be a retired IRSE Officer of rank not lower than Senior Administrative Grade; it is to be ensured that such an officer is on full time employment for the full duration of work for which Consultant is being appointed"

(c) The approval granted by Railway to the Consultant will be valid for three years only on the condition that it may be withdrawn any time if the performance is found to be unsatisfactory.

(d) The firms, already registered on other Railways can also apply, along with appropriate registration fee.

Organisational Ability

11.2 The applicant may be proprietorship/ partnership firm or a company registered under Indian Companies Act 1956 having experience in advisory services during the last 1 year from the application submission date.

11.3 The Applicant must have working offices anywhere in the jurisdiction of NR. Details in this regard should be furnished in Application **Form-2**The Organisational Chart showing the hierarchy of set up, availability of manpower on regular full time basis, details of manpower available on part time basis should be submitted.

11.4 The Applicant must have regular staff consultancy strength of at least 5 (five) professional personnel (having professional degrees/diplomas) for the consultancy services of which at least 1 (one) professional personnel proposed as key personnel should have experience in Siding consultancy. The list of key personnel's along with their resume and of professional personnel should be furnished in Application **Form-2.**

Technical Competence

11.5 A brief write up about the general Knowledge of Railway Rules, Regulations, Standards and Specification should be given in **Form 3.1** duly listing the codes, manuals etc preferably with relevant Paras. It should be in three parts viz Civil engineering, Electrical engineering and S&T.

11.6 A brief write up about the general methodology proposed to be followed on receipt of an assignment should be submitted in **Form 3.2**. This should be broadly divided into three parts namely (a) study stage (b) contract formulation and award stage & (c) construction and commissioning stage. The write up should necessarily include those points, which ensure that the interest of the Railways is protected at all time.

11.7 Role & responsibility of consultants against each and every item of Time Activity Chart may be described as per format given in **Form 3.3**

Experience

11.8 Details of the Consultancy Assignments undertaken in the past by the Applicant must be submitted in Form **4.** Separate Forms Viz. Form **4.1,** Form **4.2** & Form **4.3** should be used for demonstrating the experience as Siding Consultant over NR, over Other Railways and Experience of Consultancy other than Railways respectively.

11.9 Financial Capacity:

A certificate from Statutory Auditor certifying the receipt of professional fee (as in **Form-5**) is to be submitted along with Balance Sheet.

Cost of Bidding& Empanelment Fees

12(a) The 'FFE' documents can be purchased from the office of the NR between 10:00am to 05:00pm on any working day on payment of Rs. 1,000/- (Rupees one Thousand only) through non-refundable demand draft **/**banker's cheque in favour of "FA&CAO, NORTHERN RAILWAY", payable at New Delhi. Applicants who download the 'FFE' document from the NR website (http://www.NR.in/) must submit a 'FFE' Document Fee of the same amount in the form of a non-refundable demand draft / banker's cheque along with their Application failing which the Application will be summarily rejected.
The 'FFE' Document Fee as above does not include the empanelment fee.

(b) The Applicants shall bear all costs associated with the preparation and submission of their Applications, and NR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

(c) Empanelment Fee - As per Railway Board's Letter No. 2012/CE-I/SP/4 dated 03.09.2012, Applicants interested for registration should deposit the registration fee of Rs.30,000/- @ Rs.10,000/-(Rs. Ten thousand only) per annum in the form of Demand Draft in favour of FA & CAO, Northern Railway failing which the Application will be summarily rejected. This fee will be refundable only for Responsive but unsuccessful Applicants.

Amendment of 'FFE' Document

13.(**a**) NR, for any reason, whether at its own initiative or in response to a clarification requested by an Applicant, may modify the 'FFE' documents by issuing an amendment.

(**b**) All Applicants who have bought the 'FFE' documents or have applied will be notified of the amendment in writing or by fax or e-mail at the address provided by them, and the same will be binding on them. The amendments will also be posted on the website of NR (www.nr.indianrailways.gov.in). All applicants who have submitted application already shall confirm the change failing which application may be rejected.

Language of Application

14. The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and NR shall be written in English language. Any printed literature furnished by the Applicant may be written in another language as long as such literature is accompanied by a translation of its pertinent passages in the English language duly authenticated by the Applicant, in which case, for purposes of interpretation of the Application, the translation shall govern.

Clarifications

15. NR at its discretion, though not bound to do so, may call for clarifications or supporting information with regard to the application submitted by the applicant. All such clarifications/ information desired by NR should be submitted in writing by the Applicant signed by authorized signatory within 10 days of calling for such clarifications. However if the application is incomplete in any respect, NR reserves the right to reject such applications without assigning any reason whatsoever.

Submission of Applications

16. The application (the Application) shall be submitted in one ENVELOPE, which shall be marked as "Form for Empanelment for providing consultancy services for Siding Development Projects" and shall include the following documents/enclosures:

- **a.** 'FFE' Document Fee of Rs. 1,000/-, as indicated in the Para 12 above (only for those Applicants who have downloaded the 'FFE' Document from the website)
- **b.** Empanelment Fees of Rs.30,000/- as indicated in Para 13 above.
- **c.** Covering Letter as per the Application Form **1;**
- **d.** General Information about the Applicant as per Application Form **2**
- **e.** Information for Technical Competence as per Application Form **3.1 – 3.3.**
- **f.** Details of Consultancy Experience as per Application Form **4.1 – 4.3.**
- **g.** Information for Financial Qualification as per Application Form **5.**
- **h.** Power of Attorney for signing of Application as per Application Form **6**; in case of partnership firm or company.
- **i.** A copy of the complete set of 'FFE' Documents with each page initialled by the Authorised Signatory as a token of acceptance.
- **j.** Copy of affidavit for proprietorship firm, copy of notary attested registered valid partnership deed or Memorandum and Article of association etc. of the company as case may be.

The documents/enclosures in single ENVELOPE shall be submitted in **bound** form, with all the pages numbered serially. Demand Draft shall not be bound directly but be placed in plastic jackets, which are bound as part

of the main booklet. Each page of the book shall be initialled in blue ink by the authorised signatory. **Along-with the Covering Letter, the Applicant should submit a Checklist in the prescribed format attached with this document, duly signed by the Authorised Signatory and mentioning whether each document has been submitted, its page number, total number of pages of that particular document/enclosure, and whether each page has been initialled in blue ink by the Authorised signatory. It is clarified that the Checklist duly signed with complete details is considered as Test of Responsiveness and mandatory, and if the same is not provided, the Application is liable to be rejected.** The envelope must bear the name and address of the Applicant to facilitate return of the envelopes unopened, if required. In addition, the Due Date of Submission should be indicated on the right hand top corner of the Envelope.

16.2 If the envelope is not sealed and marked as required, NR will not assume any responsibility for the Application's misplacement.

16.3 The envelope shall be addressed to:

Asstt. Executive Engineer/General, Northern Railway,
Baroda House, Copernicus Marg, New Delhi-110001.
E-mail: **axennr2008@g.mail.com**

Deadline for Submission of Applications

17. (a) Applications may be submitted to NR on any working days on at the above-mentioned address of NR.

(b) NR may on its discretion may take up empanelment exercise to be done annually. Any request for change shall not be entertained.

(c) Date of consideration of empanelment shall be posted on Northern Railway website, at least one month in advance.

Late Applications

18. Any Application received by NR after the deadline for submission of Applications prescribed by NR above, will be rejected and returned unopened to the Applicant at the address mentioned on the top of envelope

Influencing NR

19. Any effort by an Applicant to influence NR in its decisions of 'FFE' evaluation may result in the rejection of the applicant's Application.

NR's Right to Accept any Application and to Reject any or all Applications

20. Notwithstanding anything contained in this 'FFE', NR reserves the right to accept or reject any Application, and to annul the empanelment process and reject all Applications, at any time during the empanelment process, without thereby incurring any liability to the affected Applicant or Applicants or any obligation to inform the affected Applicant or Applicants of the grounds for NR's action.

Test of Responsiveness

21. Prior to evaluation of Applications, Northern Railway will determine whether each Application is Responsive to the requirements of the 'FFE'. An Application shall be considered responsive if the Application:

(a) Is received before time and date at empanelment considered;
(b) Is signed, sealed and marked as stipulated in Clause 17;
(c) Is accompanied by the Power(s) of Attorney as specified in Form 6;
(d) Contains all information (complete in all respects) as requested in the NIA;
(e) Contains information in formats same as those specified in this NIA.

The Northern Railway reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the NR in respect of such Application.

Communication of letter of Empanelment

22. After selection, a Letter of Empanelment (the "LOE") will be issued and the Selected Applicant shall communicate their acceptance within 7 days of the receipt of the LOE. If the acceptance is not received within time, it will be construed as their unwillingness to work as Railway Approved Consultants and their name will not be included and will strike-off (if already included) from the list of approved consultants.

Duration of Panel and Delisting

23. The panel of consultants formed by NR based on this 'FFE' shall remain valid for a duration not exceeding 3 years subject to their performance remaining satisfactory.

24. In case any of the empanelled firm fails to perform satisfactorily in the consultancy works then the name of such firm is liable to be removed from the NR's panel without any liability what so ever.

Miscellaneous

25. The empanelment process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the empanelment process.

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Appendix – 1

List of Approved Consultants over Northern Railway along with their validity.

SN	Company whose Registration is valid on date	From	To
1	M/s Voyants Solutions Private Limited, 403, 4th Floor, Park Centra, Sector-30, NH-8, Gurugram-122001 (Haryana).	11.11.2019	10.11.2022
2	M/s K & J Projects Private Limited, Shivam, 16 NIT Layout, Ravinagar, Nagpur-44003	11.11.2019	10.11.2022
3	M/s Indian Port Rail & Ropeway Corporation Limited, 4th Floor, Nirman Bhawan, Mumbai Port Trust Building, M P Road: Mazgaon East, Mumbai-400010.	11.11.2019	10.11.2022
4	M/s HOWE Engineering Projects (I) Private Limited, AIIM, At Shantigram, Near Vaishnodevi Circle, SG Highway, Ahmedabad-382421 (GUJRAT).	11.11.2019	10.11.2022
5	M/s PARAS Railtech Private Limited, 328, 3rd Floor, U S Complex, Mathura Road, Opposite Apollo Hospital, New Delhi-110076	11.11.2019	10.11.2022
6	M/sMGR Infra Techno Economical Services LLP, 1408, 14th Floor, Hemkunt Chambers, Nehru Place, New Delhi-110019.	11.11.2019	10.11.2022
7	M/s United Technical & Economic Services Private Limited, 1209, Hemkunt ZHouse 6 Rajendra Place New Delhi-110008	29.03.2019	28.03.2022
8	M/s Delhi Integrated Multimodal Transit System Limited, 1st Floor, Maharana Pratap ISBT Building, Kashmere Gate, Delhi-110006	29.03.2019	28.03.2022
9	M/s United Rail Road consultants Private Limited, 12-13-580, Street No. 14, Nagarjuna Nagar, Tarnaka Secunderabad-500017, Telungana.	29.03.2019	28.03.2022
10	M/s K. V. R. Rail Infra Consultancy Services (India) Private Limited, F. No. 602, Shalina Apartments, Vijaypuri South Lallaguda SEcunderabad-500017	29.03.2019	28.03.2022
11	M/s BTP Engineers and contractor, Rohtak Road, Opposite PWD Rest House, Charkhi Dardri, Haryana-127306	29.03.2019	28.03.2022
12	M/s Highway Engineering Magnitude Consortium, C-46, (Basement) Gate No. 2, Mahendru Enclave, Gurdwara Lane, G. T. Karnal Road, Delhi110033.	29.03.20019	28.03.2022
13	M/s Apurvakriti Infrastructure Private Limited, 2nd Floor, Khasra No. 24/2, Road No. 100 Feet, Ghitorni New Delhi-110039	29.03. 2019	28.03.2022
14	M/s Drongo Advisory Services Private Limited, 805, 8th Floor, Sahyog Building 58, Nehru Place New Delhi.	29.03. 2019	28.03.2022
15	M/s Aarvee Associates Architects Engineers & Consultants Private Limited,	10.10.2017	09.10.2020

	Ravula Residency, Srinagar Colony Main Road, Hyderabad-500082		
16	M/s M. R. Technofin, Consultants Private Limited, G-507, Kailas Industrial Complex, Parksite Vikhroli (W) Mumbai-400079	10.10.2017	09.10.2020
17	M/s. VOGUE Construction & Consultancy Services Private Limited, 601 Hemkunt House,6-Rajendra Place, New Delhi-110008.	10.10.2017	09.10.2020
18	M/s Devi Maashakti Contructions & Consultancy Services Private Limited, Shri Raj Bhawan J-38, Ashianan Kanpur Road, Lucknow-226012 (UP)	10.10.2017	09.10.2020
19	M/s. BalajI Rail Road Systems Limited, BARSYL Towers, Plot No.3 Sitaram Nagar, Staff Road, SECUNDRABAD-500009	10.10.2017	09.10.2020
20	M/s Feed Back Infra Private Limited, 311, 3rd Floor, Vardhman Plaza, Pocket-7, Plot No. 6, Sector-12, Dwarka New Delhi-110078	10.10.2017	09.10.2020
21	M/s Skylark Designer & Engineers Private Limited, B-48, 2nd Floor, Sector-63, Noida-201302 (UP)	10.10.2017	09.10.2020
22	M/s Indian Technocrat Limited, B-6/19, Commercial Complex, Safdarjung Enclave New Delhi-110029	10.10.2017	09.10.2020
23	M/s Engineers India Limited, Engineers India Bhawan 1, Bhikaji Cama Place, R.K. Puram Ring Road, New Delhi-110066	10.10.2017	09.10.2020

Disclaimer:-

The above information is for general information only, However, the date of validity will be as per letter of Registration issued to the firm & same may be verified by the person concerned before engaging any firm for any work.

(FORMATS TO BE SUBMITTED)
CHECKLIST

Requirement	**Complied with (Yes / No)**
Document bound	
All the pages numbered serially	
Each page of the book initialled in blue ink by the authorised signatory	

SN	**Document / Enclosure for submission**	**Document Submitted (Yes / No / Not Applicable)**	**Page Nos (__ to __)**	**Total No of Pages**
	Envelope			
1	Covering Letter *as per the prescribed format* in Application Form 1 i) signed by authorized signatory ii) on the letterhead of the Applicant;			
2 (A)	**General Information about the Applicant as per the prescribed format in Application Form 2:** i) Evidence of incorporation, for company and entering and registration of partner- ship date in case of partnership firm. ii) ROA of applicant for company **/**partnership firm. iii) List of Key Personnel & their Resume duly signed. iv) Address of office over jurisdiction of NR.			
3 (A) (B)	**Application Form 3.1 – 3.3** Information for Technical Competence *as per the prescribed format* in **Application Form 4.1 – 4.3** Certificate from the client indicating: i) Scope of Consultancy ii) Date of completion iii) Name of client iv) Amount of consultancy fees.			
4	i) Information for Financial Qualification of applicant and certified by Chartered Accountant *as per the prescribed format* in Application Form **5**: ii) Audited annual Reports for last three years (07-08, 08-09, 09-10)			
5	**i) Power of Attorney (submitted by the Applicant for signing of Application)** executed on non-judicial stamp paper of Rs. 100/- and duly notarized *as per the prescribed format* in Application Form **6**:			

Date:
Place:
Company Seal of the Applicant (Signature of the Authorised Signatory)
(Name and designation)

Application Form-1

{To be printed on the authorised Letterhead of the Applicant, including full postal address, telephone, faxes and e-mail address}

The Principal Chief Engineer,
NORTHERN RAILWAY (NR),
Baroda House, Copernicus Marg,
New Delhi – 100001,

Subject: ***Empanelment for providing consultancy services for Siding Development.***

Dear Sir,

With reference to your 'FFE' document dated _____, we, having examined the Bidding Documents and understood their contents, hereby submit our Application for the aforesaid Empanelment.

1. The Application is unconditional and unqualified.

2. All information provided in the Application, Appendices and in the Forms is true and correct.

3. This statement is made for the express purpose of qualifying as a Applicant for the consultancy services.

4. We shall make available to NR any additional information it may find necessary or require to supplement or authenticate the Application.

5. We acknowledge the right of NR to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

7. We declare that:

    a. We have examined and have no reservations to the Bidding Documents, including any Addendum issued by NR:

8. We believe that we satisfy the Eligibility criteria and meet the requirements as specified in the 'FFE' document.

9. We certify that in regard to matters including security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt

on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. We undertake that in case due to any change in facts or circumstances during the empanelment Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.

11. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NR in connection with the selection of the Applicant, or in connection with the Bidding Process itself, in respect of the above-mentioned empanelment and the terms and implementation thereof.

12. We agree that in case of withdrawal of request of enlistment with in 90 (Ninety) days, amount of Registration fee one year out of total deposited shall be forfeited.

13. We are enclosing herewith other requisite information in forms and attachments as specified in the 'FFE' document. The Checklist of information submitted by us is enclosed with this letter.

14. We declare that the information stated above and in the enclosed attachments is complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient for NR to reject our application.

15. We agree and undertake to abide by all the terms and conditions of the 'FFE' document. In witness thereof, we submit this Application under and in accordance with the terms of the 'FFE' document.

Yours faithfully,

Date:

Place:

Company Seal of the Applicant

(Signature of the Authorised Signatory)
(Name and designation)

Encl: 1. Checklist of Documents submitted by us

2. Other documents as per prescribed formats

Application Form 2: General Information about the Applicant

1	Full Name of the Applicant Company (in Block Letters)	
2	Applicant's Company Constitution Proprietorship/ Partnership/ Public Limited Co. / Pvt. Ltd. Co.	
3	Applicant's Registered Office, Place of Business, Regional Offices & their addresses	
4	Applicant's Telephone No.	
	Fax No.	
	E-mail address	
5	Applicant's offices in the jurisdiction of NR and its address.	
6	Name Designation of authorised signatory (for Applicant)	
7	Name & Address of Directors of the Company (Provide names, office & residence addresses, Telephone nos., fax no.s, E-mail, profession / Business engaged in etc.)	
8	Firm/Company profile of each member giving details of current activities, background of promoters and management structure including evidence of incorporation, and AOA	
9	Number of Key/Professionals Personnel (having professional degrees/diplomas) in each of the following categories that will be deployed for consultancy services. • **Railway Civil Engineers** • **S&T and Electrical Engineers** • **Members of IPWE/ACE** Total	Please submit detailed resume of each of the key personnel duly signed with undertaking from the person concerned that he will be available for consultancy work for & on behalf of the Applicant on full time/part time basis.

Application Form 3.1: Technical Competence

KNOWLEDGE OF RAILWAY'S RULES, REGULATIONS, STANDARD AND SPECIFICATION.

Please provide a Write up on Codes & Manuals to be followed for Planning of a Railway line, Safety Rules and Standard of construction and maintenance under following broad heads:

i) General Rules

ii) Civil Engineering

iii) Electrical Engineering

iv) Signal & Tele Communication Engineering

v) Any Head of your choice

Application Form 3.2: Technical Competence

GENERAL METHODOLOGY OF UNDERTAKING ASSIGNMENTS

Please provide Write up on general methodology, the process, sequence of activities being undertaken by the consultancy firm on receipt of an Assignment Order under following broad heads:

i) Feasibility/DPR stage

ii) Contract formulation & Award stage

iii) Construction, Supervision & Commissioning Stage

Note: Please highlight points by which Consultant's are ensuring that the interest of the Railway is protected.

Application Form 3.3: Technical Competence

ROLE & RESPONSIBILITY OF CONSULTANCY FIRM

Activity no	Description	Details	Activities to be performed by Consultant
1.	**Application/ Preliminary Meeting**	On receipt of the application, meeting will be called to discuss location, layout of the proposal, traffic, need for traffic facilities works etc.	
2.	**Feasibility or Preliminary project report**	After the discussions above, the party will arrange a preliminary project report or feasibility report through a Railway Approved Consultant (RAC). Party will also submit an application for RTC if required.	
	Deposit of codal charges	Once the party's proposal for undertaking the survey is approved by the Railway, party will arrange to deposit 1% of the assessed cost of the project.	
3.	**Railway Transport Clearance**	On receipt of the FR and Railway Transport Clearance (RTC) application, the same shall be sent to the Railway Board with recommendations, if required. In case the traffic will run in NR only then the RTC will be issued by COM.	
4.	**In Principle Approval (IPA)**	After conceptual approval and issuance of RTC, FR will be examined and put up for "In Principle Approval".	
	Deposit of codal charges	At the stage of conveying approval, the party will arrange to deposit the balance amount to complete 2% of the estimated cost of the project.	
5.	**Detail Project Report (DPR)**	On receipt of IPA, Party will prepare DPR and Engineering Scale Plan (ESP) through RAC and submit to Division concerned in three copies. RAC must sign the Plan certifying that it has been prepared duly conforming to relevant Railways standards and specifications.	
	DPR will be prepared in two parts viz. Part I & part II. Part-I consists of the details of the work to be executed in connection of the siding and part-II consists of financial detail /estimate, basis of rates etc. The DPR is circulated to all concerned branches for their comments and is processed for approval.		
	After approval, DPR along with ESP is sent to HQ for circulation to concerned HODs. RAC does the compliance of observations of different HODs in consultation with the party. DPR is then processed for approval.		
6.	**Engineering Scale Plan (ESP)**	As per approved DPR, RAC to ensure that all the details are incorporated in ESP, which is then examined and signed by all concerned before sending it to HQ.	
	ESP is circulated to all concerned HODs for their approval and signature. Compliances, if any, are ensured by the party /		

	RAC.		
	The common user facility is duly marked on ESP needed for land licensing.		
	On compliance, approved ESP is circulated with copy to Party.		
7.	**Bridges/ RUB/ ROB approval**	Based on approved ESP, GAD of bridges and designs of the bridges are separately prepared by the party/ RAC and submitted for approval.	
8.	**SIP approvals**	Based on approved ESP, Signal Interlocking Plan (SIP) is prepared by the party/RAC and submitted for approval.	
9.	**Layout Sectioning diagram of OHE**	Based on approved ESP, Layout Plan and Sectioning diagram for OHE is also prepared by the party/RAC and submitted for approval.	
10.	**Detailed estimate (DPR Part-II)**	Detailed estimate is analyzed by concerned department as per approved ESP. Same is revised, if required by the party/RAC. After finalization, the estimate is vetted and approved. This is for the purpose of finalising the departmental charges to be levied on the party subject to final audited cost of the project including cost of land.	
	For the works to be undertaken by the Railway on deposit term basis, separate detailed estimates need to be prepared based on the scope of the work (to be undertaken on deposit term basis) which is advised at the time of grant of permission for construction of siding by the party.		
11.	**Land Licensing**	Party will apply for licensing of Railway Land required for development of facilities as per approved ESP to Division.	
	The land licensing plan is prepared keeping in view the common user facility as identified in the approved ESP, current market rate of the railway land involved to work out land licensing fee.		
	The duly approved land licensing proposal is submitted to Land Cell in the HQ for approval.		
	Party will enter into Land Licensing Agreement as per the approval received.		
12.	**Permission for Construction**	After final approval, the work will be executed by the party through RAC or by the Railway as a Deposit work. Necessary permission for execution of common user facility work, if requested by the party shall be processed for obtaining approval.	
13	**Execution of the work**	Depending upon permission, work will be executed by the party or by the Railway or a combination of both and will take time as per site conditions. Party will enter into Draft Siding agreement before commencement of the construction.	

14.	**Final inspection of the work**	At the stage of final inspection, the party will arrange to deposit the balance amount to complete 4% **/** 6.25% of the audited completion cost of the project.	
		After completion, inspection will be done by all concerned departments for their respective portion duly ensuring deposition of balance department charges and execution of licensing & siding agreement including CRS sanction if required.	
15.	**Notification**	On completion of the final inspection and fitness certificate issued by the concerned branch, the siding agreement will be executed between Railway and party.	

Application Form 4.1: Consultancy Experience

DETAILS OF SIDING CONSULTANCY UNDERTAIKEN OVER NR

The Applicant must showcase relevant experience in the consultancy to fulfil the eligibility criteria. For this purpose, the applicant must present relevant information in the following format.

SN	Name and location of Siding project with name of the Client& Division	Broad facilities envisaged in Siding	Scope of Consultancy	Details of LOA with copy of LOA duly attached	Status of Consultancy/ Project (i) Consultancy completed Or ongoing (ii) Siding Commissioned or not.	Professional Fee received (in lacs of Rs.)	Reference to the documents attached
1.							

Note:

i. Above information should be presented for each of the assignments Undertaken separately with a top sheet-giving summary.

ii. Each information sheet must be signed by Head of Consultancy firm over & above the Authorised Signatory.

Application Form 4.2: Consultancy Experience

DETAILS OF SIDING CONSULTANCY UNDERTAKEN OTHER THAN NR

The Applicant must display relevant experience in the consultancy to fulfil the eligibility criteria. For this purpose, the applicant must present relevant information in the following format.

SN	Name and location of Siding project. Also name of Client & Railway.	Broad facilities envisaged in Siding	Scope of Consultancy	Details of LOA with copy of LOA duly attached	Status of Consultancy/ Project (i) Consultancy completed Or ongoing (ii) Siding Commissioned or not.	Professional Fee received (in lacs of Rs.)	Reference to the documents attached
1.							

Note:

i. Above information should be presented for each of the assignments
under taken separately with a top sheet giving summary.

ii. Each information sheet must be signed by Head of Consultancy firm over & above the Authorised Signatory.

Application Form 4.3: Consultancy Experience

DETAILS OF SINDING CONSULTANCY UNDERTAKEN OTHER THAN RAILWAY

The Applicant must display relevant experience in the consultancy to fulfil the eligibility criteria. For this purpose, the applicant must present relevant information in the following format.

SN	Name and location of Siding project, Name of Client & Railway	Broad facilities envisaged in Siding	Scope of Consultancy	Details of LOA with copy of LOA duly attached	Status of Consultancy/ Project (i) Consultancy completed Or ongoing (ii) Siding Commissioned or not.	Professional Fee received (in lacs of Rs.)	Reference to the documents attached
1.							

Note:

i. Above information should be presented for each of the assignments undertaken separately with a top sheet-giving summary.

ii. Each information sheet must be signed by Head of Consultancy firm over & above the Authorised Signatory.

Application Form 5: Financial Capacity of the Applicant

***Name of the Applicant**:* _____

The Applicant must furnish annual revenue from consultancy fees in following format:

SN	Financial Year	Annual Receipt from consultancy fees (Rs. in Lacs)
1	2017-18	
2	2018-19	
3	2019-20	

We in our capacity as Chartered Accountant of _____(name of the Applicant) certify that _____(name of the Applicant) has received payments from consultancy fees shown above during financial years specified therein. This is besides Rs……. Lacs has been received during year 2017-20 for which return is yet to be filed /has since been filed.

Signature of the Chartered Accountant
Name of the Chartered Accountant
Company Seal of the Chartered Accountant

We declare that all information stated in the table above and all details/ documents attached are complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient for NR to reject our application.

Dated this _____ day of _____ 2019

(Name & Signature of Authorised Signatory of the Applicant) _____

APPLICATION FORM 6

POWER OF ATTORNEY FOR SIGNING OF APPLICATION

This form is to submit by the Applicant.

(To be executed on Non-Judicial Stamp Paper of Rs.100 and duly notarised).

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms (Name), son/daughter/wife of _____and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the Form for Empanelment for providing Consultancy Services for Siding Development on NORTHERN RAILWAY ("NR") including but not limited to signing and submission of all applications, Applications and other documents and writings, participating in Applicants' and other conferences and providing information / responses to NR, representing us in all matters before NR, signing and execution of all contracts including Scope of Consultancy as mentioned in Para **10 & 11 of ITA** and undertakings consequent to acceptance of our Application, and generally dealing with NR in all matters in connection with or relating to or arising out of our Application for the said Consultancy and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 2020.

For_____

(Signature)

(Name, Title/designation and Address)

Common Seal of the Company/ Partnership firm

I Accept

(Signature)

(Name, Title and Address of the Attorney)
[Notarised]

Witnesses:

1.

2.

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*