बिड संख्या/Bid Number: GEM/2026/B/7320852

दिनांक /Dated: 06-03-2026

## बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| **बिड बंद होने की तारीख/समय /Bid End Date/Time** | 27-03-2026 20:00:00 |
| **बिड खुलने की तारीख/समय /Bid Opening Date/Time** | 27-03-2026 20:30:00 |
| **बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)** | 180 (Days) |
| **मंत्रालय/राज्य का नाम/Ministry/State Name** | Ministry Of Railways |
| **विभाग का नाम/Department Name** | Railways Public Sector Undertakings |
| **संगठन का नाम/Organisation Name** | Indian Railway Finance Corporation Limited |
| **कार्यालय का नाम/Office Name** | New Delhi |
| **वस्तु श्रेणी /Item Category** | Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Consultant Legal Support; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Consultant CS; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Consultant CSR; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Engineer IT; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Associate Finance; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Retired Govt Employee; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Sr Secretiarial; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Secretiarial office Assistant; Please refer to IRFC; Please refer to IRFC , Manpower Outsourcing Services - Fixed Remuneration - Receptionist; Please refer to IRFC; Please refer to IRFC |
| **अनुबंध अवधि /Contract Period** | 1 Year(s) |
| **एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover** | No |
| **स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover** | No |

| बिड विवरण/Bid Details | |
|---|---|
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller | Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*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 |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | No |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension | 2 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 7 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count | 1 |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled | No |
| बिड का प्रकार/Type of Bid | Single Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| अनुमानित बिड मूल्य / Estimated Bid Value | 35792560.86 |
| मूल्यांकन पद्धति/Evaluation Method | Total value wise evaluation |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required | Yes |
| मध्यस्थता खंड/Arbitration Clause | Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts |
| सुलह खंड/Mediation Clause | Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also |

**ईएमडी विवरण/EMD Detail**

| | |
|---|---|
| एडवाईजरी बैंक/Advisory Bank | ICICI |

| | |
|---|---|
| ईएमडी राशि/EMD Amount | 329000 |

**ईपीबीजी विवरण /ePBG Detail**

| | |
|---|---|
| आवश्यकता/Required | No |

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/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).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance securityshould be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**
INDIAN RAILWAY FINANCE CORPORATION LTD
UG Floor, NBCC place East Tower ,Lodhi Road New Delhi 110003
(Indian Railway Finance Corporation Ltd)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

| | |
|---|---|
| एमआईआई अनुपालन/MII Compliance | Yes |

**एमएसई खरीद वरीयता/MSE Purchase Preference**

| | |
|---|---|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X% | 15 |
| सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference | 100 |

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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in

India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
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.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Scope of work & Job Description:**1772708646.pdf

## Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Please Refer To IRFC; Please Refer To IRFC ( 5 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Finance/Accounts |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Consultant Finance |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 5 | • Basic monthly pay (INR) exclusive of GST : 71000<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

**Manpower Outsourcing Services - Fixed Remuneration - Consultant Legal Support; Please Refer To IRFC; Please Refer To IRFC ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Consultant Legal Support |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Consultant Legal Support |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 1 | • Basic monthly pay (INR) exclusive of GST : 100000<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Consultant CS; Please Refer To IRFC; Please Refer To IRFC ( 3 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Consultant CS |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Consultant CS |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 3 | • Basic monthly pay (INR) exclusive of GST : 53333<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Consultant CSR; Please Refer To IRFC; Please Refer To IRFC ( 1 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Consultant CSR |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Consultant CRS |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 1 | • Basic monthly pay (INR) exclusive of GST : 75000<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Engineer IT; Please Refer To IRFC; Please Refer To IRFC ( 3 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Engineer IT |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Engineer IT |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 3 | • Basic monthly pay (INR) exclusive of GST : 43333<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Associate Finance; Please Refer To IRFC; Please Refer To IRFC ( 2 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Associate Finance |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Associate Finance |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 2 | • Basic monthly pay (INR) exclusive of GST : 37500<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Retired Govt Employee; Please Refer To IRFC; Please Refer To IRFC ( 9 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Retired Govt Employee |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |
| Specialization | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Retired Govt. Employee |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 9 | • Basic monthly pay (INR) exclusive of GST : 93952<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 0<br>• EPF Admin Charges (INR Monthly) : 0<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 0<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Sr Secretiarial; Please Refer To IRFC; Please Refer To IRFC ( 2 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Sr Secretiarial |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |
| Specialization | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Sr Secretiarial |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 2 | • Basic monthly pay (INR) exclusive of GST : 39500<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Secretiarial Office Assistant; Please Refer To IRFC; Please Refer To IRFC ( 15 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Secretiarial office Assistant |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |
| Specialization | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Secretiarial office Assistant |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 15 | • Basic monthly pay (INR) exclusive of GST : 35267<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## Manpower Outsourcing Services - Fixed Remuneration - Receptionist; Please Refer To IRFC; Please Refer To IRFC ( 1 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Type of Function | Receptionist |
| List of Profiles | Please refer to IRFC |
| Educational Qualification | Please refer to IRFC |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Specialization | Please refer to IRFC |
| Post Graduation | Optional |
| Specialization for PG | Please refer to IRFC |
| Experience | Please refer to IRFC |
| State | NA |
| District | NA |
| Zipcode | NA |
| Is Geographical presence of the Service Provider registered office is required in the consignee's State | Yes |
| Name of states/ UT for geographical presence is required | Delhi |
| **एडऑन /Addon(s)** | |
| **अतिरिक्त विवरण /Additional Details** | |
| Title for Optional Allowance 1 | 0 |
| Title for Optional Allowance 2 | 0 |
| Title for Optional Allowance 3 | 0 |
| Designation | Receptionist |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Satish Chandra Srivastava | 110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI | 1 | • Basic monthly pay (INR) exclusive of GST : 35000<br>• Bonus (INR Monthly) : 0<br>• EDLI (INR Monthly) : 75<br>• EPF Admin Charges (INR Monthly) : 75<br>• Estimated Number of Overtime Hours per Resource per Month : 0<br>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0<br>• Optional Allowances 1 (INR Monthly) : 0<br>• Optional Allowances 2 (INR Monthly) : 0<br>• Optional Allowances 3 (INR Monthly) : 0<br>• Provident Fund (INR Monthly) : 1800<br>• ESI (INR Monthly) : 0<br>• Tenure/ Duration of Employment (In Months) : 12 |

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **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.

2. **Generic**

   OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

3. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

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. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

INDIAN RAILWAY FINANCE CORPORATION LTD
Account No.
054805000358
IFSC Code
ICIC0000548
Bank Name
ICICI BANK
Branch address
NBCC NEW DELHI
.
Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Please comply with 'IRFC ATC Documents' for Eligibility criteria.
2. Please submit EMD through online mode only. Seeking Exemptions if any, will be governed as per GEM GTC with supporting documents.
3. Security Deposit shall be provided by successful Bidder after award of contract i.e. 5% of contract value, as prescribed & desired by IRFC.
4. Successful Bidder shall provide Gross Break-up of each contract personnel & its component for deployment of the same in IRFC. However, number of quantity of contract personnel & its wages referred in this tender are tentative in nature
5. Contract Period - Period of One year only but extendable further for maximum two years with the sole discretion of IRFC subject to satisfactory performance of successful bidder with same terms & conditions.
6. Successful Bidder shall comply IRFC instruction & directions after post-award formalities.
7. IRFC reserves the right to take decisions and appropriate measures as per GEM SLA, GEM GTC, during the contract period from time to time or after post-award activities. The same shall be adhered to and shall be binding on the Successful Bidder.
8. The Successful Bidder shall comply with all prevailing rules, Acts, guidelines, etc., and adhere to the aforesaid requirements. Based on any justification provided by the bidder, IRFC shall discuss and take appropriate measures related thereto
9. Number of Working days - The normal working hours of the IRFC will be from 09.30 a.m. to 6.00 p.m (i. e., Monday to Saturday). The personnel deployed are required to offer services from 09.30 A.M. to 06.00 P. M on all working days (excluding ½ hr. lunch time). If need arises, the outsource staff shall have to sit late or attend the Office even on Sunday / Gazetted Holidays (as per work requirements). However, Daily working hou

rs shall be mutually agreed upon between IRFC & service provider and service provider shall follow all the labor laws..

In case of travel for any work assigned by IRFC i.e., TA/DA, will be decided & approved by IRFC in consultation with service provider and will be as per IRFC policy.

TA/DA & Others payable, if any, Service provider shall make payment to outsource staf f, as approved by IRFC. Travel ling Allowance (TA), Dearness Allowance (DA), and any other payments, if any, over and above the agreed monthly remuneration payable to t he outsourced manpower shall be admissible strictly on a reimbursement basis, subjec t to prior advice/instructions of IRFC. Such amounts shall be initially paid by the Contra ctor and subsequently claimed from IRFC along with supporting documents, and reimb ursed by IRFC accordingly. Service charges and other if any, shall also be payable on t he Bills raised on such other payments made in addition to the monthly remuneration. Furth er, it is clarified that no GST shall be leviable on such reimbursable claims, being amounts paid over & above the monthly wages and reimbursed on an actual basis. Ho wever, in case any clarification is required on this matter, the instructions issued by IR FC shall prevail to ensure smooth execution of the RFP under post-award formalities fr om time to time

Further, the onboarding charges shall be paid by IRFC to the selected bidder for each r esource engaged through the agency. This charge shall be equivalent to fifteen (15) da y's salary for each deployed resource, subject to a maximum limit of Rs.15,000 per res ource.

26/27 Days working in a month exclusive of Sundays/Gazetted Holidays.

In case of Leave of contract outsource staff, Service provider shall consult & inform IRF C as per applicable GEM SLA/GEM GTC/Govt Norms-Acts-rules-regulations etc., The ma npower will be entitled to 15 days Leav e per year on pro-rata basis.

10. Payment Terms –
    a) No advance payment shall be made to the Service Provider.
    b) IRFC shall make the payment as per the payment process flow upon submission of in voice and if any other requirement related to it.
    c) Payment shall be made only after submission of invoices, attendance sheet, docume ntary proofs for PF/ESI/EDLI etc., payments. Non-submission of the same may lead to delay/ deduction in payment.
    d) All the deductions (if applicable) shall be settled before making the payments. Servic e Provider shall not have any objection on the same
    e) The Service Provider must ensure timely payment of monthly salaries and all statuto ry entitlements to deployed manpower in compliance with the applicable laws and th en submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet , Salaries Payment Proof, etc.) for release of the payment from the Buyer (IRFC).
    f) The Service Provider shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages wherever applicable.
    g) Overtime, TA/DA & Others payable, if any, Service provider shall make payment to o utsource staff, in consultation with & approved by IRFC.
    h) IRFC instructions shall prevail on case-to-case basis matters for smooth functioning & operational activities of tender (post-award activities). IRFC decision shall be final a nd binding.
11. In case of any clarification, ambiguity, overriding provisions, waiver instructions, or related m atters et c., during currency of contract period, IRFC (TAA) reserves the sole right to take the final decision. Such decisions shall be binding on all concerned parties and applicable under all circumstances.
12. Indemnity : The manpower service provider shall indemnify and hold harmless to IRFC & its d irectors, officers and employees from and against all and any claims, demands, losses, dama ges, penalties, expenses and proceedings connected with the implementation of this contrac t or arising from any breach or non-compliance whatsoever by the Manpower services agenc y (contractor) or any of the persons deployed by its pursuant hereto of or in relation to any s uch matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or outside the premises including but not limited to any and all claims by the manpower services provider.
13. Termination: Beside GEM GTC Clause, IRFC reserves the right to enforce by giving notice peri

od of 01 month. If Corrective action is not taken by the service provider, IRFC shall have the right to terminate the contract after completion of the notice period of One month. But no su ch notice will be necessary, if service provider is to be terminated on the grounds of serious misconduct or due to any act which requires immediate vacation of IRFC premises by the ser vice provider. In case of termination of contract, the security deposit shall be forfeited by IRF C

Determination of Service (consultancy) Levels:

IRFC shall be the sole judge in defining and assessing the levels of service expected from the service provider (agency) for determining satisfactory performance. The decision of IRFC in t his regard shall be final, conclusive, and binding on the contractor in all circumstances.

14. IRFC reserves the right to make additions/alterations to and/or amend the terms and conditio ns of the contract at any time, without basically effecting the core of the contract.

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8. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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 specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase

Preference sections of the bid, unless otherwise allowed by GeM GTC.

17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, 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.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the सामान्य नियम और शर्तें/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 सामान्य नियम और शर्तें/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.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/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.

**---धन्यवाद/Thank You---**

**TENDER DOCUMENT**

**(Outsource Manpower Services – Fixed Remuneration)**

Consultants, Office Assistants, Retd Govt Employees etc.,

**NAME OF WORK:**

Engagement of Service Provider for providing of Support Service
under various categories for
Indian Railway Finance Corporation Limited, New Delhi

# Invitation of Tender

**(Through GEM portal only)**

**TENDER No.:**

IRFC/ENGAGEMENT OF SERVICE PROVIDER FOR
HIRING OF MANPOWER THROUG OUTSOURCE SUPPORT SERVICES /2025-26/01

**----/01/2026**

INDIAN RAILWAY FINANCE CORPORATION
(A Government of India Enterprise)
Future on Track

Indian Railway Finance Corporation Limited
Upper Ground Floor, East Tower,
NBCC Place, Pragati Vihar, Lodhi Road,
New Delhi – 110003

# Chapter-1

Bids under the **Single Packet System** through the **GeM portal** are invited from reputed, experienced, and financially sound Companies, Firms, or Agencies etc., for the engagement of a Service Provider to provide **manpower hiring services** through outsourced support contract under various categories for **Indian Railway Finance Corporation Limited**, Upper Ground Floor, East Tower, Pragati Vihar, Lodhi Road, New Delhi – 110003, as per the schedule below:

## 1. ELIGIBILITY CRITERIA FOR SERVICE PROVIDER:-

The bidders must fulfil the following minimum qualifying criteria and such Bidders must enclose their supporting documents along with their proposal. The Bid documents, in complete, are also to be uploaded in GeM Portal.

| Sr No | Qualifying Criteria | Documents Required |
|---|---|---|
| 1 | **Labour License** Holder under Contract Labour (Regulation & Abolition) Act or applicable act/rules prevailing from time to time. | Attach & upload in GEM portal - Labour License is mandatory |
| 2 | **Experience – Technical Eligibility:** | |
| | **The Bidder must have past experience of providing similar completed services/ work (Outsource Contract Hiring/Engagement of Manpower Services) during the period of Seven Years (**1st April 2018 to 31st March 2025) to any Government organization/ Departments/ Ministry/ Public Sector Undertakings/Public Listed Company**, with either of the following:<br><br>a) Three similar works each costing not less than the amount equal to 30% of the Estimated Tender Value i.e., **Rs 1.07 Cr**<br><br>**(OR)**<br><br>b) Two similar works each costing not less the amount equal to 40% of the Estimated Tender Value i.e. **Rs 1.43 Cr**<br><br>**(OR)**<br><br>c) One similar works costing not less than the amount equal to 60% of the Estimated Tender Value i.e**. Rs. 2.14 Cr**<br><br>** Similar completed services/work means "Any work of providing outsourced manpower/support staff (Outsource Contract Hiring/Engagement of Manpower Services) in India, for any Government organization/ Departments/ Ministry/ Public Sector Undertakings/ | **"List of organization/clients - Outsource Contract Manpower** Services**" to be provided as per Annexure – 1 which should be duly certified by Chartered Accountant and upload the same.** |

| | | |
|---|---|---|
| | Public Listed Company, during the period 1st April 2018 to 31st March 2025. | |
| 3 | **Financial Turnover - Eligibility Criteria: -** | |
| | **Minimum Average Annual Turnover of the Bidder (For three yrs)**<br><br>Note:<br>During the last three financial year ended 31st March 2023, 31st March 2024 & 31st March 2025 based on standalone audited accounts. The audited average annual Turnover of the firm should not be less than Rs. **3.58 Crore.** The turnover should be applicable to bidder entity and not for its group of companies/ subsidiary companies/ parent company. | The Certificate from the Chartered accountant to be enclosed as per **Annexure – 2** & upload the same in GeM. |
| 4 | **Earnest Money Deposit (EMD)**<br><br>Online Mode only – Submission of Earnest Money Deposit (EMD)<br><br>Note : Seeking Exemptions, if any, shall be as per GEM GTC. | **Rs. 3,29,000.00 (Rupees Three Lakh Twenty Nine Thousand Only)** to be paid in favour of "INDIAN RAILWAY FINANCE CORPORATION LTD" Payable at New Delhi **through Online mode only** with Validity and **soft copy** shall be uploaded on the E-Tendering Website (GeM portal) along with **Annexure-3,** wherever applicable.<br><br>Note : No interest shall be payable on EMD amount, in any case, by IRFC. |

**Note:**

**Failure to meet the "Technical Stage Eligibility Criteria for Service Provider" i.e., (Sr. No 1 to 4) will render the bid to be summarily rejected. The responsibility for accuracy, completeness, and justification of the submitted documents lies solely with the bidders. IRFC reserves the right to complete the evaluation based on the details furnished by the bidder. Hence, Bidders are advised to upload supporting documents carefully wherever necessary, for establishing the same.**

# Scope of Work

1) **SCOPE OF SERVICE** - In performing the terms and conditions of the contract, the Service Provider shall at all times act as an Independent Service Provider. The contract does not in any way create a relationship of principal and agent between IRFC and the Service Provider. The Service Provider shall not act or attempt or represent itself as an agent of IRFC. It is clearly understood and accepted by both parties that this contract between the parties evidenced by it is on a principal-to-principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances.

***The Service Provider and the manpower deployed by it shall never under any circumstances whatsoever, be entitled to claim themselves to be the employee of IRFC.***

The details of scope of work are as follows: -

**(1.) Consultant Finance (tentative - 05nos)**

| | | |
|---|---|---|
| Qualification | : | CA/CMA |
| Experience | : | 0 – 2 years or more in Account/ Finance/Taxation. |
| Job Description | : | To assist the Corporation at various level in the area of Account/Finance/Taxation, etc. |

(2) **Consultant (Legal) (tentative - 01no)**

| | | |
|---|---|---|
| Qualification | : | LLB or LLM will be preferred |
| Experience | : | 0 – 2 years or more in Company Secretariat/Legal |
| Job Description | : | To assist the Corporation in various statutory compliances |

**(3) Consultant (Company Secretary) (tentative - 03nos)**

| | | |
|---|---|---|
| Qualification | : | CS (qualification with LLB will be preferred) |
| Experience | : | 0 – 2 years or more in Company Secretariat |
| Job Description | : | To assist the Corporation in various statutory compliances |

**(4) Consultant (CSR) (tentative - 01nos)**

| | | |
|---|---|---|
| Qualification | : | CS/CA/MSW |
| Experience | : | 0 – 2 years or more in Corporate Social Responsibility |
| Job Description | : | To assist the Corporation in implementing CSR activities, monitoring and related compliances |

**(5) Engineer (IT) (tentative - 03nos)**

| | | |
|---|---|---|
| Qualification | : | B Tech/ BE (Computer Science / IT)/MCA |
| Experience | : | 0 – 2 years or more in working with IT/ERP Infrastructure project. |
| Job Description | : | Knowledge of IT systems, Applications and Hardware infrastructure, Knowledge in Networking, switches, server room operations Understanding of information and cyber Security aspects, Knowledge on Cloud computing, hosting of applications, virtualization etc., End point device maintenance like desktop, laptop, printer, Scanner etc., Knowledge in website hosting, email server, Video conferencing, Web meetings etc., Domain controller and active directory, Backup Strategy and solutions, Virtual desktops and remote working, Inventory management of IT Assets, Maintenance of IT equipment and peripherals in server room, Knowledge in noting, drafting. |

**(6) Associate Finance (tentative - 02nos)**

Qualification : CA-Inter/CMA-Inter
Experience : 0 – 2 years or more in Account/ Finance/Taxation.
Job Description : To assist the Corporation at middle/junior level in the area of Account/Finance/Taxation, etc.

**(7) Retired Govt. Employees (Associates) (tentative - 09nos)**

To assist the Corporation in dealing with specialized functions on need basis for Finance and Accounts / Administration / Coordination with Administrative Ministry/implementation of Rajbhasha rules and regulations, various reporting, etc.

**(8) Sr. Secretarial Assistant (tentative - 02nos)**

Qualification : Graduate or three years diploma in Office Management
Experience : More than 5 years desirable Shorthand/Typing 80/40 WPM in English or in Hindi

**Job description:**

a) All sorts of typing work is to be usually carried out by using the Computer with knowledge of MS Office/Excel, Power point or any other suitable software in English/Hindi, maintenance of files of documents and other relevant works as when requited by the section of IRFC.
b) Movement and maintenance of Files, Papers, within the office, including Railway and other offices at Delhi.
c) Operation of various office equipment's like photocopier, fax, telephone, printer, EPABX etc.
d) Dispatch and receipt of files, letter etc. to and from various Railway offices including various sate/central Govt. Offices/PSU/Private companies & individuals.
e) Any other work assigned by IRFC in connection with smooth functioning of the office.

**(9) Secretarial Assistant/Office Assistant/Computer Operator: (tentative - 15nos)**

Qualification : Graduate or three years diploma in Office Management
Experience : 0 to 2 years or more desirable Shorthand/Typing 80/40 WPM in English or in Hindi MS-Office (Word, Excel and Power Point)
[experienced candidates may be relaxed in qualification]

**Job Description:**

a) All sorts of typing work are to be usually carried out by using the computer with knowledge of MS Office/Excel, Power point or any other suitable software in English and Hindi. Maintenance of files of documents and other relevant works as when required by the section of IRFC.
b) Movement and maintenance of files, papers, drawing, within the office.
c) Operation of various office equipment like photocopier, fax, telephone, printer, EPABX etc
d) Dispatch and receipt of files, letter etc. to and from various Railway offices including various state/central Govt. Offices/PSU/Private companies & individuals.
e) Any other work assigned by IRFC in connection with smooth functioning of the office.

**(10) Receptionist (tentative - 01no)**

Qualification : Graduate or three years diploma in Office Management and knowledge of MS-Office (Word, Excel and Power Point)/ EPABX./FAX Operation with good communication skill

**Job Description:**

(a) Attending to the Visitors.
(b) Attending the EPABX/FAX system.
(c) Making all the arrangements for Board Meeting/ Senior Management Meeting and other officials of IRFC.
(d) Supervision on day to day work of Horticulture / Housekeeping functions.
(e) Dispatch and receipt of files, letter etc. to and from various Railway offices including various sate/central Govt. Offices/PSU/Private companies & individuals.

## CATEGORY & ESSENTIAL QUALIFICATION/EXPERIENCE

| SN | CATEGORY | QUALIFICATION / EXPERIENCE | Projected Number of Manpower | Wages (Rs. per month) |
|---|---|---|---|---|
| 1. | Consultant Finance | CA / CMA<br><br>0 – 2 years or more in Account/ Finance/ Taxation | 05 | 40,000-1,50,000 or as decided by IRFC |
| 2 | Consultant Legal | LLB or LLM<br>0 – 2 years or more in Company | 01 | 40,000-1,20,000 or as decided by IRFC |
| 3 | Consultant (CS) | CS (LLB may be an additional qualification)<br>0 – 2 years or more in Company Secretariat | 03 | 40,000-1,00,000 or as decided by IRFC |
| 4 | Consultant (CSR) | CS/CA/MSW<br><br>0 – 2 years or more in Corporate Social Responsibility | 01 | 40,000-1,00,000 or as decided by IRFC |
| 5 | Engineer (IT) | B Tech (IT /Computer Science) /MCA<br><br>0 – 2 years or more in IT Infrastructure Projects<br>0 – 2 years or more in IT ERP | 03 | 25,000-80,000 or as decided by IRFC |
| 6 | Associate Finance | CA-Inter/CMA-Inter<br><br>0 – 2 years or more in Account/ Finance/Taxation | 02 | 30,000-50,000 or as decided by IRFC |
| 7 | Retired Govt. Employees (Associates) | Retired Govt. Employees | 09 | 40,000-2,00,000 or as decided by IRFC |
| 8 | Sr. Secretarial Assistant | Graduate or three years diploma in Office Management<br><br>More than 5 years desirable Shorthand/Typing 80/40 WPM in English or in Hindi | 02 | 30,000-65,000 or as decided by IRFC |
| 9 | Secretarial Assistant/ Office Assistant/ Computer Operator | Graduate or three years diploma in Office Management<br><br>0 to 2 years or more desirable [experienced candidates may be relaxed in qualification]<br>Shorthand/Typing 80/40 WPM in English or in Hindi MS-Office (Word, Excel and Power Point) | 15 | 25,000-60000 or as decided by IRFC |
| 10 | Receptionist | Graduate or three years diploma in Office Management<br><br>Knowledge of MS-Office (Word, Excel and Power Point)/EPABX./FAX Operation | 01 | 25000-40000 or as decided by IRFC |
| | | Total :- | **42** | |

**Note :**

- **INCOME TAX** - TDS as per rates applicable/amended under the Income Tax Act of work shall be deducted at source unless the contractor is exempted by Income Tax Authorities.
- **GOODS AND SERVICE TAX (GST)** - GST as applicable shall be paid by IRFC as per prevailing law. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature.
- **Range of Wages are tentative in nature and is taken for representational purpose only.**
- **Quantity of Contract Resource personnel are also tentative in nature which is taken for computation purpose only.**
- **Qualification & Experience are also tentative in nature and may vary as per requirement of IRFC from time to time.**
- **Category of personnel/Resources may also vary from time to time.**
- **Successful Bidder shall follow applicable prevailing norms/Acts/rules/Code on Wages 2019 etc., with all aspects from time to time and complied too and shall provide Gross Break-up with all its components as per prevailing rules etc., Moreover, service provider shall inform IRFC about applicable prevailing norms (Leave/Gratuity etc.,) with proper justification and IRFC shall decide the same.**
- **Other charges payable if any, will be approved by IRFC in consultation with service provider (proper justification).**
- **IRFC reserves the right to enforce Option Clause wherever necessary in terms of number of manpower contract personnel or Contract duration.**

**Annexure-1**

## Experience – Technical Eligibility

### List of organization (clients) - Outsource Contract Hiring/Engagement of Manpower Services

1. Name of the Agency/Firm :
2. Address of Agency/Firm :

Past experience of Outsource Contract Hiring/Engagement of Manpower services during the period of Seven Years (**1st April 2018 to 31st March 2025)** to any Government organization/ Departments/ Ministry/ Public Sector Undertakings/ Public listed company.

| S/No | Experience Criteria as per Technical Stage | Name of the Organization/Department/Company where project executed | Whether Govt Organization/Department/Ministry /Public sector/undertaking /public listed company | Period of Contract | | Value of Contract (In Rs.) | Contract No.& date | Completed/Ongoing |
|---|---|---|---|---|---|---|---|---|
| | | | | From | To | | | |
| **1** **(or)** | Three similar works each costing not less than the amount equal to 30% of the Estimated Tender Value **i.e.,Rs 1.07 Cr** | a) | | | | | | |
| | | b) | | | | | | |
| | | c) | | | | | | |
| **2** **(Or)** | Two similar works each costing not less than the amount equal to 40% of the Estimated Tender Value **i.e. Rs 1.43 Cr** | a) | | | | | | |
| | | b) | | | | | | |
| **3** **(Or)** | One similar works costing not less than the amount equal to 60% of the Estimated Tender Value **i.e., Rs.2.14 Cr** | a) | | | | | | |

**It is certified that the information furnished above is true and correct.**

**Signature of Chartered Accountant.**
(With Official Seal)
**UDIN:**

Date
Place
**Signature of Authorized Signatory**
(With Official Seal)

**Annexure-2**

## Financial Turnover - Eligibility Criteria: -

**Bidders' Audited Annual Turnover in the Last Three (3) Years as per Annual Report of the Agency as Required under Technical Eligibility Criteria**

1. Name of the Agency:
2. Address of Agency:
3. Financial Turnover:

| S.No. | Year | Annual Average Turnover (Rs. in Crore) | Remarks (if any) |
|---|---|---|---|
| i | 2022-23 | | |
| ii | 2023-24 | | |
| iii | 2024-25 | | |
| **Average Annual Turnover** | | | |

Copies of audited Financial statements for the relevant Financial years have been checked and the same will be provided, if desired.

**It is certified that the information furnished above is true and correct.**

**Signature of Chartered Accountant.**

**(With Official Seal)**

**UDIN:**

Date :
Place :

**Signature of Authorized Signatory (With Official Seal)**

**Annexure – 3**

**BID SECURITY FORM (EMD)**
**(On Firm/Lead Member's Letter Head)**

Date:

To,

Indian Railway Finance Corporation Limited,

New Delhi – 110 003

Subject: Tender for appointment of Agency for Engagement of Service Provider for outsourcing of Support services under various categories for Indian Railway Finance Corporation Limited, New Delhi

Sir,

Having examined the bidding documents, we, the undersigned, offer to render the services for Engagement of Service Provider for outsourcing of Support services under various categories for Indian Railway Finance Corporation Limited, New Delhi, as per the scope of work mentioned in the tender and in conformity with the bidding documents. The following are the details of EMD Transaction:

| Transaction details* | |
|---|---|
| Name of Bank & Branch | |
| UTR Number | |
| Date | |
| Transaction Amount | |
| Name of Account | |

***Soft copy of transaction details to be attached on GeM Portal**

Note : In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Delete this para, if EMD is submitted in online mode and upload Annexure-3 with UTR details soft copy.

Signature:
Full Name:
Address:
(Company Seal)

On the letterhead of Bidder

**Annexure- 4**

**BANK DETAILS OF BIDDER**

**NEFT Format**

| | |
|---|---|
| **Beneficiary Name** | |
| **Beneficiary Bank Name** | |
| **Beneficiary Bank address** | |
| **Beneficiary Account Number** | |
| **IFSC CODE of the bank** | |
| **GST Number** | |
| **PAN** | |
| **Email ID** | |

**Copy to be Enclosed:** Bank Details such as photocopy/cancelled copy of one leaf from cheque book, if any, etc., may please be uploaded in GEM portal for establishing the same.

I hereby confirm that the above-mentioned particulars are in order. To facilitate NEFT credits, I will inform IRFC in case of any changes in the Bank Particulars at a future date.

Thanking You

Yours Sincerely

Signature:

**Name:**
**Designation:**
Company/Firm Name:
Date:
Company Seal:

## Mode of furnishing Earnest Money Deposit:

EMD shall be furnished in the form of e-payment only. Bidders shall remit of EMD into IRFC Bank Account through e-payment mode (NEFT/RTGS) only. In case of e-payment, the tenderer shall **upload a scanned copy of e-payment details** with UTR number, remitted bank, amount, date etc., which shall be verified by IRFC.

| **IRFC Bank Account** | |
|---|---|
| Name of Account | INDIAN RAILWAY FINANCE CORPORATION LTD |
| Name of Bank & Branch | ICICI Bank and NBCC New Delhi |
| Account Number | 054805000358 |
| IFSC Code | ICIC0000548 |
| Account Type | CAA |

**Note :-**

i) No interest shall be payable on EMD amount, in any case, by IRFC.

The Earnest Money Deposit as given in Tender Details is to be submitted along with the tender, failing which offer (BID) shall be summarily rejected. The Earnest Money so deposited shall not bear any interest. Please upload Annexure-3, in case of EMD submission through online mode.

The Bidders shall pay Deposit of **INR 3,29,000 /-** towards EMD through online mode (NEFT/RTGS – IRFC Bank Account) in favour of Indian Railway Finance Corporation Ltd, payable at New Delhi and Copy of Transaction details (UTR Number & Date) need to be uploaded in GEM portal, for verification of Buyer. Bids without EMD will be summarily rejected. In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission.

**Contract Performance Security or Security Deposit from Successful Bidder:-**

a) 5% of the total contract value with a validity of 12 Months + 2 months claims from the Date of Award of GEM Contract Order (LoA acceptance of GEM Contract Order) period by following modes:
   i) Demand Draft (DD) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (DD should be in the name of the Indian Railway Finance Corporation Ltd) (or)
   ii) Unconditional & irrevocable Bank Guarantee (BG) issued by a Scheduled Commercial Bank as per Format annexed or as per format prescribed by IRFC (or)
   iii) Bankers Cheque/FDR in the name of 'Indian Railway Finance Corporation Ltd' or any other mode (financial instrument) as prescribed by IRFC. (or)
   iv) Through Electronic mode (NEFT/RTGS) also.

Note :

i. The successful bidder shall submit the Security Deposit in the manner and form as desired by IRFC, without any deviation.

b) No payment will be released without submission of Security deposit/performance security. Non submission of Security deposit/performance security may lead to termination of contract and getting the work done at bidder's risk and cost including forfeiture of EMD.

c) IRFC can deduct as compensation from the Security Deposit for failures on the Bidder's part to complete its obligation under the contract as per liquidated damages besides initiating other penal remedies as may be available as per law/contract.

d) Security deposit shall be submitted by successful vendor within 30 days of award of GEM contract.

e) If the contractor, fails to furnish Performance Security, within the specified period, it shall be lawful for the IRFC at its discretion to annul the award, besides taking any other administrative punitive action.
   - If the contractor during the currency of the Contract fails to maintain the requisite Performance, it shall be lawful for the IRFC at its discretion to terminate the Contract for Default besides availing any or all contractual remedies provided for breaches/ default.

f) Contractor needs to extend the validity of Performance Security as and when asked by IRFC due to Extension of contract timelines.

g) In the event of any amendment issued to the contract, the contractor shall furnish validity of the Performance Security/Security Deposit in terms of the amended contract within fourteen days of issue of the amendment.

h) Subject to satisfaction of IRFC, the IRFC shall release the security deposit without any interest to the consultant (agency) on completing all contractual obligations including the warranty obligations, if any.

i) No claim shall lie against the IRFC regarding interest on security deposit/performance security.

**Note :-** In case of MSE/Start-up happened to be successful tenderer, they have to remit Security Deposit/CPS in the form of DD/BG/e-mode, for the value mentioned above.

**Forfeiture of Security Deposit:-**

The Security Deposit submitted by the successful bidder is liable to be forfeited, either in full or in part, at the discretion of IRFC, in the following cases:

- If the bidder fails to execute the work/order in accordance with the terms and conditions of the contract.
- If the bidder fails to comply with any of the provisions of the contract.
- If the services provided are found to be unsatisfactory or not to the satisfaction of IRFC.
- If the bidder withdraws or abandons the work before completion.
- Any other breach of contract obligations as determined by IRFC.
- Non-fulfilment of satisfactory performance by successful bidder.

Note : The decision of IRFC in this regard shall be final and binding on the bidder.

**Annexure**

**Format of Bank Guarantee for Contract Performance Security/Security Deposit**

Bank Guarantee No.:---------- Dated: ----------

To,
INDIAN RAILWAY FINANCE CORPORATION LTD
UG Floor, East Tower, NBCC Place,
Lodhi Road, New Delhi.

Reference:- Contract No.----------, awarded on ----------

This deed of Guarantee made this day of ---------- between ---------- (name of bank) having registered office at ---------- and branch office at ---------- --------- (hereinafter referred to as "Bank") of the one part and INDIAN RAILWAY FINANCE CORPORATION LTD, Lodhi Road, New Delhi (hereinafter called the IRFC) of the other part.

Whereas INDIAN RAILWAY FINANCE CORPORATION LTD, Lodhi Road, New Delhi, has awarded the contract No. …… for "Engagement of Service Provider for providing of Support Service under various categories for Indian Railway Finance Corporation Limited, New Delhi"

(Hereinafter called "the Contract") To M/s ---------- its registered office at ---------- -------- (hereinafter called "the Contractor"). Whereas the contractor is bound by the said Contract to submit to the IRFC an irrevocable Contract Performance security guarantee bond for a total amount of Rs ---------- (Rs. in words).

Now, we the undersigned (Name of Bank official), of the bank being fully authorized to sign and to incur obligations for and on behalf of the Bank hereby declare that the said Bank will guarantee the IRFC the full amount of Rs. ---------- (Rs. in words) as stated above.

After the Contractor has signed the aforesaid contract with the IRFC, the Bank further agree and promise to pay the amount due and payable under this guarantee without any demure merely on a demand from the IRFC stating that the amount claimed is due by way of loss or damage cause to or would be caused or suffered by the IRFC by reason of any breach by the said contractor of any of the terms or conditions contained in the said agreement or by reason of the contractor failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ---------- -------- (in words) only.

We ---------- (indicate the name of Bank), further undertake to pay to the IRFC any money so demanded notwithstanding any dispute or dispute raised by the contractor in any suit or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

The payment so made by us (name of Bank) under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

We ---------- (indicate the name of bank), to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the IRFC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by ---------- (Designation & address of contract signing authority) on behalf of IRFC certify that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

Notwithstanding anything to the contrary contained herein, the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the IRFC or until (date of

validity/extended validity) whichever is earlier and no claim shall be valid under the guarantee unless notice in writing thereof is given by the IRFC within validity/extended validity period of guarantee from the date of aforesaid.

Provided always that we …… (name of bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of guarantee, as the case may be on being called upon to do so by the IRFC. If the guarantee is not renewed or the period extended on demand, we …….. (name of bank) shall pay the IRFC the full amount of the guarantee on demand without demur.

We ……. (indicate the name of Bank), to further agree with the IRFC that the IRFC shall have the fullest liberty without our consent and without effecting in any manner out of obligation hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to power exercisable by the IRFC against the said contractor and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liabilities by reason of such variation, or extension being granted to the said contractor for any bearance act or omission on the part of the IRFC or any indulgence by the IRFC to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties for the said reservation would relieve us from the liability.

The Guarantee hereinbefore contained shall not be affected by any change in the constitution of Bank or of the Contractor.

The expressions “IRFC”, “the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

We …… (name of the bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IRFC in writing.

Notwithstanding anything to the contrary contained hereinbefore:

i) Our liability under this Bank Guarantee shall not exceed and restricted to Rs. …….. (in words).

ii) This Bank Guarantee shall be valid up to ……., unless extended on demand by IRFC.

iii) The Bank is liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if IRFC serve a written claim or demand on or before ……

IN WITNESS WHEREOF we of the Bank have signed and stamped this guarantee on this day of …….. being herewith duly authorized.

Bank Seal

Signature of Bank Authorize Official with seal
Name: …….
Designation:
Address:

Witness:

1. Name: ……
   Designation:
   Address:
2. Name: ……..
   Designation:
   Address