Project Report on

“Study of Tendering Process in Operating Department of Southern Railway Headquarters with reference to printing of “TRAINS AT A GLANCE” for Indian Railways”

Submitted by

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Project Report

on

“Study of Tendering Process in Operating Department of Southern Railway Headquarters with reference to printing of “TRAINS AT A GLANCE” for Indian Railways”

by

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as

part fulfilment of Course on “TENDERS, CONTRACTS, E-PROCUREMENT & E-AUCTION”
during 18th February - 01st April, 2013.

April 2013
INDIAN RAILWAYS INSTITUTE OF TRANSPORT MANAGEMENT, LUCKNOW
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ACKNOWLEDGEMENT

My sincere grateful thanks to Shri Y. Nagendra Babu, IRTS, Chief Passenger Transportation Manager/Southern Railway for sparing the records and data in respect of the Tenders awarded for Designing and Printing of 'Trains at a Glance' for the years 2009-10, 2010-11 and 2011-12.

I am also grateful to Shri Ravij Seth, IRAS, Financial Advisor & Sr.Professor (Finance and PPP) IRITM/LKO for his valuable guidance in selection of the title for the study.

My sincere grateful thanks to Shri A.P. Singh, Dean/IRITM/LKO for his discussions and valuable assistance in the process of study.

I am also grateful to Shri D.P. Jai Shankker and Smt. V. Poorna Kameswari for assisting in preparation of this Project Report in an able manner.

M.Sivanandam, IRTS
CTPM/S.Rly.
DECLARATION

“I declare that the Project Report on ‘Study of Tendering Process in Operating Department of Southern Railway Headquarters with reference to printing of TRAINS AT A GLANCE for Indian Railways’ is submitted by me on completion of course on TENDERS, CONTRACTS, E-PROCUREMENT & E-AUCTION to the Indian Railways Institute of Transport Management, Lucknow. My report may be used by Indian Railways/IRITM for official purposes”

Date: Name: M. Sivanandam
Place: Chennai Designation: CTPM/Southern Rly.
INTRODUCTION:

“The whole purpose of travel is to remove parochialism in our thought and in our approach to the external world. I believe therefore that travel is a powerful factor in helping to reduce difficulties in the way of people coming together”

- Pandit Nehru

If travel is the powerful factor in the way of people coming together, in India, no wonder that Railways have evolved as Lifeline of the nation. It was natural that Pandit Nehru, when he set about building our country after independence, gave utmost importance to Railways, besides Steel and Electric Power.

Indian Railways are the longest in size in Asia and the fourth largest in the world. It has a total route kilometres of over 64,460 and runs 14,000 passenger carrying trains per day facilitating travel of over 22 million passengers every day. A workforce of 1.6 million looks after the Railway operations - both Passenger & Goods in the country.

INDIAN RAILWAYS:

The Indian Railways (IR), more than 150 years old, is among one of the oldest Railway systems in the world. With an extensive network crisscrossing the country, Indian Railways play a key role in the social and economic development of India. It is a principal mode of transportation for long haul freight movement in bulk, long distance
passenger traffic, and mass rapid transit in suburban area. It occupies a unique position in the socio-economic map of the country and is considered as a vehicle and barometer of growth. It is also the biggest state-owned enterprise in India, and contributes about 1% of Indian’s Gross Domestic Product (GDP). Indian Railways, on one hand is seen as a government department with mandatory service obligations while on the other, it is expected to function as a commercial organisation, financially self sufficient.

Indian Railways have witnessed quantum jump in the level of traffic handled in the last decade. The magnitude of this can be best understood by two simple facts:

(i) It took 53 years from independence for the Indian Railways to reach a level of 492 Million Tonnes of originating freight loading in 2001-02 while it took only 10 years to double this to a level of 970 Million Tonnes by 2001-12.
(ii) The number of originating passengers carried by Indian Railways which was 5093 million passengers in 2001-02 has substantially increased to 8275 million passengers by 2011-12.

Indian Railways account for the highest Passenger Kilometers (PKMs) in the world, carrying almost 22 million passengers a day. The composition of passenger traffic is highly skewed with unreserved segment constituting 95% and reserved segment the balance 5% of the total traffic. This apart, Railways operate suburban services serving the vital intra-city transportation needs. Catering to such a dense and
diverse set of passengers, **assuring them of convenience and satisfaction has been the principal challenge and mission of Railways.** Guided by the goals set in the Vision 2020, Railways is committed **to provide improved quality of service and pleasant travel experience**, from booking to disembarkation at the destination point.

Indian Railways have today established a quality of service in all sectors which are at par with the best Railway systems in the world and the global environment.

On the passenger front, Indian Railways are taking new steps to enhance the journey – quality of a passenger which really starts at the time of purchase of journey ticket. From taking new measures such as preventing misuse of Tatkal ticket scheme and offering the service of booking a ticket through the mobile, to opening up a new system of accurate train-tracking through satellite-imaging. Indian Railways have opened up a whole new era of application of advanced communication and information technologies in various Railways related activities. The Public Time Table published by Railways annually is an important passenger amenity providing rich information regarding the train timings, the stations, the stoppages, facilities available at various stations like public Retiring Rooms, Passenger Reservation facility, medical facilities, various rules of Railways like rules for cancellation, refund etc which are essential for travelling public to know.
**TIME TABLING:**

The preparation of the Time Table is a difficult and fascinating exercise, requiring considerable skill and experience. Speeds and loads of trains, the haulage capacity of the locomotives and the effect on them of the curves and gradients on the different sections, all of which affect the running time between stations, have to be catered for. Time allowances have to be made for halts for passengers to get in and out, and for watering of locomotives and carriages, loading of parcels, provision of meals for passengers, attachment and detachment of through and sectional coaches, changing of locomotives and crews, postal work, and connections at junctions. Temporary speed restrictions due to engineering works such as bridge repairs, re-laying of track etc. have to be allowed for and, after all this has been done, some cushion has to be provided to cover late running of trains and other unforeseen eventualities.

**TIME TABLE AS A PASSENGER AMENITY:**

Time Table is an important source of authentic information about the Railway organisation i.e. Railway Board, Zonal Railways, Railway Divisions etc. Guidelines about how to use the Time Table as a whole, and how to read the individual tables within, are also given in the Time Table itself.

The evolution of Time Table dates back and as old as the Railway system in the country. One of the notable milestones in the evolution of Time Table is creation of a
‘Publicity & Tourism Branch’ by the then SOUTH INDIAN RAILWAY (SIR) inaugurated on 1\textsuperscript{st} March, 1927 under a whole time officer and considerable progress was made during the year in all areas connected with publicity work. Advertising campaigns were conducted with the object of attracting pilgrims to 12 selected festival locations. Pamphlets on the more important pilgrim centres, “Conjeeveram and Tiruchendur,” “Rameswaram and Chidambaram” and “Trichinopoly and Srirangam” were published in English, Hindi, Tamil and Telugu.

The concession fares granted during the season to the Holiday Resorts in the south were advertised. Black and white posters and booklets were issued to advertise cheap ‘return’ fares to the Nilgiris and Tenkasi during the Congress, Christmas and Easter seasons. Illustrated pamphlets on the Nilgiri and Kodai Hills were printed and widely distributed through several Railway Publicity offices situated in India, America, Australia, England and France.

A series of articles were published in the Indian State Railway Magazine describing the famous cities of South India. The Time Tables of this Railway were utilised as an effective media for Railway publicity. Vernacular Time Tables of 2500 copies per month were issued for purchase by the public.

This evolution of the Time Table continued over the ages and even today the Time Table constitutes an important vehicle of information relating to the Railways.
The following wealth of Information is provided in the Railway Time Table (vide the Content page of Southern Zone Time Table valid from July, 2012).

- Organization
- Guidelines to use the Time Table
- Guidelines to read a Table
- Map with Table Numbers
- All India Map
- Trains and Destinations
- Train Number Index
- Station Index
- Express Train Table Index
- Passenger Train Table Index
- All India Trains – Abstract Table Index
- Express Train Tables
- Passenger Train Tables
- Passenger Information
- Duronto Trains At a Glance
- Rajdhani trains At a Glance
- Shatabdi trains At a glance
- Jan Shatabdi Trains At a Glance
- Sampark Kranti trains At a Glance
- Yuva Trains At a Glance
- All India Trains – Abstract Tables
- Tourism Information
- Southern Zone Map

From the above, it is clear that the travelling public is provided with all the relevant information to make their travel experience a pleasant one.

**TRAINS AT A GLANCE:**

Trains At a Glance (TAG), is a handy guide brought out every year by the Ministry of Railways for the convenience of regular intercity and long distance travellers as well
as foreign and domestic tourists. The timings of all the Mail/Express trains operated by Indian Railways are indicated in this book. However, the tables do not indicate all the stoppages of a train - only stoppages at important stations are shown. This publication does not include the timings of passenger (slow) trains, through and slip coach services. However, these details are available in the Zonal Time Tables. The Tables in the TAG will give travelling public details about the departure and arrival timings of trains, the stoppages at major stations, their days of service, classes of accommodation, distance in kilometers and availability of pantry cars. The TAG also provides a step-by-step guide to help find the right Table through four different methods viz.,

i) Using the Station Index

ii) Using the Train Number Index

iii) Using the Train Name Index

iv) Using the Route Map with Table Numbers

**POLICY OF MINISTRY OF RAILWAYS ON PRINTING OF RAILWAY TIME TABLES:**

Ministry of Railways (Railway Board) give directions to Zonal Railways from time-to-time regarding printing of Railway Time Table for public. Broadly, there are three types of Time Tables in Indian Railways (IR).

1. **Trains At a Glance (TAG)** is an all India time Table indicating all Mail/Express trains run on the entire Indian Railways in a seemless sequence of each train from starting station to destination station with Train Timings at important stations it is scheduled to stop enroute.
2. **Zonal Time Tables** are those relating to all trains including comparatively slow moving Passenger Trains run on the concerned Zonal Railways.

3. **Working Time Tables** are those published by concerned Zonal Railways for the use of their employees directly or indirectly connected with operation of trains on the Zone.

In addition to the above broad types, there is also separate **Suburban Time Table** for the concerned metropolitan areas and **Seasonal Time Tables** like the ones which provide information regarding Summer and Winter Specials run by the Railways.

Each Zonal Railway was printing its own individual Zonal Public Railway Time Table till 2005, providing information relating to those trains run on their Zonal Railway. However, Ministry of Railways have decided that the Public Time Table of 16 Zonal Railways and Konkan Railway Corporation Limited (KRCL) for the year 2005 and subsequent years will have to be printed in clubbed form as per the following scheme.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Time Table</th>
<th>Comprising Timings and other details of</th>
<th>Co-ordinating Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Northern Zone</td>
<td>NR, NCR, NER</td>
<td>Northern Railway</td>
</tr>
<tr>
<td>2.</td>
<td>Southern Zone</td>
<td>SR, SCR, SWR, KRC</td>
<td>Southern Railway</td>
</tr>
<tr>
<td>3.</td>
<td>Eastern Zone</td>
<td>ER, ECR, NER</td>
<td>Eastern Railway</td>
</tr>
<tr>
<td>4.</td>
<td>Western Zone</td>
<td>WR, WCR, CR, NWR</td>
<td>Western Railway</td>
</tr>
<tr>
<td>5.</td>
<td>South Eastern Zone</td>
<td>SER, SECR, E.Co R</td>
<td>South Eastern Rly.</td>
</tr>
</tbody>
</table>

As regards ‘Trains At a Glance’, Southern Railway was given the privilege of printing it on behalf of Ministry of Railways from the year 1999. Every year Railway Board (Member Traffic) issues directions to the Southern Railway to take up the printing of TAG, duly indicating the total number of copies to be printed and Zonal Railway-wise
supply to be sent. Accordingly, Railway Board deputes its Officials to co-ordinate and finalize the design and input arrangements. Similarly, each Zonal Railway provide their input and staff for the making of TAG. Broad design parameters including cover page photographs is approved by Railway Board office.

**TENDERING PROCESS FOR PRINTING OF TAG:**

In accordance with Railway Board directions, Southern Railway Headquarters Operating Branch takes up the process of designing, printing and supply of TAG to the Ministry of Railways and to all the Zonal Railways & KRCL. A study of records and data relating to designing, printing and supply of TAG for the past 3 years i.e. 2009-10, 2010-11 and 2011-12 was undertaken to identify the issues involved, if any and solutions thereon.

As a first step, the work commences with the Railway Board sending the communication to Southern Railway authorizing it to initiate action. As a sequel to this, Chief Passenger Transportation Manager (CPTM), S.Rly. writes to the Executive Director/Coaching of Railway Board to ascertain the total number of copies to be printed for the year concerned. Thereafter, the S.Rly Headquarters Stores Branch is addressed for executing this work. It is seen that in respect of this work in all the three years under study, the Headquarters Stores Branch had indicated that it does not have the requisite technical capabilities in the Railway Printing Press at Royapuram in Chennai. Consequent upon this, S.Rly. had initiated a proposal for out-sourcing this work through due process of Tendering.
As the printing of Time Table is a work of specialised nature oriented to meet the customer needs and time bound, a proposal to float a Special Limited Tender from the list of firms with proper experience in this field in the preceding years is formulated for necessary approval of the Competent Authority.

The list of such firms which are to be addressed with tender notice are evolved over a period of time and every year gets approved by Competent Authority, with necessary additions/deletions to the list with reasons thereon.

Thereafter, concurrence of Associate Finance is taken and sanction of the Competent Authority is obtained

i) To float the Special Limited Tender

ii) For incurring the expenditure for proposed work of designing, printing and supply of TAG.

**TENDER SCHEDULE AND SPECIAL CONDITIONS OF CONTRACT:**

Further to the sanctions cited, the Tender Schedule is prepared incorporating latest directions of Railway Board like revised performance guarantee and so on. The Tender Schedule is sent for concurrence of Associate Finance as well as to Law Branch
for legal vetting of the Tender Schedule along with special conditions of contract. Following are the broad areas covered in the Tender Schedule and special conditions of contract.

**Tender Form:**
**Special Limited Tender No.T.463/XI/TAG/463/XI/TAG/2011-12:**

TENDER FORM FOR TRAINS AT A GLANCE – 1ST JULY, 2011
SCHEDULE OF WORKS (I)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Work</th>
<th>Cost (Rupees in figures &amp; words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Design charges for designing the complete Trains At a Glance and All India Trains Abstract Tables – 60 pages approximately. (Designing the cover pages, Tables and keying data in the tables, preparation of various indices, updating of All India Railway Map for TAG and data entry and designing of All India Trains Abstract Table (as per clause 3.0 to 3.9)</td>
<td>Multi colour pages:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Four-colour pages:</td>
</tr>
<tr>
<td>2.</td>
<td>Scanning and positive making charges for the Trains At a Glance Time Table for cover page for 4 pages, 12 inside pages in multi-colour, 323 pages in four colour and 4 pages of Indian Railway Map in multi-colour for 10,00,000 copies.</td>
<td>Multi colour pages:</td>
</tr>
<tr>
<td>3.</td>
<td>Printing charges for 10,00,000 copies of the Trains At a Glance Time Table (as per clause 2) including the cost of printing and raw material for 4 pages for cover in multi-colour, 323 inside pages in four colour on Map litho white paper, 12 inside pages in multi-colour on art paper, 4 pages of Indian Railway Map in multi-colour on art paper (printing on one side) and also the cost of binding.</td>
<td>Multi colour pages:</td>
</tr>
<tr>
<td>4.</td>
<td>Packing and transportation loading charges for the entire quantity as per clause 5.0 (10,00,000 copies)</td>
<td>Multi colour pages:</td>
</tr>
<tr>
<td>5.</td>
<td>TOTAL</td>
<td>Multi colour pages:</td>
</tr>
</tbody>
</table>

*(THE RATES QUOTED SHOULD BE INCLUSIVE OF ALL TAXES)*
**TENDER FORM FOR TRAINS AT A GLANCE – 1ST JULY, 2011**

**SCHEDULE OF WORKS (II)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Work</th>
<th>Cost (Rupees in figures &amp; words)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Addition</td>
</tr>
<tr>
<td>1.</td>
<td>* Printing charges and raw materials cost for each addition/reduction of one form of 4 pages on 58 GSM map litho white paper in four colours.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>* Scanning and positive making charges for each addition/reduction of one form of 4 pages in four colours.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>* Scanning and positive making charges for each addition/reduction of one form of 4 pages in multi-colour.</td>
<td></td>
</tr>
</tbody>
</table>

*(THE RATES QUOTED SHOULD BE INCLUSIVE OF ALL TAXES)*

* Please note that if the actual quantity is more/less than the quantity specified in clause 2, additional payment/deduction would be made at the rates quoted above and the total cost revised accordingly.

* It may also be noted that charges for printing addition/reduction of pages will be paid on the basis of schedule of works II.

* No printing charges will be paid:
  - (i) for blank pages
  - (ii) for pages at the reverse side of Indian Railway Map
  - (iii) for the blank page on which Indian Railway Map is pasted.

  However, the actual cost of paper will be paid.
A. Technical Specification:

<table>
<thead>
<tr>
<th>No.</th>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total no. of pages</td>
<td>343 (323+12+4) pages approx. (incl. of cover page)</td>
</tr>
<tr>
<td>2.</td>
<td>Cover page</td>
<td>4 pages</td>
</tr>
<tr>
<td>3.</td>
<td>Text</td>
<td>English</td>
</tr>
<tr>
<td>4.</td>
<td>Size</td>
<td>20.6 x 25.7 cms (closed)</td>
</tr>
<tr>
<td>5.</td>
<td>Binding</td>
<td>Perfect binding</td>
</tr>
<tr>
<td>6.</td>
<td>Quantity</td>
<td>10,00,000 copies (ten lakhs copies only)</td>
</tr>
<tr>
<td>7.</td>
<td>Approx. cost</td>
<td>Rs.4,02,36,325/- (Rupees four crore two lakhs thirty six thousand three hundred and twenty five only)</td>
</tr>
</tbody>
</table>

B. Earnest Money Deposit:
Earnest Money Deposit is a sum of Rs.3,51,190/- (Rupees three lakhs fifty one thousand one hundred and ninety only)

C. Security Deposit:
Security Deposit should be 5% of the contract value.

D. Performance Guarantee (PG):
A successful bidder may give performance guarantee amounting of 5% of the contract value.

E. Closing date & time and Opening date & time of the Tender:
A tenderer are advised to drop their tender in a sealed cover with the superscription

Date of closing: 29.04.2011 at 11.00 hours
Date of opening: 29.04.2011 at 11.30 hours.

Tender for Design Printing and Supply of Trains At a Glance time Table 1st July 2011 in the Tender Box kept in the chamber of Dy.Chief Operations Manager/Coaching-II, CPTM’s Office/MAS, First Floor on last three working days.
1. **Scope of the work:**

This contract is for design, print and supply of ‘Trains At a Glance’ Time Table July 2011 issue. The design work will involve designing the complete TAG which will include designing the cover pages, designing the tables and keying the tables, preparation of various indices, preparation/updating of all India Railway Map in multi-colour, printing 10,00,000 copies of Time Table, binding and supply. The contract also includes data entry and designing of All India Abstract pages (60 pages approximately) for the combined Zonal Railway Time Tables, preparation of CDs and sending to the five zones.

2. **Technical Specification:**

The TAG Time Table July 2011 issue will have three typoes of paper, viz., (1) cover pages, which will be printed in multi-colour on 170 GSM Indian Art Paper, (2) advertisements, maps and certain Railway information pages to be printed in multi-colour on 80 gsm Indian Art Paper and (3) all the train tables and Passenger information pages to be printed in four-colour on 58 GSM map litho paper.

3. **Designing the Trains At a Glance Time Table:**

3.1. This project essentially consists of two parts:
i) Designing the Time Table
ii) Printing the Time Table.

3.2. Designing the Trains At a Glance Time Table involves broadly the following areas of work:

i) Designing of multi-colour cover page.
ii) Preparation/updation of Map with Table numbers, All India Railway Map (multi-colour).
iii) Preparation of various indices (culled from the tables)
iv) Writing and designing commercial information, contents pages, ‘How to use the Time Table’ other inside information pages.
v) Train timings Tables in four colour
vi) Designing other features as required by the Railway administration from time to time during the course of this project.

3.3. Designing of multi-colour cover pages

3.4. Preparation of Route Maps and Indian Railway Map

3.5. Designing Commercial Information pages

3.6. Designing Train Timings Tables

3.7. Preparation of various indices:
After completing all Table pages, the following indices will have to be prepared:

i) Train Number Index
ii) Train Name Index
iii) Station Code Index
iv) Table Index
v) Stations/Trains & Destinations.

3.8. Approval for cover page etc.
3.9. Designing the ALL INDIA ABSTRACT PAGES for the combined Zonal Railway Time Tables.

3.10. The tenderer should quote the total amount for designing the complete TAG time table and All India Trains Abstract tables and no additional amount for designing will be paid in case the number of pages/copies is increased that what is specified in clause 2.0 to 3.9.

3.11. All prices and other information like discounts, etc having a bearing on the price shall be written both in figures and in words in the prescribed offer form. In case of difference in words and figures, the amount written in words will be taken into consideration.

3.12. The design work, printing work and supply should be done at a place not farther than an over night train journey from Chennai to facilitate easy supervision.

3.13. Soft copy of the TAG time table should be handed over to Southern Railway in FIVE CDs in open format after the completion of the work.

4. Printing:

a) The cover page, maps and specified inside pages on art paper for advertisements and certain railway information will be printed in multi-colour.
b) The tenderer should furnish a list of printing jobs undertaken by him in the last three years giving the details.

c) Samples of the papers for which the tenderer is quoting should be enclosed along with the quotation. In the sample paper the tenderer should clearly indicate the type of paper and GSM.

d) Addition / Reduction of copies:

The successful tenderer should be in a position to print additional quantities of sale copies/reduction in copies of timetables subsequently as per the advise of the railways.

e) Successful tenderer should print proof pages of the entire timetable and submit to the Railway administration for approval.

f) Place of printing: The Tenderer should clearly mention the name and address of the printing press having the above facilities where the work will be carried out.

5. **Binding**: Type of binding should be “Perfect Binding”.

6. **Packing & Transport**: The Time Table should be packed in lots of 50 (each bundle containing 25 books should be tied with Nylon tape) each in corrugated cardboard boxes with water proof packing. The cardboard boxes should be tear proof with 7
ply. Fifty books should be covered in a polythene bag. The cardboard boxes should be tied with Nylon packing tape (PP strapping).

7. **Delivery Period:**

<table>
<thead>
<tr>
<th></th>
<th>Manuscript for printing would be given on</th>
<th>20.05.11</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Designing of Trains At a Glance timetable including the maps should be completed before</td>
<td>16.06.11</td>
</tr>
<tr>
<td>2</td>
<td>Final approval would be given for printing on</td>
<td>20.06.11</td>
</tr>
<tr>
<td>3</td>
<td>Minimum quantity to be supplied per day (except Sundays and National Holidays)</td>
<td>15,000</td>
</tr>
<tr>
<td>4</td>
<td>First supply to start from</td>
<td>28.06.11</td>
</tr>
<tr>
<td>5</td>
<td>Total copies to be supplied on or before</td>
<td>14.09.11</td>
</tr>
</tbody>
</table>

8. **Penalty:**

In the case of belated supply of Trains At a Glance July 2011 issue Time Table, please note that penalty will be levied on the delayed supply at the rate of 1% on the cost per copy per day (non-cumulative). “Trains At a Glance” Time Tables supplied beyond 14.10.2011 will not be accepted except under administrative grounds.

9. **Payment:**

a) No advance payment against purchase of raw materials etc will be made for this work.

b) After the successful completion and supply of every two-lakh ten thousand (i.e. 14 days x 15,000 copies per day = 2,10,000) copies of the time table in good condition, the Bill may be submitted accordingly for payment.
c) On submission of the bill, payment will be made on the pro-rata cost of design, scanning and positive making, printing, packing transport and loading charges for two-lakh ten thousand copies of Trains At a Glance 2011 Time Tables.

d) The prices shall be firm. No price variation shall be applicable.

10. **Earnest Money Deposit:**
   a) A sum of Rs.3,51,190/- (rupees three lakhs fifty one thousand one hundred and ninety only) should be paid towards Earnest Money Deposit to the Chief Cashier, Southern Railway, Chennai-600003.

   b) These could be either of the State Bank of India or any other nationalised bank.

   c) The earnest money deposit will be returned to the unsuccessful tenderers.

11. **Security Deposit:**
   a) The Earnest Money deposited by the Successful tenderer with his tender will be retained by the Railway as part of the security for the due and faithful fulfillment of the contract by the contractor.

   b) Security Deposit for each work should be 5% of the Contract Value and the rate of recovery should be at the rate of 10% of the bill amount till the full deposit is recovered.

12. **Performance Guarantee:**
   a) Performance Guarantee amounting to 5% may be given by the successful bidder.
b) This should be furnished after the letter of acceptance has been issued but before signing of the agreement.

c) Wherever the contracts are rescinded, the security deposit shall be forfeited and performance guarantee encashed.

13. General:

The contract is covered by general conditions of contract of Railways applicable to Civil Engineering Works corrected up to date.

INVITATION OF SEALED TENDERS:

It is seen that in respect of the Special Limited Tenders floated during the last three years had the above broad spectrum of tender schedule and the general clauses and special conditions of contract.

On receipt of the concurrence of Associate Finance and legal vetting, sealed tenders are invited from the approved list of firms duly enclosing the tender schedule and general and special conditions of the contract indicating amongst other things date of closure etc.

In the meantime, in accordance with Schedule of Powers, appropriate Competent Authority is approached for nomination of tender committee members for evaluating the offers received in response as well as for nomination of Accepting Authority.
Tender Committee consists of three members, one each drawn from the Executive Department viz., the Operating Branch, Associate Finance and one from sister department. Accepting Authority also is nominated from Executive Department of appropriate level as indicated in the Schedule of Powers.

Following the above procedure, the Special Limited Tenders for the year 2009-10, 2010-11 and 2011-12 were dealt and the important data in respect of these tenders are as under:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Item</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mode of tender</td>
<td>Special Limited Tender</td>
<td>Special Limited Tender</td>
<td>Special Limited Tender</td>
</tr>
<tr>
<td>2.</td>
<td>Tender invited on</td>
<td>05.08.2009</td>
<td>07.05.2010</td>
<td>19.04.2011</td>
</tr>
<tr>
<td>3.</td>
<td>Tender opened on</td>
<td>20.08.2009</td>
<td>21.05.2010</td>
<td>05.05.2011</td>
</tr>
<tr>
<td>4.</td>
<td>No.of firms called</td>
<td>24</td>
<td>24</td>
<td>22</td>
</tr>
<tr>
<td>5.</td>
<td>No.of offers received</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>6.</td>
<td>Approximate cash value</td>
<td>Rs.3,62,70,665/-</td>
<td>Rs.3,45,80,925/-</td>
<td>Rs.4,02,36,325/-</td>
</tr>
<tr>
<td>7.</td>
<td>Earnest Money Deposit</td>
<td>Rs.3,31,360/-</td>
<td>Rs.3,22,905/-</td>
<td>Rs.3,51,190/-</td>
</tr>
<tr>
<td>8.</td>
<td>Period of Validity</td>
<td>90 days</td>
<td>90 days</td>
<td>90 days</td>
</tr>
</tbody>
</table>

The study indicates that Tender was awarded to the successful bidder concerned each year in the last three years as per the recommendations of the Tender Committee which was duly accepted by the Accepting Authority.
CONCLUSION:

From the study of records and data relating to designing, printing and supply of ‘Trains At a Glance’ for the last three years i.e. 2009-10, 2010-11 and 2011-12, it is quite clear that the extant provisions of tendering process have been meticulously followed. The work of designing, printing and supply of TAG has been completed within the time frame in a commendable manner in accordance with the required technical specifications.

It is a matter of pride for Southern Railway that the Ministry of Railways continues to entrust this responsibility of designing, printing and supply of the “Trains At a Glance” on the basis of the commendable job being done in this regard by the team of concerned Operating Officers and Staff in the Headquarters of Southern Railway.
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