



इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

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No.2020/IRCTC/CO/P&T/General Policy

Date:- 03.02.2021

All GGM's of
Corporate office and zones
of IRCTC,

- Sub:- Regarding submission of EMD, SD, withdrawal of offer and eligibility criteria.
Ref:- 1. GGM/SCZ letter no. IRCTC/SCZ/1/RR&JA/ Tendering/2021 dated 15.01.2021.
2. This office letter of even number dated 06.01.2021.

In reference to above, the query raised by GGM/SCZ has been discussed and deliberated upon in details by various authorities and following revised guidelines has been approved for implementation in all units of IRCTC.

1. **Tender Document clause on debarment –Disqualification from exemption of EMD and SD:-** To take care of this situation, the Bid Securing Declaration to be incorporated in the tender document has been revised as per, "I/we hereby understand and accept that if I/we withdraw or modify my/ our bids during the period of validity, or if I/we are awarded the contract and on being called upon to submit the performance security/ Security Deposit, fail to submit the performance security/ Security Deposit, before the deadline defined in the request for bid document/ Notice Inviting tender, I/we shall be ready to face action as per Terms and conditions of Tender document".
2. **Withdrawal of bids by the bidders-applicability of Bid Securing Declaration:-** In case of withdrawal of bid by any bidder the following actions will be taken on various situations of defaults by Firms:-
 - a) **If Firm is H-1 /L-1 after opening of tender and Withdraws offer before issue of LOA.**
Action:- For Open tender Case and LT cases where SEMD not applicable:- Case will be retendered and firm will be debarred for 01 years for participating in all future tender of IRCTC. After one year offer of the firm will only be considered on submission of EMD.
LT cases where SEMD will be applicable:- Case will be retendered. Amount equal to 2% of MLF/Estimated value will be recovered from the submitted SEMD and Firm will be debarred for that train/tender/unit for retender. Firm will be informed to recoup the forfeited SEMD within 7 working days from the date of Notice by IRCTC. In Case firm fails to deposit forfeited amount within 7 days, a second notice of 7 days will be given.

Failing which it will be treated as non fulfillment of tender conditions and action will be taken as per terms and Conditions of the tender.

- b) Firm exit from contract after issue of LOA before commencement of service without depositing Licensee Fee and/or SD.**

Action:- For Open tender Case and LT cases where SEMD not applicable:- As per para 2(a) above.

LT cases where SEMD will be applicable:- Case will be retendered. Amount equal to SD or if SD is not mentioned then amount @3% of contract value will be recovered from submitted SEMD along with the debarment for that train/tender/unit for retender. Firm will be informed to recoup the forfeited SEMD within 7 working days from the date of Notice by IRCTC. In Case firm fails to deposit forfeited amount within 7 days, a second notice of 7 days will be given. Failing which it will be treated as non fulfillment of tender conditions and action will be taken as per terms and Conditions of the tender.

- c) Firm Exit from contract after depositing Licensee Fee and/or SD and after commencement of Service.**

Action:- For Open tender Case and LT cases where SEMD not applicable:- As per para 2(a) above.


LT cases where SEMD will be applicable:- Applicable SD will be recovered from submitted SEMD and submitted LF will be forfeited along with the debarment for all future tenders of IRCTC for a period of one year.

Note:- In all case from 2(a) to 2(c) wherever be the debarment of any firm, balance SEMD if any will be returned to Firm as the Firm will not be eligible to participate in IRCTC tenders for 01 year.

- 3. Eligibility criteria- Considering of Provisional P&L statement and Balance Sheets for the FY 2019-20:-** In reference to this, the GOI has closed the date for finalisation of audited P&L and Balance Sheet for FY 2019-20. Therefore the financial year for calculating the turnover and considering P&L and Balance Sheet for any firm will be taken from 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20. In addition to this Net worth certificate if required will be taken valid as on 31.03.2020. Also advised to revise all the annexure of tender document in line of these instructions.

Any other guidelines issued on above matters will superseded till further order.

This has the Concurrence of Finance and approval of the CA.


(Sanjeev Misra)
Group General Manager/Proc