

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
(RAILWAY BOARD) (रेलवे बोर्ड)

2021/EEM/150/3(EV)

New Delhi, Dated: 07.10.2022

**General Managers
All Indian Railways &
Production units**

Director General, RDSO, Lucknow

**General Manager(Const)NF Rly., Guwahati
General Manager, CORE, Allahabad
Director General, NAIR, Vadodara**

Sub: Policy for promotion E-Mobility in Indian Railways.

Ref: i) Railway Board Letter No.-2021/EEM/150/3(EV) date-07.12.2021.

ii) Railway Board vide letter No-2011/Elect(G)/150/3(DUP) dt. 21.08.2019

Government of India (GoI) has identified promotion of Electric Vehicles (EVs) as a major step towards decarbonization of the transportation sector and to reduce demand for petroleum products and has taken a slew of initiatives to encourage large scale EV adoption.

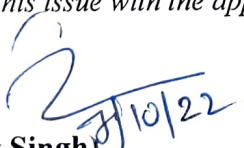
2. Indian Railways (IR) aims to achieve net zero carbon emission by 2030. With an aim to reduce the carbon footprint of end-to-end journey of passengers and IR officials, IR is taking an initiative to promote e-mobility at IR in line with Government of India (GOI)'s vision to promote adoption of e-mobility in the country.


3. Railway Board vide reference-ii) above, has earlier advised Zonal Railways for setting up of public E-vehicle charging stations at Railway Stations and Railway office complexes. Further, vide reference-i) above, Zonal Railways/PU's were advised to shift to E-Vehicles for office use.

4. In continuation of this, now for promotion of E-mobility in Indian Railways, a comprehensive policy has been prepared. In the Policy, two pronged strategy has been proposed for proliferation of E-Mobility in Indian Railways. Firstly, adoption of Electric Vehicles (EVs) in Railways in which timelines for replacement of ICE vehicles with E-Vehicles in different offices of IR has been laid down. Secondly, proliferation of affordable and accessible charging infrastructure in which timelines for installation of charging infrastructure in Railway Office Complexes and Railway Stations has been given. Different models for establishment of charging infrastructure have also been detailed.

5. Accordingly, all Zonal Railways are advised to chalk out the action plan to achieve the timelines mentioned in the policy and apprise the Board's office within 15 days of issuing this policy.

This issue with the approval of Board (MT&RS, MO&BD, MF and Chairman & CEO)


(Sumeet Singh)
Director Traffic Commercial (G)
Railway Board


(Diwaker Kumar)
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DA: Policy for Promoting E-Mobility in Indian Railways, NINFRIS and Policy on Unsolicited Proposals.

2021/EEM/150/3(EV)

Dated:07.10.2022

Copy to:

1. PCCM All Zonal Railways & PUs for kind information and necessary action.

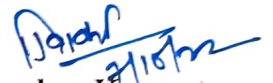


(Sumeet Singh)

**Director Traffic Commercial (G)
Railway Board**

Copy to the following for information and necessary action:

1. PCEE All Zonal Railways & PUs.
2. PCEE/CORE, Allahabad.
3. ED/EM, RDSO, Lucknow.
4. Directors, IRICEN/Pune, IRIEEN/Nasik, IRISSET/Secunderabad, IRIMEE/Jamalpur.



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Copy also to: DME/C&IS with a request to upload on Railway website under "Circulars" head of EEM Dte.

Policy for promoting E-Mobility in Indian Railways

1. Introduction

- a. Government of India (GoI) has identified promotion of Electric Vehicles (EVs) as a major step towards decarbonization of the transportation sector and reduces demand for petroleum products, and has taken a slew of initiatives to encourage large scale EV adoption. The phase-II of the subsidy scheme, viz., Faster Adoption and Manufacturing of hybrid and Electric vehicles in India (FAME) is a marquee intervention of the central government that aims to reduce the cost of EV acquisition and promote swift EV adoption in the country. Further to promote accessible and robust network of EV charging infrastructure, Ministry of Power (MoP)- GoI had issued guidelines on charging infrastructure (latest revision on date-14th January, 2022). The guidelines issued by the MoP has recommended setting up of at least one public EV charging station in a 3X3 km grid in a city and one charging station at every 25 km on both sides of highways or roads.
- b. Indian Railways (IR) aims to achieve net zero carbon emission by 2030. To achieve this, IR has undertaken several initiatives like 100% electrification of broad gauge railway tracks, sourcing of green renewable power, reduction in energy consumption, etc. With an aim to reduce the carbon footprint of end-to-end journey of passengers and IR officials, IR is taking an initiative to promote e-mobility at IR in line with Government of India (GOI)'s vision to promote adoption of e-mobility in the country.
- c. Indian Railways (IR), with its vast network of operations is ideally suited to play an important role in taking forward GoI's mission of EV promotion, specifically creating an infrastructure of EV charging across the country. IR's vast number of stations, office buildings, and other assets act as important interfaces with other modes of travel including road transport. These assets can be equipped with charging solutions for EV users.
- d. Under this policy, IR intends to
 - i. Proliferate use of EVs over IR.
 - ii. Support development of Electric Vehicles (EVs) charging infrastructure at Railway stations and IR office complexes.

2. Adoption of EVs

- a. IR intends to replace its existing fleet of (owned / hired / leased) Internal Combustion Engine (ICE) cars used by IR employees with EVs across the country.
 - i. Initially, it is proposed to phase out all ICE vehicles in Railway Board, Zonal offices, Production units, Workshops within a time span of three years.



Plan for adoption of EVs	
Target for installing EV Charging stations	Timeline
Phase I: 20% of ICE vehicle are proposed to be phased out in all office complexes mentioned in point-(i) above.	December 2023
Phase II: 60% of ICE vehicle are proposed to be phased out in all office complexes mentioned in point-(i) above	December 2024
Phase III: 100% of ICE vehicle are proposed to be phased out in all office complexes mentioned in point-(i) above	December 2025

ii. Phasing out of ICE inspection vehicles in divisional offices and attached units is not made mandatory in the initial phase (first 3 years) as they are required by officials for frequent inspections of far flung remote areas also where adequate charging infrastructure may not be available during this period. However, unit heads may encourage adoption of EVs in these offices based on feasibility.

3. Affordable and accessible charging infrastructure

- a. IR shall identify and demarcate parking spaces in its office complexes and stations to be used for EV charging facilities. These can be updated from time to time.
- b. Charging Point Operators (CPOs) shall be invited to setup EV charging stations at various IR establishments.
- c. Parking fee for the use of charging infrastructure shall be applicable as per the Parking fee decided by IR.
- d. CPOs shall ensure access to all compatible EV owners and shall have a mobile application for EV users to locate and book the chargers and pay for charging services digitally. IR, in future, may also explore integrating the CPO's mobile application with its own mobile application.
- e. The chargers shall be installed as per the safety guidelines issued by Central Electricity Authority or other competent agency/department of Government of India (GoI).
- f. IR Intends to install EV Chargers as per the timelines given in the table below:

3.1 Target for Installation of EV charging station at IR office Complexes

For IR office complexes	
Target for installing EV Charging stations	Timeline
Phase I: IR Offices of Railway Board, Zonal Headquarters, Production Units, Workshops	December 2024
Phase II: All other IR office complexes including divisional offices/units	December 2025




3.2 Target for Installation of EV charging station at IR Railway Stations

For Railway Stations	
Target for installing EV Charging stations	Timeline
Phase I: IR stations in mega cities with population more than 40 lakhs- Minimum number of stations to be taken up in phase-1 in each mega city has been provided in Annexure-A.	December 2024
Phase II: (a) All IR stations in big cities with population more than 10 lakhs (b) Left over stations of mega cities with population more than 40 lakhs	December 2025
Phase III: All remaining electrified stations*	December 2026

*Based on feasibility to be decided by Zonal Railways on case to case basis.

4. Rollout and implementation of EV charging infrastructure

The rollout of EV charging infrastructure should be as per the following guidelines:

- Guidelines for installation of EV charging station at Railway office complexes (Through CAPEX mode/Developer mode)
- Guidelines for installation of EV charging station at Railway Stations (Through Developer Mode- Licencee fee mode where investment for establishment of EV charging infrastructure will be borne by the Charge point operators under the existing commercial and non-fare revenue policies such as NINFRIS and unsolicited NFR proposals).

5. EV charging stations at Railway office complexes

5.1 Guidelines for installation of EV charging station at Railway office complexes procurement under CAPEX mode.

5.1.1 Mechanism of affordable and accessible charging infrastructure

- IR shall identify and demarcate parking spaces in its office complexes to be used for EV charging facilities. These shall be notified/updated from time to time.
- Demarcated area shall have easy ingress and egress and shall ideally be located in proximity to power supply infrastructure to ensure minimal investment in network upgradation.
- Zonal Railways office shall affix the number and type of different chargers to be installed at a premise.
- Charge Point Operators (CPOs) shall be invited to setup charging station at the IR office complexes in multiple phases. The investment for setting up charging stations shall be borne by the IR.
- The responsibility of procurement, installation, commissioning, and operation & maintenance for the designated period (may vary from two (2) to ten (10) years which

shall be decided by IR from time to time) of all the charging stations shall rest with the CPOs.

- f. CPOs shall procure the approved number of EV chargers through a transparent, competitive bidding process.
- g. After completion of the designated period, continuation of the operation and maintenance contract shall be at the discretion of IR.
- h. The roles and responsibilities of both IR and CPOs shall be set out in Service Level Agreement (SLA). The SLA defines minimum performance measures along with the incentives and penalties that shall be mutually agreed by both the IR and the CPO which shall be notified separately.
- i. The chargers shall be installed in CAPEX mode wherein the maximum CAPEX shall be lesser of cost discovered via the bidding process or benchmark cost as notified by Department of Heavy Industries (DHI) from time to time.
- j. Zonal Railways office shall clearly provide details of land where chargers are to be installed and details of getting power connection (from IR or local power distribution company)
- k. Zonal Railways may also explore the possibility of setting up Battery Swapping Stations (BSS) for E-Vehicles. Either the existing parking spaces be utilized or dedicated spaces other than the parking areas may be demarcated for these battery swapping stations. All technical, safety and performance standards for establishment of battery swapping stations needs to be adhered to as per the latest guidelines issued by Ministry of Power or any other Competent authority from time to time.
- l. All necessary approvals required for setting up charging stations shall be taken by IR
- m. Tariff applicable would be as per Ministry of Power guidelines No-12/2/2018-EV (Comp No.-244347) dated-14th January 2022 or latest guidelines before opening of bids.
- n. The service charges to be levied on EV users shall be as per para-8 of **Ministry of Power guidelines No-12/2/2018-EV (Comp No.-244347) dated-14th January 2022** or any latest guidelines issued by MoP.
- o. The revenue generated by providing EV charging services will be directly credited to the bank account as provided by Zonal Railways office.
- p. Zonal Railways office shall select a CPO through a transparent bidding process.
- q. All technical matters related to EV charging infrastructure shall be dealt by electrical



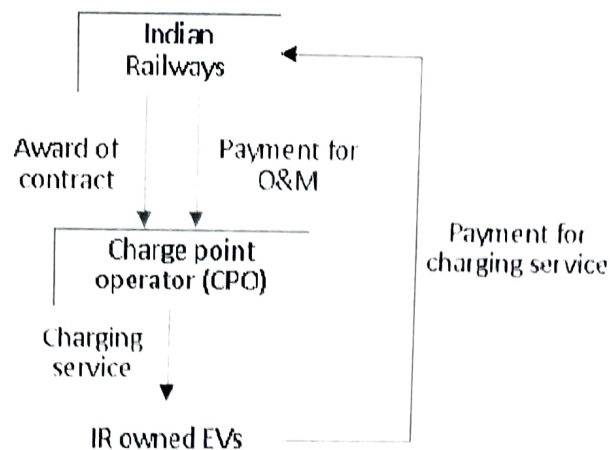


Fig-1- Installation of charging infrastructure in Railway Office Complexes

5.1.2 Payment Mechanism

- a. 80% of capital expenditure on successful commissioning of the charging station.
- b. Remaining 20% of the capital expenditure as annual payments over the course of designated period on submission of invoices at the end of each year, against provision of O&M services as defined in the SLA.

5.2 Guidelines for installation of EV charging station at Railway office complexes procurement under developer mode

- a. IR shall identify and demarcate parking spaces in its office complexes to be used for EV charging facilities. These shall be notified/updated from time to time.
- b. Demarcated area shall have easy ingress and egress and shall ideally be located in proximity to power supply infrastructure to ensure minimal investment in network upgradation.
- c. Zonal Railways office shall affix the number and type of different chargers to be installed at a premise.
- d. Zonal Railways shall invite Charge point operators (CPOs) or parking operators through open bidding process and other existing NFR policies, and they will manage the parking space/charging space along with the establishment of EV charging infrastructure at the designated place within the parking space.
- e. CPOs/Parking Operator/NFR licensee will pay license fees as per the parking/NFR contract signed by the commercial department.
- f. The investment for setting up charging stations shall be borne by the CPOs.
- g. The responsibility of procurement, installation, commissioning, and operation & maintenance for the designated period (which may vary from 2-10 years and shall be notified from time to time) of all the charging stations shall rest with the CPOs.
- h. All necessary approvals required for setting up charging stations shall be taken by CPO.

- i. The service charges shall be levied on EV users by CPOs/Parking contractor. It may be ensured that they should follow para-8 of **Ministry of Power guidelines No-12/2/2018-EV (Comp No.-244347) dated-14th January 2022** or any latest guidelines issue by MoP.
- j. After completion of the designated period, continuation of the contract shall be at the discretion of IR, on the mutually agreed terms with CPO.
- k. CPO shall have option for sourcing of power either from Distribution Company or IR.
- l. The roles and responsibilities of both IR and CPOs shall be set out in Service Level Agreement (SLA). The SLA defines minimum performance measures along with the incentives and penalties that shall be mutually agreed by both IR and CPO.
- m. Zonal Railways office shall select a successful bidder through a transparent bidding process.
- n. Zonal Railways may also explore the possibility of setting up Battery Swapping Stations (BSS) for E-Vehicles. Either the existing parking spaces be utilized or dedicated spaces other than the parking areas may be demarcated for these battery swapping stations. All technical, safety and performance standards for establishment of battery swapping stations needs to be adhered to as per the latest guidelines issued by Ministry of Power or any other Competent authority from time to time
- o. Parking contract and liasoning with parking operator in the matter related to parking space shall be done by the commercial department and technical matters related to EV charging infrastructure shall be dealt by the electrical department.

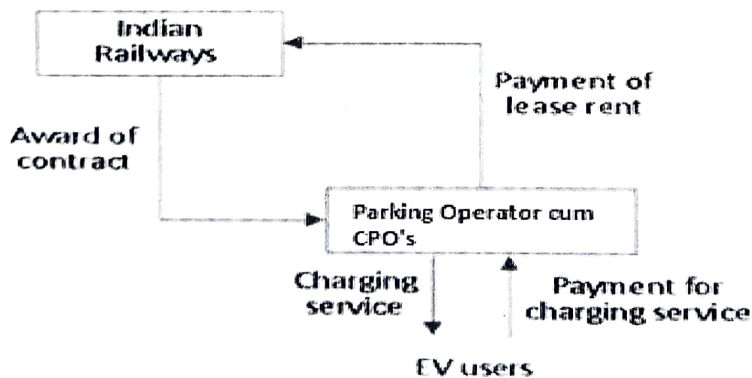


Fig-2- Model to be adopted for establishment of EV charging infrastructure at Railway Office Complexes under Developer Mode

5.3 Zonal Railways may also identify small areas other than the usual parking spaces in Railway Office Complexes exclusively for EV charging stations. ZRs should make all efforts to set up EV charging stations under NFR or revenue earning mode.

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6.0 EV charging stations at Railway Stations

6.1 Case-1-Installation of Charging Infrastructure in Fresh tender of existing parking/New identified Parking Zones

6.1.1 Mechanism of affordable and accessible charging infrastructure

- a. In fresh tender of existing parking/new identified parking lots, zonal Railways shall invite Charge point operators (CPOs) or parking contractors through open bidding process and they will manage the parking space along with the establishment of EV charging infrastructure at the designated place within the parking space.
- b. CPOs/Parking Operator will pay license fees as per the parking contract signed by the commercial department.
- c. Demarcated area shall have easy ingress and egress and shall ideally be located in proximity to power supply infrastructure to ensure minimal investment in network up-gradation.
- d. The investment for setting up EV charging stations shall be borne by the CPOs/Parking contractors.
- e. The responsibility of procurement, installation, commissioning, and operation & maintenance for the designated period of all the charging stations shall rest with the CPOs/Parking contractors.
- f. All necessary approvals required for setting up charging stations shall be taken by CPO/Parking contractors.
- g. The service charges shall be levied on EV users by CPOs/Parking contractors. It may be ensured that they should follow para-8 of **Ministry of Power guidelines No-12/2/2018-EV (Comp No.-244347) dated-14th January 2022** or any latest guidelines issue by MoP.
- h. CPOs/Parking contractors shall have option for sourcing of power either from Distribution Company or IR.
- i. The roles and responsibilities of both IR and CPOs/Parking contractors shall be set out in Service Level Agreement (SLA). The SLA defines minimum performance measures along with the incentives and penalties that shall be mutually agreed by both IR and CPOs/Parking contractors.
- j. Zonal Railways office shall select a successful bidder through a transparent bidding process.
- k. Zonal Railways may also explore the possibility of setting up Battery Swapping Stations (BSS) for E-Vehicles. Either the existing parking spaces be utilized or dedicated spaces other than the parking areas may be demarcated for these battery swapping stations. All technical, safety and performance standards for establishment of battery swapping



stations needs to be adhered to as per the latest guidelines issued by Ministry of Power or any other Competent authority from time to time

- i. Parking contract and liasoning with CPOs/Parking contractors in the matter related to parking space shall be done by the commercial department and technical matters related to EV charging infrastructure shall be dealt by the electrical department.

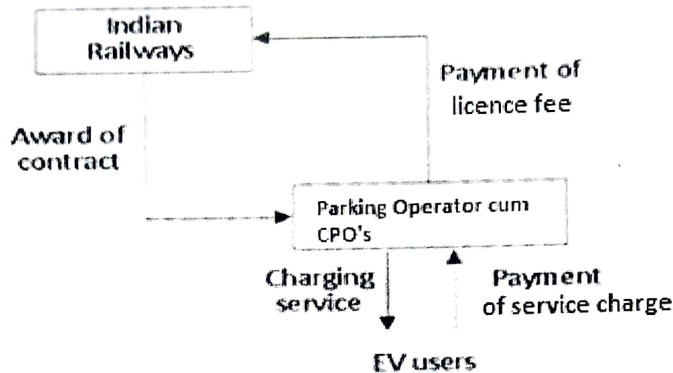


Fig-3- For fresh tender of existing parking/New identified Parking Zones

6.2 Case-2-Installation of Charging Infrastructure in existing tendered parking spaces

6.2.1 Mechanism of affordable and accessible charging infrastructure

- a. IR shall identify and demarcate parking spaces (percentage of parking spaces to be decided by Zonal Railways) in its existing parking space at stations to be used for EV charging facilities. These shall be notified/updated from time to time.
- b. Installation of charging infrastructure in existing tendered parking spaces by collaboration of existing parking operators with Charge point Operators (CPOs) by entering into an agreement with parking operator for space utilization (as explained in the schematic below). Possibility of engaging parking contractor for setting up the EV charging station may also be explored subject to his willingness and legal and contract conditions of existing parking contract.

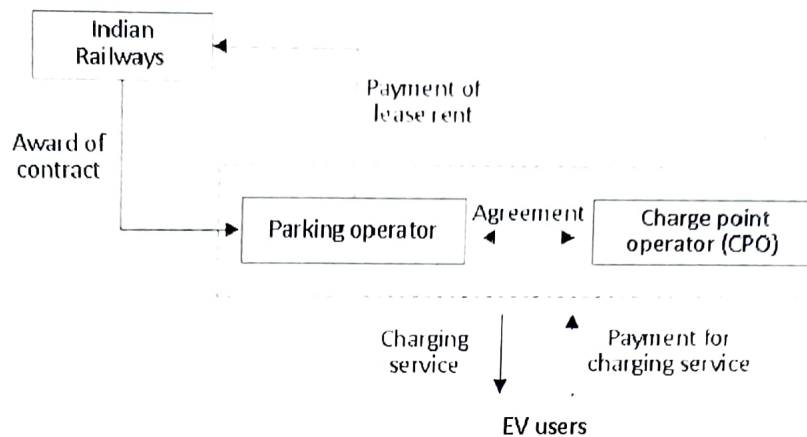


Fig-4- If existing tendered parking space is to be utilized

- c. Zonal Railways shall enter into an agreement with existing parking operators for provision of EV charging infrastructure, keeping in mind the legal aspects of contract law with respect to amendability of contracts. If existing parking contracts could not be modified, then fresh contracts should have provisions of EV charging infrastructure as mentioned in case-6.1 of this policy.
- d. Demarcated area shall have easy ingress and egress and shall ideally be located in proximity to power supply infrastructure to ensure minimal investment in network up-gradation.
- e. The investment for setting up charging stations shall be borne by the CPOs/Parking contractors.
- f. The responsibility of procurement, installation, commissioning, and operation & maintenance for the designated period of all the charging stations shall rest with the CPOs/Parking contractors.
- g. Zonal Railways office shall clearly demarcate the identified area of land where chargers are to be installed.
- h. The CPOs/Parking contractors shall be provided with an option to get electricity connectivity from IR or may apply for direct connectivity from DISCOM. If CPOs/Parking contractors intends to take power supply directly from distribution company (DISCOM), then IR shall issue a No Objection Certificate (NOC) on priority basis.
- i. All necessary approvals required for setting up charging stations shall be taken by CPO/parking operator.
- j. The service charges shall be levied on EV users by CPOs/Parking contractors. It may be ensured that they should follow para-8 of **Ministry of Power guidelines No-12/2/2018-**

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EV (Comp No.-244347) dated-14th January 2022 or any latest guidelines issue by MoP.

- k. Parking operator will continue to pay license fee as per the prevailing parking contract, no other charges shall be levied on the parking operator/CPOs by IR.
- l. The roles and responsibilities of both IR and CPOs/Parking Contractors shall be set out in Service Level Agreement (SLA). The SLA defines minimum performance measures along with the incentives and penalties that shall be mutually agreed by both IR and CPOs/Parking contractors.
- m. Zonal Railways may also explore the possibility of setting up Battery Swapping Stations (BSS) for E-Vehicles. Either the existing parking spaces be utilized or dedicated spaces other than the parking areas may be demarcated for these battery swapping stations. All technical, safety and performance standards for establishment of battery swapping stations needs to be adhered to as per the latest guidelines issued by Ministry of Power or any other Competent authority from time to time
- n. Parking contract and liasoning with CPOs/Parking contractors in the matter related to parking space shall be done by the commercial department and technical matters related to EV charging infrastructure shall be dealt by the electrical department.

6.3 Zonal Railways may also identify small areas other than the usual parking spaces in Railway Stations exclusively for EV charging stations. ZRs should make all efforts to set up EV charging stations under NFR or revenue earning mode.

Annexure-A

SN	City (Number of stations)	Minimum number of Stations
1.	Mumbai	05
2.	Delhi	05
3.	Bangalore	04
4.	Hyderabad	01
5.	Ahmadabad	01
6.	Chennai	01
7.	Kolkata	05
8.	Pune	01
9.	Surat	01
Total		24 numbers

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2017/NFR/20/2

New Delhi, dated 10/01/2017

The General Managers
All Indian Railways

(Commercial Circular No. 2 of 2017)

Sub: Policy on Unsolicited Non-Fare Revenue Proposals.

1. Background:

Hon'ble Minister of Railways had announced during the Railway Budget 2016-17 that "Although we enjoy the highest captive eyeballs in a railway system internationally, we earn less than 5% of our revenues through non-tariff sources. Many of the world railway systems generate 10% to 20% of their revenues from non-tariff sources. Over a period of the next five years, we will strive to reach this world average by monetizing assets and undertaking other revenue yielding activities."

Earning contracts in Indian Railway are currently being awarded either through a Tendering process or on First Cum First Serve (FCFS) basis for certain cases such as innovation in advertising, etc. The conceptualisation and initiation of the earning proposal is being done internally by the Railways and after the finalisation of the proposal, the selection of the Agency for implementation is done as per the existing policy for selection.

At present, there is no policy in Railways for consideration of unsolicited offers proposed by outside agencies to the Railways

even if a potential exists for enhancement of earnings. With a view to increase the revenue from non-fare sources, it has been decided by the Railway Board to issue a new policy which will allow for the consideration of unsolicited proposals by enabling private and public sector participation in the conceptualisation of an earnings project or scheme and permitting finalisation of the same. The selection of Agency will be done for a maximum period of five years initially. If the project/scheme is found to be successful, subsequent selection of agency will be done through a competitive open tendering process. This policy is applicable for all departments receiving an unsolicited proposal for enhancement of revenues of the Railways, especially the non-fare revenue such as advertising, short term land licensing etc. where no policy exists. The following guidelines are issued for the consideration of such unsolicited proposals by the Railways.

2. Definitions:

- 2.1. **Agency:** Any person or legal entity which is selected through an open transparent and competitive Bidding Process for execution of the Earning Plan submitted by the proponent and finalised by the Railway.
- 2.2. **Bids:** means the technical-cum-commercial offers submitted by the Bidders in response to and in accordance with the Bid Document.
- 2.3. **Bidder:** Any respondent to the Bid, other than the Proponent who participates in the Bid Process for award of the Bid.
- 2.4. **Bidding Process:** means the single stage two packet processor the two stage process with the second stage of online forward-Auction. The process will be through open competitive bidding for selection of the Agency to execute the Earning Plan as finalised by the NFR Evaluation Committee.
- 2.5. **Earnest Money:** the amount to be deposited in cash, demand draft, bankers cheque, pay order by the Proponent to the Railway Authority, for consideration of his Unsolicited Proposal by the Railway. This amount shall be adjustable against the Performance Security required as per the Agreement to be entered into by the Railway on

- Selection of the successful Bidder as per the Bidding Process. The Earnest Money will be 1% of the average annual Earning from the project/scheme as proposed in the commercial offer submitted by the Proponent, subject to a minimum amount of Rupees Twenty Five Thousand (₹ 25000). No interest is payable by the Railway on the Earnest Money.
- 2.6. **Earning Plan:** A detailed report of the project/scheme to be prepared by the Proponent outlaying the planning and implementation of the project/scheme. The plan shall contain detailed technical specifications of the technology used and detailed process flow, evaluation of the existing resources, detailed layout and flow diagrams for implementation, time schedule for implementation, quantification of work, detailed financial analysis outlining the cost and earnings projections, parameters for bid documentation and any other information relevant to the project/scheme.
- 2.7. **Highest Bid:** mean the Bid offered by the Highest Bidder to the Railway pursuant to the Bid invited by the Railway.
- 2.8. **Highest Bidder:** means the eligible bidder who is offering the highest offer to the Railway.
- 2.9. **NFR Evaluation Committee:** It is an empowered committee comprising of 3-4 members constituted for assessing the pre-feasibility of an Unsolicited Proposal and granting approval to the same for further processing and selection of Agency. The committee will be headed by AGM/ADRM and will comprise one officer from the department receiving the project proposal who shall be the convenor, one officer from finance department and one or more officer from any other department, preferably related to project/programme execution. The committee will be a standing committee nominated by the Railway Authority for all such proposals received in its jurisdiction. The committee members should be preferably at the level of JAG/SG/SAG officers. In case a JAG level officer is not available, a Senior Scale officer can be nominated by the Railway Authority.

- 2.10. Programme Officer:** the officer of the concerned executive department receiving the Unsolicited Proposal after approval by the NFR Evaluation Committee who shall be responsible for preparation of Bid Documents based on the approved Earning Plan of the Proponent and invitation and finalisation of Bids following the Bidding Process. The officer shall be preferably at the level of JAG or above.
- 2.11. Proponent:** shall mean any person or legal entity whose submits an Unsolicited Proposal for consideration of the NFR Evaluation Committee in accordance with this policy.
- 2.12. Railway:** As defined in the Railway Act, 1989 and any subsequent amendments to the Act.
- 2.13. Railway Authority:** means the DRM or GM, under whose jurisdiction the location of the project/concept/scheme identified by the Proponent falls. Where the location is within a Division, the Railway Authority shall be the DRM of the Division. Where more than one divisions of a Zonal Railway are covered by the project/scheme, then the GM of the concerned Zone shall be the Railway Authority.
- 2.14. Technical Advisor:** the advisor or consultant for the project/scheme appointed by the Railway Authority for providing technical, financial, legal or any other service and assisting the authority in selection of the successful Bidder.
- 2.15. Term:** the tenure of the Agreement to be entered into by the Railway with the selected bidder which shall not be more than 5 years.
- 2.16. Unsolicited Proposal:** An Unsolicited proposal is a written application for a new or innovative idea submitted to the Railway for enhancement of non-fare revenue on the initiative of the offer or for the purpose of obtaining a contract with the Railway, and is not in response to a request for proposals, tender, Announcement, expression of interest, or any other Government-initiated solicitation or program. An existing concept, which is not being covered by any of the existing policy of Railways, will also be considered under this policy.

3. Process Flow:

- 3.1. Submission of Proposal:** the Proponent after having identified the potential location for execution of the concept/project/scheme will prepare a techno-commercial proposal containing the feasibility study report for submission to the Railway Authority. The proposal shall contain a broad indication of demand and availability of the product/service, required sources for development of the project, broad details of process and technology to be used, broad process description and layout plans, available facilities in the project in relation to existing facilities, abstract capital cost, broad earning-profitability analysis, project schedule and any other information relevant to the proposed Project/Scheme. The Proponent shall submit the proof of having deposited the Earnest Money to the Railway along with his proposal and other documentary submissions as given in the Annexure to this policy. **In case where the Railways receives similar proposal from two or more Proponents, then the order of priority for examination of the proposal will be the time/date of receipt by the Railways.** The time and date will be marked at the time of receipt of the proposal.
- 3.2. Examination of Proposal:** The proposal shall be examined by the NFR Evaluation Committee approved by the Railway Authority. The following points shall be kept in mind by the Committee while examining the proposal.
- 3.2.1.** Whether any current project and development plan is in process for the proposed site/location and the proposal is first pointed out to Railway.
- 3.2.2.** Whether the project/scheme proposed is needed by the Railway has to be seen.
- 3.2.3.** The operational feasibility, legality and whether the project makes sufficient earning in relation to the efforts will have to be examined by the Committee.
- 3.2.4.** The proposal should not be covered under any other existing policy of Railway Board.

3.2.5. The proponent should have sufficient technical and financial capacity so as to be able to execute the project/scheme. The Proponent should not be blacklisted by Central govt. /any state govt. /semi govt. agency. An undertaking that the Proponent hasn't been blacklisted by any government institution must be submitted. The capacity of the proponent shall be examined as per the criteria laid down below.

-Technical Capacity: The Proponent should have experience of execution of similar projects/schemes in the past 3 years immediately preceding the date of submission of proposal. The average annual earnings from such single similar project should be at least 35% of the average annual earnings given in the commercial offers part of the Unsolicited Proposal. Similar nature of work will be as defined by the Railway Authority.

-Financial Capacity: The Proponent must submit its Audited Annual Reports of last three financial years immediately preceding the date of submission of proposal so as to assess its financial capacity by the Railway. The Total Gross Revenue of the Proponent in the last three preceding financial years should be at least equal to the total earnings projected in the commercial proposal submitted to the Railway.

The Committee may seek any clarification or supplemental information from the Proponent for evaluation of the proposal within the stipulated time. The project/scheme initiation shall not be done by the Railway Administration if any of the above conditions are not satisfied.

3.3. In Principle Approval of the Proposal: After due examination of the proposal by the NFR Evaluation Committee, the proposal will be recommended for acceptance by the Railway Authority and the Proponent will be asked to submit a detailed project report. In case of any disagreement between the Committee members,

the final decision will be taken by the competent Railway Authority. The NFR Evaluation Committee shall make all out efforts to take a decision within the stipulated time. In case the committee is unable to finalise the decision within time, then it shall seek further extension by taking approval of the competent Railway Authority.

- 3.4. **Submission of the Earning Plan by the Proponent:** the Proponent will prepare a detailed report containing the Earning Plan which will include technical and financial details along with the bid parameters within the agreed time frame for implementation of the project/scheme and will submit the same for consideration to the NFR Evaluation Committee. The following documents will be submitted to the Committee within 30 days of acceptance of proposal by the Railway Authority:

- (i) Earning Plan
- (ii) Cost of preparation of Earning Plan
- (iii) Commercial Offer.

The Committee may moderate the proposal for maximising the revenue potential of the Railway by suitable modifications to the Earning Plan. The moderated proposal including the bid parameters will be approved by the competent Railway Authority. The financial offer of the Proponent will be kept in a sealed cover which shall be opened on the day of the opening of the financial offers of the Bidders during the Bidding Process.

If the Proponent is not agreeable to the moderations suggested by the Railway, then the Railway shall invite an Open Tender for the modified proposal within 30 days of receiving the refusal from the Proponent. On such refusal, Proponent shall have no other right or claim on the Railway, including Earning Plan Compensation and only his Earnest Money will be returned without any interest.

- 3.5. **Preparation of Bid Documents and initiation of bidding Process:** The moderated and approved Earning Plan will

then be submitted to the Programme Officer for preparation of bid documents and initiation of Bidding Process. The Bid Document fee, Earnest Money etc shall be decided by the Railway Authority as per the existing commercial circulars for Earnings Tender in Railways. The eligibility criteria shall be the same as prescribed for the Proponent which can be suitably modified by the Railway Authority in consultation with Finance. The Programme Officer may seek the assistance of a Technical Advisor (TA) for preparation of the Bid Documents if required. The Bid document will be approved by the Programme Officer for Bid Processing.

3.6. Bidding Process: The Bidding Process including invitation of bids, evaluation by tender committee, acceptance of tender, and issue of letter of award etc. will be done by the Railway. **The NFR Evaluation Committee and the Railway Authority shall act as the Tender Committee and the Tender Accepting Authority, irrespective of the value of Tender.** The Bidders shall be requested to quote their financial offers as per guidelines of the Bid Document. The Bidders will not be allowed to submit any conditional offer or propose any change in the scope of the project/scheme as laid down in the Bid Document and finalised by the Railway. The offer of the Proponent shall be opened along with the financial offer of the qualified bidders. No earnest money would be required to be submitted by the Proponent during the Bidding Process and the Earnest Money submitted during the Submission of proposal stage will be considered for evaluation.

3.7. Right of First Refusal to Proponent: in case the Proponent is not the Highest Bidder and other Bidder is the Highest Bidder, then the Proponent shall be given the Right of First Refusal and an opportunity to match the Highest Bid. The Railway shall within 15 days of opening the financial bid, intimate the Proponent through

Letter/Fax about the Highest Bidder and the Highest Bid quoted by the Highest Bidder.

The Proponent shall respond within 7 (seven) days from the date of receipt of this intimation whether it wants to match the Highest Bid or not. In case the proponent successfully matches the Bid made by the Highest Bidder within the stipulated time frame, the Proponent shall be notified as the Selected Bidder and awarded the Project.

However, in case the Proponent is not able to match the Highest Bid within the stipulated time frame, or in case the Proponent fails to fulfil the requirements of the Railways and execute the agreement, or in case the Proponent withdraws from his offer or is not selected for any reason, then the Project will be awarded to the Bidder offering the Highest Bid who shall be then declared as the Selected Bidder. In such cases, the Earnest Money deposited by the Proponent shall be forfeited by the Railway except when the Proponent is not able to match the Highest Bid within the stipulated time frame.

In case the Highest Bidder becomes the selected Bidder and fails to fulfil the requirements of the Railway or execute the Agreement or in case Selected Bidder withdraws or is disqualified for any reason, the Railway Authority representing the Railway may, in its discretion, annul the Bidding Process.

- 3.8. **Earning Plan compensation:** In case the Proponent is not the Selected Bidder subsequent to the Bidding Process, the Proponent would be eligible to receive from the Selected Bidder through the Railway, an amount inclusive of all applicable taxes and duties equal to 2% of the average annual earnings of the Highest Bid which shall be payable by the Selected Bidder. The maximum compensation payable to the Proponent would be ₹ 1 (one) crore. This amount would be due compensation for the cost incurred by the Proponent for its efforts and works undertaken by it in conceptualisation of the Project/Scheme and preparation of the Earning Plan.

4. Role of Technical Advisor (TA)

- 4.1. Panel of TA:** Railway Authority shall process for appointment of a panel of TA consisting of not more than 6 consultancy firms, each of them having sufficient expertise in the different area of studies such as project appraisal, real estate, financial modelling, law, marketing etc. The nomination of TA can be made from this panel on a case to case basis duly ensuring a fair and transparent process of selection.
- 4.2.** The engagement of TA should be purely on need basis and all efforts should be made to develop the capacity within the Railway system for dealing with such process.
- 4.3.** Railway may appoint a Technical Advisor (TA) from the approved panel if required on case to case basis through a fair and transparent process of selection so as to assist the Railway in examining the detailed proposal received from the Proponent or for managing the bid process. The appointment of TA shall be made on recommendation of the NFR Evaluation Committee by seeking approval of the Railway Authority. The committee shall also finalise the scope of work of TA while seeking approval.
- 4.4. Payment to TA:** A success fee based model of payment can be adopted to make payments for the services rendered by the TA. The success fee shall be 1% of the Average Annual Earnings receivable by the Railway after finalisation of the Bidding Process. This would be subject to an upper ceiling of ₹ 25 (Twenty Five) lakhs for a project. The payment shall be made only on successful award of the Project/Scheme. There shall be no separate budgetary provision for making payments to the TA and the payment shall be due only on successful selection of the Agency.
- 4.5. Scope of work of TA:** The scope of work of TA may include the following list of activities. The list can be modified on case to case basis by taking approval of the Railway Authority.

- 4.5.1. The Earning Plan shall be examined with respect to technical and technology specifications, cost estimates, drawings, Internal Rate of Return (Project IRR and Equity IRR), life of project/scheme etc.
- 4.5.2. Financial analysis and modelling including determining the project cost, project revenues, viability and risk analysis, earning-profitability analysis, Value for Money analysis etc. to ensure proper benchmarking.
- 4.5.3. The TA is required to see whether the broad parameters that need to be adhered to by the selected bidder on environment and social safeguards (if required) to the proposal during the implementation period has been specified.
- 4.5.4. Marketing of the project/scheme by identification of the prospective Bidders thereby increasing competitiveness of the Bidding Process.
- 4.5.5. Bid Process Management including preparation of Bid Documents, conducting a Pre-Bid Conference advocating the project, development of Project Information Memorandum (PIM) for the prospective Bidders, responses to bid queries, Bid Evaluation Report for appraisal of Tender Committee of the Railways as per the criteria mentioned in the Bid Document etc.

TA shall maintain confidentiality of the process and should not have any conflict of interest with any of the Bidders, Proponent or the Railway.

5. Time Frame for processing:

The model time frame for processing the Unsolicited Proposals by the Railways is as laid down below. All efforts should be made to strictly adhere to the time line.

S. No.	Activity	Target Date
1	Receipt of the proposal by Railway Authority	D
2	Examination of the proposal by NFR Evaluation Committee (15 days)	D + 15

3	Acceptance of proposal by Railway Authority (5 days)	D + 20
4	Submission of Earning Plan (30 days)	D + 50
5	Appointment of TA, if required	D + 50
6	Moderation of Earning Plan by NFR Evaluation Committee in consultation with Proponent (15 days)	D + 65
7	Preparation of Bid Documents as per approved Earning Plan and invitation of Bids (25 days)	D + 90
8	Opening of Bids (21 days)	D + 111
9	Finalisation of Bids including briefing note, tender proceedings etc(30 days)	D + 141
10	Right of First Refusal to proponent (15 + 7 days)	D + 162
11	Selection of Agency (3 days)	D + 165

Changes in the model time frame can be made if sufficient justification exists by keeping the Railway Authority informed.

6. Short-Term proposals:

- 6.1. Occasionally a proposal may be received by the Railway wherein an earning opportunity is created for a very short duration not exceeding three months. Instances of such cases are, rights at a particular location for a very short duration, vinyl wrapping on a special train booked on FTR, setting up of a temporary kiosk at a location for a few days etc. In case such an Unsolicited Proposal is received for a scheme where the activity is to be performed in a very short time span and where the normal process and timelines will lead to delay causing the proposal to lapse, then the Railway Authority may approve the proposal and select the Agency after inviting Bidders through an open advertisement in newspapers/websites bulletins etc. The proponent will have the option to exercise the Right of First Refusal in case he is not the Highest Bidder

6.2. The normal time frame and procedure as elaborated in the above paragraphs will be compressed to expedite the decision making process. The following conditions must be ensured for consideration of such proposals.

6.2.1. The proposal should be a one-time proposal only.

6.2.2. The maximum term of the activity proposed shall be three (3) months only.

6.2.3. The proposal received should not be repetitive in nature and no two similar proposals should be entertained from the same Proponent or any other person/entity where the earlier selected Proponent has any direct or indirect control.

6.2.4. It should be ensured by the Railway Authority that the Railway will be unable to follow the normal procedure and timelines and any delay due to this will lead to the proposal getting lapsed.

6.2.5. Non acceptance of the proposal will lead to a loss of Revenue for the Railway.

6.3. The proposal will be considered for approval in a compressed time-line as given below.

S. No.	Activity	Target Date
1	Receipt of the proposal by Railway Authority	D
2	Examination of the proposal by NFR Evaluation Committee (3 days)	D + 3
3	Acceptance of proposal by Railway Authority (3 days)	D + 6
6	Moderation of Earning Plan by NFR Evaluation Committee in consultation with Proponent (2 days)	D + 8
7	Advertisement in local newspaper/websites/bulletins etc with minimum 7 days notice inviting Bidders to submit their offer on the moderated Earning Plan of the Proponent (3 + 7 days)	D+ 18
8	Opening of Bids, preparation & vetting of comparative statement (3 day)	D + 21

9	Right of First Refusal to Proponent (1 day)	D + 22
11	Selection of Agency (1 day)	D + 23

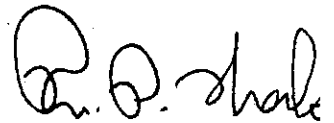
7. E-Auction for calling of Bids:

- 7.1. The policy has the objective to move to a system of forward auction for calling of Bids using electronic auction as a medium. This shall be done in a phased manner once the Railways have sufficient expertise and domain knowledge for dealing with such unsolicited proposals. Accordingly, an online platform for conducting E-Auction for unsolicited proposals will be developed in due course. Till such time, the existing process of Bidding shall continue. The broad guidelines for calling of E-Auction are laid down in this paragraph.
- 7.2. E-Auction duration will be 1 (one) hour which will be extendable by 5 (five) minutes each time a bid is received.
- 7.3. The financial offer of the Proponent will be kept as the Base Price for the Auction to start.
- 7.4. 10% of the Base Price would have to be deposited by the prospective Bidders to participate in the Auction as Earnest Money.
- 7.5. The Bidders would be required to get registered on the E-Auction platform to be able to participate.
- 7.6. The Bidders will have to keep their financial offer open for 30 days for finalisation of the selection process.
- 7.7. The detailed instructions for online forward auction would be made available on finalisation of the E-Auction platform and would be available online for information.

With this policy Railway hopes to increase its Non-Fare Revenues in a competitive and transparent manner, foster innovation and new ideas, tap unexplored potential earning sources so as to reduce the burden on internal resources by encouraging both public and private participation.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

Kindly acknowledge the Receipt of this letter.



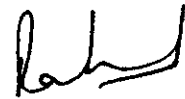
(R. P. Thakur)

Executive Director (Traffic Commercial)
Non fare Revenue
Railway Board

No. 2017/NFR/20/2

New Delhi, dated 10/01/2017

Copy to: FA&CAO, All Indian Railways, for information & necessary action.



For Financial Commissioner,
Railway Board

**Annexure 1: Certificate provided by Proponent accepting Swiss
Challenge Method**

*(To be furnished by proponent in a non-judicial stamp paper of Rs
100)*

IT IS CERTIFIED THAT:

1. The..... (Name of project/scheme) has been submitted by the undersigned as the duly authorized representative of..... (Name of Proponent) under the Swiss Challenge Method. The proponent will support fair competition through the Bidding Process of the Railway to obtain the best bid. The proponent agrees to the approved Earning Plan, bidding documents, Agreement form and other terms and conditions of the Railway as per their policy.
2. The proponent does not expect to receive reimbursement of project development cost (pre-feasibility or any other studies); only in case the project is not approved by the Railway or the Railway decides not to proceed with project for any reason at later stage before the Bidding Process. Any reimbursement to the proponent would be governed strictly as per the policy of the Railway.
3. It is also certified that the Proponent has not been barred or blacklisted for unsatisfactory performance by any Central Government, State Government or Semi-Government Agency.

That the above statements are true to the best of my knowledge and belief.

Dated:

*(Signature,
Name and Designation of
Authorised Representative of
Proponent)*

Annexure 2: Checklist for assessment of proposal by the NFR Evaluation Committee

S. No.	Description	Yes/No	Particulars	Ref/Annexure
I. General Information on the Project				
1	Define the proposal			
2	Establish whether it is a new or innovative proposal or not and explain the reason for the project being new or Innovative			
3	Characteristics of the Project			
4	Cost and Other Details			
5	State whether the Certificate has been submitted by the proponent adhering to the Swiss challenge method			
6	Details of possible competing projects and Likely impact of the project on the competing project			
II. Assessment of Need of the project				
1	Nature of intended use			
2	Justification of need			
III. Details on innovative technology (applicable in case of new technology)				
1	State details of innovative technology used for the project			
2	Is the technology proprietary and only available to a few?			

3	(a) Why should the Railway go for this technology only?			
	(b) What if sourcing of another technology has to be made in future during the life of the project for any reason?			
IV. Eligibility of the proponent to undertake the project				
1	Is proponent planning to undertake the project on its own or through a consortium to meet the technical, financial and technological needs? Please elaborate			
V. Prefeasibility report				
1	State whether the proponent conducted prefeasibility			
2	State whether the preliminary financial viability of the project has been done			
3	State whether the proponent shall undertake all the studies which are required within the given timeframe			
VI. Project Financials				
1	Service/ Output levels (Specify if applicable)			
2	Earnings to Railways (Specify) and their variation with time			
3	Provide all IRR/NPV details of the project			

	from income from operations and other forms			
VII. Environmental assessment				
1	State whether the environmental assessment is required for the project			
2	State whether the proponent has mentioned all related approvals required forth project			
VIII. Qualification of project proponent				
1	State whether the proponent satisfies the technical qualification criteria			
2	State whether the proponent satisfies the financial qualification criteria			
3	Any other, if required			
IX. Any other				
	Any other item/ observation which are relevant?			

Dated

*(Signature,
Name and Designation of
Authorised Representative of
Proponent)*

Note:

1 The above format could be modified or additional information sought by the Railway any time in future.

2 The above reply has to be provided by the Proponent in signed hard copy and soft copy.

Annexure 3: Documentary Submissions with the initial proposal to be made by the Proponent

S. No	Item	Yes/No
1	Covering Letter from Head of the Organisation	
2	Project Information Memorandum/Concept Plan	
3	Pre-Feasibility Report	
4	Qualification Documents of Proponent displaying technical and financial capacity	
5	Details of any policy changes required for implementation	
6	Certificate as per Annexure 1	
7	Checklist as per Annexure 2	
8	Requisite Earnest Money Deposit in the required format	

*(Signature,
Name and Designation of
Authorised Representative of
Proponent)*

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/ MINISTRY OF RAILWAYS
(रेलवे बोर्ड/ RAILWAY BOARD)

सं.2017/एनएफआर/20/2

नई दिल्ली, दिनांक: 10.01.2017

महाप्रबंधक
सभी भारतीय रेलें

(2017 का वाणिज्यिक परिपत्र सं.2)

विषय: अवांछित गैर-किराया राजस्व प्रस्तावों संबंधी नीति।

1. पृष्ठभूमि:

माननीय रेल मंत्री ने रेल बजट 2016-17 के दौरान घोषणा की थी कि 'यद्यपि भारतीय रेल के साथ वास्ता रखने वाले व्यक्तियों की संख्या ज्यादा है तथापि हम किराए से इतर स्रोतों के जरिए 5 प्रतिशत से भी कम राजस्व अर्जित करते हैं। विश्व की बहुत सी रेल प्रणालियां किराए से इतर स्रोतों से 10 प्रतिशत से 20 प्रतिशत राजस्व अर्जित करती हैं। अगले 5 वर्ष की अवधि में हम परिसंपत्तियों का मौद्रीकरण करके और राजस्व उपार्जक अन्य कार्यों से इस विश्व औसत को हासिल करने का प्रयास करेंगे।'

भारतीय रेल में इस समय आमदनी ठेके निविदा संबंधी प्रक्रिया के जरिए अथवा विज्ञापन में अभिनवीनता आदि जैसे कतिपय मामलों के लिए पहले आओ पहले पाओ आधार पर आबंटित किए जाते हैं। रेलवे द्वारा आमदनी प्रस्तावों की अवधारणा और पहल आंतरिक रूप से की जा रही है और प्रस्ताव को अंतिम रूप देने के बाद, चयन की मौजूदा नीति के अनुसार एजेंसी के चयन का कार्यान्वयन किया जाएगा।

इस समय, रेलवे को बाहरी एजेंसियों द्वारा प्रस्तावित अवांछित प्रस्तावों पर विचार करने के लिए रेलवे में कोई नीति नहीं है चाहे उसमें आमदनी बढ़ाने की संभावनाएं

विद्यमान हों। गैर-किराया स्रोतों से राजस्व बढ़ाने के उद्देश्य से, रेलवे बोर्ड द्वारा यह विनिश्चय किया गया है कि एक नई नीति जारी की जाए, जिसमें किसी आमदनी परियोजना अथवा योजना की अवधारणा में निजी और सार्वजनिक क्षेत्र की भागीदारी के जरिए अवांछित प्रस्तावों पर विचार करने और योजना को अंतिम रूप देने की अनुमति होगी। प्रारंभ में एजेंसी का चयन अधिकतम पांच वर्ष की अवधि के लिए किया जाएगा। परियोजना/योजना के सफल पाए जाने के बाद, प्रतिस्पर्धी खुली निविदा प्रक्रिया के जरिए एजेंसी का चयन किया जाएगा। यह नीति रेलवे के राजस्व संवर्धन हेतु सभी विभागों को मिलने वाले अवांछित प्रस्ताव पर लागू है, विशेषरूप से गैर-किराया स्रोत जैसे विज्ञापन, अल्प कालिक भूमि लाइसेंस आदि, जिनके लिए कोई नीति नहीं है। रेलवे द्वारा इस प्रकार के अवांछित प्रस्तावों के विचारार्थ निम्नलिखित दिशा-निर्देश जारी किए जा रहे हैं:

2. परिभाषाएं:

- 2.1 एजेंसी: प्रस्तावक द्वारा प्रस्तुत किए गए और रेलवे द्वारा फाइनल किए गए आमदनी योजना के निष्पादन के लिए खुली पारदर्शी और प्रतिस्पर्धी बोली प्रक्रिया के जरिए चुना गया कोई व्यक्ति अथवा विधिक संस्था।
- 2.2 बोलियां: से आशय बोली दस्तावेज के प्रत्युत्तर में और उसके अनुसार, बोलीदाताओं द्वारा प्रस्तुत किए गए तकनीकी-सह-वाणिज्यिक प्रस्ताव।
- 2.3 बोलीदाता: बोली आबंटन के लिए बोली प्रक्रिया में भाग लेने वाले प्रस्तावक से इतर, कोई अन्य बोलीदाता।
- 2.4 बोली प्रक्रिया: से आशय एकल स्तरीय दो पैकेट प्रोसेसर और ऑनलाइन फॉरवर्ड-नीलामी के दूसरे स्तर सहित दो स्तरीय प्रक्रिया से है। यह प्रक्रिया एनएफआर मूल्यांकन समिति द्वारा फाइनल की गई आमदनी योजना निष्पादित करने हेतु एजेंसी के चयन के लिए खुली प्रतिस्पर्धी बोली के जरिए होगी।
- 2.5 अग्रिम राशि: प्रस्तावक द्वारा रेलवे प्राधिकरण को उनके अवांछित प्रस्ताव के विचारार्थ नकद, डिमांड ड्राफ्ट, बैंकर चैक, भुगतान आदेश में जमा कराई जाने वाली अग्रिम राशि। इस राशि को बोली प्रक्रिया के अनुसार सफल बोलीदाता का चयन होने पर रेलवे द्वारा किए जाने वाले करार के अनुसार अपेक्षित निष्पादन सुरक्षा के तहत

समायोजित किया जाएगा। अग्रिम राशि प्रस्तावक द्वारा प्रस्तुत किए गए व्यावसायिक प्रस्ताव में यथा प्रस्तावित परियोजना/ योजना से औसत वार्षिक आमदनी का 1 प्रतिशत होगी, जिसमें न्यूनतम राशि पच्चीस हजार रुपए (25,000 हजार रुपए) होगी। रेलवे द्वारा अग्रिम राशि पर कोई ब्याज देय नहीं होगा।

- 2.6 आमदनी योजना: प्रस्तावक द्वारा तैयार की जाने वाली परियोजना/योजना की विस्तृत रिपोर्ट, जिसमें परियोजना/योजना के नियोजन और कार्यान्वयन का उल्लेख हो। इस योजना में प्रयुक्त प्रौद्योगिकी की विस्तृत तकनीकी विशिष्टियाँ एवं विस्तृत प्रक्रिया फ्लो, मौजूदा संसाधनों का मूल्यांकन, कार्यान्वयन के विस्तृत लेआउट एवं फ्लो डायग्राम, कार्यान्वयन समय अनुसूची, कार्य का मात्रा निर्धारण, लागत एवं आमदनी संभावनाओं का उल्लेख करते हुए विस्तृत वित्तीय विश्लेषण, बोली प्रलेखन हेतु मानदंड और परियोजना/योजना से संबंधित कोई अन्य संगत सूचना का उल्लेख होगा।
- 2.7 उच्चतम बोली: से आशय रेलवे द्वारा आमंत्रित की गई बोली के प्रतिक्रियास्वरूप रेलवे के उच्चतम बोलीदाता द्वारा पेश की गई उच्चतम बोली से है।
- 2.8 उच्चतम बोलीदाता: से आशय अर्हक बोलीदाता से है जो रेलवे को उच्चतम बोली का प्रस्ताव पेश करता है।
- 2.9 एनएफआर मूल्यांकन समिति: यह एक अधिकार प्राप्त समिति है, जिसमें 3-4 सदस्य होते हैं, जिसे अवांछित प्रस्ताव की पूर्व व्यवहार्यता का आकलन करने और इसे एजेंसी को चुनने की कार्रवाई एवं चयन के अनुमोदन देने के लिए गठित किया गया है। एजीएम/एडीआरएम इस समिति के अध्यक्ष होंगे और इसमें परियोजना प्रस्ताव प्राप्त करने वाले विभाग का एक अधिकारी होगा, जो इसका संयोजक होगा, एक अधिकारी वित्त विभाग से होगा और किसी एक अन्य विभाग से एक अथवा एक से अधिक अधिकारी होंगे, जो मुख्यतः परियोजना/ कार्यक्रम निष्पादन से संबंधित होंगे। यह समिति रेलवे प्राधिकरण द्वारा उसके अधिकार-क्षेत्र में प्राप्त हुए इस प्रकार के सभी प्रस्तावों के लिए नामित की गई स्थायी समिति होगी। इस समिति के सदस्य मुख्य रूप से जेएजी/एसजी/एसएजी स्तर के अधिकारी होंगे। यदि जेएजी स्तर का अधिकारी न हो तो रेलवे प्राधिकरण द्वारा एक वरिष्ठ वेतनमान स्तर का अधिकारी नामित किया जा सकता है।

- 2.10 प्रोग्राम अधिकारी: अवांछित प्रस्ताव प्राप्त करने वाले संबंधित कार्यपालक विभाग का अधिकारी एनएफआर मूल्यांकन समिति द्वारा अनुमोदन के बाद, प्रस्तावक की अनुमोदित आमदनी योजना पर आधारित बोली दस्तावेजों को तैयार करने और बोली प्रक्रिया के बाद बोलियां आमंत्रित करने तथा उन्हें अंतिम रूप देने के लिए उत्तरदायी होगा। वह मुख्य रूप से जेएजी स्तर अथवा उससे ऊपर के स्तर का अधिकारी होगा।
- 2.11 प्रस्तावक: से आशय उस व्यक्ति अथवा विधिक संस्था से है, जो इस नीति के अनुसार एनएफआर मूल्यांकन समिति के विचारार्थ अवांछित प्रस्ताव प्रस्तुत करता है।
- 2.12 रेलवे: रेल अधिनियम 1989 में यथा परिभाषित और अधिनियम में बाद में किए गए संशोधन।
- 2.13 रेलवे प्राधिकारी: से आशय उस मंडल रेल प्रबंधक अथवा महाप्रबंधक से है, जिसके अधिकार-क्षेत्र के तहत प्रस्तावक द्वारा चिह्नित की गई परियोजना/अवधारणा/योजना का स्थान आता हो। यदि वह स्थान मंडल के अंतर्गत आता हो, तो उस मंडल के मंडल रेल प्रबंधक उस क्षेत्र के रेलवे प्राधिकारी होंगे। यदि वह परियोजना/योजना क्षेत्रीय रेल के एक से अधिक मंडलों के अंतर्गत आती हो तो संबंधित क्षेत्रीय रेलवे के महाप्रबंधक उस क्षेत्र के रेलवे प्राधिकारी होंगे।
- 2.14 तकनीकी सलाहकार: रेलवे प्राधिकारी द्वारा परियोजना/योजना के लिए नियुक्त किया गया सलाहकार अथवा परामर्शदाता जो तकनीकी, वित्तीय, विधिक अथवा कोई अन्य सेवा मुहैया कराएगा और सफल बोलीदाता के चयन में प्राधिकारी की सहायता करेगा।
- 2.15 अवधि: रेलवे द्वारा चयनित बोलीदाता के साथ तय की गई करार की अवधि, जो 5 वर्ष से अधिक नहीं होगी।
- 2.16 अवांछित प्रस्ताव: अवांछित प्रस्ताव एक लिखित आवेदन है, जो रेलवे के लिए प्रस्ताव की पहल पर गैर-किराया राजस्व बढ़ाने अथवा ठेका प्राप्त करने के प्रयोजनार्थ रेलवे को नए अथवा अभिनव सुझाव के साथ प्रस्तुत किया गया है और यह किसी प्रस्ताव, निविदा, उद्घोषणा, रुचि अभिव्यक्ति अथवा किसी अन्य सरकारी पहल अथवा कार्यक्रम के प्रत्युत्तर में नहीं है। किसी भी मौजूदा अवधारणा, जो रेलवे की किसी मौजूदा नीति के अंतर्गत शामिल नहीं है, पर भी इस नीति के अंतर्गत विचार किया जाएगा।

3. प्रक्रिया:

- 3.1 प्रस्ताव प्रस्तुत करना: प्रस्तावक अवधारणा/परियोजना/योजना के निष्पादन के लिए संभावित स्थान की पहचान करने के बाद एक तकनीकी-वाणिज्यिक प्रस्ताव तैयार करेगा और इसके साथ एक व्यवहार्यता रिपोर्ट होगी, जिसे रेलवे प्राधिकारी को प्रस्तुत किया जाएगा। इस प्रस्ताव में उत्पाद/सेवा की मांग एवं उपलब्धता, परियोजना के विकास हेतु अपेक्षित स्रोत, प्रक्रिया एवं प्रयुक्त की जाने वाली प्रौद्योगिकी का विस्तृत ब्यौरा, विस्तृत प्रक्रिया विवरण और नक्शों की योजनाएं, मौजूदा सुविधाओं के संबंध में परियोजना में उपलब्ध सुविधाएं, सार पूंजीगत लागत, विस्तृत आमदनी-लाभ विश्लेषण, परियोजना अनुसूची और प्रस्तावित परियोजना/योजना से संगत कोई अन्य सूचना का विस्तार-पूर्वक उल्लेख होगा। प्रस्तावक अपने प्रस्ताव के साथ रेलवे को अग्रिम राशि जमा कराने का साक्ष्य प्रस्तुत करेगा और अन्य दस्तावेज प्रस्तुत करेगा, जिनका उल्लेख इस नीति के अनुलग्नक में किया गया है। यदि रेलवे को दो अथवा दो से अधिक प्रस्तावकों से समान प्रस्ताव प्राप्त होते हैं तो प्रस्तावों की जांच के लिए इनकी प्राथमिकता रेलवे की रसीद में समय/तारीख के आधार पर निर्धारित की जाएगी। प्रस्ताव प्राप्त होने के समय उस पर समय और तारीख का उल्लेख किया जाएगा।
- 3.2 प्रस्ताव की जांच: इस प्रस्ताव की रेलवे प्राधिकार द्वारा अनुमोदित एनएफआर मूल्यांकन समिति द्वारा जांच की जाएगी। समिति द्वारा प्रस्ताव की जांच करते समय निम्नलिखित बातों को ध्यान में रखा जाए:
- 3.2.1 क्या प्रस्तावित साइट/स्थान पर कोई चालू परियोजना और विकास योजना प्रक्रियाधीन है और प्रस्ताव का उल्लेख रेलवे को पहली बार किया गया है।
- 3.2.2 क्या प्रस्तावित परियोजना/योजना की रेलवे को कोई जरूरत है।
- 3.2.3 क्या परिचालनिक व्यवहार्यता, वैधानिकता और परियोजना की पर्याप्त आमदनी की समिति द्वारा जांच किए जाने की आवश्यकता है।
- 3.2.4 इस प्रस्ताव को रेलवे बोर्ड की किसी अन्य मौजूदा नीति में शामिल नहीं किया जाएगा।

3.2.5 प्रस्तावक के पास पर्याप्त तकनीकी और वित्तीय क्षमता हो ताकि वह परियोजना/योजना को निष्पादित करने में सक्षम हो। प्रस्तावक को केंद्र सरकार/किसी अन्य राज्य सरकार/अर्ध सरकारी एजेंसी द्वारा काली-सूची में न रखा गया हो। प्रस्तावक द्वारा एक शपथपत्र प्रस्तुत किया जाए कि उसे किसी सरकारी संस्थान द्वारा काली-सूची में नहीं रखा गया है। प्रस्तावक की नीचे दिए गए निर्धारित मानदंडों के अनुसार जांच की जाएगी।

- तकनीकी क्षमता: प्रस्तावक के पास प्रस्ताव प्रस्तुत करने की तारीख से पिछले 3 वर्षों में समान परियोजनाओं/योजनाओं के निष्पादन का अनुभव होना चाहिए। इस प्रकार की एकल परियोजना से औसत वार्षिक आमदनी अवांछित प्रस्ताव के भाग के रूप में वाणिज्यिक प्रस्तावों में दी गई औसत वार्षिक आमदनी का कम-से-कम 35 प्रतिशत होना चाहिए। समान किस्म का कार्य रेलवे प्राधिकार द्वारा दी गई परिभाषा के अनुसार होगा।

- वित्तीय क्षमता: प्रस्तावक को प्रस्ताव प्रस्तुत करने की तारीख से पिछले तीन वित्तीय वर्षों की विधिकृत वार्षिक रिपोर्टें प्रस्तुत करनी होंगी ताकि रेलवे द्वारा उनकी वित्तीय क्षमता का मूल्यांकन किया जा सके। प्रस्तावक का पिछले तीन वित्तीय वर्षों में कुल सकल राजस्व रेलवे को प्रस्तुत किए गए वाणिज्यिक प्रस्ताव में कुल संभावित आमदनी के कम-से-कम समतुल्य होना चाहिए।

समिति निर्धारित समय सीमा के भीतर प्रस्ताव के मूल्यांकन के लिए प्रस्तावक से कोई भी स्पष्टीकरण अथवा पूरक सूचना मांग सकती है। यदि रेल प्रशासन उक्त शर्तों में से किसी भी एक शर्त से संतुष्ट नहीं है तो परियोजना/योजना शुरू नहीं करनी चाहिए।

3.3 प्रस्ताव का सैद्धांतिक अनुमोदन: एनएफआर मूल्यांकन समिति द्वारा प्रस्ताव की उचित जांच के बाद, प्रस्ताव को रेलवे प्राधिकार द्वारा स्वीकृति की अनुशंसा की जाएगी और प्रस्तावक को विस्तृत परियोजना रिपोर्ट प्रस्तुत करने के लिए कहा जाएगा। समिति के सदस्यों के बीच किसी भी प्रकार का विवाद होने पर, सक्षम रेलवे प्राधिकार द्वारा अंतिम निर्णय लिया जाएगा। एनएफआर मूल्यांकन समिति द्वारा निर्धारित समय के भीतर निर्णय लेने का हर संभव प्रयास किया जाएगा। यदि समिति

निर्धारित समय के भीतर निर्णय लेने में असमर्थ हो तो सक्षम रेलवे प्राधिकार के अनुमोदन से समय सीमा बढ़ाने की मांग की जा सकती है।

3.4 प्रस्तावक द्वारा आमदनी योजना प्रस्तुत करना: प्रस्तावक आमदनी योजना पर एक विस्तृत परियोजना रिपोर्ट तैयार करेगा, जिसमें परियोजना/योजना के कार्यान्वयन के लिए तयशुदा समय सीमा के भीतर बोली मानदंडों सहित तकनीकी और वित्तीय विवरण शामिल होंगे और एनएफआर मूल्यांकन समिति के विचारार्थ प्रस्तुत करेगी। रेलवे प्राधिकार द्वारा प्रस्ताव स्वीकृत होने के 30 दिन के भीतर समिति को निम्नलिखित दस्तावेज प्रस्तुत किए जाएंगे:

- (i) आमदनी योजना
- (ii) आमदनी योजना तैयार करने की लागत
- (iii) व्यावसायिक प्रस्ताव

समिति आमदनी योजना में उपयुक्त आशोधन करके रेलवे के संभावित राजस्व को बढ़ाने के लिए प्रस्ताव को आशोधित कर सकती है। बोली मानदंडों सहित आशोधित प्रस्ताव को सक्षम रेलवे प्राधिकारी द्वारा अनुमोदित किया जाएगा। प्रस्तावक के वित्तीय प्रस्ताव को सीलबंद लिफाफे में रखा जाएगा, जिसे बोली प्रक्रिया के दौरान बोलीदाताओं के वित्तीय प्रस्तावों को खोलने के दिन खोला जाएगा।

यदि प्रस्तावक रेलवे द्वारा सुझाए गए आशोधनों से सहमत नहीं है तो रेलवे प्रस्तावक से अस्वीकृति प्राप्त होने के 30 दिन के भीतर आशोधित प्रस्ताव के लिए खुली निविदा आमंत्रित करेगा। अस्वीकृति प्राप्त होने के बाद, प्रस्तावक का रेलवे पर आमदनी योजना प्रतिपूर्ति सहित कोई अधिकार अथवा दावा नहीं होगा और उसे केवल अग्रिम धन की वापसी की जाएगी और कोई ब्याज नहीं दिया जाएगा।

3.5 बोली दस्तावेज तैयार करना और बोली प्रक्रिया शुरू करना: आशोधित और अनुमोदित आमदनी योजना को बोली दस्तावेज तैयार करने और बोली प्रक्रिया शुरू करने के लिए कार्यक्रम अधिकारी को प्रस्तुत किया जाएगा। रेलवे में आमदनी निविदा के लिए मौजूदा वाणिज्यिक परिपत्रों के अनुसार बोली दस्तावेज शुल्क, अग्रिम धन आदि को रेलवे प्राधिकारी द्वारा निर्धारित किया जाएगा। अर्हता मानदंड वहीं होंगे जो प्रस्तावक

के लिए निर्धारित किए गए थे, जिन्हें वित्त के परामर्श से रेलवे प्राधिकारी द्वारा यथोचित ढंग से आशोधित किया जा सकता है। कार्यक्रम अधिकारी आवश्यकता पड़ने पर बोली दस्तावेज तैयार करने के लिए तकनीकी सलाहकार की सहायता की मांग कर सकता है। बोली प्रक्रिया के लिए बोली दस्तावेज कार्यक्रम अधिकारी द्वारा अनुमोदित किए जाएंगे।

3.6 बोली प्रक्रिया: बोली प्रक्रिया रेलवे द्वारा की जाएगी, जिसमें बोली आमंत्रित करना, निविदा समिति द्वारा मूल्यांकन करना, निविदा की स्वीकृति और आबंटन पत्र जारी करना आदि शामिल हैं। एनएफआर मूल्यांकन समिति और रेलवे प्राधिकारी निविदा के मूल्य पर ध्यान दिए बिना ही निविदा समिति और निविदा स्वीकृति प्राधिकारी के रूप में कार्य करेंगे। बोलीदाताओं को बोली दस्तावेज के दिशा-निर्देशों के अनुसार उनके वित्तीय प्रस्तावों को कोट करने के लिए अनुरोध किया जाएगा। बोलीदाताओं को शर्त आधारित प्रस्ताव प्रस्तुत करने अथवा प्रस्ताव में बोली दस्तावेज में निर्धारित और रेलवे द्वारा फाइनल की गई परियोजना/योजना के कार्यक्षेत्र में कोई परिवर्तन करने की अनुमति नहीं होगी। प्रस्तावक के प्रस्ताव को अर्हक बोलीदाताओं के वित्तीय प्रस्तावों के साथ खोला जाएगा। बोली प्रक्रिया के दौरान प्रस्तावक द्वारा कोई अग्रिम राशि जमा कराने की आवश्यकता नहीं होगी और प्रस्ताव देने के समय प्रस्तुत की गई अग्रिम राशि पर मूल्यांकन के लिए विचार किया जाएगा।

3.7 प्रस्तावक को पहली अस्वीकृति का अधिकार: यदि प्रस्तावक उच्चतम बोलीदाता नहीं है और अन्य बोलीदाता उच्चतम बोलीदाता हैं तो प्रस्तावक को पहली अस्वीकृति का अधिकार दिया जाएगा और उसे उच्चतम बोली लगाने का अवसर प्रदान किया जाएगा। रेलवे प्रस्तावक को वित्तीय बोली खुलने के 15 दिन के भीतर उच्चतम बोलीदाता और उच्चतम बोलीदाता द्वारा कोट की गई उच्चतम बोली के बारे में पत्र/फैक्स के जरिए सूचित करेगा।

प्रस्तावक इस सूचना के प्राप्त होने की तारीख से 7 (सात) दिन के भीतर जवाब देगा चाहे वह उच्चतम बोली से इसे मैच कराना चाहता हो या नहीं। यदि प्रस्तावक बोली को निर्धारित समय सीमा के भीतर उच्चतम बोलीदाता द्वारा दी गई बोली से सफलतापूर्वक मैच कराना चाहता है तो प्रस्तावक को चयनित बोलीदाता के रूप में अधिसूचित किया जाएगा और उसे परियोजना आबंटित कर दी जाएगी।

बहरहाल, यदि प्रस्तावक उच्चतम बोली को निर्धारित समय सीमा के भीतर मैच कराने में सक्षम न हो अथवा यदि प्रस्तावक रेलवे की आवश्यकताओं को पूरा करने में असमर्थ रहता है और करार कर लेता है अथवा यदि प्रस्तावक अपने प्रस्ताव को वापस ले लेता है अथवा किसी भी कारण से उसका चयन नहीं होता है तो परियोजना उच्चतम बोली देने वाले बोलीदाता को आबंटित कर दी जाएगी, जिसे बाद में चयनित बोलीदाता घोषित कर दिया जाएगा। ऐसे मामलों में, प्रस्तावक द्वारा निर्धारित समय सीमा के भीतर उच्चतम बोली मैच कराने में सक्षम न होने के मामले को छोड़कर, प्रस्तावक द्वारा जमा कराई गई अग्रिम राशि को रेलवे द्वारा जब्त कर लिया जाएगा।

यदि उच्चतम बोलीदाता को बोलीदाता के रूप में चुन लिया जाता है और वह रेलवे की आवश्यकताओं को पूरा नहीं कर पाता है अथवा करार कर लेता है अथवा चयनित बोलीदाता अपना नाम वापस ले लेता है अथवा किसी भी कारण से उसे अयोग्य घोषित कर दिया जाता है तो संबंधित रेलवे प्राधिकारी अपने विवेकाधिकार से बोली प्रक्रिया रद्द कर सकता है।

3.8 आमदनी योजना प्रतिपूर्ति: यदि बोली प्रक्रिया पूरी होने के बाद प्रस्तावक का चयन नहीं होता है तो प्रस्तावक रेलवे के माध्यम से चयनित बोलीदाता द्वारा देय उच्चतम बोली के औसत वार्षिक आमदनी के 2 प्रतिशत के समान सभी लागू कर और ड्यूटी की राशि चयनित बोलीदाता से प्राप्त करने का पात्र होगा। प्रस्तावक को अधिकतम 1 करोड़ रुपए की मुआवजा राशि देय होगी। यह राशि परियोजना/योजना की अवधारणा और आमदनी योजना की तैयारी में इसके प्रयासों और उसके द्वारा किए गए कार्यों के लिए प्रस्तावक द्वारा किए गए खर्च के लिए देय मुआवजा होगी।

4. तकनीकी सलाहकार (टीए) की भूमिका

- 4.1 टीए का पैनल: रेलवे प्राधिकारी टीए का पैनल नियुक्त करने की प्रक्रिया शुरू करेगी, जिसमें कन्सल्टेंट्स फर्मों की संख्या 6 से अधिक नहीं होगी। प्रत्येक फर्म का अध्ययन के विभिन्न क्षेत्रों जैसे परियोजना मूल्यांकन, रियल एस्टेट, वित्तीय मॉडलिंग, कानून, विपणन आदि में पर्याप्त विशेषज्ञता होगी। इस पैनल से मामला-दर-मामला आधार पर टीए का नामांकन किया जा सकता है जिसमें चयन की निष्पक्ष और पारदर्शी प्रक्रिया का विधिवत् अनुपालन सुनिश्चित किया जाएगा।
- 4.2 टीए की नियुक्ति पूरी तरह से जरूरत आधारित होनी चाहिए और इस प्रकार की प्रक्रियाओं से निपटने के लिए रेल प्रणाली के भीतर क्षमता विकसित करने के लिए हरसंभव प्रयास किए जाने चाहिए।
- 4.3 रेलवे मामला-दर-मामला आधार पर आवश्यकता पड़ने पर चयन की निष्पक्ष और पारदर्शी प्रक्रिया के जरिए अनुमोदित पैनल से तकनीकी सलाहकार (टीए) की नियुक्ति कर सकता है ताकि वह प्रस्तावक से प्राप्त विस्तृत प्रस्ताव की जांच करने अथवा बोली प्रक्रिया को संचालित करने में रेलवे की सहायता कर सके। रेलवे प्राधिकार का अनुमोदन प्राप्त करके एनएफआर मूल्यांकन समिति की सिफारिश पर टीए की नियुक्ति की जा सकती है। समिति अनुमोदन प्राप्त करते समय टीए के कार्यक्षेत्र को भी अंतिम रूप दे सकती है।
- 4.4 टीए को भुगतान: टीए द्वारा प्रदान की जाने वाली सेवाओं हेतु भुगतान करने के लिए सफलता शुल्क आधारित भुगतान माध्यम अपनाया जा सकता है। सफलता शुल्क बोली प्रक्रिया को अंतिम रूप देने के बाद रेलवे द्वारा प्राप्त होने वाली औसत वार्षिक आमदनी का 1 प्रतिशत होगा। यह शुल्क परियोजना के लिए 25 (पच्चीस) लाख रुपए की उच्चतम सीमा के अन्वयधीन होगा। परियोजना/योजना के सफलतापूर्वक आबंटन के बाद ही भुगतान किया जाएगा। टीए के भुगतान के लिए अलग से कोई बजटीय प्रावधान नहीं होगा और एजेंसी के सफलतापूर्वक चयन होने पर ही भुगतान देय होगा।
- 4.5 टीए का कार्यक्षेत्र: टीए के कार्यक्षेत्र में निम्नलिखित कार्यकलाप सूचीबद्ध किए जाएंगे। रेलवे प्राधिकार से अनुमोदन लेकर इस सूची को मामला-दर-मामला आधार पर संशोधित किया जा सकता है।

- 4.5.1 आमदनी योजना में तकनीकी और प्रौद्योगिकी विशिष्टियों, लागत अनुमान, ड्राइंग, प्रतिफल की आंतरिक दर (परियोजना आईआरआर और इक्विटी आईआरआर), परियोजना/योजना की अवधि आदि के संबंध में जांच की जाएगी।
- 4.5.2 वित्तीय विश्लेषण और मॉडलिंग में परियोजना लागत निर्धारण, परियोजना राजस्व, अर्थक्षमता और जोखिम विश्लेषण, आमदनी-लाभप्रदता विश्लेषण, मुद्रा का मूल्य विश्लेषण आदि शामिल हैं ताकि उचित बेंचमार्क सुनिश्चित किया जा सके।
- 4.5.3 टीए को यह देखना होता है कि क्या विस्तृत मानदंड विनिर्दिष्ट किए गए हैं जिनका कार्यान्वयन अवधि के दौरान पर्यावरण और सामाजिक सुरक्षा उपायों (यदि आवश्यक हों) पर चयनित बोलीदाता द्वारा अनुपालन किया जाना जरूरी है।
- 4.5.4 भावी बोलीदाताओं की पहचान करके परियोजना/योजना का विपणन के जरिए बोली प्रक्रिया में प्रतिस्पर्धा बढ़ाया जाना।
- 4.5.5 बोली प्रक्रिया प्रबंधन, जिसमें बोली दस्तावेज तैयार करना, परियोजना के समर्थन के लिए बोली पूर्व सम्मेलन आयोजित करना, भावी बोलीदाताओं के लिए परियोजना सूचना ज्ञापन (पीआईएम) विकसित करना, बोली संबंधी शंकाओं का निवारण करना, बोली दस्तावेज में उल्लिखित मानदंडों के अनुसार रेलवे की निविदा समिति के मूल्यांकन हेतु बोली मूल्यांकन रिपोर्ट तैयार करना आदि शामिल हैं।

टीए पूरी प्रक्रिया की गोपनीयता बनाए रखेगा और उसे बोलीदाताओं, प्रस्तावकों अथवा रेलवे के किसी हित में कोई विरोधाभास नहीं होना चाहिए।

5. प्रक्रिया के लिए समय-सीमा:

रेलवे द्वारा अवांछित प्रस्तावों पर कार्रवाई करने के लिए निम्नलिखित आदर्श समय-सीमा निर्धारित की गई है। इस समय सीमा का कड़ाई से अनुपालन सुनिश्चित करने के लिए सभी उपाय किए जाने चाहिए।

क्र.सं.	कार्यकलाप	लक्ष्य तिथि
1	रेलवे प्राधिकारी द्वारा प्रस्ताव प्राप्त करना	डी
2	एनएफआर मूल्यांकन समिति द्वारा प्रस्ताव की जांच करना (15 दिन)	डी + 15

3	रेलवे प्राधिकारी द्वारा प्रस्ताव स्वीकृत करना (5 दिन)	डी + 20
4	आमदनी योजना प्रस्तुत करना (30 दिन)	डी + 50
5	टीए की नियुक्ति करना, यदि आवश्यक हो	डी + 50
6	एनएफआर मूल्यांकन समिति द्वारा प्रस्तावक के परामर्श से आमदनी योजना को नियंत्रित करना (15 दिन)	डी + 65
7	अनुमोदित आमदनी योजना के अनुसार बोली दस्तावेज तैयार करना और बोलियां आमंत्रित करना (25 दिन)	डी + 90
8	बोलियां खोलना (21 दिन)	डी + 111
9	बोलियों को अंतिम रूप देना जिसमें संक्षिप्त नोट, निविदा कार्यवाहियां आदि शामिल हैं (30 दिन)	डी + 141
10	प्रस्तावक के प्रथम अस्वीकृति का अधिकार (15+7 दिन)	डी + 162
11	एजेंसी का चयन (3 दिन)	डी + 165

यथोचित औचित्य होने पर आदर्श समय सीमा में परिवर्तन किए जा सकते हैं और रेलवे प्राधिकारी को इस बारे में सूचित किया जाए।

6. अल्पावधि प्रस्ताव:

6.1 कभी-कभी रेलवे को ऐसे प्रस्ताव प्राप्त हो सकते हैं जिसमें बहुत कम अवधि के लिए आमदनी अवसर हो सकते हैं, जो तीन माह से अधिक नहीं होगी। बहुत कम अवधि के लिए किसी विशेष स्थान के लिए अधिकार प्राप्त करना, एफटीआर पर बुक की गई स्पेशल गाड़ी पर विनायल रैपिंग करना, कुछ दिनों के लिए किसी स्थान पर अस्थायी किऑस्क लगाना आदि इसके कुछ उदाहरण हैं। यदि इस प्रकार का अवांछित प्रस्ताव किसी ऐसी योजना के लिए प्राप्त होता है जिसमें कोई क्रियाकलाप बहुत कम अवधि के लिए किया जाना हो और सामान्य प्रक्रिया तथा समय सीमा में विलंब हो रहा हो जिससे प्रस्ताव व्यपगत हो जाए तो रेलवे प्राधिकारी ऐसे प्रस्ताव को अनुमोदित कर सकता है और समाचार-पत्रों/वेबसाइट बुलेटिनों आदि में खुले विज्ञापन के जरिए बोलियां आमंत्रित करके एजेंसी का चयन कर सकता है। यदि प्रस्तावक उच्चतम बोलीदाता न हो तो उसके पास इस मामले में प्रथम अस्वीकृति के अधिकार का प्रयोग करने का विकल्प होगा।

- 6.2 उक्त पैराग्राफों में यथा-उल्लिखित सामान्य समय सीमा और प्रक्रिया को शीघ्र निर्णय लेने के लिए कम किया जा सकता है। इस प्रकार के प्रस्तावों पर विचार करने के लिए निम्नलिखित शर्तों का अनुपालन सुनिश्चित करना होगा।
- 6.2.1 यह प्रस्ताव केवल एकबारगी प्रस्ताव होना चाहिए।
- 6.2.2 प्रस्तावित कार्यकलाप की अधिकतम अवधि तीन माह होनी चाहिए।
- 6.2.3 प्राप्त हुआ प्रस्ताव बार-बार दोहराए जाने वाला न हो और एक ही प्रस्तावक से अथवा किसी अन्य व्यक्ति/संस्था से प्राप्त दो समान प्रस्तावों पर कोई कार्रवाई नहीं की जाएगी, जिसमें पहले चुने गए प्रस्तावक का कोई प्रत्यक्ष अथवा अप्रत्यक्ष नियंत्रण हो।
- 6.2.4 रेलवे प्राधिकारी द्वारा यह सुनिश्चित किया जाना चाहिए कि रेलवे सामान्य प्रक्रिया और समय सीमा का अनुपालन करने में असमर्थ है और इसके कारण होने वाले विलंब से प्रस्ताव व्यपगत हो जाएगा।
- 6.2.5 प्रस्ताव के अस्वीकृत होने से रेलवे के राजस्व की हानि होगी।
- 6.3 प्रस्ताव की समय सीमा कम करने के अनुमोदनार्थ निम्नलिखित पर विचार किया जाएगा:

क्र.सं.	कार्यकलाप	लक्ष्य तिथि
1	रेलवे प्राधिकारी द्वारा प्रस्ताव प्राप्त करना	डी
2	एनएफआर मूल्यांकन समिति द्वारा प्रस्ताव की जांच करना (3 दिन)	डी + 3
3	रेलवे प्राधिकारी द्वारा प्रस्ताव स्वीकृत करना (3 दिन)	डी + 6
6	एनएफआर मूल्यांकन समिति द्वारा प्रस्तावक के परामर्श से आमदनी योजना को नियंत्रित करना (2 दिन)	डी + 8
7	प्रस्तावक के नियंत्रित आमदनी योजना के प्रस्ताव को प्रस्तुत करने के लिए न्यूनतम 7 दिन के नोटिस पर बोलियां आमंत्रित करना और स्थानीय समाचार-पत्रों, वेबसाइट बुलेटिन आदि में विज्ञापन देना (3+7 दिन)	डी + 18
8	बोलियां खोलना, तुलनात्मक विवरण तैयार करना और उनकी विधिज्ञा करना (3 दिन)	डी + 21

9	प्रस्तावक का प्रथम अस्वीकृति का अधिकार (1 दिन)	डी + 22
11	एजेंसी का चयन (1 दिन)	डी + 23

7. बोलियों के आमंत्रण के लिए ई-नीलामी:

- 7.1 इस नीति का उद्देश्य है कि इलेक्ट्रॉनिक नीलामी माध्यम का उपयोग करके बोलियां आमंत्रित करने के लिए नीलामी प्रणाली शुरू की जाए। रेलवे की इस प्रकार के अवांछित प्रस्तावों से निपटने के लिए पर्याप्त विशेषज्ञता और डोमेन जानकारी प्राप्त होने के बाद इसे चरणबद्ध आधार पर शुरू किया जाएगा। तदनुसार, अवांछित प्रस्तावों के लिए ई-नीलामी शुरू करने के लिए यथा समय ऑनलाइन प्लेटफार्म विकसित किया जाएगा। तब तक मौजूदा बोली प्रक्रिया जारी रहेगी। इस पैराग्राफ में ई-नीलामी आमंत्रित करने के लिए विस्तृत दिशा-निर्देशों का उल्लेख किया गया है:
- 7.2 ई-नीलामी की अवधि एक घंटा होगी जिसे हर बार बोली प्राप्त होने के बाद पांच मिनट बढ़ा दिया जाएगा।
- 7.3 प्रस्तावक के वित्तीय प्रस्ताव को नीलामी शुरू करने के लिए आधार मूल्य के रूप में रखा जाएगा।
- 7.4 अग्रिम धन के रूप में नीलामी में भाग लेने के लिए आधार मूल्य की 10 प्रतिशत राशि भावी बोलीदाताओं द्वारा जमा कराई जाएगी।
- 7.5 बोलीदाताओं को बोली में भाग लेने के लिए ई-नीलामी प्लेटफार्म पर पंजीकृत करना होगा।
- 7.6 बोलीदाताओं को चयन प्रक्रिया को अंतिम रूप देने के लिए उनके वित्तीय प्रस्ताव को 30 दिन के लिए खुला रखना होगा।
- 7.7 ई-नीलामी प्लेटफार्म को अंतिम रूप देने के बाद ऑनलाइन फॉरवर्ड नीलामी के लिए विस्तृत अनुदेश उपलब्ध होंगे और ये सूचना के लिए ऑनलाइन उपलब्ध होंगे।

रेलवे इस नीति से प्रतिस्पर्धी और पारदर्शी तरीके के जरिए, अभिनवीनता एवं नए सुझावों को बढ़ावा देकर, संभावित आमदनी के स्रोतों की तलाश करके अपने गैर-किराया राजस्व को बढ़ाने के प्रति आशान्वित है ताकि निजी एवं सार्वजनिक भागीदारी दोनों को प्रोत्साहित करते हुए आंतरिक संसाधनों पर भार को कम कर सके।

इसे रेल मंत्रालय के वित्त निदेशालय की सहमति से जारी किया जा रहा है।

कृपया इस पत्र की पावती दें।

हस्ता

(आर पी ठाकुर)

कार्यपालक निदेशक (यातायात वाणिज्य)

गैर-किराया राजस्व

रेलवे बोर्ड

सं.2017/एनएफआर/20/2

नई दिल्ली, दिनांक: 10.01.2017

प्रतिलिपि सूचना और आवश्यक कार्रवाई हेतु प्रेषित:
प्रधान वित्त सलाहकार, सभी भारतीय रेलें

हस्ता

कृते वित्त आयुक्त, रेलवे बोर्ड

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

No. 2018/NFR/25/New Innovative Ideas scheme

Dated: 21.05.2018

**General Manager
All Zonal Railways**

**Sub: New and Innovative Ideas and Concepts Scheme for Generation of
Non-Fare Revenue**

...

To promote new ideas and concepts related to passenger convenience and enhancing Non Fare Revenue a policy on Indian Railways has been formulated. The details of the New, Innovative Non Fare Revenue Ideas Scheme (NINFRIS) are enclosed as the Annexure.

This scheme will come into force with immediate effect.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

The receipt of this letter may please be acknowledged.

D.A.: As above.

S Rawat
21/5/18
(Smita Rawat)
Executive Director
Non Fare Revenue & Tourism

No. 2018/NFR/25/Scheme on New Innovative Ideas

Dated: 21.5.2018

Copy to: FA&CAO, All Indian Railways – for information and necessary action.

P. Ke.
21/5/18
For Financial Commissioner, Railway Board

Scheme for New and Innovative Ideas / Concepts for Generation of Non-Fare Revenue

...

1.0 General

- 1.1 In order to promote new ideas and concepts for enhancement of Non-Fare Revenue and/ or improve passenger convenience on IR it has been decided by Ministry of Railways (MOR) to introduce a 'New, Innovative Non Fare Revenue Ideas Scheme' (NINFRIS).
- 1.2 This policy has basically been framed to kickstart generation of NFR through innovative means and/ or brings about improvements in passenger convenience.

2.0 Applicability

- 2.1 The scheme shall be based at Division level. The focus of this scheme shall be on all new and innovative ideas, concepts, proposals, ideas, themes, etc., that have not been tested before and with potential to enhance non-fare revenue earnings.
- 2.2 To classify an idea/ concept as innovative, generally a similar proposal should not have been implemented on the concerned Division before.

3.0 Main Features of the scheme

- 3.1 Divisional Railway Managers (DRMs) of the Divisions shall have full powers for executing innovative ideas/ concepts for generation of NFR on their Divisions. **However, projects taken up under this Scheme should not infringe upon any other Non-Fare Revenues Policies.**
- 3.2 The Branch Officer of Commercial Department shall be the Nodal Officer in the Division for handling such proposals.
- 3.3 A committee comprising Branch Officers of Commercial, Finance and department holding the assets to be used, as members, shall scrutinise the proposals received and make recommendations to DRM for approval.
- 3.4 For evaluation purposes, savings in expenditure, if any, likely to accrue from the project may be notionally added to the revenue potential of the project as 'deemed earnings'.
- 3.5 To eliminate non-serious ideas/ concepts each such proposal should be accompanied by a token non-refundable application fee of Rupees one thousand only (₹1,000/-). Submitting an idea or concept would not give the person making the submission an exclusive right on implementation of the same. However, if the person submitting the idea also intends to implement the same, this should be clearly mentioned in the submission. Based upon the magnitude of revenue possibilities from the said proposal, DRMs are empowered to decide on the amount of earnest money deposit which shall not be less than Rupees ten thousand only (₹10,000/-).

S Rawat
21/5/18

P
1/5/18
21/5/18

- 3.6 Detailed terms and conditions for finalising the agreement to be signed subsequent to the proposal being accepted, should be worked out within the Division by the same Committee with the approval of the DRM.
- 3.7 Projects may be executed directly by the Divisions, using their own manpower or through any Railway public sector/ outside agency (such as NGOs, Self Help Groups, Cooperative societies, etc).
- 3.8 Such ideas which have been tested under the definitions above and have been successful should be institutionalised for which the Division shall have the power to make necessary rules and determine methods of execution based on the experience gained, subject to any rules that might already be in existence. However, after the idea takes root, its further extension/ expansion should generally be through tendering. Successful projects can be used as a method of price/ rate discovery for similar projects in the future.
- 3.9 The tenure for such NFR initiatives, shall be one year or part thereof, but can be extended by further one year, with the approval of DRM. In such cases, the license fee applicable for the extended period may be determined depending on the realisation of the potential of the project.

4.0 Safeguards/ Precautions

- 4.1 Care should be taken that norms of aesthetics, environmental concerns, decongestion, Safety and security and free movement of passengers, all other standards of sanitation, construction (of temporary structures), fire safety, etc. as prescribed under Railway rules are not violated.
- 4.2 Projects undertaken should not be political or religious in nature.
- 4.3 No permanent structure should be constructed.

5.0 Others

- 5.1 Divisions and Zones are encouraged to report success of such initiatives and give wide publicity for possible replication across the Indian Railways.

Shrawat
21/5/18.

P. S. S.
21/5/18

2021/EEM/150/3(EV)
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2011/Elect(G)/150/3 (Dup)

New Delhi 21.08.19

General Managers,
All Zonal Railways/PUs

Chairman cum Managing Director
Railway Energy Management Co. Ltd.,
Rites Bhawan, Sector-29, Gurugram

Sub: Setting up of public E-vehicle charging station at Railway Station and Railway office complexes.

Ref: Ministry of Heavy Industries and Public Enterprises's File No.1(06)2019-NAB-II (Auto) dated 12.07.19 (link given below).

With an objective for reducing the Green House Gas Emission from the petrol/diesel driven vehicles on the roads, Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises, has taken policy initiative to promote electric vehicles on a very large scale. In line with this, Government of India has recently approved Phase-II of the FAME India Scheme [Faster Adoption and Manufacturing of (Hybrid &) Electric Vehicles in India], for 3 years commencing from -1st April 2019 with a total budgetary support of Rs. 10,000 Crore. The main focus of this phase is electrification of the public & shared transportation.

2. Under this Scheme, Government of India (GoI) intends to support the development of Electric Vehicles (EV) charging infrastructure by extending the capital grant to different organizations working with city government for the promotion of the use of Electric Vehicles (EVs). An Expression of Interest has been Invited by Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises regarding Proposals for availing incentives under this scheme by categorizing installations under A, B, & C category as per premises and uses (commercial or non-commercial). Railway stations and railway office complexes are falling in category 'A' and 'B' respectively. Category 'A' is for commercial use entitled for 70% cost of EVSE as incentive and category 'B' is for non-commercial use entitled for 100% cost of EVSE as incentive. [Cost of upstream electrical infrastructure including the cost of transformer required for bringing power supply to EV charging station will not be covered as cost of EVSE].

3. Ministry of Power (MoP) has laid down minimum requirements vide Notification No 12/2/2018-EV dated 14th December 2018 titled 'Charging Infrastructure for Electric Vehicles – Guidelines and Standards' and subsequent amendments thereof. Last date of submission of proposal to Department of Heavy Industry (Ministry of Heavy Industries and Public Enterprises) is 20th August 2019.

4. In this regard, Railways are advised to download the policy through following link: <https://dhi.nic.in/writereaddata/UploadFile/EOI%20for%20EV%20charging%20in%20cities%2012%20july.pdf> and examine accordingly to take necessary steps for setting up of e-charging stations at Railway stations and Railway office complexes with concurrence of respective Finance & Commercial Department.

This issues with the approval of Board (Member Traction).

Sub
 21/08/19
 (मेजर शोभित गुप्ता)
 निदेशक विद्युत अभियांत्रिकी (बिजली आपूर्ति)

Copy to: PCEEs All Zonal Railways & PUs

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALYA))
(RAILWAY BOARD)

No.2021/EEM/150/3(EV)

New Delhi Dt.07.12.2021

**General Managers,
All Zonal Railways/PUs**

Sub: Faster adoption of electric vehicles in Indian Railways.

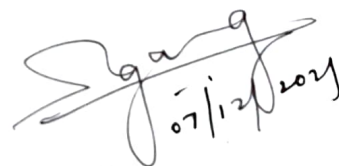
Ref: Minister of Power & Minister of New and Renewable Energy's DO letter dated 26.08.2021.

With an objective for reducing the Green House Gas Emission from the petrol/diesel driven vehicles on the roads, Government of India has taken policy initiative to promote electric vehicles on a very large scale. Accordingly, by 2030 the number of E-vehicles on Indian roads shall multiply many folds replacing the existing petrol/diesel vehicles.

2. Recently, a DO letter has been received from Minister of Power & Minister of New and Renewable Energy in which it has been, inter-alia, stated that shift to Electric Vehicles is imperative for reducing our dependence on imports for energy needs and has requested to switch to Electric vehicles as soon as possible. It is also stated that such an action would set the right example for the general public and encourage them to switch to E-Mobility.

3. A sizeable nos. of vehicles are procured/hired in Indian Railways for office use. Therefore, it is requested to switch over to Electric Vehicles as soon as possible.

This issues with the approval of Board (Chairman & CEO).



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