

GOVERNMENT OF INDIA

SOUTH CENTRAL RAILWAY



Divisional Office, Commercial Branch, Vijayawada

Advertisement Notice No: 01/2023/STBA, dt. 27.04.2023

**Tender Schedule for Engagement of STBA
at 28 (NSG-5 & NSG-6) Category Railway stations over BZA Division
for a period of three years on allotment**

Tender form issued to: Sri/Smt. _____

** The tender document should be signed by the applicant on each and every page. The same should be dropped in Tender Box.



भारत सरकार / **Government of India**
रेल मंत्रालय / **Ministry of Railways**
दक्षिण मध्य रेलवे / **South Central**
Railway

मं.रे.प्र का कार्यालय,
Office of the DRM
विजयवाडा मंडल /
Vijayawada Division
वाणिज्य विभाग,
Commercial Branch
विजयवाडा, Vijayawada.
आन्ध्र प्रदेश, Andhra Pradesh

नं/No.B/C.565/STBA/1/2023.

दिनांक/Date: 27-04-2023.

Advertisement Notice No. 01/2023/STBA/ BZA

For and on behalf of the President of India, Sr. Divisional Commercial Manager, South Central Railway, Vijayawada Division, Vijayawada invites sealed applications from Indian citizens / nationals above the age of 18 years for engagement of Station Ticket Booking Agent (STBA) scheme at **27 NSG-6 and 1 NSG-5 category** Railway Stations over Vijayawada Division, mentioned below for issue of unreserved tickets through Unreserved Ticketing System (UTS) from existing counters of the stations on commission basis. The applicants should be a resident of the local district in which the following Railway Stations are located. The period of the engagement is for **Three (03) years on allotment.**

Description of work	Period of engagement	Earnest Money Deposit	Cost of Tender form	Date of submission of tender
<u>Nature of work:</u> Issue of unreserved tickets to travelling public from the existing booking counters at one (1) NSG-5 & twenty-seven (27) NSG-6 category stations over Vijayawada Division.	Three (03) years	NSG-5- <u>Rs.5,000</u> & NSG-6- <u>Rs.2,000</u>	Free	From 10.00 hrs to 15.00 hr of 29.05.2023

List of **28 NSG-5 & NSG-6 category** stations for issue of UTS tickets.

Sl. No	Name of the Station	Code	Category	Sl. No.	Name of the station	Code	Category
1	Pedana	PAV	NSG-5	10	Kadiyam	KYM	NSG-6
2	Appikatla	APL	NSG-6	11	Kaldhari	KLDI	NSG-6
3	Aravalli	AVLI	NSG-6	12	Karavadi	KRV	NSG-6
4	Attili	AL	NSG-6	13	Manubolu	MBL	NSG-6
5	Bikkavolu	BVL	NSG6	14	Medapadu	MPU	NSG-6
6	Duggirala	DIG	NSG-6	15	Moturu	OTR	NSG-6
7	Gollaprolu	GLP	NSG-6	16	Narisingapalli	NASP	NSG-6
8	Indupalli	IDP	NSG-6	17	Padugupadu	PGU	NSG-6
9	Kodavaluru	KJJ	NSG-6	18	Pulla	PUA	NSG-6

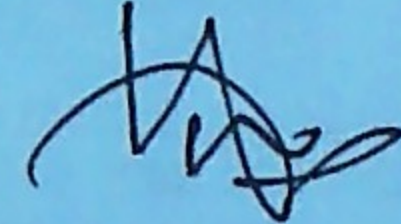
19	Pedavadlapudi	PVD	NSG-6	24	Tanguturu	TNR	NSG-6
20	Ramavarappadu (reserved for women)	RMV	NSG-6	25	Tettu	TTU	NSG-6
21	Regupalem	REG	NSG-6	26	Undi	UNDI	NSG-6
22	Stuartpuram	SPF	NSG-6	27	Uppaluru	UPL	NSG-6
23	Surareddipalem	SDM	NSG-6	28	Uppagunduru	UGD	NSG-6

Important Dates:

Down loading of tender forms from S.C. Railway website	28.04.2023
Date & Time for submission of Tender forms	From 10.00 hrs of 29.05.2023 to 15.00 hrs of 29.05.2023
Date & Time for closing of Tender Box	At 15.00 hrs of 29.05.2023
Date & Time for opening of Tender Box	At 15.30 hrs of 29.05.2023

N.B: In case, the last date happens to be a government holiday or declared as a holiday for any reasons, tenders will be opened on the next working day. Sealed tender forms should be dropped in the sealed tender box kept in the Senior Divisional Commercial Manager's Office, DRM's Offices Compound, North Block, Vijayawada-520 001 with the EMD.

The Tender form and other details may be obtained from the South Central Railway website at www.scr.indianrailways.gov.in . Any further details in this regard please contact the Office of the undersigned during working hours.



(V. Rambabu)

Sr. Divisional Commercial Manager,
Vijayawada.

Copy to All SMRs and Section CCIs over BZA Division for information and wide publicity in this regard.

**TENDER FORM FOR ENGAGEMENT OF STATION TICKET BOOKING AGENT (STBA)
SCHEME AT _____ RAILWAY STATION**

(Write name of the station where applying for)

From:

Name of the applicant: _____

S/o: _____

Residential Address: _____

Cell no: _____ PIN code: _____

Paste Recent
Passport Size
Photograph

To
The President of India,
"Acting through the Senior Divisional Commercial Manager",
South Central Railway, VIJAYAWADA.

Sub: Tender for Engagement as STBA at _____ Station.

I, _____ have read the various terms & conditions of the tender annexed here to and hereby agree to abide by the said conditions. I agree to keep this Tender open for acceptance for a period of 90 days from the date fixed for opening the same and in default thereof, I shall be liable for forfeiture of my/our Earnest Money Deposit.

Sales Turnover in Rs.	Rate of commission payable per month
1-20,000	25% (Minimum of Rs.2,500/-)
20,001 – 1,00,000	15%
>1,00,000	4% (or) the rate quoted whichever is lower

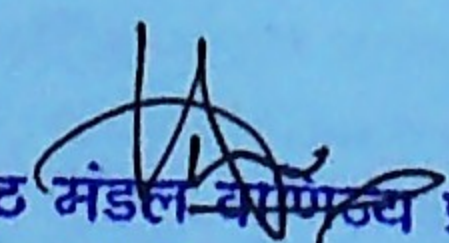
My offer of Percentage of Commission for earnings per One Lakh and above is as under:

S.NO	Offer of percentage for	In figures.	In words.
1.	For Monthly sale turnover above Rs.1,00,000/-		

Note 1: The offer of percentage on Monthly sale turnover of Rupees One Lakh and above should be less than or equal to 4% (Four Percent). In case the quoted percentage is less than 0, then it will be treated as 0% and processed accordingly.

Note 2: In case of difference in figures and words, the percentage shown in words shall be taken as final.

Signature of the applicant/tenderer


वरिष्ठ मंडल-वर्षणिक्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
Railway, VIJAYAWADA

I hereby, enclose a Demand Draft No. _____, dt: _____
**Rs. 2,000/- (Rupees Two Thousand Rupees only) for NSG-6 category station or
Rs.5000/- (Rupees five thousand only) for NSG-5 category station (strike out which is
not applicable)** drawn in favour of Senior Divisional Finance Manager, S.C. Railway, Vijayawada
towards Earnest Money Deposit.

I accept that until a formal agreement is executed, the acceptance of this offer shall
constitute a binding contract as per the terms & conditions for acceptance of the tender. Payment
of Stamp duty on agreement to be executed in pursuance of this offer and other incidental
expenditure connected to the contract will have to be borne by me.

The Earnest Money Deposit shall stand forfeited without prejudice to any other rights /
remedies if I do not execute the contract.

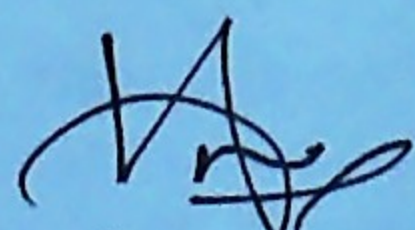
DECLARATION

I, _____ here by declare that I have
not been engaged as Station Ticket Booking Agent (STBA) at any other Railway
station.

Signature of the Applicant/ Tenderer:

Name of the Applicant/ Tenderer:

Mobile Number:


वरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.

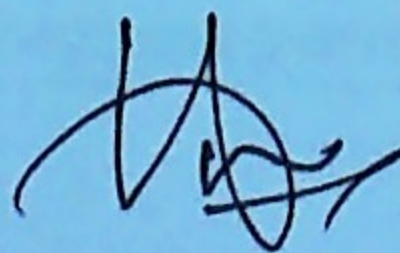
Enclosures:**The following document / certificate should be attached to the Tender Form:**

S. No	Documents to be enclosed	
1.	A Demand Draft of Nationalized/Scheduled Bank towards Earnest Money Deposit of Rs.2000/- for NSG-6 or Rs.5000/- for NSG-5 category station	Yes/No
2.	The applicant should be a resident of the local district in which the station is located where STBA is proposed to be engaged. Attested copy of the residence proof certificate should be enclosed.	Yes/No
3.	The applicant should not be under 18 years of age. Attested copy of age proof certificate should be submitted. The applicant should have passed at least Class-X (SSC) examination. An attested copy of 10 th class certificate (secondary school certificate issued by Board of Secondary Education, A.P.) should be submitted towards minimum education qualification.	Yes/No
4.	Applicant will also have to produce a Certificate from the Police Station serving his/her locality that he/she has no criminal record and no criminal case is pending against him/her.	Yes/No
5.	NEFT/RTGS Mandate form showing his/her Bank account details.	Yes/No
6.	The applicant should submit a notarized affidavit that "Myself and my nominated agent is not an ex-Railway staff who has been removed or dismissed from service on the grounds of doubtful integrity."	Yes/No

NOTE: Please mark "Yes" if a document / certificate is enclosed, otherwise please mark "No".

The Railway Administration has the right to reject any or every tender without assigning any reason. The decision thereof will be final. No further correspondence in this regard.

Signature of the applicant/tenderer



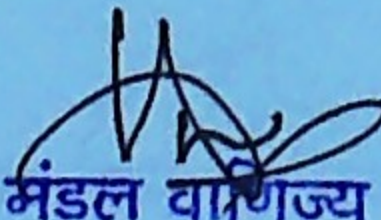
वरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.

List of 28 (NSG-6 and NSG-5 category) stations, revenue for the Year 2022-23 and expected commission

S No.	Station	Station Code	Revenue per annum, Rs.	Avg. Revenue Per month, Rs.	Exp. Commission per month*, Rs.
1	APPIKATLA	APL	540385	45032	8755
2	ARAVALLI	AVLI	315425	26285	5943
3	ATTILI	AL	612195	51016	9652
4	BIKKAVOLU	BVL	1029565	85797	14870
5	DUGGIRALA	DIG	849950	70829	12624
6	GOLLAPROLU	GLP	1036420	86368	14955
7	INDUPALLI	IDP	554280	46190	8929
8	KODAVALURU	KJJ	634445	52870	9931
9	KADIYAM	KYM	556215	46351	8953
10	KALDHARI	KLDI	771750	64313	11647
11	KARAVADI	KRV	776385	64699	11705
12	MANUBOLU	MBL	265125	22094	5314
13	MEDAPADU	MPU	493065	41089	8163
14	MOTURU	OTR	297615	24801	5720
15	NARASINGAPALLI	NASP	172790	14399	5000
16	PADUGUPADU	PGU	893255	74438	13166
17	PULLA	PUA	545010	45418	8813
18	PEDAVADLAPUDI	PVD	3126965	260580	23423
19	RAMAVARAPPADU	RMV	8597130	716428	41657
20	REGUPALEM	REG	193140	16095	5000
21	STUARTPURAM	SPF	866600	72217	12833
22	SURAREDDIPALEM	SDM	859920	71660	12749
23	TANGUTURU	TNR	3866200	322183	25887
24	TETTU	TTU	512135	42678	8402
25	UNDI	UNDI	1706785	142232	18689
26	UPPALURU	UPL	1214605	101217	17049
27	UPPUGUNDURU	UGD	1139300	94942	16241
28	PEDANA	PAV	7455000	621250	37850

Note: * Commission above Rs.1,00,000/- earnings is assumed at 4%, the highest permissible Commission to STBA

Signature of the applicant/tenderer



 वरिष्ठ मंडल वाणिज्य प्रबंधक
 Sr. Divisional Commercial Manager
 द.म. रेलवे, विजयवाडा
 Railway, VIJAYAWADA.

GENERAL INSTRUCTIONS

Tenders are invited from interested applicants with the following conditions and rules laid down from time to time.

1. STBA will be required to issue Unreserved Tickets throughout the day (24 Hrs) from the existing counters at above mentioned 28 NSG-6 & NSG-5 category stations.
2. Out of the applicants fulfilling the eligibility conditions, the candidate(s) who opts for the least commission (on the 4% commission slab) will be selected for engagement. In case the quoted percentage is less than zero then the rate quoted will be treated as 0% and processed accordingly.
3. The STBA will deposit the cash collected through sale of tickets to Station Master/ Assistant Station Master on duty on 8 hourly shifts as prevalent on that station.
4. If the ticket activity stops due to non availability of STBA or negligence of STBA resulting in non-functioning of equipments, a suitable penalty equal to the average daily turnover from sale of UTS tickets at that particular location, subject to a minimum of Rs.2000/- per day may be imposed. Penalty upto Rs.500/- may be imposed against established public complaints regarding the functioning of STBA. In the event of the STBA's failure to pay penalty so imposed within the time fixed by the Railway administration in each case, it shall be lawful for the Railway Administration/Sr.DCM to deduct the amount of such penalty from the Security Deposit or advance of the STBA.
5. STBA will not sublet / assign or transfer the rights or obligations arising out of the contract. In case of death of licensee, the license will be transferred to his legal heir(s) for the unexpired period of license by the Competent Authority.
6. However, if he so desires, he may nominate additional persons for which provision will be there in the standard agreement, with prior approval of the Railway Authorities. Both the STBA and the additional persons nominated by him to sell tickets shall be issued a photo identity card by the Assistant Scale Officer and above of commercial department and their name(s) will also be displayed on a Notice board at the Station premises. STBA and his/her nominated agent should not be ex. Railway staff who has been removed or dismissed from service on the grounds of doubtful integrity.
7. In case of death of licensee, the license will be transferred to his/ her legal heir(s) for the unexpired period of license by the Competent Authority subject to feasibility of posting surplus railway staff at the booking counters, as per the provision of the policy.
8. STBA operator will be allowed to sell all types of non concessional unreserved tickets issued through UTS including platform tickets and season tickets, Renewal of Season tickets will be permitted. POS/Digital modes of payments are allowed subject to feasibility and local conditions. STBA can, however, issue senior citizen concessional tickets. All other concessional tickets requiring documentary proof before issue of tickets can be issued by STBA only when endorsed and permitted by the SM/ASM/Supervisory Booking Clerk or Reservation Supervisor concerned, which shall be done prior to the sale of such concessional tickets.

Signature of the applicant/tenderer

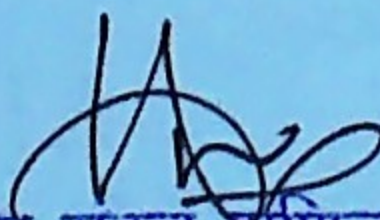

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Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
C. Railway, VIJAYAWADA.

9. The Railway officer in charge of the station i.e. SM/ASM/ Supervisory Booking clerk or Reservation Supervisor will be responsible for the safe custody of the ticket rolls. The STBA will under all circumstances issue the tickets under the guidance and supervision of the SM/ASM/ Supervisory Booking clerk or Reservation Supervisor. He will abide by instructions issued by SM/ASM/ Supervisory Booking clerk or Reservation Supervisor at all times without fail. The STBA shall take over the ticket rolls when assuming his duty from the SM/ASM/ Supervisory Booking clerk or Reservation Supervisor daily under acknowledgement and hand them over to SM/ASM/ Supervisory Booking clerk or Reservation Supervisor upon completion of his shift /duties.
10. The record of the ticket rolls issued to the STBA shall be maintained in a separate register duly indicating the opening number and time of handing over. Similarly, the ticket rolls should be handed over to SM/ASM/ Supervisory Booking clerk or Reservation Supervisor at the end of the shift under entry in this register. The STBA shall ensure entries and signature in the register daily.
11. Divisional Railway will have powers to prescribe working guidelines within the framework of the scheme from time to time.

I. Eligibility Criteria:

- a. The applicant should be a resident of the local district in which the station is located where STBA is proposed to be engaged. Attested copy of the residence proof certificate should be enclosed.
- b. The applicant should not be under 18 years of age. Attested copy of age proof certificate should be submitted.
- c. The applicant should have passed at least Class-X (SSC) examination. An attested copy of 10th class certificate (secondary school certificate issued by Board of Secondary Education, A.P.) should be submitted towards minimum education qualification.
- d. The selected applicant will have to produce a certificate from the Police station serving his/her locality that he/she has no criminal record and no criminal case is pending against him/her.
- e. STBA and his /her nominated agent should not be ex-Railway staff who has been removed or dismissed from service on the grounds of doubtful integrity. A notarized affidavit should be submitted in this regard.

Signature of the applicant/tenderer


दरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.

II Cost of tender form, EMD & Security Deposit:

- a) Cost of tender document – Free (both online and in person)
- b) EMD to be submitted along with tender – Rs.2,000/- for NSG-6 and Rs.5000/-for NSG-5 category station in the form of Demand Draft in favour of **Senior Divisional Finance Manager, S.C. Railway, Vijayawada**. Without EMD amount, tender will be rejected.
- c) The successful tenderer should deposit Rs.10,000/-for NSG-6 and Rs.25,000/- for NSG-5 category station at respective station through money receipt towards Security Deposit. On completion/termination of agreement, pending dues if any shall be adjusted from the Security Deposit and balance refunded to STBA.

III BASIS OF SELECTION:

The highest percentage of commission in the slab more than one Lakh earnings per month at a station will be 4% and the lowest will be zero. Within this range, whoever quotes the lowest percentage will be selected as the STBA for that station, subject to this fulfilling the other eligibility criteria. In case the quoted percentage is less than 0, then it will be treated as 0% and processed accordingly. In case more than one tenderer quotes the same lowest percentage, then the STBA will be finalized by draw of lots through lucky dip method in the presence of at least two tenderers in Senior Divisional Commercial Manager, Vijayawada's office.

IV ENGAGEMENT OF STBA:

Engagement of STBA shall not confer any right on the person for Employment on Railways. The engagement is purely contractual in nature and no facilities viz. absorption in Railway service, regularization of service, bonus, Railway pass facilities etc., shall accrue the STBA.


V ARBRITRATION:

In the event of any dispute, controversy or claim of any kind or nature arising under or in connection with this agreement between the parties standard arbitration clause will be placed in the Agreement.

VI SUBMISSION OF TENDER FORMS:

The tenderer should submit the tender form duly super scribed as "Tender for Engagement of Station Ticket Booking Agent (STBA) at _____ Railway station".

Signature of the applicant/tenderer

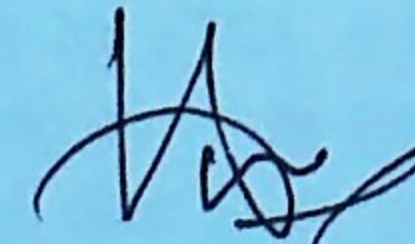

दरिष्ठ मंडल वणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.

VII The applicant should submit the latest documents / certificates issued by the authorities specified in "Enclosures". Any certificate / document issued by other than the specified authority will not considered for evaluation.

For further details, please contact the office of the undersigned on any working day. Please visit our website at www.scr.indianrailways.gov.in.


Sr. Divisional Commercial Manager,
VIJAYAWADA.

Signature of the applicant/tenderer


वरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.


TERMS & CONDITIONS

- 1) The cost of hardware and software (including maintenance), electricity and hiring of channel for setting of the counter will be borne by the Railways.
- 2) STBA will function from the existing counter. STBA shall not issue tickets in any other location other than the specific counter of the station which has been allotted to him.
- 3) STBA will not sublet / assign or transfer the rights or obligations arising out of the contract. However, if he so desires, he may nominate one person as assistant, with the prior approval of the Railway authorities subject to fulfillment of prescribed conditions. All the terms and conditions stipulated by the Railway administration for the working of STBA will also be applicable to the assistant. Both the STBA and the additional person nominated by him to sell tickets shall be issued a photo identity card by the concerned Sr.DCM/DCM and their names shall also be displayed on a notice board at the station premises. In case of death of STBA, the contract will be transferred to his/her legal heir(s) for the unexpired period of contract by the Competent Authority.
- 4) The disbursement of unreserved tickets by STBA will be governed by the timings as decided by the South Central Railway, Vijayawada Division keeping in view of the local conditions. A roster of the timings shall be issued to the STBA by the administration and this roster shall be a part and parcel of this agreement. The roster so issued is subject to change/alteration by the Railway Administration duly taking into consideration various factors in the interest of the passengers.
- 5) **Issue of Concessional UTS tickets by STBA:** STBA will be authorized to issue cash tickets only. The STBA operator shall be allowed to sell all types of non-concessional unreserved tickets issued through UTS including platform tickets and season tickets on cash basis only. POS/Digital mode of payments are allowed subject to feasibility and local conditions. Renewal of season tickets and issue of the senior citizen concessional tickets are also permitted by the STBA. All other concessional tickets requiring documentary proof before issue of tickets can be issued by STBA only when endorsed and permitted by the SM/ASM/Supervisory Booking clerk or Reservation Supervisory concerned, which shall be done prior to the sale of such concessional tickets.

STBA is authorized to issue only UTS tickets. He cannot issue PRS tickets.

- 6) **Cancellation & Non- issue of tickets:** The facility of 'NI' (Non-issue) of tickets will be available to the STBA only when authorized / endorsed by the concerned SM/ASM/Supervisory Booking clerk or Reservation Supervisor. The facility of cancellation of ticket may be extended to STBA only when authorized / endorsed by concerned SM/ASM/Supervisory Booking clerk or Reservation Supervisor. The STBA operator shall make an entry of the ticket that is to be Non-issued in the register which is maintained at the Station and obtain the endorsement of SM/ASM/Supervisory Booking clerk or Reservation Supervisor immediately. The non-issued tickets shall be defaced across as NON-ISSUED and handed over to SM/ASM at the end of the shift.

Signature of the applicant/tenderer


वरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.

Facility of cancellation of ticket is extended to STBA only when authorized/endorsed by concerned SM/ASM/ Supervisory Booking clerk or Reservation Supervisor beforehand. The STBA shall cancel the tickets duly deducting the prescribed charges. The cancellation charges are subject to revision. The STBA should make an entry of the ticket that is to be cancelled in the register which is maintained at the Station and obtain the endorsement of SM/ASM/ Supervisory Booking clerk or Reservation Supervisor immediately. The tickets which are cancelled shall immediately be defaced across as CANCELLED and handed over to SM/ASM/ Supervisory Booking clerk or Reservation Supervisor at the end of the shift. Money receipts, TTE cash, parcel cash etc., can be remitted at the STBA counters only when authorized/endorsed by concerned station Master/Assistant Station Master/ Supervisory Booking clerk or Reservation Supervisor beforehand. However, the revenue so received shall not be accounted for in the monthly turnover of the stations, for the purpose of calculating the commission for STBA.

All concession orders should be handed over to the SM/ASM/Supervisory Booking Clerk or Reservation Supervisor along with cash and cancelled/NI tickets. Failure of the STBA to do so shall result in the collection difference of fare to be recovered from the STBA.


- 7) **Procedure for calculation & Payment of commission:** The commission is payable to the STBA on the net sales turnover is as under:

Sales Turnover in Rs.	Commission percentage payable on sales turnover
1-20,000	25% (Minimum of Rs.2,500/-)
20,001-1,00,000	15%
Above 1,00,000	4% or the rate quoted whichever is less

The commission will be computed on a monthly basis. The SM/ASM of the station has to pay the commission to STBA agent on sale of UTS tickets through station earnings as is being done in case of Halt agent in terms of Para 2425 clause 28 of IRCN (Vol.II). The commission shall be paid on the amount credited to Railway's account. In case of concessional tickets, the commission shall be calculated on the actual fare collected by the railways.

- 8) Remittance of Daily cash: Shift summary and daily summary of transaction details done by STBA shall be extracted through UTS and the STBA should deposit the cash accordingly to the SM/ASM at the end of the shift / day. The signatures of both the STBA and SM should be appended in the cash register as "cash handed over and cash received". In addition, the on-duty SM/ASM to whom the cash is handover by the STBA will also acknowledge for the amount received in the cash handing over book maintained by STBA. The STBA will deposit the cash collected through sale of tickets, to Station Master/Assistant Station Master/Supervisory Booking Clerk/Reservation Supervisor on duty on 8 hourly shift basis as prevalent on that station.

Signature of the applicant/tenderer

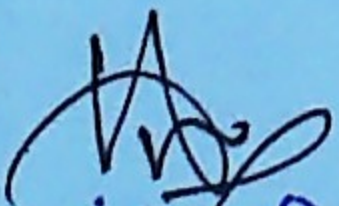

 वरिष्ठ मंडल वाणिज्य प्रबंधक
 Sr. Divisional Commercial Manager
 द.म. रेलवे, विजयवाडा
 C. Railway, VIJAYAWADA.

- 9) Daily transactions shall be maintained in the Station and the STBA shall have to ensure that the details as prescribed in the columns are entered in order to enable the SM/ASM in submission of a consolidated statement to Sr. DCM Vijayawada, about ticket rolls supplied and details of tickets sold.
- 10) Short remittance of the cash by the STBA is not permitted. It will be the responsibility of the SM/ASM on-duty to ensure that the STBA remits the entire cash proceedings as per the DTC at the end of the shift/day. The excess Railway cash if any, with the STBA should also be remitted and accounted as excess in booking.
- 11) The billable and non-billable vouchers collected at the time of issue of concession tickets by the STBA should also be handed over to the on-duty SM/ASM duly acknowledging in the cash register along with the cash. The non-issue, special cancellation and cancelled tickets should be handed over by the STBA to the on-duty SM/ASM in a similar way SM will follow the existing procedure for remitting cash.
- 12) **Responsibility in case the STBA is absent:** STBA found absenting frequently or indulging in any other irregularities will be terminated by invoking the termination clause.
- 13) **Period of Engagement:** Initially STBA shall be engaged for a period of three (03) years. An agreement shall be executed by STBA with Sr.DCM/DCM. Fresh tender shall be floated well before the expiry of three years. In case of delay in finalization of tender, the existing agreement may be extended for 6 months or till finalization of new agreement as per this scheme, whichever is earlier. However, such extension shall not exceed three years. In the event of extension, if any, the STBA whose Agreement period is going to expire/ expired has to continue his services until replacement STBA is put in place.
- 14) **Termination of Contract:** The STBA shall be responsible to ensure compliance of all the instructions issued by the Railway administration from time to time. In case of unsatisfactory performance or failure on the part of the STBA to fulfill all or any of the terms and conditions, Administration reserves the right to impose a suitable penalty on STBA including termination of contract.
Each side can terminate the agreement without assigning reasons by giving a notice of 30 days. However, in case of fraud/criminal case, Railway shall be at liberty to terminate the contract without giving any prior notice.
- 15) In case the Station Ticket Booking Agent (STBA) operator expresses inability to operate the counter(s) immediately after his/her selection by Divisional Railways, the Security Deposit furnished by him shall be forfeited and deposited in Railway accounts as per procedure.
- 16) On completion/termination of the contract, pending dues will be adjusted from the security deposit and balance refunded to the STBA.

Signature of the applicant/tenderer

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Sr. Divisional Commercial Manager
द.म. रेलवे, विजयवाडा
S.C. Railway, VIJAYAWADA.

- 17) The security deposit is liable to be adjusted or realized towards payment of any amount due to the Railway Administration by the STBA including penalties and where this is done, the STBA may, at the discretion of the Railway Administration, be allowed to commence sales only after the STBA has deposited stipulated security deposit at the station. The Railway Administration shall not be liable to pay interest on the security deposit.
- 18) **Signing of Agreement:** Duly incorporating all the terms & conditions of the tender, an agreement will be signed between the STBA and DCM before commencing of work by the STBA.
- 19) The tender must accompanied by a Demand Draft of any Nationalized bank toward Earnest Money Deposit in favour of Senior Divisional Finance Manager, S.C.Railway, Vijayawada. Receipt for the Earnest Money Deposit will be issued only after the Demand Draft is realized and credited to Railway Accounts. However, it is the responsibility of the tenderer to collect the receipt and submit it as a proof for the payment of Earnest Money Deposit paid is refundable subject to conditions laid down herein but bears no interest under any circumstances.
- 20) The applicant offer shall be kept open for 90 days from the date of opening of the tenders.
- 21) Tenders containing erasures or alterations without proper attestations or omissions are liable to be rejected. Tenders submitted without properly and fully complying with the Tender conditions are liable to be rejected.
- 22) The Earnest Money Deposit paid by the un-successful tenderer will be returned by the Railways and shall not be responsible for any loss or depreciation that may happen to the amounts deposited nor liable to pay interest thereon.
- 23) The STBA shall be deemed to be the agent of the Railway Administration and shall be subject to all the legal liabilities of agent as laid down or defined in the law relating to agents in India for booking of railway passengers .
- 24) As in the case of normal functioning of UTS, STBA should also be working as prescribed by the Railway Administration.
- 25) Appointment of STBA will not confer any right on the person for employment on Railways. The appointment is purely contractual in nature on commission basis as per agreed percentage and no facilities viz absorption in Railway Service, regularization of service, bonus, railway pass facilities etc. shall accrue to the STBA.

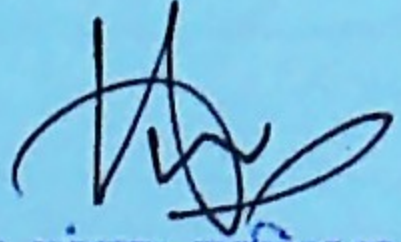


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Signature of the applicant/tenderer

- 26) The Railway administration reserves the right of deduction of the Railway dues from STBA in case any fine payment made under an order/ judgment of any court/ consumer forum or law enforcing agency or any person working on their behalf.
- 27) The STBA shall be responsible for all errors, oversight and under charges made by the staff engaged by him at the STBA or elsewhere.
- 28) The STBA shall not employ any person previously who was in the employment of the Railway Administration without the express sanction of the Railway Administration.
- 29) The STBA has to declare private cash in the system as well as in the register maintained for the purpose.
- 30) STBA should be in neat & clean uniform (Male: white shirt & black pant, Female: Saree/ Chudidhar of mustard colour).
- 31) The books and account of the STBA shall, at all proper times and places are open to the inspection and internal checks of the Railway Authorities or official deputed by them in the same manner as is customary in the case of books and accounts maintained at the Railway Station on the South Central Railway.

Signature of the applicant/tenderer



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NEFT/RTGS

MANDATE FORM

1.	Name of the City	
2.	Bank Code No.	
3.	Bank's Name	
4.	Branch Address	
5.	Branch Telephone / Fax No.	
6.	Contractor's Account No.	
7.	Type of Account	
8.	IFSC Code for NEFT	
9.	IFSC Code for RTGS	
10.	Contractor's Name as per Account	
11.	Telephone No. of Contractor	
12.	Contractor's E-mail ID, if any	
13.	PAN Card No.	

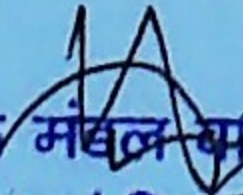
Signature of Applicant/Tenderer :

Name of the Applicant/Tenderer :

Address of the Applicant / Tenderer :

Mobile No. _____

Counter Signature by Bank Manager.


वरिष्ठ मंडल कमिन्स प्रबंधक
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