

SOUTH EAST CENTRAL RAILWAY



FORM FOR EMPANELMENT (FFE)

“FFE” Document No. : SECR/HQ/Engg/FFE-1 of 2025

**Empanelment for providing consultancy services for
survey, construction and management of private siding
works on SECR.**

**Office of The
Principal Chief Engineer,
South East Central Railway,
3rd Floor, New GM Building,
Bilaspur- 495004.**

A handwritten signature in blue ink, followed by the date "08-04-25" written in blue ink.

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Instructions to the Applicant


Request for Empanelment for providing consultancy services for private siding work

1. Applicant firm should go through the FFE document and read carefully.
2. Reputed consultants having in-depth experience in consultancies related to Project development activities from concept to implementation of Siding projects with public/private sector participation may apply for empanelment for providing consultancy services for Siding Project on South East Central Railway. This panel of Consultant firms may be engaged by Siding Owners to carry out the consultancies including but not limited to feasibility survey, project development options, signing of agreement, construction supervision & commissioning of line.
3. South East Central Railway will consider the applications received against this notification and approve the panel based on laid down criteria in this document subject to each consultancy firm (the Applicant) satisfying the eligibility criteria indicated in this document.
4. **Cost of Document and Empanelment Fees.**
 - 4.1 **Cost of Document:** 'FFE' document Form can be download from the SECR website (<http://www.secr.indianrailways.gov.in>) from **15.04.2025** and must submit the 'FFE' Document with Rs.1000/- (Rupees one thousand only) in the form of **Demand Draft in favour of PFA/SECR/BSP** issued by nationalized bank, which will be non- refundable along with their Application, failing which the Application will be summarily rejected.
The 'FFE' Document Fee as above does not include the Empanelment Fee
 - 4.2 **Empanelment Fee:** Applicants found suitable for empanelment will deposit the registration fee of Rs. 30,000/- + 18% GST (total Rs. 35400/-) for a period of 3 years (i.e. @ Rs.10,000/- per annum + 18% GST) in the form of **Demand Draft in favour of PFA/SECR/BSP** within one month from the date of communication for enlistment.
5. The applicant must have completed minimum one work in the last 03 years for suitable experience in the related field (i.e., survey and construction of private siding work) and should submit documents as mentioned in para-2 of General term & condition.
6. The application shall be submitted in an envelope, which shall be marked as "**Form for Empanelment for providing consultancy services for survey, construction and management of private siding works**" and **Notice No. SECR/HQ/Engg/G-3/Consultants/25/01, dated 08.04.2025**. Also, Envelope must include the documents as per check list mentioned in General Terms and Conditions, which shall be numbered serially.
7. The Demand Draft should not be bound directly with other documents but should be placed separately in a plastic cover. Each page of the documents shall be signed by the authorized signatory alongwith the Covering Letter and Checklist in the prescribed format attached with requisite document.
8. A separate envelope, bearing the name and address of the Applicant must be enclosed with application.
9. The Application should be submitted to :

**Asst. Executive Engineer/Genl.,
Office of the Principal Chief Engineer,
New GM Building, S.E.C. Railway
Bilaspur-495004.
Email: xengsechrh@gmail.com**



10. Applications will be accepted upto 16:00 hrs on 16.05.2025. Any application received after this deadline will be summarily rejected and returned to the applicant.
11. S.E.C. Railway shall not be responsible for any postal delay or delay for any other reason.
12. The empanelment will be valid for a period of three years, subject to the satisfactory performance.


08.04.25

Asst. Executive Engineer/Genl.
South East Central Railway,
Bilaspur.

General Terms & Conditions

1. This 'FFE' is non-transferable.
2. The application must be submitted along with the following documents:
 - (i) (a) Copy of the certificate of incorporation issued by the Registrar of Companies, duly attested by a Notary Public.
 - (b) Ownership details of the firm, (e.g., Private Limited, Public Limited, Partnership Firm, or any other type) along with supporting documents duly attested by a Notary Public.
 - (c) Copy of GST Registration certificate and PAN Card of the firm, duly signed by the authorized signatory of the firm.
 - (ii) (a) Audited balance sheet of the firm for the last three years, along with the profit and loss account details, duly certified by a Chartered Accountant with their stamp, signature, and membership number.
 - (b) Annual turnover certificate for the last three years, duly certified by a Chartered Accountant with their stamp, signature, and membership number.
 - (iii) Copy of certificates of completion of minimum one works during last 03 years for suitable experience in the related field (i.e., survey and construction of private siding work), duly attested by notary public.
 - (iv) (a) Organizational strength of the company duly signed by authorized signatory of the firm.
 - (b) List of key personnel (both technical and non-technical) along with their biodata, duly signed by the authorized signatory of the firm.
 - (v) Copy of membership certificate confirming that at least one director/executive of the firm is a member of ACE (India) and one director/executive is a member of IPWE (India).

Alternatively

- (vi) Affidavit (original) on non-judicial stamp paper, attested by a Notary Public, from a retired IRSE officer of rank not lower than SAG, confirming that the officer is working with the firm as one of the directors/executives on full-time employment for the entire duration of the work entrusted to the consultant.
 - (vii) Undertaking from the consultant stating that they are well-versed with Railway rules, guidelines, and codes, whether published in printed form or available on the Railway website, which are applicable to survey and construction management works for private sidings and other related works.
 - (viii) Power of Attorney in favor of the authorized signatory of the firm, attested by a Notary Public.
3. Applications submitted without any of the above required documents will be summarily rejected.
 4. The approval granted by Railway to the consultant will be valid for three years with the condition that it may be withdrawn any time if the performance is found to be unsatisfactory.
 5. **Clarifications:** SECR, at its discretion, may call for clarifications or supporting information with regard to the application submitted by the applicant. All such clarifications/ information desired by SECR should be submitted in writing by the Applicant, signed by authorized signatory within 10 days of calling for such clarifications.
 6. If any document is found to be incomplete, false or incorrect in any respect, SECR reserves the right to reject such application without assigning any reason.
 7. The South East Central Railway reserves the right to reject any application and no request for alteration, modification, substitution or withdrawal shall be entertained by the SECR in respect of such Application.

CHECKLIST

(Formats to be submitted)

Requirement	Complied with (Yes / No)
All the pages numbered serially	
Each page of the documents signed by the authorized signatory of the firm	

SN	Document / Enclosure for submission	Document Submitted (Yes / No / Not Applicable)	Page Nos (to _)	Total No of Pages
	Envelope			
1	Covering Letter as per the prescribed format in Application Form-1 i) signed by the authorized signatory, ii) on the letterhead of the Applicant;			
2	General Information about the Applicant as per the prescribed format in Application Form-2			
3	(i) Copy of certificate of Incorporation issued by the "Registrar of Companies", duly attested by a Notary Public. (ii) Ownership details of the firm, (e.g., Private Limited, Public Limited, Partnership Firm, or any other type) along with supporting documents duly attested by Notary Public. (iii) Copy of GST Registration certificate and PAN Card of the firm duly signed by the authorized signatory of the firm.			
4	(i) Detail of siding consultancy undertaken over SECR and other than SECR as per the prescribed format in Application Form-3.1 & 3.2 (ii) Firm has to submit copy of certificates of completion of minimum one works during last 03 years for suitable experience in the related field (i.e., survey and construction of private siding work), duly attested by a Notary Public.			

5	<p>(i) Information for Financial Qualification of applicant, duly certified by Chartered Accountant as per the prescribed format in Application Form -4</p> <p>(ii) Audited balance sheet for the last three years (2021-22, 2022-23, and 2023-24), along with the profit and loss statement, duly certified by a Chartered Accountant with their stamp, signature, and membership number.</p> <p>(iii) Annual Turn Over certificate for last 03 years, duly certified by a Chartered Accountant with their stamp, signature and membership number.</p>			
6	<p>(i) Organizational strength of the company duly signed by authorized signatory of the firm.</p> <p>(ii) List of key personnel (both Technical and non-technical Employee) with their biodata, duly signed by the authorized signatory of the firm.</p>			
7	Power of Attorney (submitted by the Applicant for signing of Application) executed on non-judicial stamp paper of Rs. 100/- and duly notarized as per the prescribed format in Application Form -5.			
8	<p>Copy of membership certificates confirming that at least one director/executive of the firm is a member of ACE (India) and one director/executive is a member of IPWE (India).</p> <p style="text-align: center;">Alternatively</p> <p>Affidavit (original) on non-judicial stamp paper, attested by a Notary Public, from a retired IRSE officer of rank not lower than SAG, confirming that the officer is working with the firm as one of the directors/executives on full-time employment for the entire duration of the work entrusted to the consultant.</p>			
9	Undertaking from the applicant as per the prescribed format in Application Form -6.			
10	"FFE" Document Fee of Rs.1,000/-.			

Date:

Place:

Company Seal of the Applicant

(Signature of the Authorized Signatory)
(Name and designation)

Application Form-1

(To be printed on the authorized Letterhead of the Applicant, including full postal address, telephone, faxes and e-mail address)

The Principal Chief Engineer,
Office of the Principal Chief Engineer,
3rd Floor, New GM Building,
South East Central Railway
Bilaspur-495004,

Subject: Empanelment for providing consultancy services for survey, construction and management of private siding works.

Dear Sir,

With reference to your 'FFE' document dated _____, we, having examined the Documents and understood their contents, hereby submit our Application for the aforesaid Empanelment.

1. The Application is unconditional and unqualified.
2. All information provided in the Application, Appendices and in the Forms is true and correct.
3. This statement is made for the express purpose of qualifying as an Applicant for the consultancy services.
4. We shall make available to SECR any additional information it may find necessary or require to supplement or authenticate the Application.
5. We acknowledge the right of SECR to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, in the last three years, we have not failed to perform on any contract, as evidenced by the imposition of a penalty, judicial pronouncement, or arbitration award. Furthermore, we have not been expelled from any project or contract, nor have we had any contract terminated due to a breach on our part.
7. We declare that: We have examined and have no reservations to the Documents, including any Addendum issued by SECR:
8. We believe that we satisfy the Eligibility criteria and meet the requirements as specified in the 'FFE' document.
9. We certify that in regard to matters including security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. We undertake that in case due to any change in facts or circumstances during the



empanelment Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.

11. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SECR in connection with the selection of the Applicant, or in connection with the Process itself, in respect of the above-mentioned empanelment and the terms and implementation thereof.
12. We are enclosing herewith other requisite information in forms and attachments as specified in the 'FFE' document. The Checklist of information submitted by us is enclosed with this letter.
13. We declare that the information stated above and in the enclosed attachments is complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient for SECR to reject our application.
14. We agree and undertake to abide by all the terms and conditions of the 'FFE' document. In witness thereof, we submit this Application under and in accordance with the terms of the 'FFE' document.

Yours faithfully,

Date:

Place:

Company Seal of the Applicant

(Signature of the Authorized Signatory)
(Name and designation)

Encl: 1. Checklist of Documents submitted by us.

2. Other documents as per prescribed formats.



Application Form 2: General Information about the Applicant

SN	Description	Details
1	Full Name of the Applicant Company (in Block Letters)	
2	Applicant's Company Constitution- Proprietorship/ Partnership/ Public Limited Co. / Pvt. Ltd. Co.	
3	Applicant's Registered Office, Place of Business, Regional Offices & their addresses	
4	Applicant's Telephone No.	
	Fax No.	
	E-mail address	
5	Name Designation of authorized signatory (for Applicant)	
6	Name & Address of Directors of the Company (Provide names, office & residence addresses, Telephone nos., fax no.s, E-mail, profession / Business engaged in etc.)	

(Signature of the Authorized Signatory)
(Name and designation)

Application Form 3.1: Consultancy Experience

DETAILS OF SIDING CONSULTANCY UNDERTAKEN OVER SECR

The Applicant must showcase relevant experience in the consultancy to fulfil the eligibility criteria. For this purpose, the applicant must present relevant information in the following format.

S. N.	Description of work and location	Name of agency for whom work was executed or is under execution	Details of LOA	Total cost of Work	Period of completion (Scheduled/Actual)	Present status of work	Reference to the documents attached
1.							

Note: Each information sheet must be signed by Head of Consultancy firm over & above the authorized Signatory.



Application Form 3.2: Consultancy Experience

DETAILS OF SIDING CONSULTANCY UNDERTAKEN OTHER THAN SECR

The Applicant must display relevant experience in the consultancy to fulfil the eligibility criteria. For this purpose, the applicant must present relevant information in the following format.

S. N.	Description of work and location	Name of agency for whom work was executed or is under execution	Details of LOA	Total cost of Work	Period of completion (Scheduled/Actual)	Present status of work	Reference to the documents attached
1.							

Note: Each information sheet must be signed by Head of Consultancy firm over & above the authorized Signatory.



Application Form 4: Financial Capacity of the Applicant

Name of the Applicant: _____

The Applicant must furnish annual revenue from consultancy fees in following format:

SN	Financial Year	Annual Receipt from consultancy fee (Rs. In Lacs)
1	2021-22	
2	2022-23	
3	2023-24	

We in our capacity as Chartered Accountant of _____ (name of the Applicant) certify that _____ (name of the Applicant) has received payments from consultancy fees shown above during financial years specified therein. This is besides Rs. Lacs has been received during year 2024-25 for which return is yet to be filed /has since been filed.

Signature of the Chartered Accountant

Name of the Chartered Accountant

Company Seal of the Chartered Accountant

We declare that all information stated in the table above and all details/ documents attached are complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient for SECR to reject our application.

Dated this _____ day of _____ 2025

(Name & Signature of Authorized Signatory of the Applicant)

APPLICATION FORM 5

POWER OF ATTORNEY FOR SIGNING OF APPLICATION

This form is to submit by the Applicant.

(To be executed on Non-Judicial Stamp Paper of Rs.100 and duly notarized).

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the Form for Empanelment for providing Consultancy Services for Siding Development on SOUTH EAST CENTRAL RAILWAY ("SECR") including but not limited to signing and submission of all applications, Applications and other documents and writings, participating in Applicants' and other conferences and providing information / responses to SECR, representing us in all matters before SECR, signing and execution of all contracts including Scope of Consultancy and generally dealing with SECR in all matters in connection with or relating to or arising out of our Application for the said Consultancy and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 2025.

For _____

(Signature)

(Name, Title/designation and Address)

Common Seal of the Company/

Partnership firm

I Accept

(Signature)

(Name, Title and Address of the Attorney)

[Notarized]

Witnesses:

1.

2.

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Application Form- 6

UNDERTAKING

Weare well-versed with Railway Rules, Guidelines and Codes, those have been published either in printed form or available in Railway website, which are applicable for survey and Construction management works of Private sidings and other related works.

(Signature of the Authorized Signatory)
(Name and designation)

End
of
Document.

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line.