

VARIOUS CONTRACTS RELATED TO ENHM IN IR



REVISED DUTY LIST OF ENHM DIRECTORATE

- 1. All matters pertaining to framing policies, programs, initiatives in consultation with executing Departments/Directorates and monitoring of implementation on matters relating to:
 - (a) Housekeeping/cleanliness of Coaching Trains (including EMUs/MEMUs), railway Stations (all categories) within and outside circulating area at stations, coach maintenance depot
 - (b) On board housekeeping services (OBHS) (c) Pest & Rodent Control at Railway Stations, Coaching Depots and Coaching Trains including EMUs/MEMUs

(Ref: Rly Board Office Order 105 & 111 of 2018)

REVISED DUTY LIST OF ENHM DIRECTORATE

- Footnote of Item No 1:
- Execution of above to remain with concerned Directorates in Board's Office, as was done earlier prior to formation of EnHM Unit.
- In respect of Cleanliness at Stations (all categories) including circulating area of stations, execution would be handled by Traffic Commercial Directorate
- matters pertaining to colonies and other railway premises to be dealt with by respective Divisions.
 - (Ref: Rly Board Office Order 105 & 111 of 2018)

REVISED DUTY LIST OF ENHM DIRECTORATE

- Capacity Building including training, seminars and workshops on Environment & Housekeeping related matter.
- All matters pertaining to Swacch Bharat Abhiyaan including coordination with Directorates.
- Solid Waste Management – Policy & monitoring (execution to remain with concerned Engineering, Mechanical or Traffic Department).
- Environment Management Plan including accreditation
 - (Ref: Rly Board Office Order 105 & 111 of 2018)

REVISED DUTY LIST OF ENHM DIRECTORATE

- Climate change and Sustainable development.
- Co-ordination on all environmental & housekeeping cases of National Green Tribunal (NGT)
- Coordination with Ministry of Environment, Forest and Climate Change (MoEFCC) in all related issues regarding (4,5 & 6) above.
- Inter-Ministerial and Inter-departmental coordination on climate change and related matters.
- Parliament Questions, RTI, Audit Para, NGT, Court cases, CA-III references on above issues as a single agency.
 - (Ref: Rly Board Office Order 105 & 111 of 2018)

TRANSFER OF SUBJECTS FROM ENHM DIRECTORATE

- To LM(B) branch of L&A Directorate
- Framing of Policies/Programs/Initiatives and monitoring of implementation on matters relating to Water Conservation including rainwater harvesting, water recycling plants and water audits.
 - To Electrical Energy Management Cell of Electrical Dte
- Framing of Policies/Programs/Initiatives
- and monitoring of implementation on matters relating to development of Green built-up spaces in IR such as Service buildings including stations and industrial units.
 - Budgeting for housekeeping of stations & trains
 - would be transferred to concerned core executive Directorate/Department.
 - (Ref: Rly Board Office Order 105 & 111 of 2018)



MAJOR ENHM CONTRACTS

- In Coaching Area
 - Mechanized Cleaning of Coaches
 - On Board Housekeeping Scheme
 - Clean Train Station
 - Linen Washing/Mechanized Laundry
 - Pest & Rodent Control
 - Annual Maintenance and Operation Bio- Toilet

MECHANIZED CLEANING OF COACHES

- Consists of
 - Exterior Coach Cleaning Interior Coach Cleaning
 - Toilets
 - Doorway Gangway Area
 - Compartment
 - Vestibule Area
 - Special Provisions of
 - Pantry Car & Parcel Van
 - Specified Cleaning Agents to be used Padlocking on Arrival/After Maintenance

INTENSIVE CLEANING

- Schedule
 - Pantry Car
 - Every Trip Other Coach
 - Monthly
 - May be Clubbed with A Schedule - ICF
 - D2 Schedule - LHB

MECHANIZED CLEANING OF COACHES

- Payment is Done based on:
 - Evaluation of Monthly Score
 - Attendance Records
 - Cleanliness Record
 - Cleaning Agents
 - Machinery
 - Linen Distribution
 - Minor Maintenance Surprise Visit conducted
 - Passenger Feedback/Complaints

MECHANIZED CLEANING OF COACHES

Penalty is Imposed for:

- Manpower below Minimum Stipulated
- Less Quantity of Cleaning Agent
- Poor Quality
- Non-Working of Cleaning Machines
- Irregularities during Inspection

Clean Train Station

- Stations Nominated by Railway Board
- For Train Stopping more than 15 Minutes
- Operate in Two Shifts at most of the Station
- 06:00 to 14:00 and 14:00 to 22:00

- Water Jet Cleaning and Drying of Toilet
- Doorway Cleaning of
 - Wash Basin Vestibule Area
 - Outside Window Glass PF Side
- Spray Room Freshener Disposal of Waste

Clean Train Station

- Clean Train Station (Contd...) Machines Used
 - High Pressure Water Jet Machine
- Dry & Wet Vacuum Cleaner Evaluation for Payment
 - Passenger Feedback
 - Format
 - By Railway Supervisor Format

Clean Train Station (Contd...) Payment Done on

- Actual Work done
- Or Minimum Quantity Guaranteed

Penalty imposed

- Irregularities during Inspection
- Less Manpower Less Cleaning Agent Less Equipment Poor Rating
- Passenger Complaint

ON BOARD HOUSEKEEPING SERVICES (OBHS)

- Consists of
 - Cleaning & Disinfestation
 - Collection & Disposal of Garbage from Train Maintenance of Trash Can
 - Operating Lost & Found in Train
 - Maintenance Issues
 - Linen Distribution

ON BOARD HOUSEKEEPING OBHS

- Cleaning & Disinfestation Consists of Work Area
 - Entire Train (Interior & Exterior)
 - All Reserved Ac & Sleeper Coach Chair Car
 - Engine Room Cargo Coach Guard Room

ON BOARD HOUSEKEEPING OBHS

- Cleaning & Disinfestation (Contd...) Frequency
 - Twice 05:00 - 10:00
 - Once 13:00 - 15:00
 - Twice 18:00 - 22:00
 - Besides, As & When required/demanded Timings may be modified Depending on Schedule
 - Frequent Cleaning of
 - Doorway Gangway Vestibule area

ON BOARD HOUSEKEEPING OBHS

- Collection and Disposal of Garbage Includ Maintenance of Dustbins/Trash-cans
- Clearing of Garbage Bins
 - Frequency - Three Times a Day
- Besides, Whenever Bin more than half-full Collection of Garbage in Polybags
 - To be sealed with Rubber band after filling To avoid spilling over
 - To be handed over to Railway Representative At Nominated Station (List with Janitor)

ON BOARD HOUSEKEEPING OBHS

- Operating Lost & Found Consist of
 - Collection of Lost Items in train Submitting the same to
 - Railway Authority at Originating Station Maintain Lost and Found Register Recording of Lost items
 - Shared with Railway authority
 - Not to retain any such item beyond journey To hand over at first instance
 - Close of journey

ON BOARD HOUSEKEEPING OBHS

- Maintenance Issues Consist of
 - Before Each Journey Examine and Ensure
 - Mechanical Fittings in order Note down if defective and be repaired Inform Railway Authority if not repaired
 - For getting repaired at next station Registering of all complaints
 - To be resolved before next journey To Carry Toolkit with All types of Tools

ON BOARD HOUSEKEEPING OBHS

- Linen Distribution Consist of
 - At Originating Station
 - Taking over of Bedroll Sets Duly counted For outward/inward journey
 - To keep them on shelf Handing over of Fresh Bedroll sets
 - Duly packed in Courteous Manner To Passengers of AC Coach
 - Confirmed & RAC within 30 min of boarding

ON BOARD HOUSEKEEPING OBHS

- Linen Distribution (Contd...)
 - Maintain Proper Personal Hygiene Collection of Used Bedroll sets
 - From Passengers before 30 min At Completion of return trip
 - Handing over Bedroll Sets Duly counted To Linen Contractor/Railway

ON BOARD HOUSEKEEPING OBHS

- Payment is Done
 - Evaluation of Monthly Score
 - Attendance Records Cleanliness Record Cleaning Agents Machinery Linen Distribution
 - Minor Maintenance Surprise Visit conducted
 - Passenger Feedback/Complaints

ON BOARD HOUSEKEEPING OBHS

- Penalty is Imposed :
- Poor Quality
 - Manpower below Minimum Stipulated Less Quantity of Cleaning Agent
 - Non-Working of Cleaning Machines
 - Irregularities during Inspection

WORKS CONTRACT

Pest & Rodent Control (Letter 21-12-2010)

Periodicity Min.	As Prescribed By CAMTECH
Air Conditioned	Fortnightly
Pantry Car	Fortnightly
Non AC Reserved	Fortnightly For first 3 Months Then Monthly
Non AC Unreserved	Once in Two Months

PEST CONTROL

- Pest Control Operator to follow Insecticide Act 1968 and 1971
 - To use only Chemicals/Insecticides Approved for Household Purpose by
 - "Central Insecticides Board and Registration Committee" under
 - the provision of Insecticides Rules 1971 framed under Insecticides Act 1968

PEST CONTROL

- Monitoring
 - Fogging and Placement of 5 No.Food Based Cockroach Monitoring Trap
 - Close the Door for One Hour Note Down the Cockroach Caught By Size Noted Quantity is Benchmark

PEST CONTROL

- MONITORING (Contd...)
 - Reduction in Cockroach Caught By 50% in One Month
Reduction in Cockroach Caught
 - By 90% in Six Months in AC Coach By 80% in Six Months in Pantry Car
 - Level to be Sustained Thereafter
 - No Penalty to be imposed if found Less Than 2 per Coach

RODENT CONTROL

- After Primary Maintenance Glue Boards are removed To Ensure that
- Rodents trapped are also removed Two Nos. Glue Boards continue to remain in
 - Each 1st AC/2nd AC/Pantry Car for
- Entire Journey Two Nos. to be provided to
 - Escorting Staffs per Rake

RODENT CONTROL

- Rodent Control in Coaching Depots Identification of Burrows
 - Closing of Burrows with Soil
 - Count and Identify the Active Burrows That open up Next Day
- Treatment of Active Burrows
 - Fumigation
 - Aluminium Phosphide Bait

RODENT CONTROL

- Rodent Control in Coaching Depots Frequency
 - During 1st Month Fumigation - Weekly
 - Baiting – Daily
- 2nd Month afterwards
 - Fumigation – Monthly or As & when reqd Baiting – Fortnightly
- Disposal of Dead Rodents suitable
 - Not to cause Environment Hazard

RODENT CONTROL

- Monitoring - Quarterly
 - Sampling of Coach same as Pest Control Placement of 6 nos. Glue Board in
 - Each Sample Coach
 - Rodent Caught Dead/Alive to be Counted Satisfactory if less than
 - One Catch per Five Coach

PEST & RODENT CONTROL

- Bill Payment
- Actual Work done Penalty
 - Not Adhering to Frequency Specified
 - Using Chemicals not permitted in Contract Not achieved level of Infestation
 - Cockroaches found more than limit
 - Rodent caught more than limit in Coach Rodent in Coaching Depot
- Passenger Complaint
- Irregularities during Inspection

WORKS CONTRACT

- Linen Washing
 - Washing of Linen at Firm's Premises BOOT Model at Railways Premises
 - Machine – Firm Operation – Firm Maintenance – Firm Transfer to Railways after
 - Expiry of Contract

WORKS CONTRACT

- Linen Washing
- Washing of Linen
 - Items to be Monitored Contractual Agency
 - Penalty for Backlog on Agency Penalty for Loss
 - Penalty for Poor Quality

LINEN WASHING

Inspection of Washed Linen

At Depot Received from Washing Contractor

By JAG Officer	2% any lot	Quarterly
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By JS Officer	2% any lot	Monthly
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BY SSE I/c Linen	2% Every Lot Received	
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Inspection of Premises of Washing Contractor

Once in 6 Months by JS Officer

AMC of Bio Toilet

- Scope of Work Attention to
 - Bio Toilets and its Flushing Piping Removal of Choking if any
 - Connection of Pan to Retention Tank External Plumbing System
 - Control System if any
 - Exterior cleaning Evacuation of Tank
 - Replenishment of Inoculum
 - Replenishment of Chlorinator/ KMnO_4
 - Collection/Transport Test of Samples
 - Any other jobs related with Bio Toilet
 - Cleaning of Area after Work

AMOC of Bio Toilet

- Attention to Match with
 - Preventive Maintenance Schedules of Coaches ICF/LHB
- Manpower Norm
 - Supervisor – 1 Shift
 - Skilled staff – 1 per 30 Bio Toilets Semi Skilled Staff – 1 per 30 Bio toilets

EXECUTION OF CONTRACTS RELATED TO ENHM

- Procurement of common use Goods and Services available on GeM through GeM is mandatory, in terms of instructions of Railway Board Railway Board has, therefore, decided that to give thrust to procurement of services on GeM and ensure effective co-ordination with GeM along with monitoring, Stores Department, as per already delegated powers vide letter dated 07-02-2020 and 17-06-2020 referred above, shall be the exclusive agency for procurement of services through GeM.
- This is issued with the approval of Railway Board (MMM, FC and CRB).
 - (Ref: L/No 2020/RS(G)/779/3 dated 27.08.2020)

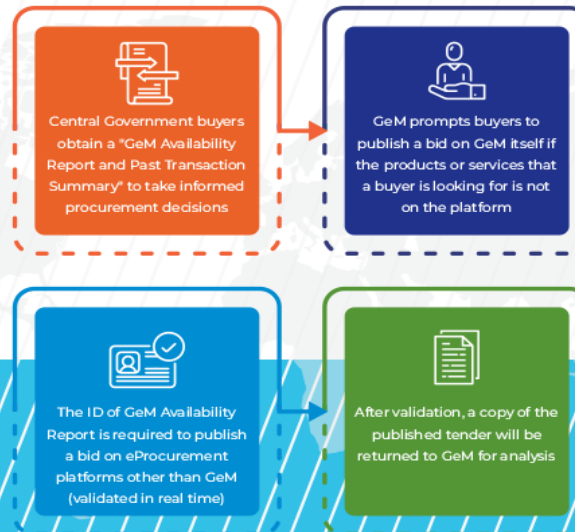
UPS IN GEM 4.0

INTRODUCING A UNIFIED PROCUREMENT SYSTEM

Unified Public Procurement System for the country would provide a single user flow for government buyers, consolidating all government procurement onto a single platform leading to economies of scale, better price discovery and sharing of best practices.



The following are the steps and processes in place to transition from eProcurement portals to a UPS on GeM:



This would thus ensure that the functionality of eProcurement portals are brought on to GeM to provide a uniform experience for all buyers.

