

Central Railway

FA&CAO's Office
Mumbai C.S.T.

No : AC/CC/EOI/Cash Pick up/2017

Date : 28/02/2017

To,

**The Branch Manager,
Public & Private Sector Banks**

Dear Sir/madam,

Sub : Expression of Interest (EOI) for collection of station earnings – Cash, cheques/instruments, vouchers from Railway stations of Central Railway.

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Central Railway has around 403 stations falling in Maharashtra, Karnataka and Madhya Pradesh states. These stations deal with sale of tickets for passengers, booking of commodities and parcel for freight and various other activities that generate earnings. These earnings are in the form of cash as well as instruments & vouchers which need to be collected from the stations. The cash has to be remitted into banks whereas vouchers to be sent to Cash office, CST Mumbai. The list of the stations and the actual earnings for the month of December' 16 is given at Annexure I.

It is proposed to enter into an agreement for collection of cash, cheques/instruments, and vouchers from the stations of Central Railway as detailed in Annexure I. All transactions in the above agreement will be covered under extant guidelines of Reserve Bank of India, in respect of the reconciliation process covered under the Focal Point branch Scheme etc.

(A) TERMS & CONDITIONS:-

- 1) The Public/Private Sector banks has to arrange for the pick- up of Railway's earnings- Cash, DD/instruments & vouchers from all the nominated stations/other locations of all 5 divisions on Central Railway i.e. Mumbai, Pune, Solapur,

Bhusawal & Nagpur as per the details given in annexure which indicate the estimated earnings (actual figures of Dec'16 taken). Earnings will vary from month to month. Any addition/deletion and alterations to this list will be intimated to the bank by the Railways from time to time.

- 2) The bank staff will scrutinise/count the cash for its quantity and quality either with the help of machine or manually and after satisfying themselves, take possession of cash/DD/instruments and give the acknowledgement on the challan (TR Note) on the spot to the concerned Railway officials.
- 3) The bank shall collect cash of all denomination including coins and instruments from station earnings **above Rs.1 lakhs per month on daily basis**; for station earnings between **Rs.50,000/- to Rs. 1 lakh** per month **thrice a week**; **Rs.10,000/- to Rs. 50,000/-** per month **twice a week** and **below Rs.10,000/-** per month, **once in a week**.
- 4) The earnings (Cash/instruments) will be collected by bank on all working days of the bank.
- 5) The bank will account for all earnings and afford credit into Central Railway's Account at RBI/CAS/NGP on T+1 basis for cash and for instruments after actual realisation.
- 6) Bank shall follow reconciliation/reporting process covered under Focal Point Branch concept of Ministry of Railways.
- 7) The entire process of cash pick-up and affording of credit to Central Railway's account with RBI/CAS/NGP will be on a T+1 basis. Any delay shall attract penal interest to be paid by the bank to Railways at the RBI's prescribed rates in this regard.
- 8) Railways will strictly follow the codal procedure and other conditions under Chapter VI of GFR 2005 for procurement of services and the other conditions that 'No float' is to be maintained by the Bank.
- 9) All requisite statements, scrolls, third-foil of the bank acknowledgement challan etc., requiring to be submitted under the Focal Point concept Scheme by the Focal Point

Branch to FA&CAO (Books)/Mumbai Central Railway has to be followed as per the RBI's guidelines.

- 10) The total security and the transportation between the pick-up location and the bank shall be the responsibility of the bank. Any insurance covered for this arrangement shall also be the responsibility of the bank. No cost whatsoever shall be borne by this Railway on this account.
- 11) The bank shall be responsible for any theft or shortage or loss which may occur after the handing over the cash, cheque/instruments and vouchers by the Railway staff to the authorised agency of the bank and Railway shall be completely indemnified for any responsibility of the loss of cash, cheque/instruments and vouchers thereafter.
- 12) Detailed and comprehensive MIS reports containing daily location-wise transactions shall be furnished to respective Sr. Divisional Commercial Manager of the division and Chief Cashier, Central Railway at Mumbai CST on a daily basis. The bank shall furnish monthly MIS report as per the format given by the Railway.
- 13) In the event of any instrument being dishonoured, the bank will return the said instruments along with TR Note highlighting the reasons of dishonour to concerned station/location and Sr. Divisional Commercial Manager for further necessary action under intimation to Chief Cashier/HQ Mumbai.
- 14) The Railways would ensure through its offices in the Railway stations/locations its preparedness to hand over the earnings (Cash/instruments) by 10.00 a.m. every day to the nominated staff/personnel of the bank. The stations will prepare the treasury remittance notes for handing over the earnings to the bank personnel under their due acknowledgement. The concerned Station Manager shall prepare separate Treasury Remittance notes (TR Note) for cash and instruments.
- 15) The bank personnel shall acknowledge the Treasury Remittance note on all 3 foils under their stamped dated signature.

- 16) The bank will collect one copy of the TR Note and will return the copy to FA&CAO (Books) with credit scroll whereas one copy having the acknowledgement of the bank will be sent to Cash office by station concerned.
- 17) The detailed modalities of cash, and instruments and vouchers pick-up and giving of acknowledgement to Railway and ultimate credit to Central Railway's account will be decided by Central Railway. Bank in their offer, however, should spell out the modalities as envisaged by them.
- 18) The bank will hand over a list of all such staff/personnel section-wise whom the bank will deploy for the above services along with their bio-data, photograph and signatures both in Hindi & English to the concerned Sr. Divisional Commercial Manager of Mumbai, Pune, Solapur, Bhusawal and Nagpur divisions of Central Railway who will ensure to send the copy of such photographed identity of the bank personnel to every stations/locations to ensure that the Railway staff do not face any confusion while handing over the earnings to the nominated personnel of the bank.
- 19) The bank will be liable to ensure all correct crediting of the earnings (Cash + instruments) that it collects from the stations/locations. Bank authorities are supposed to ensure that they do not acknowledge on any treasury remittance notes which are not prepared correctly and completely by the station/location authorities, and which may lead to any future disputes.
- 20) There must be stand-by arrangement of cash pick-up by bank to deal with during emergency, if any.
- 21) The bank should provide complete structure of flow of work process. Detailed process of logistic part may be specified explicitly as per specific requirements indicated in scope of work.
- 22) Bank should also furnish details of cash, and instruments and vouchers pick-up arrangement already being handled by them for any other unit of Railways.
- 23) The agreement will be for 2 years.

24) All the conditions mentioned above have to be scrupulously followed.

(B) FORMAT FOR OFFER

1. Banks will have to submit sealed offer indicating the rates, **if any**, for collection of station earnings based on Cash Earnings only on Rupees per 1000 basis.

Divisions	Rate per Rs. 1000
Mumbai	
Pune	
Bhusawal	
Nagpur	
Solapur	

2. The charges/rates quoted should include all statutory taxes payable to different authorities (Central/State Govt etc)

3. Offers are invited from all public and private sector banks.

You are requested to submit your EOI along with terms and conditions, if any, under which your bank will be able to execute the said arrangement. Further, the modalities of the proposed pick-up and the security cover to be provided for the safe movement and custody of the cash, cheque/instruments and vouchers in transit may also be indicated in the offer.

The offer may be submitted on or before **22nd March'17 by 15.00 hrs** addressed and delivered to Dy.FA&CAO (Traffic), Traffic Accounts Bldg., 2nd floor, Above PlatformNo.7, Central Railway at Mumbai CST – 400 001. The same will be opened on the same day at 15.00 hrs in the presence of bank representatives.

**Chief Cashier
Mumbai CST**