

**Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)**

No.2001/TG-V/17/P.

New Delhi, dated. 23. 08.2005

**General Managers,
All Zonal Railways.**

Commercial Circular No.36 of 2005

Sub: Supply of Bed Rolls – Modified Instructions.

Instructions were issued to zonal railways vide policy circular No. 19 of 1999 (No. 97/TG-V/17/P dated 23.07.99) incorporating various guidelines for supply of bedrolls in trains. The extant policy regarding supply of bedroll has since been reviewed and the modifications made in the relevant clause of original policy circular as referred to above are as under:

S. No.	Clause No.	Existing Provision	Modified Provision
1.	2(i)	Procurement of good quality linen	Procurement of good quality linen, either in-house or through outsourcing the work.
2.	3.2(iv)	The distribution of work should be done by the railways staff i.e. by Coach Attendant in the coaches so that this activity is properly monitored.	The distribution of work should be done by the railway staff i.e. by Coach Attendant in the coaches so that this activity is properly monitored. However, where the availability of staff for such distribution is inadequate, the same can be handed over to a private party, as per the details mentioned in Clause 3.3.
3	3.3(i)	The activity of cleaning and washing as well as logistics for supply can be done by the private contract by developing proper infrastructure facility for which necessary support should be provided by the railways.	Depending upon the situation/requirement, either the activity of cleaning and washing as well as logistics of supply or the entire work of procurement, cleaning /washing, supply and/ or distribution can be done by private contract, by the same agency. However, before inviting tenders for the work, associate finance concurrence should be taken. The recognized unions should also be advised and their views taken into account before distribution is outsourced. Two packet system should be followed for inviting tenders, which may be invited in such a way so as to ensure meaningful savings. Further, the contract with the private party should include appropriate clauses for close monitoring of the quality of linen procured as well as the linen washed and supplied.

4	3.3 (iv)	Two types of depots should be set up for supply of bedrolls one to serve as main base depot and another as transit depot. Railway may decide the locations as per need and logistics arrangement. One CMI should be made in-charge for bedrolls for each depot. Sr. DCM/DCM will ensure proper working of these services and depots. The Commercial Inspector should be earmarked from existing staff strength.	Two types of depots should be set up for supply of bedrolls- One to serve as main base depot and another as Transit Depot. Railway may decide the locations as per need and logistic arrangements. One CMI should be made in-charge for bedrolls for each depot. Sr. DCM/DCM will ensure proper working of these services and depots. The Commercial Inspectors should be earmarked from existing staff strength. Staff strength in the depots should be commensurate with the quantum of work being done, taking into account the work which is outsourced.
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2. This issues with concurrence of Finance Directorate of Railway Board.
3. Please acknowledge receipt and ensure compliance.



(A.K. Goyal)

Advisor, Passenger Marketing
Railway Board

No.2001/TG-V/17/P.

New Delhi, dated. 23.8.2005

1. FA & CAO, All Zonal Railways.
2. The Director of Audit, Northern Railway, New Delhi.



For Financial Commissioner, Railways

Copy to: EDRS(G) and EDF(C&RM), Railway Board.