

FORM NO. \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

**CENTRAL RAILWAY**

CHIEF COMMERCIAL MANAGERS (CLAIMS AND CATERING) OFFICE  
5<sup>TH</sup> FLOOR, N.A. BUILDING  
MUMBAI CSMT.

**APPLICATION FOR SHORT LISTING OF CATERING PRODUCTS**

( For supply to licensee run static units)

And Packaged Drinking Water

( For supply to licensee run static units and Mobile units)

(COST RS. 5000/- NON REFUNDABLE,)

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL/MOBILE : \_\_\_\_\_

EMAILID : \_\_\_\_\_

## CENTRAL RAILWAY

### GENERAL TERMS AND CONDITIONS:

1. Application should be submitted on the prescribed form, marked as "Application for short listing of (Name) Catering products. Each form is valid for one category of product only.
2. Applicant should sign with stamp on all the pages of application.
3. Information desired in all fields are essential, applicants must comply with the corresponding query. If the space provided is not sufficient the applicant may attach extra sheet(s). Applicant should fill all fields. If any field is not applicable, write "Not applicable".
4. All the details must be given along with required supporting documents duly attested by Notary, wherever applicable.
5. Railway Administration reserves the right to reject any application at any point of time without assigning any reason.
6. Central Railway's decision on short-listing of applicants shall be final and binding.
7. The application form should be downloaded from Internet, and must be submitted with a Demand Draft of Rs. 5000/- ; without which the application will not be considered. The demand draft is to be drawn in favour of **PFA (Principal Financial Advisor), Central Railway, CSMT Mumbai.**
8. The application fee once paid will not be refunded under any circumstances. The registration charges are payable only after the approval of Short-listing/registration of the brands.
9. Preference will be given to SSI unit /Self help groups/ MSME unit and criteria of Minimum sales turnover and two years manufacturing experience may be relaxed. However, the applicant should be an Income Tax payer and should be registered under GST.
10. The form fee & registration charges will be uniformly applicable to all the firms including SSI unit /Self help groups/ MSME and Societies registered under NCDFI (National Co-operative Dairy Federation of India).
11. The process of short listing is for granting the permission for selling their products in licensee operated static units only. The applicant will directly deal with the licensee; Railway Administration does not guarantee any specific or minimum sales volume. Further, Railway Administration will not be responsible for any dispute between the applicant and the licensee.
11. Railway Administration reserves the right to take punitive action including blacklisting / debarring / revoking permission granted in case deficiencies noticed in service, failure of samples , complaints etc.
12. Railway Administration reserves the right to inspect the production units of the applicant, as and when deems necessary.
13. The Registration fees of the shortlisted suppliers/applicants will not be refundable and will be valid for three years only. After three years same may be reviewed or revised by minimum 10%.

Essential criteria:

1. The brand name should be registered.
2. The applicant must have valid FSSAI/FPO/PFA/ISI/BIS etc certificate as the case may be.
3. The company / firm should possess at least 2 years experience, of manufacturing the product in India.
4. The applicant should have requisite turnover as mentioned in annexure -1
5. The applicant has to pay one time registration charges of Rs. 4 Lakh for sale of PAD products in static units. In case of PDW, Rs. 3 Lakh for supply in static units and Rs. 6 Lakh for supply in Static + Mobile units. (Supply of PDW is subject to non availability of Rail Neer) The registration charges are valid for 3 years and non- refundable. **The Demand Draft to be drawn in favour of PFA, Central Railway, payable at Mumbai.**
6. Short listing will be valid for one year from the date of issue of letter of acceptance (or subject to introduction of any policy / guidelines of Railway Board) and the same may be further renewed for each year maximum up to 3 years. The renewal is subject to satisfactory performance and fulfilling of laid down terms and conditions. The Supplier will not have right for renewal. The application for the renewal has to be made afresh well in advance along with requisite documents before completion of one year period. The registration should be live at the time of renewal. Otherwise, renewal may not be done.
7. In case of any dispute or difference between the parties arising out of or in connection with this agreement, the same shall be resolved amicably by the parties to this agreement. In the event the parties to this agreement are unable to resolve their disputes or differences amicably, then in that case those disputes, claims or differences will be referred to a Sole Arbitrator to be appointed by the Additional General Manager, Central Railway, as per the Arbitration & Conciliation Act, 1996, as amended by Arbitration & Conciliation (Amendment) Act 2015 & 2019 and rules framed in this regard by the Ministry of Railways, Railway Board, New Delhi, as amended from time to time.
  - i. In the event of Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason, or his award being set aside by the court for any reason, it shall be lawful for the authority appointing the Arbitrator to appoint another Arbitrator in place of outgoing Arbitrator in the manner aforesaid.
  - ii. It is further terms of this agreement that no person other than the person appointed by the authority as aforesaid should act as an Arbitrator.
  - iii. The cost of Arbitration shall be borne equally by the respective parties. The cost of Arbitrator shall inter-alia include fee of the arbitrator, as per the rates fixed by the Railway Administration from time to time.
  - iv. Where the award is for payment of money no interest shall be payable on whole or any part of the money for any period till the date on which the award is made.

v. Subject as aforesaid, the Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification thereof apply to the Arbitration proceeding under this clause.

vi. Venue of Arbitration shall be the place from which acceptance letter is issued/the contract agreement is signed or such other place as the Arbitrator at his discretion may determine.

vii. In this section the authority, to appoint the Arbitrator includes, if there be no such authority, the officer who is for the time being discharging the function of that authority whether in addition to other functions or otherwise.

**Mandatory documents :**

The following documents have to be submitted along-with the application:

1. The applicant should be registered for manufacturing and selling products in India. Certificate of registration of firm.
2. The documents showing applicant having minimum 2 years experience of manufacturing the products in India.
3. Valid FSSAI /FPO licence. For Packaged Drinking Water, the applicant should be a manufacturer and the brand owner should possess valid BIS certification for manufacturing PDW as per IS 14543:2004 or revised specification there on and it is mandatory to have 6 purification process. (Annexure II, III.)
4. Certificate of registration under GST.
5. PAN card.
6. Brand registration certificate issued by Registrar of trade marks.
7. Attested copy of balance sheet & Certificate issued by the Chartered Accountant in original showing the sales of food & beverages item and that of the brand offered for short-listing for previous two years.
8. Solvency certificate issued by nationalised/schedule bank.
9. Empty packets/wrappers of the products to be short-listed for documentation.
10. Solvency Certificate from Nationalised/schedule bank in original
11. The applicant should submit an affidavit on 100 rupees stamp paper duly notarized under taking that :

**A- For PAD**

- i. The company ----- having brand ----- of----- product is not banned or black listed by any Zonal Railways over Indian Railway / IRCTC or any Government organisation.
- ii. The MRP of the products as well as quantity will be uniform. in market as well as in Railways. The product will not be marked as “specially packed for Railways”.

**B- For PDW**

- i. The company ----- having brand ----- of----- product is not banned or black listed by any Zonal Railways over Indian Railway / IRCTC or any Government organisation.
- ii. The MRP of the PDW will be Rs.15/- for 1000 ml and Rs.10/- for 500 ml or as decided by Railway during the course of agreement. The product will not be marked as “specially packed for Railways”.

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**Annexure – I**

<b>Sr. no.</b>	<b>Segment</b>	<b>Turnover per annum from sale of F &amp; B items</b>	<b>Turnover from the sale of specific brand</b>
<b>1.</b>	<b>Ice Cream</b>	Rs. 5 Crore	Rs. 2 Crore
<b>2</b>	<b>Cakes , Toast/Khari</b>	1.25 Crore	50 lakhs
<b>3</b>	<b>Confectionery Items</b> (Chikki, Chocolates, sweets)	Rs. 5 Crore	Rs. 2 Crore
<b>4</b>	<b>Biscuits &amp; cookies</b>	Rs. 5 Crore	Rs. 2 Crore
<b>5</b>	<b>Flavoured Milk / milk products</b> Tetra packed / Pet Bottled	Rs. 5 Crore	Rs. 2 Crore
<b>6</b>	<b>Fruit juice</b>	Rs. 5 Crore	Rs. 2 Crore
<b>7</b>	<b>Fruit drinks/ Flavoured drinks</b> Tetra packed/ pet bottles	Rs. 1.25 Crore	Rs. 50 lakhs
<b>8</b>	<b>Aerated drinks</b>	Rs. 5 Crore	Rs. 2 Crore
<b>9</b>	<b>Namkins</b>	Rs. 1.25 Crore	Rs. 50 lakhs
<b>10</b>	<b>Chips</b>	Rs. 1.25 Crore	Rs. 50 lakhs
<b>11</b>	<b>Millet products</b> ( Sweet/Namkeen/Chips etc)	Rs. 50 lakhs	Rs. 50 lakhs
<b>12</b>	<b>Packaged Drinking Water (PDW)</b> <b>1000ml/500ml</b>	<b>Rs. 2 Crore</b>	<b>Rs. 2 Crore</b>

Note: All the items should be complying with FSSAI norms.

### **Details of applicant**

Application form for short-listing of “\_\_\_\_\_” brand of \_\_\_\_\_  
(name of company / Firm) for supply on licensee operated Static units.

Sr. no.	Particulars	Details
1	<u>Name of the brand</u> (Attested copy of registration issued by “Registrar of Trade Marks.”)	
2	Name / details of products offered for registration such as flavour, ( attach extra sheet if required and give details of each product their quantity etc. and also enclosed brochure if any )	
3	Name and full address of the Applicant of the brand with telephone & fax number of office as well as factory and also submit the profile.	
4.	Status of applicant. (Proprietorship / Partnership/ Private Co/Public Ltd Co/ Co-operative/SSI) Copy of incorporation certificate , partnership deed, Memorandum of Articles & Articles of Association	
5	Applicants turnover per annum From sale of Food & Beverages items, for the last two completed financial years ( Enclosed audited balance sheet, P & L Account, duly audited by C.A.)	Financial year  Financial year
6	Applicant’s sales turnover per annum from the specific brand for the brand for which shortlisting is sought for the last two completed financial years (enclose C.A.s certificate specifying turnover from brand(s))	Financial year  Financial year
7	FSSAI licence valid upto (Enclose attested copy)	
8	<b>i. For PAD Test Report from a Govt. Approved/NABL Accredited Laboratory within validity of 3 months.</b> <b>ii. For PDW Test Report from a Govt. Approved/NABL Accredited Laboratory</b> <b>Not older than 3 months certifying that the product is fit for human consumption and confirm to</b>	

	<b>specifications standards as per BIS Norms as per IS 14543:2004 mentioned in Annexure – II and Other 6 water purification Process mentioned in Annexure – III</b>																													
9	Details of testing facilities available in the factory / plant. (Please specify in house/ outsourced)																													
10	Details of the distribution network (Enclose list of authorised distributors / dealers)																													
11	<b>In case of SSI units, enclose certificate issued by NSIC for registration as SSI unit to manufacture the particular brand of F&amp;B items.</b>																													
12	Performance report/Purchase orders of various supply order executed to other organizations of reputation including Railways and government / Semi government bodies. (Attested copies to be submitted)																													
13	Detail of the solvency certificate (Enclose original/notarized copy)																													
14	Permanent Account Number (PAN) (Enclose attested copy)																													
15	GST registration nos. (Enclose attested copy of the Registration certificate)																													
16	Affidavit of the applicant as mentioned in item 11 of mandatory documents (To be submitted in original on Rs. 100/- non judicial stamp paper, duly Notarized)																													
17	Details of ISO certification if any.																													
<b>18</b>	<b>Details of empty packets/wrappers</b>																													
19	Details of products on company letter head in following format <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. no</th> <th style="width: 15%;">Flavour</th> <th style="width: 15%;">Colour</th> <th style="width: 15%;">Weight</th> <th style="width: 15%;">MRP</th> <th style="width: 15%;">Packing size for supply</th> <th style="width: 15%;">Other information</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Sr. no	Flavour	Colour	Weight	MRP	Packing size for supply	Other information																					
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Date:\_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_  
(Name of authorised signatory)

Designation:\_\_\_\_\_

Name of the company / Firm

Rubber stamp

### VERIFICATION

1. I/We \_\_\_\_\_ solemnly declare that to the best of my/our knowledge and belief, the information given in this application form and the annexure and statements accompanying it are correct, complete and truly stated and also that we shall be bound by the acts of my / our duly constituted attorney.
2. I/We understand that, in case the brand is not short listed due to some reasons the Registration fees deposited, shall be returned to the party without any interest. Form cost will not be refunded.
3. It is understood that this is not a tender form but an application for short listing of PAD item brand for sale by private licensee units only.
4. Samples of the products are also required to be sent as and when demanded for short listing, free of cost to Central Railway.
5. The following person(s) may be contacted for any information or clarifications relating to this Registration from:

Name

Designation

Telephone no:

Email Id

Date: \_\_\_\_\_

Signature of the applicant

(Name of the authorised signatory)

Designation:

Name of Company/Firm:

Seal: