



FORM NO: \_\_\_\_\_

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

Chief Commercial Manager (Catg & PS)  
**West Central Railway**  
General Manager Office,  
Indira Market,  
Jabalpur-482001  
Fax: 0761-2677072

### **SUPPLIER REGISTRATION FORM**

( For supply of catering products  
for licensee run units )

(Cost Rs.2500-/- non refundable, Free to SSIs registered with NSIC)

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel/Mobile \_\_\_\_\_

Details of Demand Draft :

1. \_\_\_\_\_

2. \_\_\_\_\_

## **INSTRUCTIONS**

1. This form may be obtained, by hand on paying Rs.2500/- or by post by sending a Demand Draft of Rs.2500/-. If this form is downloaded from [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) it must be sent to this office with a Demand Draft of Rs. 2,500/-. The Demand Draft should be in favour of FA&CAO, West Central Railway, Jabalpur.
2. In the space given on the top of the form, indicate the brand and product for which short-listing for supplies to licensee units is sought. Each form is valid for one product only.
3. This form is available free for Small Scale Industries Unit applicants, registered with National Small Industries Corporation.
4. 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). Applicants should fill all fields, if the field is not applicable, write 'Not Applicable'.
5. All the details must be given along with required supporting documents duly attested by Gazetted Officer/First Class Magistrate/Notary.
6. West Central Railway reserves the right to reject any application at any point of time without assigning any reason.
7. West Central Railway's decision on Short-listing of applicants shall be final and binding.
8. The Short-listing will be valid for one year.
9. A non refundable fee of Rs. One Lakh (Rs. 1,00,000/-), for each product separately, has to be deposited along with the application form in the form of Demand Draft drawn in favour of FA & CAO, WCR, Jabalpur. The fee amount shall be refunded only to those applicants whose products are not approved.
10. The MRP/gms. of the product should not be higher than the MRP/gms. of same product and quantity adopted for the local market and product should not be supplied with different weight / quantity packing specially for Railways.
11. West Central Railway reserves right to collect samples of the products and getting them examined in the appropriate laboratory and also inspect the production facilities, as and when it deems necessary.
12. In case of any kind of irregularity found for a particular product more than three time, the product will be liable to be banned for sale over WCR.
13. In case the validity of any of the FSSAI/BIS certificate expires during the shortlisting process or during the currency of the permission period, the company should submit the valid certificate issued by the concerned authority at the earliest. Till such time, an affidavit should be submitted for submission of the valid certificate.
14. Copy of the certificates submitted with the application form shall be tallied with the original document which has to be produced by the applicant.

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Application Form for \_\_\_\_\_ Brand(s) of \_\_\_\_\_ (Product Category) for bringing them on short-listed/approved list for Category \_\_\_\_\_.

(Note: Please refer to the Eligibility Criteria on page no. 7 to 8)

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>		<b>Encl No.</b>
1	Name of Brand(s) (Enclose copy of certificate for registration of the brand)			
2	Name of Product(s)			
3	Name and full address of the Manufacturer of the brand With telephone & Fax Number (Use extra sheet if required)	Office:		
		Plant/Factory.		
4.	Status of applicant – Proprietorship/Partnership/ Private Company/Public Limited Company/Cooperative/SSI.(Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)			
5.	Applicant's Turnover Per Annum from sale of Food & Beverage items, for the last two completed financial years – As per Annexure-1. (Enclose Audit report with Balance sheet & P&L Account, duly audited by a CA or enclose a published report)	Financial Year (2014-15)	Financial Year (2015-16)	
6	Applicant's Turnover per Annum from the Specific brand(s), for which Short-listing is sought, for the last two completed financial years – As per Annexure-1 (Enclose a certificate from a Chartered Accountant, specifying turnover from brand(s))	Financial Year (2014-15)	Financial Year (2015-16)	
7	Valid license issued by Competent			

	Authority – Health License/ FSSAI/ ISI etc., (Enclose attested copy of the license)		
8	Test report from a Govt., approved/ NABL Accredited Laboratory, not older than 3 months old, certifying that the product(s) is/are fit for human consumption for food items and that the product confirms to specifications and standards as per BIS norms mentioned in Annexure-1.(Attested copy of Test reports for all brands and variety to be submitted)		
9	Details of national/regional distribution network (Enclose list of authorized distributors/dealers) (Note:- Applicant should have Distribution Network at all major stations of all the three divisions i.e. JBP,BPL,KOTA of WCR and they should also attach distributor list as well as franchisee/bottler list.)		
10	<b>Documents to be submitted by SSI Units</b>		
	i) Certificates issued by NSIC for registration as SSI Unit, to manufacture the particular Brand of F&B item.(Enclose attested copy of registration)		
	ii) Performance report / Purchase Orders of various supply orders executed, through DGS&D, other Organization(s) of Reputation. (Attested Copies to be submitted).		
11	Solvency Certificate issued from a Scheduled Bank in current Financial Year.		
12	Details of the testing facilities available in the factory/plant. (please specify in- house/ outsourced facilities).		
13	Permanent Account Number (PAN). (Enclose attested copy).		
14	Sales Tax/ TIN registration Nos. (Enclose attested copy of the Registration certificate)		

15	Excise Registration No. –If applicable, please specify if the product is exempted (Enclose attested copy of the Registration certificate)							
16	Affidavit of the applicant that the party has not been banned/ black listed by IRCTC or Railways or Ministry of Railways. (To be submitted in original on Rs.100/- non judicial stamp paper, duly notarized).							
17	Certificate of Trademark Registration							
18	Specification of the product(s) with a declaration that the MRP/gms. of the product should not be higher than the MRP/gms. of same product and quantity adopted for the local market and product should not be supplied with different weight/quantity packing specially for Railways (Attach extra sheet if required)							
	Sr.	Flavour	Color	Weight	Unit packing size	Packing size for supply		M.R.P.
19	Details of Supplies made during the last Two Years (2014-15 & 2015-16) (Enclose copy of orders)							

Note:

SSI - Small Scale Industries Unit

NSIC - National Small Scale Industries Corporation Ltd.,

**VERIFICATION**

- 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.
  
- It is certified that this is not a tender form but a review for short listing of brands of items for Licensee units only.
  
- Samples of the product are also required to be sent as & when demanded for short listing, free of cost to West Central Railway.

The following person(s) may be contacted for any information or clarifications relating to this Registration Form:

Name

Designation:

Telephone:

Mobile:

Dated:

\_\_\_\_\_

(Signature of the Applicant)

SEAL

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eligibility Criteria: PAD Items \_\_\_\_\_ **Annexure -1**

The firm should have requisite turnover, as given below, from sale of Food & Beverage items and from the sale of specific brand, for which Short-listing is sought, for the last two completed financial years:-

<b>S. No.</b>	<b>Name of the Product and Quality Standards</b>	<b>Turnover per annum from sale of F &amp; B items.</b>	<b>Turnover from the sale of the specific brand</b>
<b>1</b>	<b>ICE CREAM</b> Must comply with FSSAI standards Preferably as per IS 5839:2000 standards	<b>Rs. 10 Crore</b>	<b>Rs. 2.00 Crore</b>
<b>2</b>	<b>AERATED DRINKS IN GLASS/PET BOTTLES &amp; CANS</b> Must comply with FSSAI standards	<b>Rs. 20.00 Crore</b>	<b>Rs. 5.00 Crore</b>
<b>3</b>	<b>BISCUITS</b> Must comply with FSSAI standards Preferably as per IS 1011:2002 Standard.	<b>Rs. 08.00 Crore</b>	<b>Rs. 2.00 Crore</b>
<b>4</b>	<b>CONFECTIONERY ITEMS</b> Must comply with FSSAI standards Preferably as per IS 1009:2004 standards	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>
<b>5</b>	<b>TETRA PACKED/ PET BOTTLES- FLAVORED MILK/MILK PRODUCTS.</b> Must comply with FSSAI standards. Preferably as per IS 1000:1989 Standards	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>
<b>6</b>	<b>TETRA PACKED / GLASS /PET BOTTLES – FRUIT JUICE</b> Must comply with FSSAI standards	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>
<b>7</b>	<b>TETRA PACKED/PET BOTTLES-FRUIT DRINKS</b> Must comply with FSSAI standards	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>
<b>8</b>	<b>PACKAGED DRINKING WATER</b> 1000ml/500ml/300ml/250ml (Must confirm to IS 14543 : 2004 Standards)	<b>Rs. 05.00Crore</b>	<b>Rs. 1.00 Crore</b>
<b>9</b>	<b>CAKES</b> Must comply with FSSAI standards Preferably as per IS 9712:1981 standards	<b>Rs. 05.00Crore</b>	<b>Rs. 1.00 Crore</b>
<b>10</b>	<b>NAMKEENS</b> Must comply with FSSAI standards Preferably as per IS 15271:2003 standards	<b>Rs. 05.00Crore</b>	<b>Rs. 1.00 Crore</b>

<b>11</b>	<b>CHIPS</b> Must comply with FSSAI standards Preferably as per IS 15271:2003 standards	<b>Rs. 05.00Crore</b>	<b>Rs. 1.00 Crore</b>
<b>12</b>	<b>DRY FRUITS</b> (All varieties in smalls packs) Must comply with FSSAI standards	<b>Rs. 02.00 Crore</b>	<b>Rs. 50 Lakh</b>
<b>13</b>	<b>SWEETS</b> -(Packed in sealed boxes and cans). Must comply with FSSAI standards. Preferably as per IS 1009:2004 standards.	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>

- i. In case, the company is manufacturing only one brand, then turnover from sale of F & B items should be fulfilled.
- ii. The company/firm should be registered for manufacturing and selling similar products in India.
- iii. The company/firm should possess at least 2 years experience, of manufacturing the product in India.
- iv. The company/firm should possess valid license (Health License/ FPO/ FSSAI/ ISI etc.,) issued by competent Government Authority.
- V. The Brand, for which Short-listing is sought, should be registered.
- vi. The Company/Firm should enclose copy of all relevant documents, in support of requisite information in SRF, along with balance sheet and P&L account of last two completed financial years (2014-15 & 2015-16).

Send your application on the following address:

**Chief Commercial Manager (Catg & PS)**  
**West Central Railway**  
**General Manager Office,**  
**Indira Market,**  
**Jabalpur-482001**  
**Fax: 0761-2677072**