



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

Principal Chief Commercial Manager  
**West Central Railway**  
General Manager Office,  
Indira Market,  
Jabalpur-482001  
Fax:0761-2677072  
Email: ccmpswcr@rediffmail.com

## SUPPLIER REGISTRATION FORM

( For supply of catering  
products for licensee run  
units over WCR )

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Details of Demand Draft: (enclose Xerox of draft also)

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

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

In terms of Railway Board letter no. 2013/TG-III/600/9 Dated 23.04.2013 and subsequent guidelines issued time to time by Railway Board

### **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 issued in favour of PFA, West Central Railway, JBP.**
2. In the space given on the top of the form, indicate the brand and category of product for which short-listing for supplies to licensee units is sought. Each form is valid for one category of product only. **The applicant should submit shortlisting application in both Soft and Hard Copies.**
3. Maximum 5 products of a category will be considered for approval under a single application. However, a company can submit multiple applications (with specified license fees) for shortlisting of more products.
4. **For Packaged Drinking Water:-** " On West Central Railway Jabalpur, Katni, Satna, Rewa, Sagar, Maihar, Pipariya, Narsinghpur, Gadarwara, Damoh, Madanmahal, KatniMurwara, Katni South, Kareli, Shridham, Habibganj, Bhopal, Hoshangabad, Itarsi, Bina, Vidisha, Guna, Harda, Sant Hirdaram Nagar, Kota & Sawaimadhopur stations has been declared as mandatory stations for sale of only Rail Neer PDW. Hence, other brand PDW will not be permitted to sold at these stations. However, for all other stations falling in WCR, the sale of PDW shall be allowed. Further, in case of any exigency where the IRCTC is not able to supply its PDW i.e. Rail Neer, then the sale of approved/shortlisted PDW will be allowed at such station where Rail Neer is not available for the time being when IRCTC is unable to supply Railneer." Also in future if any other station is included for mandatory sale of Rail Neer then the approved/shortlisted brand of PDW will not be permitted for sale at that station and no refund will be granted in this regard.
5. This form is available free for Small Scale Industries Unit applicants, registered with National Small Industries Corporation. However the valid certificate should be enclosed with the application.
6. 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'.
7. All the details must be given along with required supporting documents should be either notarized or attested by a Gazetted Officer.
8. West Central Railway reserves the right to reject any application at any point of time without assigning any reason.
9. West Central Railway's decision on Short-listing of applicants shall be final and binding.
10. The Short-listing permission/ approval will be valid for three years depending upon fee deposited for the term i.e. one year/ two years/ three years as the case may be.

11. Affidavit: - The applicant have to submit an Affidavit of proprietor/partner/authorized person that:-

(i) The Firm has not been banned/blacklisted/debarred by IRCTC, any other Railway, Ministry Of Railways or any other Government Department.

(ii) The fact/statements mentioned in the Application and Documents submitted with the Application are genuine and true. If Railway Administration finds any fact/ Statement/documents fake or wrong, at any point of time my application may be rejected And suitable penalty including termination of registration, black listing, banning and Debarring may be imposed.

The affidavit should be submitted in original on Rs 500/- non judicial stamp paper duly Notarized.

12 (a) A non-refundable fee for all category of products\* as specified below should be submitted with the application in the form of Demand Draft drawn in favour of PFA, WCR, Jabalpur.

FOR ONE YEAR Rs. One Lakh fifty thousand (Rs.1,50,000/-). (Excluding GST)

FOR TWO YEAR Rs. Two Lakhs ninety thousands (Rs.2,90,000/-) (Excluding GST)

FOR THREE YEAR Rs. Four Lakhs thirty thousand (Rs.4,30,000/-). (Excluding GST)

**Note :-**

**\* For Aerated Drinks category the applicant should deposit Rs 50,000 extra for each year respectively in addition to charges mentioned above in 12 (a).**

**\*- Applicable GST should be deposited by the applicant as per extant rules.**

13. The MRP of the product should not be higher than the MRP of same product of same quantity in the local market under any condition and product should not be supplied with labels like "Specially packed for Railways". Affidavit as mentioned in point 11 should have declaration of this effect also.

14. West Central Railway reserves the 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.

15. 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 Renewed/new certificate issued by the concerned authority.

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

Sr. No	Particulars	Details & Encl No.
1	Name of Brand(s) (Enclose copy of registration certificate of the brand MANDATORY)	
2	Name of Product(s)	
3	Name and full address of the Manufacturer of the brand With telephone, email address & 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)	
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)) also give CA's no and email.	
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 6 months, certifying that the product(s) is/are fit for human consumption for food items and that the product confirms to FSSA/Food Safety and Standard Regulations 2011. For Packaged Drinking Water the BIS certification should also be enclosed.	
9	<b>Documents to be submitted by SSI Units</b>	
	Certificates issued by NSIC for registration as SSI Unit, to manufacture the particular Brand of F&B item.(Enclose attested copy of registration)	

10	Permanent Account Number(PAN). (Enclose attested copy).						
11	<b>GSTIN</b> /Sales Tax/ TIN registration Nos. (Enclose attested copy of the Registration certificate)						
12	Affidavit of the applicant (To be submitted in original on Rs.500/- non judicial stamp paper, duly notarized).						
13	Certificate of Trademark Registration						
14	Specification of the product(s) with a declaration that the MRP of the product should not be higher than the MRP of same product of same quantity in the local market under any condition and product should not be supplied with labels like "specially packed for Railways"						
	Sr.	Flavour	Color	Weight	Unit packing size	Packing size for supply	M.R.P.

**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.
- If any information or papers submitted by our firm/company is found to be materially false, the application of our product for short listings liable to be rejected & short listing (if approval done) be treated as cancelled from that date. The following person(s) may be contacted for any information or clarifications relating to this Registration Form:

(Signature of the Applicant)

Name :

Designation:

Mobile:

E-mail:

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 items.</b>
<b>1</b>	<b>ICE CREAM/FROZEN DESSERTS</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 1011:2002Standard.	<b>Rs. 8.00 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 1000ml/500ml</b> (Must confirm to IS 14543 : 2004 Standards)	<b>Rs. 05.00 Crore</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. 05.00 Crore</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. 05.00 Crore</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. 05.00 Crore</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-(Packed in sealed boxes)</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>14</b>	<b>TEA –BULK PACK IN PACKETS &amp; TEA BAGS</b> Must comply with FSSAI, PFA/FPO standards Preferably as per IS 3611:2000 standards	<b>Rs. 10.00 Crore</b>	<b>Rs. 2.00 Crore</b>

<b>15</b>	<b>Ice Tea/Flavored Ice Tea</b> Must comply with FSSAI standards and other statutory requirements notified from time to time	<b>Rs. 10.00 Crore</b>	<b>Rs. 2.00 Crore</b>
<b>16</b>	<b>COFFEE POWDER-BULK PACK IN PACKETS &amp; SACHETS</b> Must comply with PFA/FPO standards Preferably as per IS 3309:1992 standards	<b>Rs. 10.00 Crore</b>	<b>Rs. 2.00 Crore</b>
<b>17</b>	<b>TOMATO KETCHUP-BOTTLES/SACHETS- 1KG &amp; 12-15 GM SACHETS</b> Must comply with PFA/FPO/FSSAI standards Preferably as per IS 3882:1966 standards	<b>Rs. 10.00 Crore</b>	<b>Rs. 2.00 Crore</b>
<b>18</b>	<b>BLISTER PACK-PICKLE</b> Must comply with PFA/FPO/FSSAI standards Preferably as per IS 3501:1966 standards	<b>Rs. 10.00 Crore</b>	<b>Rs. 2.00 Crore</b>
<b>19</b>	<b>PACKED COCONUT WATER IN TETRA PACK</b> Must comply with FSSAI standards Must be packed and each pack should be suitably marked name of material, Batch no., code no., Date of packing, Best before date & Net weight.	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>
<b>20</b>	<b>Bakery Items in packed condition with best before date (Must comply with FSSAI standards)</b>	<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.

Send your application on the following address:

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