



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 at licensee run  
static units over WCR )

(Cost of Form - Rs.5000/- non refundable, Free to SSIs registered with  
NSIC/MS)

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Details of Fees submitted through NEFT) \_\_\_\_\_

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

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

**Stamp & Signature of Applicant**

\_\_\_\_\_

## **INSTRUCTIONS TO THE APPLICANTS & GENERAL TERMS & CONDITIONS**

1. The short listing form can be downloaded from WCR website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in). The form should be duly filled and signed/stamped by the applicant. Form fees of Rs 5000/- (non refundable) and shortlisting fees as mentioned in this form should also be submitted in advance with application form. If the application/brand is not shortlisted, full fees will be refunded.  
**The fees should be deposited through MERS (Miscellaneous E Receipts System) in Railway's account, for which the applicant will be registered in MERs portal, hence the following details will be required :-**
  - (i) **Name of Firm :-**
  - (ii) **Name of Contact Person :-**
  - (iii) **Mobile No. on which link will be send for payment :-**
  - (iv) **E – mail id :-**
  - (v) **GST No. of firm :-**
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. Applicant should sign on all pages of application form with stamp & seal. Application must be signed by Proprietor/Partner/Director or any person authorized on their behalf by Proprietor & Partner and in case of Company by directors. Applicant must submit copy of PAN card of authorized signatory.
4. 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. "In case the shortlisted flavors/shortlisted products of specific brand/category is discontinued by the company, the same can be replaced once with other product of same category for the shortlisted period only. Revision of Quantity /MRP wherein rates of product to be enhanced will be considered only in exceptional circumstances with valid grounds after the completion of one year from the issuance of approval letter.
5. **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, Bharatpur, Indergarh, Gangapurcity, Bayana, Ramganjmandi 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.
6. This form is available free for Small Scale Industries Unit applicants, registered with National Small Industries Corporation/MSME. However the valid certificate should be enclosed with the application.
7. 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'.
8. All the details must be given along with required supporting documents duly self attested by applicant. Application received without requisite documents will be summarily rejected.
9. West Central Railway reserves the right to reject any application at any point of time without assigning any reason.
10. West Central Railway reserves the right to reject any application at any point of time without assigning any reason. West Central Railway's decision on Short-listing of applicants shall be final and binding.
11. The Short-listing permission/ approval will be valid upto three years depending upon fee deposited for the term i.e. one year/ two years/ three years as the case may be and as per validity of essential documents as of Trademark/FSSAI License etc. During the entire tenure of shortlisting Trademark/ FSSAI License should have proper validity. In case of approval for more than one year, lab test reports (within six months), FSSAI license and Trade mark certificate should be deposited every year based on which permission for next year will be given.

**Stamp & Signature of Applicant**

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

- (i) The Firm/company and its brand /product is not been banned/blacklisted/debarred by any Zonal Railway or IRCTC over Indian Railway/IRCTC or Ministry of Railway.
- (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.
- (iii) The Quantity & 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".
- (iv) Documents submitted with at the time of shortlisting are same & valid as on date.

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 deposited in Railway's Account as per details mentioned in para (1) above :

FOR ONE YEAR Rs. One Lakh Fifty thousand (Rs.1,50,000 + GST @18%)

FOR TWO YEAR Rs. Two Lakhs Ninety thousands (Rs.2,90,000 + GST @18%)

FOR THREE YEAR Rs. Four Lakhs Thirty thousand (Rs.4,30,000 + GST @18%)

**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 Fees +GST should be deposited with the application.**

**\*- In case the brand is not shortlisted, full fees will be refunded to the applicant after receiving application for refund and required bank account details.**

**13.** 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 and in case of any deficiencies notices/reported in products, failure of samples in testing, complaints etc during the short listing period, Railway reserves the right to impose any penalty(ies) including blacklisting/debarring/revoking permission granted.

**14.** In case the validity of any of the documents such as FSSAI/BIS license/ Trade Marks expires during the period of shortlisting, the applicant should submit the renewed or new certificate issued by concerned authority within a month of its expiry. If the applicant fails to submit such renewed/new certificate within a specified period. Railway may take suitable punitive action including termination of short listing with forfeiture of short listing fees.

**15.** Railway reserves the right to inspect the production/manufacturing units of the applicants, as and when deemed necessary.

**16.** All rules, regulations, policies, circulars etc issued by local bodies, State/Central Government from time to time regarding preservation/prevention of atmosphere & environment shall be strictly adhered to by the firm/company shortlisted. Any deviation and deficiencies reported or noticed shall be liable to strict punitive action including termination of shortlisting, debarration, blacklisting, banning of the firm/company over Indian Railway.

**Stamp & Signature of Applicant**

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 two 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 two 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 confirms to FSSAI/Food Safety and Standard Regulations 2011. For Packaged Drinking Water the Valid 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)	

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10	Permanent Account Number(PAN). (Enclose attested copy).						
11	GSTIN/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 :

**Stamp & Signature of Applicant**

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 two financial years:-

S. No.	Name of the Product and Quality Standards	Turnover per annum from sale of F & B items.	Turnover from the sale of the specific brand
1	<b>ICE CREAM/FROZEN DESSERTS</b> Must comply with FSSAI standards Preferably as per IS 5839:2000 standards	Rs. 10 Crore	Rs. 2.00 Crore
2	<b>AERATED DRINKS IN GLASS/PET BOTTLES &amp; CANS</b> Must comply with FSSAI standards	Rs. 20.00 Crore	Rs. 5.00 Crore
3	<b>BISCUITS</b> Must comply with FSSAI standards Preferably as per IS 1011:2002Standard.	Rs. 8.00 Crore	Rs. 2.00 Crore
4	<b>CONFECTIONERY ITEMS</b> Must comply with FSSAI standards Preferably as per IS 1009:2004 standards	Rs. 05.00 Crore	Rs. 1.00 Crore
5	<b>TETRA PACKED/PET BOTTLES- FLAVORED MILK/MILK PRODUCTS.</b> Must comply with FSSAI standards. Preferably as per IS 1000:1989 Standards	Rs. 05.00 Crore	Rs. 1.00 Crore
6	<b>TETRA PACKED / GLASS /PET BOTTLES – FRUIT JUICE</b> Must comply with FSSAI standards	Rs. 05.00 Crore	Rs. 1.00 Crore
7	<b>TETRA PACKED/PET BOTTLES-FRUIT DRINKS</b> Must comply with FSSAI standards	Rs. 05.00 Crore	Rs. 1.00 Crore
8	<b>PACKAGED DRINKING WATER 1000ml/500ml</b> (Must confirm to IS 14543 : 2004 Standards)	Rs. 05.00 Crore	Rs. 1.00 Crore
9	<b>CAKES</b> Must comply with FSSAI standards Preferably as per IS 9712:1981 standards	Rs. 05.00 Crore	Rs. 1.00 Crore
10	<b>NAMKEENS</b> Must comply with FSSAI standards Preferably as per IS 15271:2003 standards	Rs. 05.00 Crore	Rs. 1.00 Crore
11	<b>CHIPS</b> Must comply with FSSAI standards Preferably as per IS 15271:2003 standards	Rs. 05.00 Crore	Rs. 1.00 Crore
12	<b>DRY FRUITS</b> (All varieties in smalls packs) Must comply with FSSAI standards	Rs. 02.00 Crore	Rs. 50 Lakh
13	<b>SWEETS-(Packed in sealed boxes)</b> Must comply with FSSAI standards. Preferably as per IS 1009:2004 standards.	Rs. 05.00 Crore	Rs. 1.00 Crore
14	<b>TEA –BULK PACK IN PACKETS, TEA BAGS &amp; SACHETS</b> Must comply with FSSAI, PFA/FPO standards Preferably as per IS 3611:2000 standards	Rs. 10.00 Crore	Rs. 2.00 Crore

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<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</b> in packed condition with best before date <b>(Must comply with FSSAI standards)</b>	<b>Rs. 05.00 Crore</b>	<b>Rs. 1.00 Crore</b>
<b>21</b>	<b>Gajak/Chikki/Rewari</b> , in packed condition with best before date <b>(Must comply with PFA/FPO/FSSAI standards)</b>	<b>Rs 0.50 Crores</b>	<b>Rs 0.25 Crores</b>
<b>22</b>	<b>Popcorn</b> , in packed condition with best before date <b>(Must comply with PFA/FPO/FSSAI standards)</b>	<b>Rs 0.50 Crores</b>	<b>Rs 0.25 Crores</b>
<b>23</b>	<b>Millett Snacks</b> in packed condition with best before date <b>(Must comply with PFA/FPO/FSSAI standards)</b>	<b>Rs 0.50 Crores</b>	<b>Rs 0.25 Crores</b>
<b>24</b>	<b>Soup Premix</b> in packed condition with best before date <b>(Must comply with PFA/FPO/FSSAI standards)</b>	<b>Rs 1.25 Crores</b>	<b>Rs 0.30 Crores</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 supporting documents as CA certificate/balance sheet/P & L account of two 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**

**Stamp & Signature of Applicant**