

## SHORT LISTING OF BRANDS OF CATERING PRODUCTS

(CATERING PRODUCTS SUCH AS PACKAGED DRINKING WATER, BISCUITS, NAMKINS, AERATED WATER, MILK PRODUCTS, ETC)

Principal Chief Commercial Manager, South Central Railway, Headquarter Office, 1<sup>st</sup> Floor, Rail Nilayam, Secunderabad invites applications from reputed manufacturers of Proprietary Articles Depot items (PAD) such as Biscuits, Namkins, Confectionery, Cold drinks, Cakes etc. and Packaged Drinking Water Bottles (PDW) for registration/ short listing of their brands/products to be sold as below:

**PAD items:** Through licensee operated minor static catering units

**PDW:** At Non-mandatory 'Rail Neer' stations/trains. In case of short supply of 'Rail Neer' at mandatory 'Rail Neer' stations/trains, approved/shortlisted PDW can be sold.

The application forms can be collected from the above referred address between 11.00 hrs to 17.00 hrs on any working day on submission of DD/MR of Rs. 2950/- (inclusive of GST) from HQs Commercial Branch, Rail Nilayam, Secunderabad or can be down loaded from South Central Railway web site i.e. [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in). In case of downloaded applications, a demand draft for Rs. 2950/- (inclusive of GST) drawn in favor of **Principal Financial Advisor, South Central Railway**, payable at **Secunderabad** to be submitted along with filled in application.

**The registration process will be open from 15.02.2022. Interested parties can register their products duly submitting application as per the eligibility criteria and other terms and conditions, during any working day between 11:00 hrs to 17:00 hrs to Catering Section, Principal Chief Commercial Manager Office, Ist Floor, Rail Nilayam, Secunderabad.**

**On selection/approval of short listing, Registration fees payable is as under:**

Non-refundable Registration fees –Rs. 3 lakhs (Exclusive of GST and other taxes) for PAD products for minor static catering units for each segment separately.

Non-refundable registration fees –Rs. 3 lakhs (Exclusive of GST and other taxes) for Packaged Drinking Water for static/mobile catering units (**Non-mandatory Railneer units/ Mandatory units where there is short supply of Railneer**).

Complete details are available with application.

Broad criteria for evaluation and short listing of applications are as under:

- *Certificate of registration of the company/ Brand.*

- Applicant's turnover during last two years\* (\*see page no 10) from the sale of Food & beverages items/PDW of the firm and from specific segment.
- Valid license such as FSSAI//PFA/FPO/BIS/AGMARK/Health license as the case may be.
- Experience in manufacturing of the products in India.
- Test reports from Govt. approved Lab
- PAN/Sale Tax/GSTIN/Excise registration certificate
- Trade Mark certificate

For details visit [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in).

Form No.....

Receipt No.....

**South Central Railway**

Principal Chief Commercial Manager, South Central Railway, Headquarter  
Office, 1<sup>st</sup> Floor, Rail Nilayam, Secunderabad

Application for Short listing of PAD items/Packaged Drinking Water  
(for supplying to Licensee run static/mobile Units)

**Cost of Application Rs. 2950/-.**  
**(Free for MSME enterprises)**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Email ID: \_\_\_\_\_

## South 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 (PAD items such as Biscuits, Namkins, Confectionery, Cold drinks, Cakes etc)/Packaged Drinking Water Bottles. Each form is valid for one type of segment only.
2. Packed Catering products (**PAD**) are permitted to be sold at Licensee operated minor static catering units under the management of South Central Railway (S.C. Railway).
3. Packaged Drinking Water is permitted to be sold at Non-mandatory 'Rail Neer' stations/trains only. However, in case there is short supply of 'Rail Neer' at mandatory 'Rail Neer' stations/trains, other approved/shortlisted PDW can be sold. The list of mandatory 'Rail Neer' stations/trains may get modified as per increased/decreased supply of 'Rail Neer' by IRCTC.
4. Application submitted should contain all the pages of application.
5. 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".
6. Railway administration reserves the right to reject any application at any point of time without assigning any reason.
7. South Central Railway's decision on short-listing of applicants/firms/products shall be final and binding.
8. In case, Application form is downloaded from the website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in), it must be submitted with a separate Demand Draft of Rs.2950/-, otherwise application will not be considered. The demand draft is to be drawn in favor of "**Principal Financial Advisor, South Central Railway**, payable at **Secunderabad**". MSME applicants are exempted from payment of application fee on production of a copy of registration certificate issued by Ministry of Micro, Small & Medium Enterprises, Govt. Of India.
9. Application form not accompanied with cost of Application form (non-refundable) will be summarily be rejected. The application fee once paid will not be refunded under any circumstances. The registration fees are payable only after the approval of short-listing of the brands/products.
10. This process is for granting the permission for selling their products in the licensee operated minor static catering units in case of PAD items and at all static/mobile units (except mandatory 'Rail Neer' units) in case of PDW. However, in case there is short supply of 'Rail Neer' at mandatory 'Rail Neer' stations/trains, other approved/shortlisted PDW can be sold.

The applicant will directly deal with the licensee and 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 /debaring/revoking permission granted temporarily or permanently as deemed necessary based on seriousness of the case, in case irregularities/complaints found for a particular product. The approval of short-listing is also liable to be summarily terminated in view of unsatisfactory services, non-submission of required certificates like FSSAI certificates or any other improper act by the applicant.
  12. Railway Administration reserves the right to inspect the production units of the applicant, as and when deemed necessary.
  13. In case a new product is sought for short listing and if the product belongs to already shortlisted segment of the applicant, no separate registration fee is required. However, an application along with all relevant documents pertaining to the product is to be submitted. Else, separate registration fee along with fresh application to be submitted treating it as a new segment for the applicant.
  14. Railway Administration reserves the right to revoke permission Granted/cancel the short listing temporarily or permanently as Deemed necessary due to any changes in policy or any other reason. Prior to revoking permission/ cancelling the short listing, a 15-day notice will be served on the supplier.
  15. During the short listing period, at any time the applicant/supplier can withdraw from supplying with prior intimation to the Railway Administration. The period of notice in this mode will be one month. In such cases, Railway Administration reserves the right to revoke permission granted/ cancel the short listing.
  16. Under any circumstances, registration fees once paid will not be refunded.
  17. **Arbitration Clause:**  
Any dispute with regard to the difference or claim arising out of this agreement shall be referred to a sole arbitrator who shall be appointed by the General Manager, South Central Railways, including the in- charge General Manager/ Additional General Manager. The arbitrator to be appointed shall not be the one who had an opportunity to deal with the matter to which the contract relates. In the event of the arbitrator dying, neglecting or refusing to act or resigns 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 General Manager, South Central Railways, including the in- charge General Manager/ Additional General Manager, to appoint another arbitrator in his place. The venue of all arbitration proceedings shall be Hyderabad. The existence of any dispute or difference or the initiation or continuation of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective

obligations pursuant to his agreement. Where the arbitral award is for the 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. The provisions of Arbitration and Conciliation Act 1996 read with Arbitration and Conciliation(Amendment)Act 2015 and rules framed in this regard by Ministry of Railways, Railway Board, New Delhi as amended from time to time shall be applicable to the arbitration proceedings”

18. The 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.
19. All disputes are subject to the jurisdiction of Hyderabad/Secunderabad courts only.

**Essential Criteria/Mandatory Documents:**(Submission of supporting documents is mandatory without which the application will be rejected)

1. The applicant should be registered for manufacturing and selling products in India. Certificate of Registration of firm to be submitted.
2. The Brand/product registration certificate for which short listing is sought should be submitted.
3. The applicant must have valid *FSSAI//PFA/FPO/BIS/AGMARK/Health license* etc. certificate as the case may be. The sale of products should be within the validity period of *FSSAI/FPO/PFA/ISI* etc. certificate. In case the validity of any such certificate expires, the sale of such products is prohibited until *FSSAI//PFA/FPO/BIS/AGMARK/Health license* etc. certificate is renewed.
4. 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 if any.
5. Certificate of Registration under GST.
6. PAN Card.
7. The company / firm should possess at least 2 years' experience, of manufacturing the products in India.
8. All pages of the notification and supporting documents as per annexure 2 and mandatory documents must be self attested.
9. The applicant should have requisite turnover as mentioned in annex-1.
10. Attested copy of Balance Sheet/Certificate issued by the Chartered Accountant showing the sales of food & beverages items and from the sale of the brand offered for short-listing as well.
11. Application should submit empty packets/Wrappers of the product to be short-listed for documentation.
12. The applicant should submit a **notarized** affidavit (on Rs. 100 non-judicial stamp paper) undertaking that:
  - a. The company /Brand/Product is not banned or black listed by any Zonal Railways over Indian Railway / IRCTC or any Government organization.

- b. The sale of products will be within the validity period of *FSSAI//PFA/FPO/BIS/AGMARK/Health license etc.* certification as the case may be.
  - c. I/we agree to indemnify and hold indemnified the Railway administration from and against all claims and penalties which may be suffered by the Railway administration or any person employed by reason of any default on the part of our firm/company or our employees on due observance and performance of terms and conditions as detailed in this notification.
  - d. I/we further understand that in case of any information submitted by me/us being found to be incorrect either before or even after the short listing of the PAD items/PDW, Railway will have the right to summarily reject/ cancel the suppliers registration without assigning any reasons whatsoever.
  - e. I/We hereby declare that all packaging and labeling confirms the FSSAI/Statutory norms as per extant rules of Government of India for packaging and labeling. No special packing in terms of weight, rate, etc. will be done for Railways. The weights and prices as applicable in open market shall only be made available unless specifically requested for special packaging by Railways.
  - f. I/ we have read all the terms and conditions mentioned and undertake to abide with the terms and conditions of Railway administration.
  - g. Upon short listing, I/we agree to comply with the policy directives issued by Railway Board during the currency of registration.
  - h. 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 we shall be bound by the acts of my/our constituted attorney.
13. Copies of certificates submitted with the application form shall be tallied with the original documents which are to be produced by the applicant.
14. For PAD items, differential pricing of the items is not permitted. In other words, rail passengers should be able to buy branded packaged food items at the same price & weight at which they buy in the open market elsewhere. For PDW, supply will be as per institutional pricing as decided by Railway Board.

### **Registration Charges/Fee:**

1. The applicant has to pay one time registration charges of Rs. 3 lakhs (Exclusive of GST and other taxes) for each segment of products for sale of PAD products in minor static catering units (under the management of Railways). In case of PDW, Rs. 3 lakhs (Exclusive of GST and other taxes) for supply in non mandatory static/mobile catering units/**mandatory units where there is short supply of Rail Neer**. (Supply of PDW is subject to non-availability of Rail Neer at stations and in trains). The registration charges are valid for 3 years and non-refundable under any circumstances.
2. The applicant/ shortlisted supplier shall be responsible for all the taxes to be paid to the civic agencies. There will not be any tax liability upon the railways whatsoever on any account. Taxes may be revised, if needed, based on the amendments to IT Act or any other statutory taxes applicable under laws governed by State/ Central Governments. The applicant/ shortlisted supplier shall pay the GST and other taxes (as applicable) directly to the Government.
3. The demand draft is to be drawn in favor of **Principal Financial Advisor, South Central Railway**, payable at **Secunderabad**.
4. The registration shall be valid for a period of 3 years.

### **Validity of Registration and Renewal:**

1. Short listing will normally be valid for three years from the date of issue of letter of acceptance 'or' till introduction of any new policy/ guidelines by Railway Board whichever is earlier. **In case of pandemics and any other force majeure reasons /situations (as per GCC), Railways may extend the period of validity of short listing.**

**Railway also reserves right to renew the short listing.** The short listing may be further renewed thereafter **at the option of the Administration** subject to satisfactory performance and fulfilling of laid down terms and conditions. **The decision of Railway is final in matter of extension of validity period and renewal of short listing.** An enhanced registration fee as reviewed from time to time should be paid by the applicant at the time of renewal. The application for renewal has to be made afresh at least 3 months prior to the expiry of short listing period along with all the documents as mentioned in **Annexure-1 & 2** of this document.

**Annexure-1**

S.No.	Product Segment	Turnover per annum from the sale of F & B items of the firm	Turnover per annum from sale of specific segment	Non-refundable Registration fee/per segment
1	Ice Cream/Frozen Desserts/Flavored Milk/Shakes/ Tetra packed /pet Bottled and Milk Products, Tea & Coffee.	Rs. 3 Crore	Rs. 1 Crore	Rs. 3 Lakh
2	Aerated Drinks/Energy Drinks/Fruit Juice/Fruit Drinks/Energy Drinks Tetra packed /Glass/pet Bottles and other flavored drinks.		Rs. 1 Crore	Rs. 3 Lakh
3	Biscuits/Cookies/Cakes/Rusks/Bread, Chocolates/Confectionery/Waffers/Sweets.		Rs. 1 Crore	Rs. 3 Lakh
4	Numkeens/Mixtures/Chips/Noodles/Pickles		Rs. 1 Crore	Rs. 3 Lakh
5	Packaged Drinking Water (PDW) 1000ml/500ml in pet bottles only. (Must conform to BIS Certification as per IS14543:2004 and FSSAI)		Rs.2.5 Crore	Rs. 3 Lakh

**Note:** 1. All the above products should comply with FSSAI//PFA/FPO/BIS/AGMARK/Health license etc. norms as the case may be and the relevant certificates to be submitted.

2. Supply of Packaged Drinking Water (PDW) will be as per institutional pricing as decided by Railway Board.



**Annexure-2**

**Details of Applicant**

**Application form for short listing of “.....”brand of  
.....(name of the company/Firm) for supply to  
Licensee operated Minor Static Catering Units.**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b><u>Name of the Brand</u></b> (Attested copy of registration issued by “Registrar of Trade Mark)	
2	Name /Details of products offered for registration such as flavor, (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 no. of office as well as factory and also submit the profile	
4	Status of applicant: Proprietorship /Partnership/Private Co./Public limited Co./co-operative /SSI) Copy of incorporation certificate , partnership deed, Memorandum of Articles & Articles of Association	
5	Applicant turnover per annum * From sale of food and beverages items/PDW, for the last <u>two completed financial years</u> * (Enclose audited balance sheet, P & L Account, duly audited by C.A.)	
6	Applicant turnover per annum from the specific segment/brand For the segment/brand for which short listing is sought for the <u>last two completed financial years</u> * (enclose C.A.s Certificate specifying turnover from brand/s)	
7	FSSAI license valid up to (enclose attested copy)	
8	For PDW Test Report from a Govt. Approved /NABL Accredited laboratory Not older than 3 months certifying that the product is fit for human consumption and confirms to specifications standards as per BIS Norms as per IS 14543:2004 mentioned in Annexure-III and other 6 water purifications process mentioned in Annexure-IV also needs to be submitted.	
9	Details of testing facilities available in the factory/plant. (please specify in house/outsourced)	
10	In case of MSME Units, enclose REGISTRATION	

	certificate issued FOR manufacture of the particular brand of F & B items											
11	Permanent Account Number (Enclose attested copy)											
12	GST registration number (Enclose attested copy of the registration certificate)											
13	Affidavit of the applicant as mentioned in the item No. 12 of mandatory documents (To be submitted in original on Rs.100/- non-judicial stamp paper duly notarized)											
14	Details of ISO certification if any,											
15	Details of empty packets /wrappers											
16	Details of sample submitted. (specification of the product(s) attached extra sheet if required)											
	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Product</th> <th>Type</th> <th>weight</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	Product	Type	weight	Price						
S.No.	Product	Type	weight	Price								

**\*Last Two (02) years means**

e.g.

- For applications submitted between April 2022 to September 2022 :  
Provisional Balance sheet and Profit & loss account of 2021-22  
  
Plus  
Audited Balance sheet, Profit & Loss account of 2019-20 & 2020-21 and C.A.s certificate specifying turnover from brand/s for 2019-20 & 2020-21 .
- For applications submitted between October 2022 to March 2023:  
Audited Balance sheet, Profit & Loss account of 2020-21 and 2021-22 and C.A.s certificate specifying turnover from brand/s for 2020-21 and 2021-22.

**Date**

**Signature** \_\_\_\_\_

\_\_\_\_\_  
**(Name of the authorized signatory)**

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

**Name of the Company /Firm**

**Rubber Stamp**

**Specifications:-** "PDW" shall confirm to the following fifty one(51) specifications:

<b>Sl. No</b>	<b>Characteristics</b>
1.	Colour
2.	Odor
3.	Taste
4.	Turbidity
5.	Total dissolved solids
6.	PH
7.	Nitrates (as No3)
8.	Nitrites (as No 2)
9.	Sulphide (as H2S)
10.	Mineral Oil
11.	Phenolic Compounds (as C6H5OH)
12.	Manganese (as Mn)
13.	Copper (as Cu)
14.	Zinc (as Zn)
15.	Fluoride (as F)
16.	Barium (as Ba)
17.	Antimony (as Sb)
18.	Nickel (as Ni)
19.	Borate (as B)
20.	Anionic Surface active agents (MBAS)
21.	Silver (as Ag)
22.	Chlorides (as CL)
23.	Sulphate (as SO4)
24.	Magnesium(as Mg)
25.	Calcium (as Ca)
26.	Sodium (as Na)
27.	Alkalinity (as HCO3)
28.	Arsenic (as As)
29.	Cadmium (as Cd)
30.	Cyanide (as CN)
31.	Chromium (as Cr)
32.	Mercury (as Hg)
33.	Lead (as Pb)
34.	Selenium (as Se)
35.	Iron ( as Fe)
36.	Poly nuclerromatic hydrocarbons
37.	Polychlorinated biphenyle (PCB)
38.	Aluminium (as Al)
39.	Residual Free Chlorine
40.	Pesticide Residues
41.	"Alpha" activity
42.	"Bela" activity
43.	Yeast andmould counts 1 x 250 ml
44.	Salmonella and Shigella 1 x 250 ml
45.	E.Coli or thermotoler ant bacteria 1 x 250 ml
46.	Coliforma Bacteria 1 x 250 ml
47.	Faecal streptococci and staphylococcus aureus 1 x 250 ml
48.	Pseudomonas aeruginosa 1 x 250 ml
49.	Sulphite-reducing anaerobes 1 x 50 ml
50.	Vibro cholera and V. Parahaemolyticus 1 x 250 ml
51.	Aerobic Microbial count 1 X 250 ML

#### **Annexure IV**

It is mandatory to have the following six water purification process or similar nature and type viz.

- I. Chlorination of raw water.
- II. Activated carbon filters.
- III. Micron filters.
- IV. Reverse Osmosis unit(RO).
- V. Ultra Violet sterilizer unit.
- VI. Ozonising unit.

Further purification by process of (i) Auto softener unit(ASP) (ii) Ultra filtration unit are also desired.

## 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 representative.
2. I/We understand that, in case the brand is not short listed due to some reasons, the Application 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 items 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 South Central Railway.
5. The following person(s) may be contacted for any information or clarifications relating to this registration form:

Name:

Designation:

Telephone no:

Email Id:

Date

Signature \_\_\_\_\_

(Name of the authorized signatory)\_\_\_\_\_

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

Name of the Company /Firm:\_\_\_\_\_

Seal: