

RECEIPT NO.

**IRCTC****INDIAN RAILWAY CATERING AND TOURISM
CORPORATION LTD.***(A Govt. of India
Enterprise)***Indian Railway Catering and Tourism
Corporation Ltd.****11th FLOOR, B-148, Statesman
Building****Barakhamba Road
NEW DELHI – 110 001
Tel:-011-23311263****www.irctc.com****ONLINE GROCERY STORES SUPPLIER****EMPANELMENT FORM**

(Cost Rs. 1125/- non refundable, Free to MSEs registered with NSIC)
(Revised 2019- A)

INSTRUCTIONS

1. This Form may be obtained, by hand on payment of Rs 1125/- . If this form is downloaded from www.irctc.com, it must be sent to this office with a Demand Draft of Rs 1125/-, apart from the EMD. All Demand Drafts are to be in the favour of “Indian Railway Catering and Tourism Corporation Ltd.” Payable at New Delhi.
2. Information desired in all fields are essential, applicants must comply with the corresponding query. If the space provided is not sufficient, then applicant may attach extra sheet(s). Applicants should fill all fields, if the field is not applicable write “Not Applicable”.
3. All the details must be given along with required supporting documents duly self attested .
4. Please enclose attested English translation, by authorized translator, of all documents in regional language.
5. IRCTC reserves the right to reject any application at any point of time without assigning any reason.
6. IRCTC’s decision on empanelment of applicants shall be final and binding.
7. The empanelment will normally be valid for one year with provision of further extension, every year depending on the performance of the registered firm.
8. IRCTC reserves right to inspect the production facilities, as and when it deems necessary.
9. An Earnest Money Deposit (EMD) of Rs 2 lakhs is required to be submitted in the form of demand draft in favour of ‘IRCTC’ payable at New Delhi along with the application form. Application not accompanied with Earnest Money Deposit (EMD) will be summarily rejected.
10. EMD of empanelment of Online Grocery Suppliers will be treated as Standing Earnest Money Deposit (SEMD) and will remain with IRCTC till the validity of the empanelment. SEMD is refundable amount without interest.
11. MSEs units registered with NSIC are exempted from the following:
 - a. Cost of Supplier Empanelment Form (SEF)
 - b. Submission of Earnest Money Deposit (EMD)
 - c. Turnover eligibility criteria
12. Submission of application for empanelment under Online Grocery Store segment is open through out the year .

Application Form for Online Grocery Suppliers for reputed Brand(s)/ labels of Product.

Earnest Money Deposit- Refundable (in favour of “Indian Railway Catering and Tourism Corporation Ltd.” payable at New Delhi, drawn from a scheduled bank)

D.D.No.	Bank	Amount	Date

Sr. No.	Particulars	Details	Encl No.
1	Name of Online Grocery supplier.		
2	Full address of the Online Grocery supplier With telephone & Fax Number	Registered Office:	
		Correspondence office:	
3	Name of any private Brand(s)/ Label		
4	Status of applicant – Proprietorship/ Partnership / Private Company / Public Limited Company/ Cooperative/MSE. (Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)		

5	Applicant's Annual Turn Over from overall sale from Online Grocery chain suppliers, for the last completed financial year(Entire turnover of the firm must not be less than 25 Crores in last financial year). (Enclose Audit report with Balance sheet & P&L Account, duly audited by a CA or enclose a published report)		
6	Annual Turnover from sale of only catering items like Grocery etc). (50% of overall turnover must be from sale of online Catering items like grocery etc.) (Enclose Certificate from CA, stating the turnover from sale of catering items) as per Annexure I		
7	Valid license issued by Competent Authority regarding retailing. (Enclose attested copy of the license)		
8	Documents to be submitted by MSE¹ Units registered with NSIC i) Certificates issued by NSIC for registration as MSE Unit, to manufacture the F & B item. (Enclose attested copy of registration) . ii) Copy of Udyog Aadhar Memorandum (UAM) iii) If NSIC registered, then also state whether belong to SC/ST category.		
9	Details of delivery/logistics support system (Whether own/hired vehicle)		
10	Details of the Distribution Centres available. (Please attach list of minimum five Distribution Centre with location address. Use extra sheet if required)		
11	Permanent Account Number (PAN) (Enclose attested copy of the certificate)		
12	GSTIN registration Nos. (Enclose attested copy of the Provisional GSTIN certificate)		

14	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 as per Annexure- II)		
15	Whether reputed brands of grocery items other than own private label is available	Yes/No	
16	Whether Online Grocery stores are having computerized billing and accountal system.	Yes/No	
17	Bank Details (Name of Bank, Branch, Account Number of Firm, IFSC Code). Enclose a photocopy of cancelled cheque) (Required case of refund of EMD)		

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 found by the acts of my/our duly constituted attorney.
2. It is certified that this is not a tender form but a review for short listing of brands of items for bringing them on approved list for further process of calling tenders/quotation for procurement/ supply.

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: _____

15. General eligibility criteria for empanelment of Online Grocery Chain Suppliers.

- i. Online Grocery stores should have more than five distribution centers(DC) owned /franchisee. Must have presence in not less than 5 Indian cities.
- ii. Online Grocery chain stores should have annual turnover of Rs.25 Crores and above. 50% of the turnover must be from sale of catering items like grocery etc.
- iii. Online Grocery chain stores should have wide branded product range.
- iv. Online Grocery chain stores should have their own system of procurement & distribution of supplies to be delivered through their own/hired vehicle.
- v. Online Grocery chain stores should have strong logistics and supply chain in place.
- vi. Online Grocery chain stores should have computerized billing & accountal system.
- vii. Online Grocery chain stores should possess Registration and other certificates related to retailing as per business norms.
- viii. 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 completed financial years.

Send your application on the following address:

Group General Manager(Procurement)
Indian Railway Catering and Tourism Corporation Ltd.
^{11th} FLOOR,B-148, Statesman Building
Barakhamba Road
NEW DELHI – 110 001
Tel:-011-23701145

www.irctc.com

Brands Turnover Certificate

(Certified by Chartered Accountant in Original on their Letter head)

This is certify that we have verified the books of accounts of M/s(Firm's Name) and certify the following facts and figures relating to Catering products located at..... (Firm's Address).

S. No	Financial Year	Amount(Rs)
1.	2017-18	
2.	2018-19	

Chartered Accountant Name & Stamp

(To be submitted on a Non Judicial Stamp paper of Rs 100/-, duly notarized.)

AFFIDAVIT

I (address.....), do hereby solemnly affirm and state as follows.

I am authorized signatory of M/saddress.....

It is hereby affirmed that the(Name of company or its products) is not a banned/black listed by IRCTC or Zonal Railways or Ministry of Railways.

The above stated facts are true and correct to the best of my knowledge and belief.

Place:

Date:

Deponent

Attestation: The deponent herein sworn and signed before me, after admitting that the above facts are true and correct to the best of his/her knowledge, belief and information.

Place:

Date:

Attester-Notary