



RECEIPT NO.:

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise)

11TH FLOOR, B-148, STATESMAN HOUSE BUILDING
BARAKHAMBA ROAD
NEW DELHI – 110 001
Tel:-011-23311263-64

www.irctc.com

**Supplier Empanelment Form for empanelment of Branded Pre-Cooked
Ready To Eat Meals.
(Revised 2019 A)**

(Cost Rs. 3500/- non refundable, Free for MSME firms registered with NSIC)

M/s _____

INSTRUCTIONS

1. This form may be obtained from the office of IRCTC Corporate office by hand on deposition of Rs. 3500/- or may be downloaded from IRCTC website www.irctc.com. Downloaded form must be sent/submitted to this office along with a separate Demand Draft of Rs. 3500/- (Non-Refundable) apart from the Registration Fees (Earnest Money Deposit) of Rs. 8 Lakhs (Refundable amount) drawn in favor of IRCTC Ltd. payable at New Delhi.
2. In the space given on the top of the form, indicate the brand and product for which Short-listing is sought. Each form is valid for one product (as mentioned in SRF) only.
3. Submission of the application without SEF cost and EMD will be summarily rejected except in case of MSME firms registered with NSIC. The registration fee (EMD) of Rs. 8.00 Lakhs will be for one firm/applicant under one segment.
4. This form is available free and EMD is waived, for MSME firms registered with NSIC. The firm must submit a valid NSIC Certificate along with the 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). Applicants should fill all fields, if the field is not applicable write 'Not Applicable'.
6. All the details must be given along with required supporting documents must be self attested.
7. IRCTC reserves the right to change/modify/amend any or all the provisions of the Supplier Empanelment Form (SEF) at any stage. IRCTC also reserves the right to cancel the procedure & empanelment at any time without giving any reason / information.
8. Please enclose attested English translation, by authorized translator, of all documents in regional language.
9. IRCTC reserves the right to accept/reject any or all applications at any point of time without assigning any reason. IRCTC's decision on empanelment of applicants shall be final and binding.
10. The EMD of the empanelled suppliers will be treated as Standing Earnest Money Deposit (SEMD) and will remain with IRCTC till the validity of the empanelment. SEMD amount is refundable without interest.
11. The applicant shall submit the application in the prescribed format duly sealed envelope super scribed on the envelop as "Empanelment of Branded Pre-Cooked Ready to Eat Meals – Supplier Registration Form" and addressed to IRCTC, 11th FLOOR, B-148, Statesman House Building, Barakhamba Road New Delhi – 110 001.
12. Application submitted by FAX, E-mail shall not be entertained and shall be summarily rejected.
13. Application received by IRCTC after the due date & time, shall not be eligible for consideration and shall be summarily rejected. The application (s) sent by registered post or courier received at the aforementioned address after the due date & time, the same will not be considered at any stage.
14. IRCTC reserves the right to call for any clarification/ additional or missing documents. Supplier may be called with the original documents for verification if needed.

Application Form and Eligibility criteria for empanelment of Pre-Cooked Ready To Eat (RTE) Meals of _____ (Name of Brands) for sale/supply over Indian Railways network.

Please enclose DDs on top of the Application Form	Please mentioned DD No., date of issue, name of Bank and branch address	Amount (Rs.)
Cost of Application Form		
Registration Fees (EMD)		

Sr. No.	General Information	Details	Encl No.																																								
1	Name of Product																																										
2	Name and full address of the Manufacturer of the brand with telephone & Fax Number of office as well as factory. (Use extra sheet if required)	Office:																																									
		Plant/ Factory																																									
3	Specify shelf life of the RTE products																																										
(i)	Brief outline with photograph of their plant showing description of procedures for procurement of raw material, manufacturing process & steps to eliminate contamination during manufacturing, packing & distribution are required to be submitted.																																										
(ii)	Manufacturing capacity of the firm for branded RTE meals.																																										
(iii)	Name, address, contact no. and E-mail ID of CA who certified the turnover for the last three financial years (If the Certificates are issued by different CA's these details are to be furnished for each CA)																																										
4	Specification of the product(s) (Attach extra sheet if required)																																										
	<table> <tr> <th>Sr.</th><th>Flavor</th><th>Color</th><th>Weight</th><th>Unit packing size</th><th>Packing size for supply</th><th>MRP</th><th>Other information</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Sr.	Flavor	Color	Weight	Unit packing size	Packing size for supply	MRP	Other information																																		
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Note: Fulfillment of eligibility criteria is mandatory for empanelment. Non fulfillment of any eligibility criteria will result in rejection of the application form.

Sl. No.	Eligibility Criteria	Documents required as proof	Placed at S.N.
1	Name of Brand.(To be registered)	(Self attested Copy of Trade mark Registration issued by Registrar of Trademarks. Additional representation will not be considered for empanelment)	
2	Status of applicant/Company - Proprietorship/ Partnership / Private Company / Public Limited Company/ Cooperative/Joint venture.	(Self attested Copy of the Incorporation Certificate/ Partnership deed/ Memorandum of Articles/ Articles of Association & Registration Certificate etc. to be enclosed.)	
3	Firms/Company's/Applicant Sales Turnover from manufacturing/supply of RTE food per Annum for the preceding three completed Financial years as per format. *Firms must have an Annual turnover of not less than 50 Lakhs for each of the last 3 preceding years from manufacturing/supply of RTE food. i.e (2016-17, 2017-18 & 2018-19)	(Enclose Balance sheet and Profit and Loss A/c of the three last completed financial years, duly audited by a Chartered Accountant/Published Annual Report. The balance sheet and Profit and Loss A/c should be duly signed, dated and stamped by the CA firm along with name and membership no. of the Chartered Accountant who is signing the above-mentioned documents). Annexure I	
4	Documents to be submitted by Micro & Small Enterprises (MSE) registered with NSIC	Self attested copy of : 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.	
5	Ready to Eat meal/item should have been tested periodically by NABL accredited laboratory for which the report shall be in compliance with FSSAI standards.	(Enclose Self attested copy of Test report for all Brands not older than three months).	
6	The firm must comply with the Food safety and quality standards norms laid down by the FSSAI and other statutory requirements notified from time to time. The non – vegetarian items shall be supplied by RTE meal firms having appropriate FSSAI license for manufacturing such non-veg items. FSSAI license for the same is to be submitted.	(Self attested Copy of Valid FSSAI license and Test report from a NABL lab not older than three months).	

7	The firm must follow the 'state of the art' retort technology and packaging system which can produce RTE meals having shelf life of minimum 3 months. The retort system should comply with the national and/or international norms and standards of food safety, quality and hygiene.	(Self attested copy of Valid Retort Technology Certificate). (Exemption to above certificate will be considered only in case of RTE meals which do not require retort technology for preservation).	
8	The firm must comply with the technical quality that meets National and International standards like ISO 22000, HACCP etc.	(Enclose a copy of the relevant Certificate).	
9	The firm must have a minimum experience of three years of manufacturing/supply RTE meals under its Brand name including Institutional supply of packaged Ready to Eat (RTE) food meals.	(Any of the following documents can be submitted: - a. Copy of Invoice. b. Copy of purchase/supply order and certificate from the client to whom supply has been made. c. Certificate by Chartered Accountant for the manufacturing/supply of RTE meals in last three financial years.	
10	Ready to Eat meal of the firms must be available for sale in shops/Super Bazaar/Outlets/Stores.	(List of authorized distributors/dealers)	
11	Permanent Account Number (PAN) of the firm.	(Self attested Copy of PAN Card)	
12	GSTIN Certificate	(Enclose self attested copy of the provisional GSTIN certificate)	
13	Affidavit of the applicant that the party has not been banned/ black listed by IRCTC or Railways or Ministry of Railways or any other organization.	(To be submitted in original on Rs. 100/- non Judicial stamp paper, duly notarized) as per Annexure II	

Note:

i)Applicant who are Company incorporated under the Companies Act 1956 should submit a copy of Auditors report as per provision laid down in the above Act along with their Balance sheet and Profit and Loss account duly audited by a Chartered Accountant.

ii)Applicants who are Firms/Individuals/Others, whose annual turnover is exceeding Rs 1 Crore per Annum, should submit a copy of the Tax audit Report as prescribed under the Income Tax Act, 1961 alongwith their Balance Sheet and Profit and Loss Account duly audited by Chartered Accountant.

Non submission of document as required above will result in rejection for the empanelment and no further correspondence shall be made by IRCTC in this regard.

Send your application on the following address:

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

Tel:-011-23311263-64, Fax:-011-23311259

www.irctc.com

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 annexures 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. I/We understand that, in case the brand is not empanelled due to some reasons. However the EMD amount deposited shall be returned to the party without any interest.
3. It is certified that this is not a tender form but a review for empanelled 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 No:

Mobile:

Dated:

(Signature of the Applicant)

SEAL

Address: _____

Terms and Conditions for empanelment

1. The SRF cost(Non refundable) will be Rs 3500/- per firm/applicant as specified by IRCTC. The cost of SRF is exempted for MSME firms as per instructions of Ministry of MSME. However the firm must enclose a valid copy of the NSIC certificate to avail the exemption.
2. EMD of 8 lakhs per firm/applicant required in form of DD in favour of IRCTC payable at New Delhi. This amount will be retained as Standing Earnest Money Deposit (SEMD) with IRCTC till the time the firm is empanelled with IRCTC. The amount will be refunded without interest in case the firm wishes to prematurely exit from the empanelled list. There will be a lock in period of 2 years after which firms can request for exit from empanelled list. The EMD paid by the unsuccessful participants in the EOI, who are not empanelled shall be refunded without interest.
3. As per guidelines of Ministry of Micro, Small and Medium Enterprises the Following exemptions will be extended to MSEs registered with NSIC.
 - a. Free Supplier Empanelment Form (SEF)
 - b. Exemption from submission of Earnest Money Deposit (EMD)
 - c. Exemption from Turnover eligibility criteria
4. The Company/ firm should be registered for manufacturing and selling similar products in India. The Brand, for which empanelment is sought, should be registered.
5. The Brand will be initially empanelled for a period of 3 years, after completion of which it may be further extended for another 2 years from date of notification, subject to satisfactory performance of the brands which is measured by the following parameters.
 - (a) No serious complaints from passengers.
 - (b) Validity of necessary certificates with regard to food safety standards & food manufacturing standards under FSSAI.
 - (c) Compliance with the technical quality that meets National/International Standards like ISO 22000, HACCP etc.
6. The empanelled firms may make available the RTE meals of the portion size already available in the market at the same price. No specific packaging for Railway/IRCTC shall be required.
7. The Company/ firm should possess valid license (Health License/FPO/ PFA/ ISI/FSSAI etc.) issued by Competent Government Authority. The standards circulated by FSSAI from time to time have to be followed and the empanelment will be subject to fulfillment of standards of FSSAI.
8. 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 three completed financial years (2016-17, 2017-18 & 2018-19).
9. IRCTC reserves right to inspect the production facilities, as and when it deems necessary.
10. If any complaint arises on account of quality, quantity hygiene etc of the brand(s), the firm shall be solely liable for the consequences thereof and IRCTC may take action against the firm including banning and imposition of fines. In case the Brand is banned by IRCTC, the registration fee shall be forfeited.

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) for..... (Brand of Product) and certify the following facts and figures relating to(Product Category) located at..... (Firm's Address).

Sales Turnover from..... (Brand of Product) in(Product category)

S. No	Financial Year	Amount(Rs)
1.	2016-17	
2.	2017-18	
3.	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