



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 (SEF)

PAD ITEMS (Revised August, 2020)

(Cost Rs. 1125/- non refundable, Exempted for certified MSMEs /
Startups/ State owned Govt. Units/Firms)

M/s _____

INSTRUCTIONS TO THE APPLICANTS

1. Categories of Empanelment (PAD),

Category A Special: The suppliers empanelled in this Category are eligible for supplying items in Premium Trains such as Rajdhani, Shatabdi, Duranto, Vande Bharat, Gatimaan, Tejas, and other Mail/Express trains including all static units of IRCTC.

Category A:

The suppliers empanelled in this Category are eligible for supplying to all Mail Express trains and static units of IRCTC.

Category B:

The suppliers empanelled in this Category are eligible to supply their shortlisted brand only in static units of IRCTC (not eligible to supply in any type of trains).

2. **Up-gradation of Category:** Firms empanelled in each segment in “Category A” will only be upgraded to “Category A Special” after six months subject to meeting turnover criteria equivalent to “Category A Special”. Similarly, Firms empanelled in “Category B” may be upgraded after six months to “Category A” subject to meeting turnover criteria equivalent to “Category A.”
3. This is not a tender form but a review for empanelment of brands of items for bringing them on approved list for further process of calling tenders/quotations for procurement/ supply.
4. This SEF (Supplier Empanelment Form) form is available at IRCTC web site <https://www.irctc.com/empanelment.html>
5. The mode of apply is online only. Applicant needs to create login at <https://www.irctc.com/empanelment.html> and upload requested documents.
6. The SEF Fee & EMD (as per category) shall be transferred through RTGS/NEFT/IMPS in the favour of “Indian Railway Catering and Tourism Corporation Ltd.” IRCTC New Delhi. IFSC-ICIC0000007 A/c no-000705041736 Bank-ICICI/Connaught place New Delhi 110001.

A. SEF Fee	Rs 1125/-,
B. EMD submission for each segment	A special Category
	A Category
	B Category
	Rs 5 lakh
	Rs 3 lakh
	Rs 1 lakh
7. The SEF form is available free of cost and EMD is waived off, for certified MSMEs / Startups/ State owned Govt. Units/Firms. The EMD of the short listed 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.
8. Application submitted online without Earnest Money Deposit (EMD), and SEF form fee will be summarily rejected except for certified MSMEs / Startups/ State owned Govt. Units/Firms. Applicant must upload the copy of receipt for EMD amount transfer in IRCTC account along with application. Non upload of the receipt along with application will cause rejection of application.
9. All the details must be given along with required documents. **All supporting documents uploaded must be self attested.** In case of any discrepancy, IRCTC will not call any clarification and application shall be summarily rejected.
10. If supporting documents are in any regional language, please upload self attested English translation of the same.
11. IRCTC’s decision on empanelment of applicants shall be final and binding.

12. The empanelment will normally be valid for one year with provision of further extension every year depending on the performance of the empanelled firm.
13. This SEF form contains 12 pages. The online submitted applications shall be downloaded on every Monday. In case of any holiday, same will be downloaded on next working day.
14. The empanelment for all categories (A-special, A and B) will be done at Corporate Office while empanelment for Category B can also be done by Zones.
15. Empanelment done in one IRCTC zone will also be applicable in other IRCTC zones.
16. Certified MSMEs / Startups/ State owned Govt. Units/Firms will be given 75% relaxation in the turnover over as mentioned in Annexure-A, Firm must have minimum one year experience.
17. State owned Govt. Units/Firms are required to upload the documents in support of proof for Govt. ownership.
18. Non uploading of desirable documents will not stop empanelment.
19. In case Application/s is rejected, manufacturer/licensee may again submit application for the same brand only after One month.
20. If a firm approved for a category launches another brand of same item, the firm has to submit trademark certificate or Trade mark additional representation (TM) for newly launched item along with required EMD for that category. The new brand of earlier approved item will be considered approved for that category only and letter will be issued by concerned office of IRCTC.
21. In case the brand is not empanelled due to not fulfilling extant criteria, the EMD amount deposited shall be returned without interest.

Supplier Empanelment Form (SEF) for PAD Empanelment
(All supporting documents uploaded must be self attested)

Note: Please refer to the Turnover Eligibility Criteria for categories as per Annexure- A.

A. GENERAL INFORMATION OF APPLICANT/FIRM

Sr. No.	Particulars	Details	Encl No.
1	Name of Brand(s) (Enclose copy of brand certificate)		
2	Name of Product(s)		
3	Name and full address of the Manufacturer of the brand With telephone & Fax Number (Use extra sheet if required)	Office:	
		Plant/ Factory	
4	Status of applicant – Proprietorship/ Partnership / Private Company / Public Limited Company/ Cooperative/SSI/MSME/Startup (Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)		

B. DETAILS OF EARNEST MONEY DEPOSIT(EMD)

Earnest Money Deposit- (in favor of “Indian Railway Catering and Tourism Corporation Ltd.” Payable at New Delhi, drawn from a scheduled bank, for on-line banking IRCTC Bank-ICICI a/c no- 000705041736,IFSC-ICIC00000007)

EMD submission for each segment	A special Category	Rs 5 lakh
	A Category	Rs 3 lakh
	B Category	Rs 1 lakh

(For category wise Turnover eligibility criteria refer to **Annexure-A** for details)

RTGS/NEFT/IMPS	Bank	Amount	Date

C. MANDATORY CRITERIA

Sr. No.	Particulars	Details	Encl No.
1.	GSTIN registration nos. (Enclose copy of the Registration certificate)		
2.	Valid license issued by Competent Authority – Health License/FSSAI etc. (Enclose copy of the license issued by Concerned authority)		
3.	Applicant's Average Turn Over per Annum , for the last two completed financial years- (31st Aug to be taken as cutoff for previous FY, Balance sheet & P&L Account, duly audited by a CA or enclose a copy of annual published report)		
4.	Copy of Certificate for MSME, Startups, State owned Govt. Units/Firms for seeking relaxation as per eligibility criteria and EMD waiver		
5.	Trade Mark or Trade Mark additional Representation		
6	Specifications of the product As per Annexure –B		
7.	Undertaking of the applicant on Company's Letter Head that the party has not been banned/ black listed by IRCTC or Zonal Railways or Ministry of Railways.(As per Annexure –C)		

D. DESIRABLE DOCUMENTS FOR SUBMISSION

1	Permanent Account Number (PAN) (Enclose copy of the PAN)		
2	Test report from a Govt. approved / NABL Accredited Laboratory, not older than 6 months from the date of receipt of application by IRCTC, certifying that the product confirms to standards as per FSSAI norms for human consumption (Copy of Test reports as per FSSAI parameters, for all brands and variety to be submitted).		
3	Details of national/ regional distribution network (List of Locations where distribution network available)as per Annexure-D		
4	Bank Details (Name of Bank, Branch, Account Number of Firm, IFSC Code). Enclose a photocopy of cancelled cheque) (Required for refund of EMD)		

Turnover Eligibility Criteria**PAD Items for Category 'A Special', Category 'A' and Category 'B'**

The Applicant/Firm average annual turnover for last two financial years should be as given below:-

S. No.	Segment	Catg.	Turn Over per annum (In Rs.)
1	<ul style="list-style-type: none"> Bakery Product Bread(pack of 2 slices 50gms/other standard packaging) 2 Soup sticks (20gms)/ 1 Dinner Bun (20gms) Cookies Bread rolls/Muffins/fruit cake/cake etc. 	A Special	10 Cr.
		A	3 Cr.
		B	1.25 Cr.
2	<ul style="list-style-type: none"> Biscuits (pack of 2 biscuits/other std pckgs) 	A Special	50 Cr.
		A	20 Cr.
		B	5 Cr.
3	<ul style="list-style-type: none"> Confectionery items 	A Special	50 Cr.
		A	20 Cr.
		B	5 Cr.
4	<ul style="list-style-type: none"> Chips 	A Special	25 Cr.
		A	5 Cr.
		B	1.25 Cr.
5	<ul style="list-style-type: none"> Namkeen (Sealed pack of Min. 25 gms or More) 	A Special	25 Cr.
		A	5 Cr.
		B	1.25 Cr.
6	<ul style="list-style-type: none"> Branded Dry Indian snacks in sealed pouch Dry Samosa/ Dry Kachori/Mathri/Masala Sticks (Min. 40gms or more) 	A Special	25 Cr.
		A	5 Cr.
		B	1.25 Cr.
7	<ul style="list-style-type: none"> Cornflakes and other breakfast cereals (25gms and bigger packing) 	A Special	4 Cr.
		A	2 Cr.
		B	50 Lac.
8	<ul style="list-style-type: none"> Ice Cream (90ml cup/other packaging) 	A Special	50 Cr.
		A	20 Cr.
		B	5 Cr.
9	<ul style="list-style-type: none"> Frozen Dessert (Min. 90ml cup/other pckg) 	A Special	50 Cr.
		A	20 Cr.
		B	5 Cr.
10	Milk Product <ul style="list-style-type: none"> Milk/Flavoured /shake/ Smoothie /Curd (Cup 80-100gms)/Yogurt Lassi/Butter Milk etc. 	A Special	25 Cr.
		A	5 Cr.
		B	2 Cr.
11	Milk Creamer sachet (Min. 5gms or bigger)	A Special	25 Cr.
		A	5 Cr.
		B	2 Cr.

12	Tea <ul style="list-style-type: none"> Tea Bags, Tea Premix, Masala Tea, Herbal Infusion, Herbal/Green/ Lemon Tea (2gms/ more or in packets/bulk) 	A Special	25 Cr.
		A	5 Cr.
		B	2 Cr.
13	Coffee Coffee Premix (including Coffee Beans/coffee conc/ Coffee premix Concentrated/ Cold Coffee/Green Coffee (1.5gms to 2 gms or Bulk/Packets))	A Special	25 Cr.
		A	5 Cr.
		B	2 Cr.
14	Soup Soup Premix (Minimum 20 gms or Bulk)	A Special	25 Cr.
		A	5 Cr.
		B	2 Cr.
15	Butter /low fat spreads/fat spreads <ul style="list-style-type: none"> Chiplets/Blister Packs (Min. 8gms or more) And other standard packing 	A Special	4 Cr.
		A	1 Cr.
		B	50 Lac.
16	Indian Sweets <ul style="list-style-type: none"> Sohan Papdi/Coconut Barfi/Maysore Pak/Besan Ladoo (Blister pack min. 30 gms or more) etc Rasgulla, Sri Khand, Kala Jamun, Maysore Pak (Sweets in 2 pcs, Min. 100gms or more) etc 	A Special	1 Cr.
		A	50 Lac
		B	15 Lac.
17	<ul style="list-style-type: none"> Aerated Drinks 	A Special	50 Cr.
		A	20 Cr.
		B	5 Cr.
18	<ul style="list-style-type: none"> Energy Drinks 	A Special	40 Cr.
		A	20 Cr.
		B	5 Cr.
19	<ul style="list-style-type: none"> Enhanced Water 	A Special	40 Cr.
		A	20 Cr.
		B	5 Cr.
20	<ul style="list-style-type: none"> Fruit Juice Tetra Packed/ Glass / PET Bottles (200ml or Bigger) 	A Special	25 Cr.
		A	10 Cr.
		B	5 Cr.
21	<ul style="list-style-type: none"> Fruit Drinks Tetra Packed/ Glass / PET Bottles (200ml or Bigger) 	A Special	25 Cr.
		A	10 Cr.
		B	5 Cr.
22	<ul style="list-style-type: none"> Nimbu Pani Tetra pack /PET/PP bottles (min. 200 ml pks or bigger) 	A Special	2 Cr.
		A	1 Cr.
		B	50 Lac.
23	<ul style="list-style-type: none"> Packed Coconut Water Tetra packs / PET /PP Bottles (Min.200 ml pks/bigger) 	A Special	5 Cr.
		A	1 Cr.
		B	50 Lac.

24	<ul style="list-style-type: none"> Pickle Blister Pack- (Min.12 gms or more)/sachet 	A Special	5 Cr.
		A	2 Cr.
		B	50 Lac.
25	<ul style="list-style-type: none"> Jam Blister Pack (Min. 12 gms or more)/sachet 	A Special	5 Cr.
		A	2 Cr.
		B	50 Lac.
26	<ul style="list-style-type: none"> Sugar/Sugar free sachet (Min. 7 gms or more) 	A Special	5 Cr.
		A	2 Cr.
		B	50 Lac.
27	<ul style="list-style-type: none"> Salt sachets (Min. 1 gms) & pepper sachet (0.5 gms) 	A Special	5 Cr.
		A	2 Cr.
		B	50 Lac.
28	<ul style="list-style-type: none"> Tomato Ketchup Bottle /sachets Min. 12 gms or more 	A Special	50 Lac
		A	5 Lac
		B	2 Lac
29	Honey (sachets /bottles) 1. Must comply with FSSAI standards. 2. Must be packed and each pack should be suitably marked name of material, Batch no, Code no, 3. Date of packing, Best before date & Net weight as well as other statutory requirements	A Special	80 Lac
		A	40 Lac
		B	15Lac
30	Roasted Nuts /Dry Fruits Min. 20gms pkg/other pckg	A Special	10 Cr
		A	2 Cr.
		B	50 Lac.
31	Popcorn (min 25-30 gms pkg/bigger)	A Special	1 Cr
		A	50 Lac
		B	15 Lac
32	Infant/Baby Food	A Special	25 Cr
		A	5 Cr
		B	2 Cr
33	Mouth Freshener	A Special	5 Cr.
		A	3 Cr
		B	1 Cr

34	<p>Hand Sanitizer (1.5-2 ml)</p> <p>1. Specifications</p> <p>a) The firm should clearly mention “Hand Sanitizer” on their product. No other similar or confusing words will be considered for empanelment.</p> <p>b) Hand Sanitizer must be manufactured under Drug manufacturing license only issued by FDA. Cosmetic or Export license will not be considered for empanelment.</p> <p>c) The sanitizer must mention that it will eliminate almost 99.9% of germs.</p> <p>d) The hand sanitizer should be available in sachets of content ranging from 1.5 ml – 2 ml</p> <p>e) Must evaporate readily leaving a pleasant feel and lingering fragrance with no residual odour transferred to food or clothing.</p> <p>f) Must not leave any harmful residue on skin and hence must be safe for use by personnel involved in food handling and food preparation (Food Safe).</p> <p>g) Ayurvedic product may be considered if the product clearly mentions “Ayurvedic/Siddha/Unani product” on its Hand Sanitizer sachets. Secondly the product must have the license of manufacturing issued by FDA under Drugs Cosmetic or Export license will not be considered for empanelment.</p>	A Special	50 Lac
		A	25 Lac
35	<p>• Sealed Packed Fresh Food</p> <p>1. Should have shelf life not less than 24 Hours at normal room conditions.</p> <p>2. Should not use Retort technology or Dehydrated technology for preserving food.</p> <p>3. 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.</p>	A Special	2 Cr
		A	1 Cr.
		B	25 Lac

For any query/clarifications please contact at :-

Joint General Manager (Quality)
Indian Railway Catering and Tourism Corporation Ltd.
11th FLOOR, Statesman House Building
Barakhamba Road
NEW DELHI – 110 001

Tel:-011-23311263-64, Fax:-011-23311259
www.ircet.com

Specification of the Product (s)

(Attach extra sheet if required)							
S. No.	Flavor	Color	Weight	Unit packing size	Packing size for supply	Other information	MRP

(To be submitted on Firms' Letter Head.)

UNDERTAKING

1. IDesignation..... (Address.....
mobile no.....email.....), do hereby solemnly affirm and
state as follows.
 - i. I am authorized signatory of M/saddress.....
 - ii. It is hereby affirmed that the(Name of company or its products) is not a
banned/ debarred/ black listed by IRCTC or Zonal Railways or Ministry of Railways.
2. It is certified that the product applied for empanelment confirms with FSSAI norms prescribed for
human consumption.
3. I/We understand that if any information, document found incorrect/false at any stage, the
empanelment stands cancelled and EMD shall be forfeited.
4. I/We hereby declared that our product, for which short listing is applied for is available in the
market from last two financial years. (One year for certified MSMEs / Startups/ State owned Govt.
Units/Firms)
5. I/We hereby declare that all packaging confirms the statutory norms as per extant rules of Govt.
of India for packaging. No special packing in terms of weight, rate etc. will be done for
IRCTC/Railways. The weights and prices as applicable in open market shall only be made
available unless specifically requested for special packaging by IRCTC/Railways network.
6. 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.

Place:

Date:

(Signature of authorized person with company seal)

Name _____
Designation _____

DETAILS OF DISTRIBUTION NETWORK OF FIRM

Please tick in the box where distributor network of the firm is available.

☒

1. NORTH ZONE

1.1 New Delhi = ☐

1.2 CHANDIGARH = ☐

1.3 LUCKNOW = ☐

1.4 JAIPUR = ☐

(Please mentioned if any other city)

2. EAST ZONE

2.1 KOLKATA = ☐

2.2 HOWRAH = ☐

2.3 PATNA = ☐

2.4 GUWAHATI = ☐

(Please mentioned if any other city)

3. WEST ZONE

3.1 MUMBAI = ☐

3.2 BHOPAL = ☐

3.3 AHMEDABAD = ☐

(Please mentioned if any other city)

4. SOUTH ZONE

4.1 CHENNAI = ☐

4.2 ERNAKULAM = ☐

4.3 BANGLORE = ☐

(Please mentioned if any other city).....

5. SOUTH CENTRAL ZONE

5.1 SECUNDERABAD = ☐

5.2 BHUBANESHWAR = ☐

5.3 BILASPUR = ☐

5.4 VISHAKHAPATNAM = ☐

(Please mentioned if any other city)

(Signature of authorized person with company seal)

Name_____

Designation_____