



RECEIPT NO

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise)

Group General Manager/East Zone/IRCTC
3, Koilaghat Street, Old Koilaghat Building, Ground Floor, Kolkata-700001
Phone. No (033) 2243-9045, Fax 033-2243-9046
www.irctc.com

NEW SUPPLIER REGISTRATION FORM (SRF)

Name of Item:

No. IRCTC/EZ/SRF-2017 Dated: 25.10.2017

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

M/s _____



PREAMBLE

**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LIMITED
(A Government of India Enterprise)**

Indian Railways (IR) is one of the largest Railway organizations under single management in the world. IR operates more than 8,984 passenger trains across the length and breadth of the country and carries more than 62.19 million passenger every day over 63,327 route kilometers, Railway provide catering services at more than 3500 Railway stations and 750 pair of trains.

In order to professionalize and upgrade the standard of catering services in Indian Railways', a public sector undertaking, viz, "Indian Railway Catering and Tourism Corporation Ltd." (IRCTC) was set up to stimulate catering and hospitality business. **IRCTC, East Zone** procures catering items and materials on a regular basis from suppliers spread all over the zone. For this purpose, IRCTC, East Zone is backed by a strong supplier-base which is continually updated.

IRCTC, East Zone (jurisdiction over Northeast Frontier Railway, East Central Railway, South Eastern Railway and Eastern Railway) is inviting applications for registration from reputed firms involved professionals operations and have potential of growth with us.

Registration document containing detailed guidelines is enclosed. Parties should read the document carefully before submitting their applications. They are also expected to familiarize themselves with actual conditions at the mentioned Departmental Catering Units before submitting their offers.

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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 EMD. All Demand Drafts are to be in the favour of “Indian Railway Catering and Tourism Corporation Ltd.” Payable at Kolkata.
2. In the space given on the top of the form, indicate the brand and product for which empanelment is sought. Each form is valid for one product (as mentioned in SRF) only.
3. Application not accompanied with Earnest Money Deposit (EMD) will summarily be rejected.
4. This form is available free and EMD is waived, for MSE Unit applicants, registered with NSIC.
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 duly attested by Gazetted Officer/ First Class Magistrate/ Notary.
7. Please enclose attested English translation, by authorized translator, of all documents in regional language.
8. IRCTC reserves the right to reject any application at any point of time without assigning any reason.
9. IRCTC’s decision on empanelment of applicants shall be final and binding.
10. The empanelment will normally be valid for two years, with provision of further extension every year depending on the performance of the registered firm.
11. 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.
12. Firms registered in each segment in “Category A” will only be nominated to “Category A Special” based on their performance in Zones. Only “Category A Special” items will be served in Premium Trains i.e. Rajdhani, Shatabdis & Durontos.
13. Firms would be categorized in Category A or Category B according to their turnover. MSE firms registered with NSIC are exempted from turnover eligibility criteria.
14. IRCTC reserves right to inspect the production facilities, as and when it deems necessary.
15. Submission of application for empanelment under relevant segments is open throughout the year.

Application Form for, Name of Item: _____, Brand(s) _____
of (product) for bringing them on short-listed/ approved list for Category (A Special or A or B)
_____.

(Note: Please refer to the Eligibility Criteria on Page no.7-9)

Earnest Money Deposit- Refundable (in favor of “Indian Railway Catering and Tourism Corporation Ltd.” payable at Kolkata, drawn from a scheduled bank)
(For details refer to Annexure I for details)

D.D.No.	Bank	Amount	Date

Sr. No.	Particulars	Details		Encl No.
1	Name(s) of Brand(s) (Enclose copy of certificate for registration of the brand)			
2	Name(s) 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. (Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)			
5	Applicant’s Turn Over per Annum from sale of Bread & Bakery Items, for the last two completed financial years- As per Annexure-1. (Enclose Audit report with Balance sheet & P&L Account,	Financial year I (2015-2016)	Financial year II (2016-2017)	

duly audited by a CA or enclose a published report)			
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Sr. No.	Particulars	Details		Encl No.
		Financial year I (2015-2016)	Financial year II (2016-2017)	
6	Applicant's Turn Over per Annum from the Specific brand(s), for which Short-listing is sought, for the last two completed financial years- As per Annexure-1 (Enclose a certificate from a Chartered Accountant, specifying turnover from brand(s))			
7	Valid license issued by Competent Authority – Health License/FSSAI, etc. (Enclose attested copy of the license)			
8	Details of Certifications (NOC) from concerned Pollution Control Board.			
9	Test report from a Govt. approved / NABL Accredited Laboratory, not older than 3 months old, certifying that the product(s) is/are fit for human consumption for food items and that the product confirms to specifications and standards as per BIS norms mentioned in Annexure-1. (Copy of Test reports as per FSSAI parameters, for all brands and variety to be submitted)			
10	Details of national/ regional distribution network (Enclose list of authorized distributors/dealers separately)			
11	Documents to be submitted by MSE¹ Units registered with NSIC			
	i) Certificates issued by NSIC ² for registration as MSE Unit, to manufacture the particular Brand of F & B item. (Enclose attested copy of registration). ii) If NSIC registered, then also state whether belong to SC/ST category.			
12	Performance report/ Purchase Orders of various supply orders executed, during last one year, through DGS & D, other Organization (s) of Reputation. (Attested Copies to be submitted)			
13	Details of the testing facilities available in the factory/ plant. (Please specify in-house/outsourced facilities)			
14	Permanent Account Number (PAN) (Enclose attested copy of the certificate)			
15	GSTIN Nos. (Enclose attested copy of the Registration certificate)			

16	Affidavit of the applicant that the party has not been banned/ black listed by IRCTC or Railways or Ministry of Railways. (Annexure –C) (To be submitted in original on Rs. 10/- non judicial stamp paper, duly notarized)									
Specification of the product(s) (Attach extra sheet if required)										
17	Sr.	Flavour	Color	Weight	Unit Packing Size	Packing Size for supply	Other information			
17	Details of Supplies made during the last Two Years (Exempted to one year for MSE firms registered with NSIC). (Enclose latest minimum of 2 copies of purchase orders/invoice for each year)									

Dated:

(Signature of the Applicant)

SEAL:

Address: _____



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. I/We understand that, in case the brand is not short listed 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 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: _____

Annexure I

Eligibility Criteria of Catering Items for Category ‘A’ Special, Category ‘A’ and Category ‘B’

- i. The firms should have requisite turnover, as given below, from sale of Food & Beverage items and from the sale of brand of specific item for which Short-listing is sought, for the last two completed financial years:

Sl. No.	Segment	Category	Turn Over per annum from Sale of F&B Items	Turnover from the sale of the Brand of specific item	EMD to be submitted as per application
1	BREAD & BAKERY PRODUCTS Must comply with FSSAI standards.	‘A’ Special	Rs. 02.00 Crore	Rs. 50.00 Lakhs	Rs. 02.00 Lakh
		‘A’	Rs. 50.00 Lakhs	Rs. 12.50 Lakhs	Rs. 01.00 Lakh
		‘B’	Rs. 12.50 Lakhs	Rs. 03.00 Lakh	Rs. 25, 000/-
2	CHICKEN Frozen/Chilled Chicken for preparation of variety of dishes for service to passengers/IRCTC customers meeting the mandatory requirements of FSSAI and its packing methods , safe handling and temperature control and HACCP compliance.	‘A’ Special	Rs. 1.50 Crore	Rs. 37.50 Lakhs	Rs. 02.00 Lakh
		‘A’	Rs. 37.50 Lakhs	Rs. 09.37 Lakhs	Rs. 01.00 Lakh
		‘B’	Rs. 01.25 Crore	Rs. 02.25 Lakhs	Rs. 25, 000/-
3	RICE All Types and Varieties must comply with FSSAI standards and as detailed in Annexure ‘A’.	‘A’ Special	Rs. 45.00 Lakhs	Rs. 11.25 Lakhs	Rs. 02.00 Lakh
		‘A’	Rs. 11.25 Lakhs	Rs. 02.81 Lakhs	Rs. 01.00 Lakh
		‘B’	Rs. 02.81 Lakhs	Rs. 67,000/-	Rs. 25, 000/-
4	ALUMINIUM CASSEROLES & SIMILAR PACKAGING ITEMS All Types and Varieties of aluminum casseroles and similar items must comply with FSSAI standards and as detailed in Annexure ‘A’.	‘A’ Special	Rs. 35.00 Lakhs	Rs. 08.75 Lakhs	Rs. 02.00 Lakh
		‘A’	Rs. 08.75 Lakhs	Rs. 02.19 Lakhs	Rs. 01.00 Lakh
		‘B’	Rs. 02.19 Lakhs	Rs. 52, 500/-	Rs. 25, 000/-
5	WET TISSUE & OTHER PAPER/PRINTED ITEMS All Types and Varieties of Wet Tissue & Other similar Paper/Printed Items must comply with FSSAI standards and as detailed in Annexure ‘A’.	‘A’ Special	Rs. 01.20 Crore	Rs. 30.00 Lakhs	Rs. 02.00 Lakh
		‘A’	Rs. 30.00 Lakhs	Rs. 07.50 Lakhs	Rs. 01.00 Lakh
		‘B’	Rs. 07.50 Lakhs	Rs. 01.80 Lakhs	Rs. 25, 000/-

6	<p style="text-align: center;">SPICES</p> <p>All Types and Varieties must comply with FSSAI standards and as detailed in Annexure 'A'.</p>	'A' Special	Rs. 27.00 Lakhs	Rs. 06.75 Lakhs	Rs. 02.00 Lakh
		'A'	Rs. 06.75 Lakhs	Rs. 01.70 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 01.70 Lakhs	Rs. 40, 000/-	Rs. 25, 000/-
7	<p style="text-align: center;">EGGS</p> <p>Should meet the the mandatory requirements of FSSAI and its packing methods , safe handling and temperature control and HACCP compliance and as detailed in Annexure 'A'.</p>	'A' Special	Rs. 17.35 Lakhs	Rs. 04.34 Lakhs	Rs. 02.00 Lakh
		'A'	Rs. 04.35 Lakhs	Rs. 01.08 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 01.08 Lakhs	Rs. 26, 000/-	Rs. 25, 000/-
8	<p style="text-align: center;">REFINED OIL</p> <p>All Types and Varieties must comply with FSSAI standards and as detailed in Annexure 'A'.</p>	'A' Special	Rs. 27.00 Lakhs	Rs. 06.75 Lakhs	Rs. 02.00 Lakh
		'A'	Rs. 06.75 Lakhs	Rs. 01.70 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 01.70 Lakhs	Rs. 40, 000/-	Rs. 25, 000/-
9	<p style="text-align: center;">INDIAN SWEETS</p> <p>Prepared indian sweets for service to passengers/IRCTC customers meeting the mandatory requirements of FSSAI in terms of raw materials, cooking & packing methods , safe handling and temperature control and HACCP compliance. Individual portionwise or bulk supply.</p>	'A' Special	Rs. 01.50 Crore	Rs. 37, 500/-	Rs. 02.00 Lakh
		'A'	Rs. 37.50 Lakhs	Rs. 09.38 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 09.38 Lakhs	Rs. 02.25 Lakhs	Rs. 25, 000/-
10	<p style="text-align: center;">PULSES</p> <p>All Types and Varieties must comply with FSSAI standards and as detailed in Annexure 'A'.</p>	'A' Special	Rs. 45.00 Lakhs	Rs. 11.25 Lakhs	Rs. 02.00 Lakh
		'A'	Rs. 11.25 Lakhs	Rs. 02.81 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 02.81 Lakhs	Rs. 67, 500/-	Rs. 25, 000/-
11	<p style="text-align: center;">COOKED FOOD ITEMS</p> <p>Prepared dishes/items from various cuisines for service to passengers/IRCTC customers meeting the mandatory requirements of FSSAI in terms of raw materials, cooking & packing methods , safe handling and temperature control and HACCP compliance. Individually portioned wise or bulked supply.</p>	'A' Special	Rs. 02.00 Crore	Rs. 50.00 Lakhs	Rs. 02.00 Lakh
		'A'	Rs. 50.00 Lakhs	Rs. 12.50 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 12.50 Lakhs	Rs. 03.00 Lakh	Rs. 25, 000/-

12	WHEAT FLOUR All Types and Varieties must comply with FSSAI standards and as detailed in Annexure 'A'.	'A' Special	Rs. 72, 000/-	Rs. 18, 000/-	Rs. 02.00 Lakh
		'A'	Rs. 18, 000/-	Rs. 4, 500/-	Rs. 01.00 Lakh
		'B'	Rs. 4, 500/-	Rs. 1, 000/-	Rs. 25, 000/-
13	MILK & MILK PRODUCTS Various milk products required for mobile, static, vending/selling units and Base Kitchens for consumption by passengers/IRCTC customers and fulfilling mandatory FSSAI requirements in terms of raw materials, preparation & packing methods, safe handling and temperature control and HACCP compliance.	'A' Special	Rs. 01.50 Crore	Rs. 37.50 Lakhs	Rs. 02.00 Lakh
		'A'	Rs. 37.50 Lakhs	Rs. 09.38 Lakhs	Rs. 01.00 Lakh
		'B'	Rs. 09.38 Lakhs	Rs. 02.25 Lakhs	Rs. 25, 000/-

- ii. MSE units registered with NSIC are exempted from the following:
- Cost of Supplier Registration Form (SRF)
 - Submission of Earnest Money Deposit (EMD)
 - Turnover eligibility criteria
 - Relaxation in experience of manufacturing/ supplying the item.
- iii. The Company/ firm should be registered for manufacturing and selling similar products in India.
- iv. The company/ firm should possess at least 2 years experience, of manufacturing the product in India. However, MSE firms may be considered with a minimum one year experience also.
- v. The Company/ firm should possess valid license (Health License/FPO/ PFA/ ISI/ FSSAI etc.) issued by competent Government Authority.
- vi. The Brand, for which empanelment is sought, should be registered.
- vii. 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 two completed financial years (2015-16 & 2016-17).
- viii. **Category A Special:**
The suppliers empanelled in this category are eligible for supplying to all IRCTC departmentally operated Static and Mobile Catering units over IRCTC network, including Trains like Rajdhani, Shatabdi & Duronto Trains.
- Category A:**
The suppliers empanelled in this category are eligible for supplying to all IRCTC departmentally operated Static and Mobile Catering units over IRCTC network, except Trains like Rajdhani, Shatabdi & Duronto Trains.
- Category B:**
The suppliers empanelled in this category are eligible to supply their shortlisted brand only at a particular Railway station mentioned in their letter of empanelment. These suppliers are eligible to supply only to IRCTC departmental static units of IRCTC upto the limit of 10% of the total requirement. Category B suppliers are not eligible to supply in mobile operated units.

AFFIDAVIT

I,.....,S/o Sh.,
aged about years, proprietor/authorized signatory of
..... do hereby solemnly affirm and declare as follows:-

1. I say that I am an authorized signatory of the firm.....and hence competent to sign and swear this affidavit.
2. That the company/firm namely.....has not been banned or black listed by IRCTC or Railways or Ministry of Railways.
3. That the affidavit is given for participation in Registration process with IRCTC.

DEPONENT

Verification

I, the above named Deponent do hereby solemnly affirm and state that the contents of this affidavit are true and correct and no part of it is false and nothing material has been concealed there from.

Verified at on thisday of _____.

DEPONENT

Send your application on the following address:

Indian Railway Catering and Tourism Corporation Ltd.
Group General Manager/East Zone/IRCTC
3, Koilaghat Street, Old Kg Building, Ground Floor, Kolkata-700001.
Phone. No (033) 2243-9045, Fax 033-2243-9046 .
www.irctc.com

:: Note::

**Firms/ Companies who are already supplying IRCTC also need to apply afresh,
with all relevant documents.**