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APPLICATION FOR OBTAINING APPROVAL FOR SUPPLY OF PROPRIETARY ARTICLES (PAD) AND PACKAGED DRINKING WATER - PDW (WHEREVER RAILNEER IS NOT AVAILABLE), TO THE MINOR STATIC CATERING UNITS OVER SOUTHERN RAILWAY

INSTRUCTIONS TO THE APPLICANT:

1. Applications may be submitted during office hours on all working days.
2. Application shall be submitted only by Manufacturers / Franchisees of the products under a brand for which approval is requested.
3. A separate Application should be submitted for PAD and PDW.
4. Under each application approval for a maximum of 5 products (SKU) may be requested. Applicant can submit any number of applications duly remitting application fee for each additional application.
5. Product with different flavour / quantity /MRP is treated as a separate product.
6. Application may be collected from the office of the Senior Divisional Commercial Manager – Chennai / Thiruchichirapalli / Madurai/ Thiruvananthapuram / Palghat /Salem on any working day.
7. Application may also be downloaded from the Southern Railway website.
8. Cost of Application Form:

The cost of the application is Rs. 5,600/- (Cost Rs.5000/- + GST at 12% Rs.600/-). It is non-refundable. Demand Draft towards the cost of the application should be drawn in favour of Senior Divisional Financial Manager of the respective Division. It has to be submitted along with the filled-in application form. Application/s received without Demand Draft/s towards the cost of the application/s will be rejected.

9. Filled-in application form/forms should be submitted in the office of the Senior Divisional Commercial Manager Chennai / Thiruchichirapalli / Madurai/ Thiruvananthapuram / Palghat/Salem on any working day.
10. The application has to be submitted as per the format in Annexure I along with Annexure II & III
 - 10.1 All the details must be given along with required self-attested supporting documents.
 - 10.2 Brand name registered under the Trademarks Act, 1999 for the products for which approval is sought is mandatory.

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10.2.(i) Trademark Certification should be in the name of the applicant.

10.2.(ii) In case Trademark Certification is in the name of some other person other than the applicant, then they should submit a copy of duly registered, Trademark Agreement executed between the applicant and the other person in whose name Trademark is registered.

10.2.(iii) Copy of the Trademark Certification should be submitted.

10.3 The Applicant's annual sales turnover should be of Rs.1 (One) Crore or above during each of the previous two financial years. The details of sales turnover should be submitted, in original, as per the pro-forma in Annexure II, duly certified by a Chartered Accountant. These figures should match the details of sales in the Profit & Loss Account pertaining to the period under consideration, which should also be submitted.

10.4 Copy of Permanent Account Number (PAN) of the applicant.

10.5 Copy of valid FSSAI for general manufacturing and/or BIS certificate as the case may be, in the name of the applicant is mandatory.

10.6 Copy of latest test reports from a Govt. approved / NABL accredited laboratory, less than 6 months old, for each product certifying that the product is fit for human consumption for food items and that the product conforms to specifications and standards as per FSSAI/BIS norms.

10.7 Copy of any mandatory Licence/permission from the Local Authorities.

11. The approval will be valid for 3 years (THREE) from the date of approval and non-extendable

12. The approval for Packaged Drinking Water (PDW) is for 1000 ml. only, and the price of PDW will be on par with Rail Neer and should be supplied only to catering units wherever Railneer is not available.

13. No document/information will be accepted after submission of the application except any document that may be sought for by the Railway Administration.

14. The original certificates of all document / license, copies of which are submitted along with the application form should be made available for verification as and when demanded by the Railway Administration.

15. Empanelment by IRCTC does not in any way guarantee any automatic short listing by Southern Railway.

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- 16.** If the applicant has satisfied all the terms and conditions stipulated in the application, the applicant will be advised through e-mail id, provided by him in the application, to make payment of non-refundable processing fee, as per the following table.

16.1 Processing Fee for PAD (per item):

MRP	Processing Fees
< Rs.10	Rs.10,000/-
Rs.10 and Rs.19	Rs.20,000/-
Rs.20 and Rs.39	Rs.30,000/-
Rs.40 and above	Rs.40,000/-
Beverages/Soft drinks above 500ml	Rs.1,00,000/-

16.2 Processing Fee for PDW: Rs.1,00,000/-

16.3 Applicable GST on processing fee should also be remitted.

- 17.** The applicant has to make the payment of the processing fee in the form of Demand Draft drawn in favour of Senior Divisional Financial Manager of the respective Division.
- 18.** The applicant will have to submit the Affidavit in Non-judicial stamp paper of value Rs.100/- as per Annexure III.
- 19.** The applicant will have to submit Bank Guarantee from any Scheduled Commercial Bank for Rs.3,00,000/- in favour of respective Senior Divisional Financial Manager.
- 20.** After receipt of the processing fee, verification of Affidavit and the Bank Guarantee with the issuing branch of the bank, approval letter will be issued by the Competent Authority.

OTHER RELEVANT TERMS AND CONDITIONS:

- 21.** Southern Railway administration reserves the right to reject any application at any point of time without assigning any reason.
- 22.** Southern Railway administration's decision on short-listing of products/suppliers shall be final and binding.

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- 23.** On approval, the applicant can supply the approved products to the licensee operated minor static units (catering stalls/multipurpose stalls) under the management of Southern Railway in railway stations.
- 24.** The application should have necessary FSSAI/BIS certification for supply of their products in the states of Tamil Nadu, Kerala, Karnataka and Andhra Pradesh.
- 25.** The packets/bottles should not carry any form of advertisements.
- 26.** Dual pricing is strictly prohibited. The MRP/Quantity of the product should not be higher than the MRP/Quantity of same product adopted for sale in local market. There should be no differentiation by way of an increase in the pricing or change of quality in a regressive manner or by way of a decrease in quantity of the product supplied in the Railway and the open market.
- 27.** Southern Railway reserves right to collect samples of the products and get them examined in the laboratory, at the cost of the applicant, and also inspect the production facilities as and when it deems necessary.
- 28.** In case of any irregularity found in the PAD and PDW supplied like dual pricing, non-adherence of the terms and conditions, suitable penalty will be imposed by Senior Divisional Commercial Manager, which may include withdrawal of approval and/or forfeiture of Bank Guarantee. The Competent authority may decide to ban the supplier from applying for approval in future, for a period of 2 years after giving the supplier reasonable opportunity to express his views on the issues.
- 29.** In case the validity of any of the FSSAI/BIS certificate expires during the short-listing process or during the currency of the approved period, the applicant/awardee (individual/ firm/company) should submit valid certificate issued by the authority concerned well before the expiry date.
- 30.** An Affidavit is to be submitted stating that the brand name of the product is that of the applicant and the applicant is solely responsible for the same, and that all products supplied are safe for consumption as per FSSAI Act/BIS while applying for approval of Southern Railway. Anything found contrary, through inspections / complaints, the firm / brand is liable to be banned.
- 31.** For any deviations in the quality or quantity of products supplied, ending in court cases the supplier shall have to indemnify and shall hold Southern Railway indemnified for the loss, damages, costs and consequences caused to Southern Railway under applicable laws.
- 32.** If the information/ details furnished at the time of applying for supply of PAD items & PDW is/are found to be incomplete/wrong/not fully correct (i) before granting approval, the application will be rejected by the Railways without assigning any reason (ii) at a later date during currency

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of the approval, the approval granted will be cancelled. Further the supplier will also be liable to be debarred from applying for approval in future, in case the competent authority decides so after giving reasonable opportunity to the supplier to express his views.

- 33.** Suppliers must ensure compliance of eco-friendly norms, bio-degradable packaging, waste reduction norms, particularly in the use of plastics, and must invariably be in line with Indian Railways' sustainability goals and Swachh 'Bharat' norms.
- 34.** The applicant can apply for approval to supply their PAD/PDW in Southern Railway only at one Division. A letter of undertaking to this effect should be submitted along with application. However, approval will be accorded for supply over entire Southern Railway.