

INSTRUCTIONS TO APPLICANTS WITH RESPECT TO SUPPLY OF PROPRIETARY ARTICLE ITEMS (PAD ITEMS LIKE BISCUITS, CONFECTIONARY, AERATED DRINKS etc.) AND PACKAGED DRINKING WATER (PDW) UNDER “EXPRESSION OF INTEREST 2019” – (EOI) TO LICENSEE OPERATED STATIC UNITS UNDER THE MANAGEMENT OF SOUTHERN RAILWAY.

1. This form may be obtained in person from this office or may be downloaded from www.sr.indianrailways.gov.in. The filled in application should be submitted on or before **15:00 hrs on 15.11.2019**.
2. The brand and product for which short-listing for supply to licensee operated static units under the management of Southern Railway is sought, is to be mentioned in the column provided in the form.
3. It is mandatory that all the fields should be filled, applicants must ensure that all the fields are filled with the corresponding suitable and accurate reply. If the space provided is not sufficient the applicant may attach Extra sheet(s). If the field is not applicable applicant should state 'Not Applicable' in the relevant column.
4. All the details must be given along with required supporting documents duly attested by Gazetted Officer/First Class Magistrate/Notary.
5. Southern Railway administration reserves the right to reject any application at any point of time without assigning any reason.
6. Southern Railway administration's decision on Short-listing of Suppliers shall be final and binding.
7. The Company/Firm/Distributor/Agent's annual sales turnover in the last financial year (April 18–March 19) should be of Rs.1(One) Crore or above.
8. The audited P & L statement and Balance Sheet for the years ending 2017-18 and 2018-19 should be submitted along with the application. In the event of the audited Balance Sheet for the financial year ending 2018-19 is not available at the time of submission then, audited statements for the years 2016-17 and 2017-18 should be submitted along with the application and the audited Balance Sheet for year 2018-19 should be submitted at the time of finalization of the application without fail.
9. The Short-listing will be valid for two years.
10. Short listed suppliers will have to submit a letter of undertaking in the prescribed format, to be executed in non-judicial stamp paper to the value of Rs. 100/- and Bank Guarantee in favour of Chief Commercial Manager/PS & Catg., Southern Railway, Chennai for an amount of Rs.3 (Three) lakhs towards security deposit valid for the approved period of 2 years with an additional claim period of 6 months.
11. The MRP/Quantity of the product should not be higher than the MRP/Quantity of same product available for sale in open market. There should be no differentiation in the pricing or quantity of the product supplied in the Railway and that supplied in the open market. In other words only the normal MRP products available to general public which gives value for money in the open market should be supplied to Railway passengers. **No dual pricing**, along with specification of product declaration to the effect, has to be submitted as per Annexure I.
12. Southern Railway reserves right to collect samples of the products and get them examined in the appropriate laboratory, at the cost of the supplier and also inspect the production facilities, as and when it deems necessary.
13. Suitable penalty which may include withdrawal of approval, forfeiture of Bank Guarantee or banning the applicant/company/firm, will be imposed in case of any irregularity found in PDW and in a particular product of PAD or prices or in case of any deviation from the terms and conditions.

14. 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 company should submit the valid certificate issued by the concerned authority well before the expiry date. An affidavit to the effect should be submitted along with the application as per Annexure II
15. An Affidavit is to be submitted stating that the brand name of the product is certified by the company and the company is solely responsible for the brand name 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 inspection/complaints, the firm/brand is liable to be banned and Bank Guarantee shall be forfeited as per Annexure II.
16. Railway in its sole discretion and without incurring any obligation or liability, reserves the right to call for any required documents, if not submitted along with the application.
17. 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 required.
18. An undertaking by the applicant that they have not been banned/black listed or debarred by any Railway/Government body/IRCTC shall be submitted by the applicant as per Annexure II.
19. For any deviations in the quality or quantity of products supplied, ending in consumer court cases the supplier shall have to indemnify the Railways for the loss it caused to Railways.
20. If the information/details furnished either, at the time of applying for supply of PAD items & PDW under EOI or at a later stage, is/are found to be wrong/false, the same will be rejected/withdrawn by the Railways duly en-cashing the Bank Guarantee, without assigning any reason. Further the supplier will also be liable to be debarred. All facts and paper submitted must be true in nature as per Annexure II.
21. In case of **distributor or agency** desiring to apply under the EOI scheme, it is to be ensured by the applicant that the following are submitted along with the application for EOI :
 - i) Letter from the Manufacturing firm or Company authorizing the distributor/agency for supplying products manufactured by it.
 - ii) The audited P & L statement and Balance Sheet of the Manufacturer for the years ending 2017-18 and 2018-19 in addition to the Distributor/Agency's P& L and Balance Sheet for the same period. In the event of the audited Balance Sheet for the financial year ending 2018-19 is not available at the time of submission then, audited statements for the years 2016-17 and 2017-18 should be submitted along with the application and the audited Balance Sheet for year 2018-19 should be submitted at the time of finalization of the application.
 - iii) The sales turnover of the Manufacturer and distributor/agency should be **One crore or above each separately**.
 - iv) Valid FSSAI License in the name of the Manufacturer should be submitted.

(Signature of the Applicant)
SEAL

APPLICATION FORM FOR SHORT LISTING OF PROPRIETARY ARTICLE ITEMS (PAD) & PACKAGED DRINKING WATER (PDW) UNDER BRAND NAME _____ FOR SUPPLY TO STATIC UNITS UNDER LICENSE OF SOUTHERN RAILWAY.

| S.No. | Particulars | Details | Encl | Page No. |
|-------|--|---------|------|----------|
| 1. | Name of Brand(s) (Enclose copy of certificate for Registration of the brand/ An Affidavit stating that the brand name of the product is certified by the company and the company takes the responsibility regarding the brand name.) | | | |
| 2. | Name of Product(s) | | | |
| 3. | Name and full address of the applicant (Manufacturer/Distributor/Agency) of the brand with telephone, Fax Number and email Id (Use extra sheet if required) | | | |
| 4. | Status of the applicant:- Sole Proprietorship/ Partnership/Private Company/Public Limited Company/ Cooperative/ SSI/Distributor or Agency.(Copy of Certificate of Registration in case of Sole Proprietorship, Cooperatives and SSI. Partnership Deed in case of Partnership Firm. For registered Companies, Certificate of Incorporation, Memorandum of Association & Articles of Association etc. are to be enclosed, In case of Distributors or Agency Letter from the manufacturer duly authorizing the said Distributor/agency as their representative.) | | | |
| 5. | Applicant's sales Turn over from sale of PDW/PAD items for financial year ending 2017-18 & 2018-19 are to be submitted. Enclose Audited report with Balance sheet & P&L Account, or published report. In case audited report for financial year ending 2018-19 is not available at the time of submission of the application, then audited statements for the years 2016-17 and 2017-18 should be submitted along with the application and the audited Balance Sheet for year 2018-19 should be submitted at the time of finalization of the application without fail. | | | |
| 6 | Applicant's Volume of business for the last one year. | | | |
| 7. | Valid license issued by competent Authority - FSSAI/ISI/BIS etc.,(Enclose attested copy of the license/certificate) | | | |
| 8. | Test report from a Govt., approved/NABL Accredited Laboratory, not older than 6 months at the time of submission of application, certifying that the product(s) is/are fit for human consumption for food items/must comply with the FSSAI Standards and that the product confirms to specifications and standards as per BIS norms for Packaged Drinking Water (Attested copy of Test reports for PDW and all brands and variety of PAD to be submitted) | | | |
| 9. | Permanent Account Number (PAN).(Enclose attested copy). | | | |
| 10. | GST registration Nos.(Enclose attested copy of the Registration certificate) | | | |

| S.No. | Particulars | Details | Encl | Page No. |
|-------|--|---------|------|----------|
| 11. | 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). | | | |
| 12. | Details of Supplies made to: 1. Any Govt. Organisation /Institution etc. during past year (2018-19) (Enclose copy of orders) 2. To Railway catering stalls for the past one year if the applicant is already empanelled with Railways. | | | |

VERIFICATION

- 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 bound by the acts of my/our duly constituted attorney.
- I understand that this application is not is not a tender form but Expression of Interest – “EOI” for short listing of Proprietary Article Items (PAD) & Packaged Drinking Water (PDW) under Brand Name _____ for supply to Static Units under License of Southern Railway.

The following person(s) may be contacted for any information or clarifications relating to this application Form:

Name

Designation:

Telephone:

Mobile:

Dated:

(Signature of the Applicant)

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Address: _____

ANNEXURE I

Specification of the product(s) with a declaration that the MRP/Gms. of the product are not higher than the MRP/Gms. of the same product and quantity adopted for the open market and that the product supplied will not be of different weight/quantity nor specially packed for Railways (Attach extra sheet/s if required)

| Sl.No | Flavour | Colour | Weight | Packing size for supply | MRP |
|-------|---------|--------|--------|-------------------------|-----|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

(Signature of the Applicant)

SEAL

Address: _____

ANNEXURE II

AFFIDAVIT

(To be submitted on Rs.100/- non-judicial stamp paper)

1. I _____S/o _____R/o _____ furnishing this affidavit in my capacity as an individual / partner of firm _____ / Director of Body Corporate _____ and solemnly affirm and state as under:-

2. I/we manufacture/distribute/sell as on date following products PAD/PDW under the brand name_____
 - 1.
 - 2.
 - 3.

3. I/We am/are solely responsible for the brand name_____, and agree that all products under the brand name _____ sold are safe for consumption as per FSSAI Act/BIS and anything found contrary, through inspection/complaints and in case of any irregularity found in PDW and in any particular product of PAD or prices or in case of any deviation from the terms and conditions I/we will be liable to be banned and Bank Guarantee will be forfeited.

4. I/We assure that the valid certificate issued by the concerned authority will be submitted before the expiry date in case the validity of FSSAI/BIS certificate is due to expire during the short listing process or during the currency of the permitted period.

5. I/We _____ have not been banned/black listed or debarred by any Railway/Government body/IRCTC.

VERIFICATION

Verified at _____ on this _____ day of _____ month of 2019, that the contents of the above affidavit are true and correct to my knowledge, no part is false and nothing material has been concealed therefrom. I further declare that I am duly authorized to sworn this affidavit.

Date:

Place:

DEPONENT
On behalf of
