

**INSTRUCTIONS FOR OBTAINING APPROVAL FOR SUPPLY OF PROPRIETARY ARTICLES (PAD) AND PACKAGED DRINKING WATER (PDW) THROUGH THE MINOR STATIC CATERING UNITS OVER SOUTHERN RAILWAY**

**Who can apply?**

Only manufacturers/franchisees of the product of a brand for which approval is sought are eligible to apply.

**How to apply?**

- Application in the prescribed format (annexed along with this) to be downloaded, filled and submitted along with the required documents to the Office of The Chief Commercial Manager/PS and Catering, Southern Railway, Park Town, Chennai – 600 003. Application may also be collected in person from the same Office throughout the year on any working day.
- In each application a maximum of 5 products may be included. For this purpose, every product with different flavour / quantity /MRP is treated as a separate product. However, separate Application should be submitted for PAD and PDW.
- (Application Format)

**Application Fee:**

- 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 Financial Advisor and Chief Accounts Officer, Southern Railway, Chennai – 600 003 payable at Chennai.
- It has to be submitted along with the filled-in application form.
- Application received without Demand Draft towards the cost of the application will be rejected.

**Documents to be attached with Application:**

All supporting documents are to be self-attested. The following documents to be submitted along with the application:

1. Trademark Certification.  
Brand name registered under the Trademarks Act, 1999 for the products for which approval is sought is mandatory. Trademark Certification should be in the name of the applicant. 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.
2. The Applicant's annual sales turnover should be of Rs.1 (One) Crore or above during each of the previous two financial years. The sales turnover details should be given as per the pro-forma, duly certified by a Chartered Accountant. These figures should match the sales details in the Profit & Loss Account pertaining to the period under consideration (Annexure I). Copy of Balance Sheet and Profit and Loss Account duly certified by a Chartered Accountant is to be submitted.

3. Affidavit 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 and that the applicant has not been banned/ blacklisted or debarred by any Zonal Railway/IRCTC/Govt. body as per the pro-forma. (Annexure II) has to be submitted in Non-judicial stamp paper of value Rs.100 duly certified by Notary Public.
4. Copy of valid PAN.
5. Copy of valid FSSAI and BIS in case of PDW.
6. Copy of latest test report from a Govt. approved / NABL accredited laboratory, not older than 6 months, 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.
7. Copy of any Licence/permission necessary from the Local Authorities.

Filled in Applications in given format, along with Annexure I and Annexure II has to be submitted to the Office of The Chief Commercial Manager/PS and Catering, Southern Railway, Park Town, Chennai – 600 003 throughout the year on any working day.

The applicant has to bring the original certificates of all documents / license, copies of which are submitted with the application form, for verification at the time of submission of application.

**Processing Fee:**

If the applicant has satisfied all the terms and conditions as 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.

A. For PAD:

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/-

B. For PDW: Rs.1,00,000/-

The applicant has to make the payment of the processing fee in the form of Demand Draft drawn in favour of Financial Advisor and Chief Accounts Officer, Southern Railway, payable in Chennai

The applicant will have to submit Bank Guarantee from any Scheduled Commercial Bank for Rs.3,00,000/- in favour of Financial Advisor and Chief Accounts Officer,

Southern Railway as per the format in Annexure III, for a period of 3 years with a claim period of further 6 months.

**Approval:**

After receipt of the processing fee, and the Bank Guarantee and verification of the Bank Guarantee with the issuing branch of the bank, approval letter will be issued by the Competent Authority.

1. The approval period is for 3 years. In case the validity of FSSAI/BIS/Trademark certificate expires during the short-listing process or during the currency of the approved period, though approval is given for 3 years, permission for sales will be given only up to the validity period of the FSSAI/BIS/Trademark whichever is earlier. The applicant/awardee (individual/ firm/company) should submit valid certificate issued by the authority concerned well before the expiry date for continued sales permission. An affidavit to this effect should be submitted along with the application as per the Pro-forma.

**Other Instructions/Conditions:**

2. Southern Railway administration reserves the right to reject any application at any point of time without assigning any reason.
3. Southern Railway administration's decision on short-listing of products/suppliers shall be final and binding.
4. The approval will be valid for 3 years (three) from the date of approval and non-extendable.
5. The approval for Packaged Drinking Water (PDW) is only for 1000 ml, wherever RailNeer is not available and the price of PDW will be on par with Rail Neer.
6. The packets/bottles should not carry any form of advertisements.
7. There should not be dual pricing. 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.
8. 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.
9. 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, 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 up to 3 years after giving the supplier reasonable opportunity to express his views on the issues.
10. Anything found contrary, through inspections /complaints, the firm / brand is liable to be banned.

11. 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.
12. 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 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.
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. Empanelment by IRCTC does not in any way guarantee any automatic short listing by Southern Railway.