

## Northeast Frontier Railway

### **NOTICE INVITING EXPRESSION OF INTEREST FOR SHORTLISTING OF PROPRIETARY ARTICLES DEPOT (PAD) ITEMS FOR SUPPLY IN STATIC CATERING UNITS OVER NORTHEAST FRONTIER RAILWAY**

**NOTIFICATIO No.C/56/CD/PAD/E.O.I/1/2019**

**DATED- 30-07-2019**

Northeast Frontier Railway has initiated the process of registration for supply of PAD (Proprietary Articles Depot) items through except Packaged Drinking Water bottles to all licensees operated Minor Static Catering Units over the jurisdiction of Northeast Frontier Railway.

The Application Form may be obtained from the office of Chief Commercial Manager(PM) , Northeast Frontier Railway , Maligaon , Guwahati 781011 by hand on payment of Rs. **2800 { Rs.2500/- + Rs. 300/-(@ 12% GST)}**. The form can also be downloaded from the Railway website i.e. [www.nfr.indianrailways.gov.in](http://www.nfr.indianrailways.gov.in) . If the form is downloaded from the Railway website i.e. [www.nfr.indianrailways.gov.in](http://www.nfr.indianrailways.gov.in) , the same should be submitted along with Demand draft of total Rs. 2800 { Rs.2500/- + Rs. 300/-(@ 12% GST)} issued in favour of PFA (Principal Financial Advisor), N.F. Railway , Maligaon or Money Receipt issued from Booking office of any Railway station over Northeast Frontier Railway . The details of eligibility criteria and other terms and conditions are uploaded on Northeast Frontier Railway Website i.e. [www.nfr.indianrailways.gov.in](http://www.nfr.indianrailways.gov.in) and The application forms dully filled in along with requisite documents should be submitted from **10:00 hrs of 31.07.2019 to 17:00 hrs of 20/08/2019**, addressed to: Chief Commercial Manager (PM), Northeast Frontier Railway, Maligaon, Guwahati-11.

Dy.Chief Commercial Manager (TC & Catg.)  
Northeast Frontier Railway, Maligaon

FORM NO. \_\_\_\_\_

D. D. No / RECEIPT NO. \_\_\_\_\_

DATE.: \_\_\_\_\_

**N.F. RAILWAY**

CHIEF COMMERCIAL MANAGER (PM)  
NORTH EAST FRONTIER RAILWAY  
HEADQUARTERS' Office,  
Maligaon, Guwahati-11

**APPLICATION FOR SHORTLISTING OF PAD ITEMS**

( i.e. Namkins, Biscuits, Chips Aerated water, Confectionery items, fruit drinks, ice creams ,  
Tea bags ( Green & organic) Prefilled tea cup ( ready to serve) etc.)

(COST Rs. 2500/- NON REFUNDABLE, )

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL/MOBILE : \_\_\_\_\_

EMAILID : \_\_\_\_\_

## Northeast Frontier Railway

### CONCEPT:

With a view to achieve the objective of availability of quality / popular brand of Namkins, Biscuits, Chips, Aerated water, Confectionery items, fruit drinks, ice creams , Tea bags ( Green & organic) Prefilled tea cup ( ready to serve) etc., to the passengers from licensee operated static units of Northeast Frontier Railway.

### GENERAL TERMS AND CONDITIONS:

1. This form may be obtained in person from this office or may be downloaded from [www.nfr.indianrailways.gov.in](http://www.nfr.indianrailways.gov.in) . The filled in application should be submitted on or before **17:00 hrs on 20-08-2019** on payment of cost of application form **Rs. 2800/- {(Cost Rs. 2500/- + Rs. 300/- GST @ 12%)}**.
2. In case, Application form is downloaded from website, it must be submitted with a separate Demand Draft of **Rs 2800/- {(Cost Rs. 2500/- + Rs. 300/- GST @ 12%)}** otherwise application will not be considered. The demand draft is to be drawn in favour of PFA (Principal Financial Advisor), Northeast Frontier Railway, Maligaon.
3. Applicant should sign all the pages of application.
4. The brand and product for which short-listing for supplies to licensee operated static units is sought, is to be mentioned in the column provided in the form.. .
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). Applicant should fill all fields. If any field is not applicable, write "Not applicable". Incomplete application will not be considered .
6. All the details must be given along with required supporting documents duly attested by Gazetted officer / First class Magistrate / Notary.
7. N.F. Railway reserves the right to reject any application at any point of time without assigning any reason.
8. N.F. Railway's decision on short-listing of applicants shall be final and binding.
9. The company/firm should have annual sales turnover as per Annexure- I for the last two financial year.
10. The Short-listing will be valid for two years.
11. Shortlisted suppliers will have to submit undertaking letter to be executed in non-judicial stamp paper to the value of Rs. 100/- and also Bank Guarantee in favour of Principal Financial Adviser, Northeast Frontier Railway, Maligaon for an amount of Rs. 1.5 lakhs / towards security deposit for a period of 2 years + 6 months ( Claim lodgement period), which is returnable. In case the Bank Guarantee is not submitted within the specified period, Railway serves the right to summarily reject the application.
12. The MRP/Quantity of the product should not be higher than the MRP/Quantity of same product adopted for sale in local market. In other words only the normal MRP products available to general public which gives value for money should be supplied to Railway passengers.
13. Northeast Frontier Railway reserves right to collect samples of the products and getting them examined in the appropriate laboratory and also inspect the production facilities, as and when it deems necessary.

14. Suitable penalty which may include forfeiture of Bank Guarantee or banning the applicant/company/firm, will be imposed in case of any irregularity found in a particular product of PAD or prices or in case of any deviation from the terms and conditions.
15. In case the validity of any of the FSSAI/BIS certificate expires during the short listing process or during the currency of the permitted period, the company should submit the valid certificate issued by the concerned authority before the expiry date. Till such time, an affidavit should be submitted for submission of the valid certificate before the expiry of the validity of the current certificate.
16. 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 all products sold are safe for consumption as per FSSAI Act/BIS while applying for approval of Northeast Frontier Railway. Anything found contrary, through inspection/complaints, the firm/brand is liable to be banned for life time and Bank Guarantee will be forfeited.
17. The originals of the certificates copies of which submitted along with the application form should be made available for verification as and when required.
18. Railway administration reserve the right to reject any application or withhold or withdraw the process of short listing at any stage, without assigning any reason to the applicant. Decision of Railway administration on short listing of application shall final and binding.

**Essential criteria:**

1. The brand name should be registered.
2. The applicant must have valid FSSAI certificate as the case may be.
3. The company / firm should possess at least 3 years experience, of manufacturing the product in India. In case of SME/MSME registered firm /Company at least 1 year experience, of manufacturing the product in India is required.
4. The applicant should have requisite turnover as mentioned in Annexure -1
5. Short listing will normally be valid for Two year from the date of issue of letter of acceptance (or subject to introduction of any policy / guidelines of Railway Board). The parties will not have right for renewal. The shortlisting may be further renewed thereafter subject to satisfactory performance and fulfilling of laid down terms and conditions. The registration should be live at the time of renewal. Otherwise, renewal will not be done.  
The application for the renewal has to be made afresh well in advance along with all the documents as mentioned in this document.

**Mandatory documents:**

The following documents have to be submitted along-with the application:

1. The applicant should be registered for manufacturing and selling products in India. Certificate of Registration of firm.
2. The document showing Applicant Company / firm should possess at least 3 years experience, of manufacturing the product in India. In case of SME/MSME registered firm /Company, document of at least 1 year experience, of manufacturing the product in India is required.

3. Valid FSSAI /FPO licence.
  4. Certificate of registration under GST.
  5. PAN card.
  6. Brand registration certificate issued by Registrar of trade marks.
  7. Attested copy of balance sheet / Certificate issued by the Chartered Accountant showing the sales of food & beverages item and from the sale of the brand offered for short listing as well.
  8. Solvency certificate issued by Schedule/Nationalised bank.
  9. The applicant should submit the affidavit under-taking that :
    - i. The company / brand / product is not banned or black listed by any Zonal Railways over Indian Railway / IRCTC or any Government organisation.
    - ii. The MRP of the products as well as quantity will be uniform i.e. in market as well as in Railways. The product should not be marked as "specially packed for Railways".
- .....

### Details of applicant

Application form for shortlisting of “ \_\_\_\_\_ ” brand of \_\_\_\_\_  
(name of company / Firm) for supply on licensee operated Static units.

Sr. no.	Particulars	Details
1	<b>Name of the brand</b> (Attested copy of registration issued by “ Registrar of Trade Marks.)	
2	<b>Name / details of products offered for registration such as flavour,</b> ( attach extra sheet if required and give details of each product their quantity etc. and also enclosed brochure if any )	
3	Name and full address of the Applicant of the brand with telephone & fax number of office as well as factory and also submit the profile.	
4.	<b>Status of applicant.</b> (Proprietorship / Partnership/ Private Co/Public Ltd Co/ Co-operative/SSI) Copy of incorporation certificate , partnership deed, Memorandum of Articles & Articles of Association	
5	<b>Applicants turnover per annum</b> From sale of Food & Beverages items, for the last two completed financial years ( Enclosed audited balance sheet, P & L Account, duly audited by C.A.)	Financial year  Financial year
6	<b>Applicant’s sales turnover per annum from the specific brand</b> for the brand for which shortlisting is sought for the last two completed financial years (enclose C.A.s certificate specifying turnover from brand(s))	Financial year  Financial year
7	FSSAI licence valid upto (Enclose attested copy)	
8	<b>Details of testing facilities available in the factory / plant.</b> (Please specify in house/ outsourced facilities)	

9	<b>Details of the distribution network</b> (Enclose list of authorised distributors / dealers)																													
10	Performance report/Purchase orders of various supply order executed to other organizations of reputation including Railways and government / Semi government bodies. (Attested copies to be submitted)																													
11	Detail of the solvency certificate (Enclose attested copy)																													
12	Permanent Account Number (Enclose attested copy)																													
13	GST registration nos. (Enclose attested copy of the Registration certificate)																													
14	Affidavit of the applicant as mentioned in item 9 of mandatory documents (To be submitted in original on Rs. 100/- non judicial stamp paper, duly Notorized)																													
15	Details of ISO certification if any.																													
16	Details of sample submitted. (Specification of the products(s) ( Attached extra sheet if required)																													
	<table border="1"> <thead> <tr> <th>Sl. no</th> <th>Flavour</th> <th>Color</th> <th>Weight</th> <th>Units of Packing size</th> <th>Packing size for supply</th> <th>Other information</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. no	Flavour	Color	Weight	Units of Packing size	Packing size for supply	Other information																						
Sl. no	Flavour	Color	Weight	Units of Packing size	Packing size for supply	Other information																								

Date: \_\_\_\_\_

Signature

\_\_\_\_\_

of authorised signatory)

\_\_\_\_\_  
(Name

Designation: \_\_\_\_\_

Name of the company / Firm

Rubber stamp

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 bound 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 the Registration fees deposited, shall be returned to the party without any interest. Form cost will not be refunded.
3. It is understood that this is not a tender form but an application for short listing of PAD item brand for sale by private licensee units only.
4. Samples of the products are also required to be sent as and when demanded for short listing, free of cost to Central Railway.
5. The following person(s) may be contacted for any information or clarifications relating to this Registration from:

Name

Designation

Telephone no:

Email id:

Date: \_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_  
(Name of authorised signatory)

Designation: \_\_\_\_\_

Name of the company / Firm

Rubber stamp



The firm/Company should have requisite turnover, as given below, from sale of Food & Beverages items and from the sale of specific brand for which short listing is sought, for the each two last completed financial years:

Sl.no.	Segment	Start up Company /Firm & SME/MSME registered firm /Company		Firm/Company having PAN India registration	
		Turnover per annum from sale of F & B items	Turnover per annum from the sale of the specific brand	Turnover per annum from sale of F & B items	Turnover per annum from the sale of the specific brand
1.	Ice Cream	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
2.	Aerated drinks	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
3.	Biscuits	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
4.	Confectionery Items	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
5.	Tetra packed / Pet Bottled / Flavoured milk / milk products	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
6.	Tetra packed/ Glass/ pet bottles-Fruit juice	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
7.	Tetra packed/ Glass/ pet bottles-Fruit drinks	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 5 Crore	Rs. 2 Crore
8.	Cakes	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 1 Crore	Rs. 50 lakhs
9.	Namkins	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 1 Crore	Rs. 50 lakhs
10.	Chips	Rs. 50 lakhs	Rs. 25 lakhs	Rs. 1 Crore	Rs. 50 lakhs
11.	Packed nimbu pani and flavoured drinks	Rs. 25 lakhs	Rs. 10 lakhs	Rs. 1 Crore	Rs. 50 lakhs
12.	Tea bag ( organic & Green)	Rs. 25 lakhs	Rs. 10 lakhs	Rs. 1 Crore	Rs. 50 lakhs
13.	Prefilled tea cup to ready to serve ( FDA approved)	Rs.25 lakhs	Rs. 10 lakhs	Rs. 1 Crore	Rs. 50 lakhs

Note: All the items should be comply with FSSAI norms.