



RECEIPT NO.:

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

11<sup>TH</sup> FLOOR, STATESMAN BUILDING  
BARAKHAMBA ROAD  
NEW DELHI – 110 001  
Tel:-011-23701145-46-47

[www.irctc.com](http://www.irctc.com)

## NEW SUPPLIER REGISTRATION FORM (SRF)

**PAD(Revised)**

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

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

\_\_\_\_\_

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## INSTRUCTIONS

1. This Form may be obtained, by hand on payment of Rs 1125/- or by post by sending a Demand Draft of Rs 1175/-. If this form is downloaded from [www.irctc.com](http://www.irctc.com), it must be sent to this office with a Demand Draft of Rs 1125/-, apart from the EMD. All Demand Drafts are to be in the favour of “Indian Railway Catering and Tourism Corporation Ltd.” Payable at New Delhi.
2. In the space given on the top of the form, indicate the brand and product for which Short-listing 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 SSI 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. All the details must be given along with required supporting documents duly attested by Gazetted Officer/ First Class Magistrate/ Notary.
9. IRCTC reserves the right to reject any application at any point of time without assigning any reason.
10. IRCTC’s decision on Short-listing of applicants shall be final and binding.
11. The Short-listing will normally be valid for one year with provision further extension every year depending on the performance of the registered firm.
12. 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.
13. Top few Firms registered in each segment in “Category A” will be nominated to “Category A Special”. Only “Category A Special” items will be served in Premium Trains i.e. Rajdhani, Shatabdis & Durontos.
14. Firms would be categorized in Category A or Category B according to their turnover.
15. The Category ‘B’ suppliers desirous to be short listed under Category ‘A’ or ‘A’ Special, they would be required to fulfill the requisite criteria of Category ‘A’ or ‘A’ Special under the concerned segment of PAD.
16. IRCTC reserves right to inspect the production facilities, as and when it deems necessary.

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**Application Form for \_\_\_\_\_ Brand(s) of \_\_\_\_\_ (product) for  
bringing them on short-listed/ approved list for Category \_\_\_\_\_.**

(Note: Please refer to the Eligibility Criteria on page no. 9-10)

**Earnest Money Deposit- Refundable (in favor of “Indian Railway Catering and Tourism Corporation Ltd.” payable at New Delhi, 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	<b>Name of Brand(s)</b> (Enclose copy of certificate for registration of the brand)		
2	<b>Name of Product(s)</b>		
3	<b>Name and full address of the Manufacturer of the brand</b> <b>With telephone &amp; Fax Number</b> (Use extra sheet if required)	<b>Office:</b>	
		<b>Plant/ Factory</b>	
4	<b>Status of applicant - Proprietorship/ Partnership / Private Company / Public Limited Company/ Cooperative/SSI.</b> (Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)		

Sr. No.	Particulars	Details	Encl No.	
5	<b>Applicant's Turn Over per Annum from sale of Food &amp; Beverage items, for the last two completed financial years- As per Annexure-1</b> (Enclose Audit report with Balance sheet & P&L Account, duly audited by a CA or enclose a published report)	<b>Financial year I (2012-2013)</b>	<b>Financial year II (2013-2014)</b>	
6	<b>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</b> (Enclose a certificate from a Chartered Accountant, specifying turnover from brand(s))	<b>Financial year I (2012-2013)</b>	<b>Financial year II (2013-2014)</b>	
7	<b>Valid license issued by Competent Authority – Health License/FSSAI etc.</b> (Enclose attested copy of the license)			
8	<b>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.</b> (Copy of Test reports as per FSSAI parameters ,for all brands and variety to be submitted)			
9	<b>Details of national/ regional distribution network</b> (Enclose list of authorized distributors/dealers)			
10	<b>Documents to be submitted by SSI<sup>1</sup> Units</b>			
	i) Certificates issued by NSIC <sup>2</sup> for registration as SSI Unit, to manufacture the particular Brand of F & B item. (Enclose attested copy of registration)			
	ii) 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)			
11	<b>Solvency Certificate from a bank</b>			

Sr. No.	Particulars	Details	Encl No.					
12	<b>Details of the testing facilities available in the factory/ plant.</b> (Please specify in-house/outsourced facilities)							
13	<b>Permanent Account Number (PAN)</b> (Enclose attested copy of the certificate)							
14	<b>Sales Tax/ TIN registration Nos.</b> (Enclose attested copy of the Registration certificate)							
15	<b>Excise Registration No. -If applicable, please specify if the product is exempted</b> (Enclose attested copy of the Registration certificate)							
16	<b>Affidavit of the applicant that the party has not been banned/ black listed by IRCTC or Railways or Ministry of Railways.</b> (To be submitted in original on Rs. 10/- non judicial stamp paper, duly notarized)							
17	<b>Specification of the product(s)</b> (Attach extra sheet if required)							
	Sr.	Flavor	Color	Weight	Unit packing size	Packing size for supply	Other information	
18	<b>Details of Supplies made during the last Two Years</b> (Enclose copy of purchase orders)							

Note :

<sup>1</sup> – Small Scale Industries Unit.

<sup>2</sup> – National Small Scale Industries Corporation Ltd



## 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 annexures 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 PAD Items for Category 'A', 'Category 'A' Special and Category 'B'**

- i. The firm should have requisite turnover, as given below, from sale of Food & Beverage items and from the sale of specific brand, 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 specific Brand	EMD to be submitted as per application
1	<ul style="list-style-type: none"> <li>• <b>Ice Cream</b> Must comply with PFA/FPO standards Preferably as per IS 5839:2000 standards</li> </ul>				
		<b>A</b>	Rs. 20.00 Crore	Rs. 05.00 Crore	Rs. 05.00 Lakh
		<b>B</b>	Rs. 05.00 Crore	Rs. 01.25 Crore	Rs. 1.25 Lakh
	<ul style="list-style-type: none"> <li>• <b>Aerated Drinks</b> Must comply with PFA/FPO standards</li> <li>• <b>Biscuits</b> Must comply with PFA/FPO standards Preferably as per IS 1011:2002 standards</li> <li>• <b>Confectionery items</b> Must comply with PFA/FPO standards Preferably as per IS 1008:2004 standards</li> <li>• <b>Tetra packed/ PET Bottles - Flavored Milk/ Milk products</b> Must comply with PFA/FPO</li> </ul>	<b>A</b>	Rs. 20.00 Crore	Rs. 05.00 Crore	Rs. 02.00 Lakh
		<b>B</b>	Rs. 05.00 Crore	Rs. 01.25 Crore	Rs. 40,000/-

Sl. No.	Segment	Category	Turn Over per annum from Sale of F & B Items	Turnover from the sale of the specific Brand	EMD to be submitted with application
	standards Preferably as per IS 1000:1989 standards <ul style="list-style-type: none"> <li><b>Tetra packed/ Glass/PET Bottles – Fruit Juice</b></li> </ul> Must comply with PFA/FPO standards <ul style="list-style-type: none"> <li><b>Tetra packed/PET Bottles – Fruit Drinks</b></li> </ul> Must comply with PFA/FPO standards				
3	<ul style="list-style-type: none"> <li><b>Packaged Drinking Water- 1000ml/500ml/300ml/250ml</b> (Must confirm to IS 14543:2004 Standards)</li> </ul>	A	Rs. 05.00 Crore	Rs. 05.00 Crore	Rs. 01.00 Lakh
		B	Rs. 01.25 Crore	Rs. 01.25 Crore	Rs. 25,000/-
4	<ul style="list-style-type: none"> <li><b>Cakes</b> Must comply with PFA/FPO standards Preferably as per IS 9712:1981 standards</li> <li><b>Namkeens</b> Must comply with PFA/FPO standards Preferably as per IS 15271:2003 standards</li> <li><b>Chips</b> Must comply with PFA/FPO standards Preferably as per IS 15271:2003 standards</li> <li><b>Tea – Bulk Pack in packets &amp; Tea Bags</b> Must comply with PFA/FPO standards Preferably as per IS 3611:2000 standards</li> <li><b>Coffee Powder in sachets</b></li> </ul>	A	Rs. 05.00 Crore	Rs. 01.25 Crore	Rs. 01.00 Lakh
		B	Rs. 01.25 Crore	Rs. 30.00 Lakh	Rs. 25,000/-

	<p>Must comply with PFA/FPO standards Preferably as per IS 3309:1992 standards</p> <ul style="list-style-type: none"> <li>• <b>Tomato Ketchup- Bottle/ Sachet-1kg Pack &amp; 12-15gm sachets</b></li> </ul> <p>Must comply with PFA/FPO standards Preferably as per IS 3882:1966</p>				
Sl. No.	Segment	Category	Turn Over per annum from Sale of F & B Items	Turnover from the sale of the specific Brand	EMD to be submitted with application
5	<ul style="list-style-type: none"> <li>• <b>Butter in Blister Pack (8-10 gms)</b> Must comply with PFA/FPO standards Preferably as per IS 3507:1966 standards</li> <li>• <b>Blister Pack-Pickle</b> Must comply with PFA/FPO standards Preferably as per IS 3501:1966 standards</li> <li>• <b>Blister Pack-Jam</b> Must comply with PFA/FPO standards Preferably as per IS 5861:1993 standards</li> <li>• <b>Sachet- Dairy Creamer</b> Must comply with PFA/FPO standards Must comply with IS 1165:2002 standards</li> <li>• <b>Sachet- Sugar</b> Must comply with PFA/FPO standards Preferably as per IS 1151:2003 standard</li> </ul>	A	Rs. 02.00 Crore	Rs. 50.00 Lakh	Rs. 50,000/-
	B	Rs. 50.00 lakh	Rs. 12.50 lakh	Rs. 15,000/-	

6	<ul style="list-style-type: none"> <li>• <b>Packed Nibu Pani</b></li> </ul> 1. Must comply with PFA/FPO standards. 2. Must be packed and each pack should be suitably marked name of material, Batch no ,Code no, Date of packing, Best before date & Net weight. 3. Should be free from any organochlorine compounds.	<b>A</b>	Rs. 1.00 Crore	Rs. 1.00 Crore	Rs. 1.00 lakhs
		<b>B</b>	Rs.50Lakhs	Rs.50Lakhs	Rs.25000/-
7	<ul style="list-style-type: none"> <li>• <b>Popcorn</b></li> </ul> 1. Must comply with PFA/FPO /BIS standards. 2. Must be packed and each pack should be suitably marked name of material, Batch no ,Code no, Date of packing, Best before date & Net weight. 3. All corns packed must be fully puffed up.	<b>A</b>	Rs. 25.00 Lakhs	Rs. 25.00 Lakhs	Rs. 1.00 lakhs
		<b>B</b>	Rs.12.5Lakhs	Rs.12.5Lakhs	Rs.25000/-

- i. SSIs units registered with NSIC are exempted from the following:
  - a. Cost of Supplier Registration Form (SRF)
  - b. Earnest Money Deposit (EMD)
- ii. The Company/ firm should be registered for manufacturing and selling similar products in India.
- iii. The company/ firm should possess at least 2 years experience, of manufacturing the product in India.
- iv. The Company/ firm should possess valid license (Health License/FPO/ PFA/ ISI/FSSAI etc.) issued by Competent Government Authority.
- v. The Brand, for which Short-listing is sought, should be registered.
- vi. 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 (2011-12 & 2012-13)

Send your application on the following address:

**Group General Manager( P&Q)**  
**Indian Railway Catering and Tourism Corporation Ltd.**  
**11<sup>th</sup> FLOOR, Statesman Building**  
**Barakhamba Road**  
**NEW DELHI – 110 001**  
**Tel:-011-23701145**

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**Tel:-011-23311263-64, Fax:-011-23311259**

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