



**SOUTH WESTERN RAILWAY
APPLICATION FORM FOR SHORT-LISTING OF BRANDS OF
PROPRIETARY ARTICLE DEPOT (PAD) /PACKAGED DRINKING WATER (PDW)
(ITEM)**

**PRINCIPAL CHIEF COMMERCIAL MANAGER
SOUTH WESTERN RAILWAY, RAIL SOUDHA,
COMMERCIAL BRANCH,
SECOND FLOOR, WEST WING,
NEW ZONAL OFFICE BUILDING,
GADAG ROAD, HUBBALLI - 580020 (KARNATAKA)**

*(Cost of Application Form: Rs. 5900/- (Inclusive of GST), non-refundable,
Free to SSIs registered with NSIC)*

M/s -----

Tel/Mobile No.:

Demand Draft No.-----

Date: -----

Name of Issuing Bank:-----

General Terms and Conditions:

1. This application form can be obtained from the office of Principal Chief Commercial Manager, Catering Section, South Western Railway, Rail Soudha Commercial Branch, 2nd Floor, New Zonal Office Building, Gadag Road, Hubballi – 580020 (Karnataka) on any working day on payment of Rs.5,000/- + GST @18% i.e. Rs.900/- = Rs.5,900/- (Rs. Five Thousand Nine Hundred Only) to be deposited in cash with Chief Cashier, South Western Railway, Hubballi, or by way of D.D. in favour of PFA, *South Western Railway payable at Hubballi and application form can also be downloaded from website www.swr.indianrailways.gov.in*.
2. In case, the form is downloaded from website www.swr.indianrailways.gov.in separate D.D. of similar amount in favour of PFA, *South Western Railway payable at Hubballi* may be attached with the application.
3. 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 only.**
4. 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”. Incomplete form will not be entertained.
5. South Western Railway reserves the right to reject any application at any point of time without assigning any reason.
6. Preference will be given to SSI units/Self-help groups units and criteria of Minimum sales turnover and two years manufacturing experience may be relaxed. However, the applicant should be an Income Tax payer and should be registered under GST.
7. The above-mentioned details may be given along with required supporting documents duly attested by Gazetted Officer/ 1st. Class Magistrate/Notary.
8. The firms shortlisted will only be allowed to supply items in Railway Catering Units Over South Western Railway.
9. Railway Administration reserves the right to cancel the short listing of the Company/ Firm or any product of the Company/ Firm before the end of validity of short listing or impose suitable penalty in case of violation of the above terms and condition or quality of the product is found substandard at later stage. If short listing is terminated due to above/any reasons, request for refund of registration fee for the remaining period shall not be entertained.
10. Railway Administration reserves the right to Change/Modify/Amend any or all the provisions of this form at any stage.
11. Submission of Application through Fax or Email is not permitted.
12. South Western Railway decision on short listing of brands shall be final and binding. Samples of the product are also required to be sent as and when demanded for short listing free of cost to Principal Chief Commercial Manager’s Office, South Western Railway, Hubballi.

13. South Western Railway reserves the right to collect samples of the products and get them examined in the appropriate laboratory and also inspect the production facilities as and when it deems necessary.
14. The form is available free for Small Scale Industries Unit applicants registered with National Small Industries Corporation.
15. In case of any kind of irregularity found for a particular product more than three times, the company will be liable to be banned for sale over SWR as well as on Indian Railways for a specified period or suitably be fined as decided by the Railway Authority.
16. In case the validity of any of the FSSAI/BIS certificate expires during the short-listing process or during the currency of the permission period, the company is liable to submit the renewed/ new certificate issued by the concerned authority at the earliest. Till such time, an affidavit should be submitted for submission of the valid certificate prior to expiry of currency.
17. Self-Attested copies of certificates should be attached with the application form. Original certificates should have to be produced by the applicant as and when called for.
18. The MRP/gms. of the product should not be higher than the MRP/gms. of same product and quantity adopted for the local market and product should not be supplied with different weight/quantity or quality packing specially for Railways. *The product should not be supplied with the labels like "Specially packed for Railways."*
19. The MRP of the PDW should not be higher than the MRP as decided / advised by Railway administration from time to time. However, the rate for 1000 ml PDW is Rs.15/- and 500ml PDW is Rs.10/- as on 28.02.2022, which should be printed on the respective package. The PDW should not be supplied with different weight / quantity or quality packing specially for Railways. *The product should not be supplied with the labels like "Specially packed for Railways.". The supply shall be for Non-mandatory Railneer units/Mandatory units where there is short supply of Railneer.*
20. The standard decided by FSSAI/BIS from time to time has to be followed and short listing will be subject to fulfillment of standards of FSSAI/BIS.
21. The brand/product applied for short listing should not be included in the rejected files of FSSAI/BIS
22. All the legal dispute shall be dealt in the court of Jurisdiction of **Hubballi /Dharwad**.
23. If the Applicant is already, registered with other Zonal Railway or IRCTC for the same product, it should be declared in the appropriate column of the Form and a copy of Authority issued by concern Zonal Railway/IRCTC in this regard should be enclosed.
24. This being a market survey to obtain a better seller/Supplier, mere application made to railways will not create any right to supply, assured buying of product or dispute the discretion of railway choice in selecting a suppliers of railway choice.
25. Distribution network should preferably cover all stations over *South Western Railway*.

Registration fee:

1. The short listing shall be valid for a period of 03 (Three) years from the date of issue of the contract letter duly collecting Non refundable Registration Fee of Rs. 2,36,000/- (inclusive GST@18%). The suppliers will not have the right for renewal.
2. The short listed Applicant has to pay Registration fee of Rs.2,36,000/-(Rupees Two Lakhs Thirty Six Thousand only) for each product separately before commencement of supply of the product. The registration fee will be non-refundable. The fee shall be deposited through Demand Draft issued by Schedule/Government recognized bank in favour of PFA, South Western Railway, Hubballi.
3. The registration fee shall be valid for 03 (Three) years.
4. *GST rate as on date is 18%, hence the amount of GST will be Rs.36,000/- (18% of Rs.2,00,000/-). Supplier will have to fill the PART 'A' of GST form available on link:gst.indianrail.gov.in/GSTN.PDF as per the instructions given in the same and submit the form along with the DD amounting to Rs.2,36,000/- {Rs.2,00,000 + Rs.36,000/- (18% GST)} (Rs. Two lakh thirty six thousand only).*

Arbitration:

In case of any dispute or difference between the parties arising out of or in connection with this agreement, the same shall be resolved amicably by the parties to this agreement. In the event the parties to this agreement are unable to resolve their disputes or differences amicably, then in that case those disputes, claims or differences will be referred to a Sole Arbitrator to be appointed by the Additional General Manager, South Western Railway, as per the Arbitration & Conciliation Act, 1996, as amended by Arbitration & Conciliation (Amendment) Act 2015 & 2019 and rules framed in this regard by the Ministry of Railways, Railway Board, New Delhi, as amended from time to time.

- i. In the event of Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason, or his award being set aside by the court for any reason, it shall be lawful for the authority appointing the Arbitrator to appoint another Arbitrator in place of outgoing Arbitrator in the manner aforesaid.
- ii. It is further terms of this agreement that no person other than the person appointed by the authority as aforesaid should act as an Arbitrator.
- iii. The cost of Arbitration shall be born equally by the respective parties. The cost of Arbitrator shall inter alia include fee of the arbitrator, as per the rates fixed by the Railway Administration from time to time.
- iv. Where the award is for payment of money no interest shall be payable on whole or any part of the money for any period till the date on which the award is made.
- v. Subject as aforesaid, the Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification thereof apply to the Arbitration proceeding under this clause.
- vi. Venue of Arbitration shall be the place from which acceptance letter is issued the contract agreement is signed or such other place as the Arbitrator at his discretion may determine.
- vii. In this section the authority, to appoint the Arbitrator includes, if there be no such authority, the officer who is for the time being discharging the function of that authority whether in addition to other functions or otherwise.

Essential Criteria & Mandatory documents:

The following documents have to be submitted along with the application.

1. The company/firm should be registered for manufacturing and selling similar products in India.
2. The company/firm should possess at least 3 years' experience of manufacturing the product in India.
3. The company/firm should possess valid license (Health license/ FPO/PFA/ FSSAI/ ISI etc.) issued by the competent Government Authority.
4. The Brand, for which Short-listing is sought, should be registered.
5. The Company/Firm should enclose copy of all relevant documents, in support of requisite information, along with Balance Sheet and P&L Account Statement of last three completed **financial years** duly audited by CA.
6. The Company/firm should have Financial Standing and track record in manufacturing of PAD/PDW.
7. Registration Certificate of the Company should be available.
8. GISTIN Registration No. (Enclose attested copy of the Registration Certificate) should be available.
9. Excise registration no. if applicable, please specify if the product is exempted. (Enclosed attested copy of the Registration Certificate).
10. Test report from a Govt. approved/NABL accredited laboratory, not older **than 6 months** old should be available.
11. Affidavit of the proprietor/ Partner that the firm has not been banned/black listed by IRCTC/any other Railways or Ministry of Railways to be submitted in original on **Rs.200/-** non-judicial stamp paper, duly notarized.
12. Copy of latest Income Tax Return should be available.
13. Details of the supplies made during the last three years with documentary proof.
14. A write up of the company/manufacturers/ producers with details of production, capacity and equipment Installed, number of technical staff employed system of packaging, production, storage and transportation.

**Application Form for short listing the Brand(s) of _____
(Product) for bringing them on short-listed/approved list.**

(Note: Please refer to the Eligibility Criteria on Page No. 9&10)

Sl. No.	Particulars	Details			Encl. No.
1	Name of the Brand (Enclose copy of certificate for the registration of the brand)				
2	Name of the Product				
3	Name & full address of the owner/manufacturer/producer of the brand with Telephone, e-mail I.D. & FAX number. (Use extra sheet if required)	Office:			
		Plant/Factory			
4	Whether owner of the brand is Private Company/ Proprietorship/ Partnership/ Public Limited Company.				
5	In case of Public Limited Company or Partnership Firm the legal deed of its constitution be attached.				
6	Details of manufacturing license etc. with attested copy.				
7	Photo copy of Registration Certificate of the Company.				
8	GISTIN Registration No. (Enclose attested copy of the Registration Certificate)				
9	Excise registration no. if applicable, please specify if the product is exempted. (Enclosed attested copy of the Registration Certificate)				
10	Test report from a Govt. approved/NABL accredited laboratory, not older than 6 months old, certifying that the product is fit for human consumption for food items and that the product confirms to specifications and standards as per BIS norms mentioned in Annexure-I. (Attested copy of test reports for all brands and variety to be submitted).				
11	Valid license issued by Competent Authority- Health license/PFA/FPOI/ISI/FSSAI etc. (Enclose attested copies of the necessary licenses).				
12	List all items along with MRP and Shelf life of the product (s).				
13	Applicant company's Turnover Per Annum from sale of Food & Beverages item, for the last three complete financial years -As per Annexure-1. (Enclose Audit report with Balance Sheet & P&L Accounts, duly audited by a CA or enclose a published report).	Financial Year ()	Financial Year ()	Financial Year ()	

Sl. No.	Particulars	Details		Encl. No.
		Financial Year ()	Financial Year ()	
14	Applicant's Turnover per annum from the specific brand i.e. PAD/PDW, for which Short listing is sought, for the last three completed financial years – As per Annexure –I (Enclose certificates from a Chartered Accountant, specifying turnover from brand)			
15	Copy of latest Income Tax Return			
16	List of Directors.			
17	Affidavit of the proprietor/ Partner that the firm has not been banned/black listed by IRCTC/any other Railways or Ministry of Railways. (To be submitted in original on Rs.200/- non-judicial stamp paper, duly notarized).			
18	Details of the supplies made during the last three years () with documentary proof.			
19	Details of distribution network authorized stockiest /distributor with full postal address mainly in South Western Railway Region consisting regions under Bengaluru division, Mysuru division and Hubballi division.			
20	A write up of the company/manufacturers/ producers with details of production, capacity and equipment Installed, number of technical staff employed system of packaging, production, storage and transportation.			
21	Details of the testing/latest facilities available in the Factory/plant.			
22	Whether the product is registered with BIS. If so, give Number of registration with copy of certificate.			
23	Whether the product is registered with other Zonal Railway or IRCTC. If so, authority issued by Zonal Railway/IRCTC should be enclosed.			
24	Details of any other information relevant from the Manufacturers in relation to the Products.			

VERIFICATION

- I/we _____ do hereby declare that the entries made in the application form and annexure are genuine and true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted attorney.
- **It is certified that this is not a tender form but an application for empanelment/short listing of PAD/PDW for bringing them on approved list.**
- **If any information or papers submitted by our firm/company is found to be materially false the application of our product (PAD/PDW) for shortlisting is liable to be rejected and shortlisting (if approval done) be treated as cancelled from that date.**

Signature of the applicant

Place _____

Date _____

Official Seal of
the Company / Firm

Name: _____

Address: _____

Telephone/Mobile No.: _____

Email Address: _____

Annexure-1

Eligibility Criteria: PAD/PDW ITEMS

The firm should have requisite minimum 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 three completed financial years ().

Sl. No.	Name of the Items and Quality Standards	Turnover per annum from sale of F&B items	Turnover from the sale of the specific Brand (as indicated in Column 14 at page 6)
1	BISCUITS: Must comply with PFA/FPO/ <i>FSSAI</i> standards.	Rs. 8.00Crore	Rs. 2.00 Crore
2	AERATED DRINKS IN GLASS/PET BOTTLES & CANS Must comply with PFA/FPO/ <i>FSSAI</i> Standards.	Rs. 20.00 Crore	Rs. 5.00Crore
3	a) CONFECTIONERY ITEMS, b) SWEETS, c) CAKES, d) NAMKEENS e) CHIPS Must comply with PFA/FPO/ <i>FSSAI</i> standards	Rs. 5.00 Crore	Rs. 1.00 Crore
4	a) TEA –BULK PACK IN PACKETS. b) TEA BAGS AND COFFEE POWDER-BULK PACK IN PACKETS & SACHETS Must comply with PFA/FPO Standards	Rs. 10.00 Crore	Rs. 2.00 Crore
5	TOMATO KETCHUP-BOTTLE/ SACHETS-1 KG. PACK & 12-15 GM. SACHETS: Must comply with PFA/FPO/ <i>FSSAI</i> standards.	Rs. 5.00 Crore	Rs. 1.00 Crore
6	a) BUTTER IN FOIL/BLISTER PACK (8-10 GMS.), b) BLISTER PACK-PICKLE, c) BLISTER PACK-JAM, d) SACHET- DAIRY CREAMER, e) SACHET-SUGAR, f) SACHET-SALT, g) SACHET-PEPPER, h) CURD (In Sealed cups) Must comply with PFA/FPO standards.	Rs. 2.00 Crore	Rs. 50.00 Lakh
7	a) DRY FRUIT. b) DESSERTS: Must comply with PFA/FPO standards	Rs. 2.00 Crore	Rs. 50.00 Lakh

Sl. No.	Name of the Items and Quality Standards	Turnover per annum from sale of F&B items	Turnover from the sale Of the specific Brand (as indicated in Column 14 at page 7)
8	ICE CREAM: Must comply with FSSAI Standards	Rs. 10.00 Crore	Rs. 2.00 Crore
9	BABY FOOD: Ref: Railway Board's letter No. 2016/TG-III/631/1 dated 27.04.2016 (All variety in sealed packs, must comply with PFA/FPOI/SSI etc.) only for known reputed firms/popular brands on all India level.	Rs. 5.00 Crore	Rs. 1.00 Crore
10	a) TETRA PACKED/PET BOTTLES-FLAVORED MILK/MILK PRODUCTS, b) TETRA PACKED/GLASS/PET BOTTLES FRUIT JUICE, c) TETRA PACKED/PET BOTTLES-FRUIT DRINKS. d) PACKED COCONUT WATER IN TETRA PACK: Must comply with FSSAI Standards	Rs. 5.00 Crore	Rs. 1.00 Crore
11	PROCESSED FOOD : Must comply with FSSAI Standard	Rs. 2.00 Crore	Rs. 50.00 Lakh
12	PACKAGED DRINKING WATER: (1000ML. / 500ML.) Must comply with FSSAI Standard	Rs.5.00 Crore	Rs.1.00 Crore

Send your application super scribing the envelop “**Application for short-listing of Proprietary Article Depot (PAD) /Packaged Drinking Water (PDW) (item)**” on the following address:

**Principal Chief Commercial Manager,
Rail Soudha , South Western Railway
Commercial Branch,
Second Floor, West Wing, New Zonal Office Building,
Gadag Road, Hubballi - 580020 (Karnataka).**

Since short listing is a continuous process, the renowned manufacturers of above items, who are desirous of having their brands short listed for use/service/sale on **South Western Railway** may submit their applications on the prescribed forms in the Office of the Principal Chief Commercial Manager, Rail Soudha, South Western Railway, Hubballi-580020 on working days only for all items. The validity of the short listing of each item will be as mentioned in the above shortlisted list.

The application form can be obtained from the office of Principal Chief Commercial Manager, Rail Soudha, South Western Railway, Hubballi - 580020 on any working day between 11.00 hrs. to 17.00 hrs. on payment of Rs.5900/- (Rs. Five Thousand Nine hundred only) (Rs.5000/- + GST Rs.900/- (@ 18%) to be deposited in cash with Chief Cashier, South Western Railway, Hubballi and produce original money receipt (MR) to this office or by way of Bank Draft in favour of PFA/ South Western Railway, Hubballi for each of the items, which will be non refundable.

or

Application Form can be downloaded from website www.swr.indianrailways.gov.in and separate Demand Draft for Rs.5,900/- may be attached with application.

It is also clarified that this is not a Tender Notice but Application for short listing of brand of Proprietary Article Depot (PAD)/Packaged Drinking Water (PDW) for sale in Catering Units over SWR.

Principal Chief Commercial Manager/SWR