



RECEIPT NO.:

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

11th FLOOR, B-148, Statesman House BUILDING
Barakhamba Road
NEW DELHI – 110 001
Tel:-011-23311263-64
www.irctc.com

RETAIL STORES SUPPLIER EMPANELMENT FORM
(Revised 2019-A)

(Cost Rs. 1125/- non refundable)

M/s _____

INSTRUCTIONS

1. **This Form may be obtained, by hand on payment of Rs 1125/- . If this form is downloaded from 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. **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.**
 3. **All the details must be given along with required supporting documents duly self attested .**
 4. **Please enclose attested English translation, by authorized translator, of all documents in regional language.**
 5. **IRCTC reserves the right to reject any application at any point of time without assigning any reason.**
 6. **IRCTC’s decision on empanelment of applicants shall be final and binding.**
 7. **The empanelment will normally be valid for one year with provision of further extension every year depending on the performance of the registered firm.**
 8. **IRCTC reserves right to inspect the production facilities, as and when it deems necessary.**
 9. **An Earnest Money Deposit (EMD) of Rs 2 lakhs is required to be submitted in the form of demand draft in favour of ‘IRCTC’ payable at New Delhi along with the application form. Application not accompanied with Earnest Money Deposit (EMD) will be summarily rejected.**
 10. **EMD of short listed Retail stores will be treated as Standing Earnest Money Deposit (SEMD) and will remain with IRCTC till the validity of the empanelment. SEMD is refundable amount without interest.**
 11. **MSEs units registered with NSIC are exempted from the following:**
 - a. **Cost of Supplier Empanelment Form (SEF)**
 - b. **Submission of Earnest Money Deposit (EMD)**
 - c. **Turnover eligibility criteria**
- iii) **Submission of application for empanelment under Retail Chain store segment is open throughout the year .**

**Application Form for _____ Brand(s)/ Private labels of
(product) for bringing them on list of short listed Retail stores.**

Earnest Money Deposit- Refundable (in favor of “Indian Railway Catering and Tourism Corporation Ltd.” Payable at New Delhi, drawn from a scheduled bank)

D.D.No.	Bank	Amount	Date
Cost of Application Form			
Registration Fees (EMD)			

Sr. No.	Particulars	Details	Encl No.
1	Name of Retail Chain stores supplier.		
2	Full address of the Retail Chain stores supplier With telephone & Fax Number	Registered Office:	
		Correspondence office:	
3	Name of Brand(s)/ Label		

4	<p>Status of applicant – Proprietorship/ Partnership / Private Company / Public Limited Company/ Cooperative/SSI. (Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)</p>		
5	<p>Applicant’s Annual Turn Over from overall sale from Retail stores chain, for the last completed financial year. (Enclose Audit report with Balance sheet & P&L Account, duly audited by a CA or enclose a published report)</p>		
6	<p>Valid license issued by Competent Authority regarding retailing. (Enclose attested copy of the license)</p>		
7	<p>Details of delivery/logistics support system (Whether own/hired vehicle)</p>		
8	<p>Documents to be submitted by MSE Units registered with NSIC i)Certificates issued by NSIC for registration as MSE Unit, to manufacture the F & B item. (Enclose attested copy of registration) . ii)Copy of Udyog Aadhar Memorandum(UAM) iii) If NSIC registered, then also state whether belong to SC/ST category.</p>		
9	<p>Details of the Retail Chain Stores available. (Please attach list of minimum five Retail store with location address. Use extra sheet if required)</p>		
10	<p>Permanent Account Number (PAN) (Enclose attested copy of the certificate)</p>		
11	<p>GSTIN registration Nos. (Enclose attested copy of the Registration certificate)</p>		
12	<p>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 as per Annexure I)</p>		



IRCTC

13	Whether reputed brands of grocery items other than own private label is available	Yes/No	
14	Whether Retail stores are having computerized billing and accountal system.	Yes/No	
15	Bank Details (Name of Bank, Branch, Account Number of Firm, IFSC Code). Enclose a photocopy of cancelled cheque) (Required case of refund of EMD)		

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 found by the acts of my/our duly constituted attorney.
2. 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: _____

17. General eligibility criteria for empanelment of Retail Chain Suppliers.

- i. Retail stores should have more than five retail stores owned /franchisee.
- ii. Retail stores chain should have annual turnover of Rs.25 Crores and above.
- iii. Retail stores chain should have wide branded product range including their own private labels.
- iv. Retail stores chain should have their own system of procurement & distribution of supplies to be delivered through their own/hired vehicle.
- v. Retail stores chain should have strong logistics and supply chain in place.
- vi. Retail Stores chain should have computerized billing & accountal system.
- vii. Retail stores chain should possess Registration and other certificates related to retailing as per business norms.
- viii. 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 completed financial years (2018-19)

Send your application on the following address:

Group General Manager (Procurement)
Indian Railway Catering and Tourism Corporation Ltd.
¹¹th FLOOR, Statesman House Building
Barakhamba Road
NEW DELHI – 110 001
Tel:-011-23701145

Tel:-011-23311263-64, Fax:-011-23311259
www.irctc.com

Annexure 'I'

(To be submitted on a Non Judicial Stamp paper of Rs 100/-, duly notarized.)

AFFIDAVIT

I (address.....), do hereby solemnly affirm and state as follows.

I am authorized signatory of M/saddress.....

It is hereby affirmed that the(Name of company or its products) is not a banned/black listed by IRCTC or Zonal Railways or Ministry of Railways.

The above stated facts are true and correct to the best of my knowledge and belief.

Place:

Date:

Deponent

Attestation: The deponent herein sworn and signed before me, after admitting that the above facts are true and correct to the best of his/her knowledge, belief and information.

Place:

Date:

Attester-Notary