

कोंकण रेलवे कॉर्पोरेशन लिमिटेड  
KONKAN RAILWAY CORPORATION LIMITED  
मुख्य वाणिज्य प्रबंधक का कार्यालय, बेलापुर नवी मुंबई  
Office of Chief Commercial Manager, C.B.D Belapur, Navi Mumbai.

**APPLICATION FOR SHORT LISTING OF PAD ITEMS / BRANDS FOR SUPPLY ON  
LICENSEE OPERATED STATIC UNITS OVER KONKAN RAILWAY**

Notice No. CO-16/11/2016-COMM

Date : 12/10/2023

**Cost of Tender Form Rs.2950/- (Rupees two thousand nine hundred fifty only)  
(Rs.2500 + Rs.450/- GST ) to be submitted at the time of submission.**

Application Form Sold to:

Money Receipt, date & amount:

Signature of Supervisor/Staff authorized

If application form is down loaded from the website [www.konkanrailway.com](http://www.konkanrailway.com), please furnish DD No. \_\_\_\_\_ date \_\_\_\_\_ Bank \_\_\_\_\_ for ₹ \_\_\_\_\_ towards the cost of application form along with the completed application.

## INTRODUCTION AND NOTICE FOR SHORTLISTING OF PRODUCTS / BRANDS FOR SALE AT LICENSEE OPERATED STATIC UNITS OVER KONKAN RAILWAY

Konkan Railway links India's commercial capital, Mumbai, and Mangalore through its 741-kilometre line starting from Kolad to Thokur which passes through Maharashtra, Goa and Karnataka States. At present total 72 stations are located on Konkan Railway with approx 122 static units which include Tea stall, Kokam stall, Ethnic food item stalls, Multi Purpose Stall, Milk/Ice-cream parlour, Restaurants etc.

With a objective to make available various quality / popular product brands, Konkan Railway invites the applications in the prescribed format from the manufacturers of the renowned brands for bringing following items on the list of approved / shortlisted brands for use / sale / service over Konkan Railway.

SN	Item	SN	Item
1	Ice cream	2	Aerated drinks
3	Biscuits	4	Confectionery items
5	Tetra packed / Pet Bottled / Flavored milk/milk products	6	Tetra packed/ Glass / Pet Bottles – Fruit Juice
7	Tetra packed / Glass /Pet Bottle – Fruit drinks	8	Cakes
9	Namkins	10	Chips
11	Tetra packed / Glass /Pet Bottle - Nimbu Pani, Kokam Sarbat and flavored drinks	12	Dry Fruits

The manufacturers / distributors desirous of having their brands shortlisted for use/sale/service on Konkan Railway may submit their applications forms in the prescribed format latest by **15:00 hrs of 14/11/2023 in the office of Chief Commercial Manager, Konkan Railway Corporation Limited, 4th Floor, (East Wing), Belapur Bhavan, CBD Belapur, Navi Mumbai 400 614**. In case of last date is declared holiday the applications will be received on next working day. The applications received after prescribed date shall be considered for second phase listing

As one time non-refundable registration charges, the applicant having annual turnover more than Rs.50 Cr shall pay Rs.3,00,000/- (+ 18% GST) and the applicant having annual turnover less than Rs.50 Cr shall pay Rs.1,00,000/-(+ 18% GST) The registration shall be valid for a period of 3 (three) years). The shortlisting will be valid for a period of one year. Thereafter the firms desirous to continue to have their products / Brands on the approved list of Konkan Railway will have to apply for renewal in the prescribed form well in advance. The shortlisting will be renewed further subject to satisfactory performance and fulfillment of laid down terms and conditions. The registration should be valid at the time of renewal.

Shortlisting is a continuous process and the firm desire of getting their products / brands shortlisted can apply even after the date mentioned in the notice. However, the validity of the product will remain same as per initial validity date for that product category, which has already been shortlisted by this office.

The application forms can be obtained from the office of Chief Commercial Manager, Konkan Railway Corporation Limited, 4th floor, Belapur Bhavan, CBD Belapur, Navi Mumbai 400 614 on payment of Rs.2950/- (Rs.2500/- + Rs 450/- GST) through Demand Draft drawn in favour of Konkan Railway Corporation Limited payable at CBD Belapur, Navi Mumbai.

The application form can also be downloaded from the website [www.konkanrailway.com](http://www.konkanrailway.com) (Path - [www.konkanrailway.com](http://www.konkanrailway.com) → Departments → Commercial → General Information → Application for shortlisting of PAD items/ brands) and while submitting the application, demand draft of Rs.2950/- in favour of Konkan Railway Corporation Limited payable at CBD Belapur, Navi Mumbai shall be attached with the application towards the cost of application form. The cost of form is non refundable.

It is also clarified that this is not a tender notice, but application for shortlisting of products /brands mentioned above.

मुख्य वाणिज्य प्रबंधक  
Chief Commercial Manager  
कोंकण रेलवे कॉर्पोरेशन लिमिटेड  
Konkan Railway Corporation Limited.

#### Time Schedule:

01	Sale of tender form	Date Time	:	From 12/10/2023 to 14/11/2023 Between 10.00 hrs to 16.00 hrs
02	Submission of completed Application form in sealed Envelop	Date Time	:	On 14/11/2023 up to 15.00 hrs
03	Opening of application	Date Time	:	On 14/11/2023 On 15.30 hrs
04	Place for submission and opening of application		:	Office of Chief Commercial Manager, Konkan Railway Corporation Ltd., Belapur Bhavan, Plot No.6, Sector-11, C.B.D Belapur, Navi Mumbai 400 614

मुख्य वाणिज्य प्रबंधक  
Chief Commercial Manager  
कोंकण रेलवे कॉर्पोरेशन लिमिटेड  
Konkan Railway Corporation Limited.

### GENERAL TERMS AND CONDITIONS:

1. Application should be submitted on the prescribed form, marked as "Application for short listing of PAD" items.(Annexure-I)
2. Applicant should sign all the pages of application.
3. 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".
4. All the details must be given along with required supporting documents duly attested by Gazetted officer / First class Magistrate / Notary.
5. Konkan Railway Administration reserves the right to reject any application at any point of time without assigning any reason.
6. Konkan Railway's decision on short-listing of applicants shall be final and binding.
7. In case, Application form is downloaded from Internet, it must be submitted with a separate Demand Draft of Rs. 2950/- otherwise application will not be considered. The demand draft is to be drawn in favour of Konkan Railway Corporation Limited payable at Navi Mumbai.
8. The application fee once paid will not be refunded under any circumstances.
9. This process is for granting the permission for selling their products in licensee operated Static Units only. The applicant will directly deal with the licensee and Konkan Railway Administration does not guarantee any specific or minimum sales volume. Further, Konkan Railway Administration will not be responsible for any dispute between the applicant and the licensee.
10. Shortlisting is a continuous process, and the firms desire of getting their brands of products shortlisted can apply even after the date mentioned in this notice. However, the validity of the product will remain the same as per the initial validity date for that product category, which has already been shortlisted by this office.
11. Konkan Railway Administration reserves the right to take punitive action including blacklisting / debarring / revoking permission granted in case deficiencies noticed in service, failure of samples , complaints etc.
12. Konkan Railway Administration reserves the right to inspect the production units of the applicant, as and when deems necessary.
13. In case of distributor or agency desiring to apply , it is to be ensured by the applicant that the following are submitted along with the application :
  - i. Letter from the Manufacturing firm or Company authorizing the distributor/agency for supplying products manufactured by it.
  - ii. The audited P & L statement and Balance Sheet of the Manufacturers as well as distributors/agencies for the years ending 2021-22 and 2022-23 to be submitted along with tender applications.

- iii. The sales turnover of the Manufacturer and distributor/agency should be One crore or above each separately in each of the financial year.
- iv. Valid FSSAI License in the name of the Manufacturer should be submitted.

### **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 2 years experience, of manufacturing the product in India.
4. The applicant should have requisite turnover as mentioned in **Annexure -II**
5. The applicant has to pay one time non-refundable registration charges as under:
  - A) The applicant having annual turnover more than Rs.50 Cr shall pay Rs.3,00,000/-(with 18% GST )
  - B) The applicant having annual turnover less than Rs.50 Cr shall pay Rs.1,00,000/-(with 18% GST )

The demand draft to be drawn in favour of Konkan Railway Corporation Limited , payable at Navi Mumbai. The registration shall be valid for a period of 3 years. In case a brand is banned the registration fee shall be forfeited.

6. Short listing will normally be valid for one 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 alongwith all the documents as mentioned in this document .

### **Mandatory documents :**

The following documents have to be submitted alongwith the application :

1. The applicant should be registered for manufacturing and selling products in India. Certificate of Registration of firm.
2. The documents showing applicant having minimum 2 years experience of manufacturing the products in India.
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 items and from the sale of the brand offered for shortlisting as well.
8. Solvency certificate issued by schedule 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 financial years 2021-22 & 2022-23 ( 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 financial years 2021-22 & 2022-23 (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	Test report from a Govt., approved/NABL Accredited Laboratory, not older than 6 months at the time of submission of application, certifying that the product(s) is/are fit for human consumption for food items/must comply with the FSSAI Standards (Attested copy of Test reports for PAD of all brands are to be submitted)	
17	Specification of the products(s) as per format in Annexure-III	

It is clarified that this is not a Tender Notice but application for shortlisting of brands the items mentioned in Annexure-II

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

Signature \_\_\_\_\_

\_\_\_\_\_

(Name of authorised signatory)

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

Name of the company / Firm

Rubber stamp



## Annexure – II

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

Sr.no	Segment	Turnover per annum from sale of F & B items	Turnover from the sale of the specific brand
1.	Ice Cream	Rs. 5 Crore	Rs. 2 Crore
2.	Aerated drinks	Rs. 5 Crore	Rs. 2 Crore
3.	Biscuits	Rs. 5 Crore	Rs. 2 Crore
4.	Confectionery Items	Rs. 5 Crore	Rs. 2 Crore
5.	Tetra packed / Pet Bottled / Flavoured milk / milk products	Rs. 5 Crore	Rs. 2 Crore
6.	Tetra packed/ Glass/ pet bottles- Fruit juice	Rs. 5 Crore	Rs. 2 Crore
7.	Tetra packed/ Glass/ pet bottles- Fruit drinks	Rs. 5 Crore	Rs. 2 Crore
8.	Cakes	Rs. 1.25 Crore	Rs. 50 lakhs
9.	Namkins	Rs. 1.25 Crore	Rs. 50 lakhs
10.	Chips	Rs. 1.25 Crore	Rs. 50 lakhs
11.	Packed nimbu pani and flavoured drinks	Rs. 50 lakhs	Rs. 50 lakhs
12.	Dry Fruits	Rs. 1.25 Crore	Rs. 50 lakhs

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

## Annexure-III

Specification of the product(s) with a declaration that the MRP/Gms of the product are not higher than the MRP/Gms of the same product and quantity adopted for the open market and that the product supplied will not be of different weight/quantity nor specially packed for Railways (Attach extra sheet/s if required)

Sr No	Flavour	Color	Weight	Units Of Packing Size	Packing Size For Supply	MRP	Other Information
1							
2							

(Signature of the Applicant)

SEAL

Address:

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT**

**(To be submitted on Rs.100/- non-judicial stamp paper )**

1. I -----S/o -----R/o ----- furnishing this affidavit in my capacity as an individual / partner of firm ----- /Director of Body Corporate -----and solemnly affirm and state as under:-
2. I/we manufacture/distribute/sell as on date following products PAD under the brand name -----
  - a)
  - b)
  - c)
3. I/We am/are solely responsible for the brand name ----- and agree that all products under the brand name ----- sold are safe for consumption as per FSSAI Act/BIS and anything found contrary, through inspection/complaints and in case of any irregularity found in any particular product of PAD or prices or in case of any deviation from the terms and conditions I/we will be liable to be banned and Bank Guarantee will be forfeited.
4. I/We assure that the valid certificate issued by the concerned authority will be submitted before the expiry date in case the validity of FSSAI/BIS certificate is due to expire during the short listing process or during the currency of the permitted period.
5. I/We \_\_\_\_\_ have not been banned/black listed or debarred by any Railway/Government body/IRCTC.

(Signature of the Applicant)

SEAL

Address:

Date:

Place:

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 Konkan Railway in same format attached as Annexure-IV for Specification of the product(s)
5. The following person(s) may be contacted for any information or clarifications relating to this Registration from.
6. The contents of the affidavit (Annexure- )are true and correct to my knowledge, no part is false and nothing material has been concealed therefrom. I further declare that I am duly authorized to sworn this affidavit.

Name

Designation

Telephone no:

Email id:

Date:

Signature

(Name of authorised signatory)

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

Name of the company / Firm

Rubber st