

NOTICE FOR REGISTRATION OF PROSPECTIVE LEASE HOLDERS

1. With a view to avoid counterfeit participants fly-by-night operators, South Eastern Railway, Adra Division will maintain an approved list of Lease Holders after scrutinizing credentials of each lease holders.
2. Any person or cargo operator or transporter having Indian citizenship, or any agency or company registered in India under Company's Act, is eligible to get him/them registered under the scheme.

The annual turnover of the business of the applicant/ firm/ company, who applies for registration for leaseholder under the scheme, shall have the business to the following extent:-

Category	For participation in tenders of	Annual turnover
"B"	SLR/SLRD	Rs. 50 Lakhs


He shall be required to furnish the Audited Balance Sheet of the last Financial year(at the time of opening of tender) in support of above.

3. Prospective lease holders are required to get themselves registered with the Adra Division of South Eastern Railway in order to participate in leasing tenders of SLRs/SLRDs of this division. For the purpose of getting themselves registered they may obtain application from Sr. Divisional Commercial Manager's Office, S.E. Railways, Adra, PO-ADRA, Dist-Purulia (WB) PIN-723121 or down load the application form from the website- www.ser.indianrailways.gov.in and submit the same along with requisite document/ information. In case of non-submission of document/ information or in case of details provided found to be incomplete/incorrect and then the applicant will not be eligible for Registration will be done Division wise.
4. After verification of application / documents, the lease holder will be asked to deposit the registration fee for the category in which he seeks registration as detailed below.
5. Registration fees can be deposited in cash or FDR/Demand Draft/ Bankers Cheque and drawn in favour of FA & CAO/ South Eastern Railway, Garden Reach, Kolkata-43 or money receipt issued by any station of Adra Division for cash payment under head of allocation- DOX. No cheque will be accepted.
6. On payment of registration fee, the lease holder will be registered with Adra Division of S.E.Railway and a certificate in this effect will be issued. Along with the Certificate of Registration, leaseholder will also be provided with Photo Identity Card duly signed by the competent authority. This registration will be valid for a period of 5 (five) years unless cancelled due to non observance of rules.

7. Registration fee for SLR/SLRD:-

Category	Registration fee	Parcel space permissible
"B"	Rs. 50,000/-	SLR/SLRD

8. The scheme of registration of lease holders will be a continuous process and open throughout the year and new entrant can get himself/ herself registered at any time by submitting an application with relevant document for verification and thereafter paying the registration fee.
9. The applicant may submit application before 23.10.2017 for registration in first phase.
10. The information and application form in this regard will be available on website- www.ser.indianrailways.gov.in.


Divisional Railway Manager(Commercial)
S.E.Railway /Adra

Application for Registration of Lease Holders

To
Sr. Divisional Commercial Manager
South Eastern Railway
ADRA Division
PO: ADRA
DIST: PURULIA
DRM Building/Adra 723121

1. Category under which Registration sought :
2. Name of applicant (individual/firm/company/society) :
3. Nature of applicant :
(Whether individual/firm/company/joint venture)
4. Whether Partnership Firm :
5. Address (copy of Address proof) :
6. Details of Registration of Firm/Company/Society :
(Copy attached)
7. Annual turnover of the business of the Firm/ Applicant :
(Copy of audited balance sheet attached)
8. Location of premises from where leasing work will be Conducted. :
 - i) Address :
 - ii) Area in Sq. Mts. :
 - iii) If owned, proof of ownership of premises :
 - iv) If rented , proof thereof (Copy of lease deed) :
9. Current business profile :
10. GST (Goods and Services Tax) Registration Number :
11. Attested copy PAN Card (either of proprietor or of the Company) :
12. Telephone/Mobile Numbers of office of the company/Firm :
13. Names and addresses of persons authorized to deal with business with Railway authorities
14. Contact number of the concern person authorized to deal the Business with Railways :
 - i) Office
 - ii) Residence
 - iii) Mobile number of the concerned officer
14. Photographs of lease holder and his authorized representatives. :

Date:Place.....

Signature of applicant
(with full address)
Stamp/Seal of Firm/Company