

South Eastern Railway

EXPRESSION OF INTEREST FOR SHORTLISTING BRANDS PACKAGED DRINKING WATER (PDW) AT LICENSEE RUN MINOR STATIC CATERING UNITS OVER SOUTH EASTERN RAILWAY.

No. Catg./Shortlisting/PDW/01

Date- 01.09.2025

Applications are invited in the prescribed format from the interested manufacturer companies/firms for short listing/registration of **Packaged Drinking Water (PDW) of packaging size of 1 ltr per** bottle through licensee operated minor static catering & MPS units.

The application form may be downloaded from the Railway website i.e. www.ser.indianrailways.gov.in-> and the same can be submitted along with a Demand Draft of **Rs.2800/- (Rs.2500/- + 300 GST @12% of TDC)** only issued in favour of PFA, South Eastern Railway, Kolkata, payable at Kolkata, towards the cost of application form, failing which the application will be summarily rejected.

Application form may also be collected from Office of PCCM, South Eastern Railway, Kolkata (Catering Section) at New Administrative Building, 11, Garden Reach Road, Kolkata-700043 on payment of **Rs. 2800/- (Rs. 2500/- + 300 GST @ 12% of TDC)** through Demand draft issued in favour of PFA , South Eastern Railway, Kolkata payable at Kolkata.

The list of mandatory documents required for evaluation are as follows without which the application will be summarily rejected:

1. Details of firm viz. proprietorship/ Partnership/Private Company/Public Ltd. Company/Co-operative/SSI. (Copy of the Incorporation Certificate, Partnership deed, Memorandum of Association & Articles of Association as applicable etc. to be enclosed.)
2. Audited Balance Sheet for the last Three (03) financial years, i.e. FY-2022-23, 2023-24, 2024-25 along with the contact details of the CA and UDIN.
3. Valid license of FSSAI and BIS certificate of the brand.
4. Test report of the products to be shortlisted, not older than 6 months from the date of the publication of this notice from Government approved lab. The report should not be issued earlier than **01.03.2025**.
5. PAN and GSTIN certificate of the manufacturing firm.
6. Trade Mark Certificate of the manufacturer.
7. Affidavit in the prescribed format as per Annexure-III

The application forms duly filled up along with requisite documents should be dropped in the designated Box kept in the chamber of ACM/PS at 2nd floor in the Office of the Principal Chief Commercial Manager, South Eastern Railway, NAB, 2nd Floor, 11 Garden Reach Road, Kolkata-700043 , latest by **24.09.2025** till 13:00 hrs. by hand or through registered post to Chief Commercial Manager/(PS & Catg.), at Office of Principal Chief Commercial Manager, NAB, 2nd Floor, 11 Garden Reach Road, Kolkata-700043, with the condition that the same should be received latest by **24.09.2025** till 13:00 hrs. Applications received later to **24.09.2025** 13:00 hrs will be summarily rejected. For any clarifications the following person may be contacted:

Sri. Sayan Bhattacharjee, Chief Catering Inspector/HQ/SER
Mob. No. 8016080984

Dy. Chief Commercial Manager (PS)/S.E.R.

A pre-bid meeting for the clarification of doubts has been organized and will be held in PCCM's Meeting Room at New Administrative Building, 2nd Floor, 11, Garden Reach Road, Kolkata-700043 on 04.09.2025 at 15:00 Hrs.

GENERAL TERMS AND CONDITIONS:

1. This form may be downloaded from www.ser.indianrailways.gov.in → Department → Commercial → Passenger Service and Catering → EOI and must be sent to this office with a Demand Draft of Rs.2800/- (Rs.2500/- + 300 GST @12% of TDC) otherwise application will not be considered. The Demand Draft should be in favour of PFA, South Eastern Railway, Kolkata. **The application fee paid will not be refunded under any circumstances.**
2. Application form may also be collected from the Catering Section of the Office of PCCM, South Eastern Railway, Kolkata on payment of **Rs.2800/- (Rs.2500/- + 300 GST @12% of TDC)** through Demand draft issued in favour of PFA, South Eastern Railway, Kolkata payable at Kolkata.

The application forms duly filled up along with requisite documents should be dropped in the designated Box kept in the Catering section at 2nd floor in the Office of the Principal Chief Commercial Manager, South Eastern Railway, NAB, 2nd Floor, 11 Garden Reach Road, Kolkata-700043, latest by **24.09.2025** till 13:00 hrs by hand or through registered post to Chief Commercial Manager/(PS & Catg.), at Office of the Principal Chief Commercial Manager, South Eastern Railway, NAB, 2nd Floor, 11 Garden Reach Road, Kolkata-700043, with the condition that the same should be received latest by **24.09.2025** till 13:00 hrs. Applications received later to **24.09.2025** till 13:00 hrs will be summarily rejected. A pre-bid meeting will be held in PCCM's Meeting Room at New Administrative Building, 2nd Floor, 11, Garden Reach Road, Kolkata-700043 on 04.09.2025 at 15:00 Hrs.

3. The application should be submitted in sealed cover super-scribed with the EOI Notice No. **Catg./Shortlisting/PDW/01 dated 01.09.2025 addressed to Chief Commercial Manager/PS&Catg., South Eastern Railway. The envelope should contain the name and full address of the applicant.**
4. Brand of product is required to be mentioned in the space provided in the application form, for which short-listing for supplies to licensee units is sought. Applicant should sign along with official seal of the company on **all** the pages of application and annexures.
5. **One product** will be considered for approval under a single application. There is no need for depositing of registration fee and security deposit along with the applications. The forms submitted will be scrutinized and the registration fees will be intimated to the successful firms once the firms are found suitable for shortlisting. The application of the firms that fails to deposit the registration fees and the security deposit within the stipulated due date are liable to be cancelled.

6. For SSI Units/Self Help Group, the criteria for minimum sales turnover may be relaxed at the sole discretion of Competent Authority of South Eastern Railway. However, the applicant should be Income Tax payer and registered under GST. Necessary document in this regard to be enclosed with application in order to avail relaxation. "The entity should be registered for the similar work under the MSE registration."
7. Availability of brand should be ensured in all major stations over the four Divisions viz. Adra, Chakradharpur, Kharagpur and Ranchi over South Eastern Railway over the states of West Bengal, Jharkhand and Orissa. **Currently there are a total 8 Railneer mandatory stations over South Eastern Railway viz. Kharagpur, Shalimar, Santragachi, Balasore, Tatanagar, Rourkela, Jharsuguda and Ranchi. This instant EoI notice is for supply of Packaged Drinking water at the stations other than the above mentioned mandatory stations. Supply can also be made in the mandatory stations in case of short supply of Railneer at these stations duly certified by IRCTC. In case of any modification in the list of mandatory stations, the same rules shall be applicable to the newly notified stations as well.**
8. Information marked as mandatory in the application form 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'.
9. All the details must be given along with required supporting documents self-attested by the applicant. This office may call for the original documents for verification purpose.
10. Railway Administration reserves the right to reject any application at any point of time without assigning any reason whatsoever.
11. South Eastern Railway's decision on Short-listing of applicants shall be final and binding.
12. The registration will be valid for three (3) years. After completion of 1st & 2nd year, performance may be reviewed by Railways. Railway Administration reserves the right to extend the registration beyond 3 yrs in case of non-finalization of allotment of further registration. In all such cases, licensee has to pay the proportionate registration fee for the extended period, failing which no extension will be permitted. The extension may be given by Railways on satisfactory performance and fulfilling of laid down terms and conditions. The application for the extension has to be made at least 45 days before expiry of the validity period along with all the documents as mentioned in this document. The policy guidelines issued by Railway Board from time to time will be applicable.
13. i) A non-refundable one-time Registration Fee of **Rs. 3,00,000/- (Rupees Three Lakhs only)** plus GST @ 18%, has to be deposited after the firm has been shortlisted, through the payment mode intimated after the shortlisting of the product.

- ii) An additional amount of 10% of the registration fee i. e. **Rs. 30,000/- (Rupees Thirty Thousand Only)** as Security Deposit is also to be submitted along with the registration form through payment mode that will be intimated later. The Security Deposit amount will be retained with South Eastern Railway during the tenure of the contract and will be refunded without interest after the successful completion of the tenure after obtaining NO DUES certificate from all concerned.
14. For packaged drinking water, the MRP is decided by Railway Board. The manufacturer/supplier has to abide by the rules of Railway Board as amended from time to time. A declaration regarding the same has to be submitted by the party. Currently, the MRP of 1 ltr bottle of packaged drinking water has been fixed as Rs. 15 (Rupees Fifteen Only). Printing of Labels must be done accordingly.
15. South Eastern 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 deemed necessary.
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 should submit the renewed/new certificate issued by the concerned authority before the expiry of the certificate.

If the certificate is not readily available before the expiry of the due date, the firm has to submit a declaration that the specific document has been applied for. In all cases, the renewed document has to be submitted to this office within 1(ONE) month of the expiry of the document. If the renewed document is not produced within the specified period, approval for the remaining period will be withdrawn with immediate effect upon expiry of one-month period. The renewal of the permission for the remaining period of registration upon production of the renewed document is the sole discretion of South Eastern Railway. No refund of registration fees or extension of registration period, within which the firm was barred from supply of products, will be accorded in the cases where the registration of the firm has been renewed.

17. In case the applicants want to make available its short-listed brand through franchisee operation, it will require prior approval of Railway Administration i.e. the details of franchisee operation along with requisite documents as detailed in **Annexure-II** along with MOU with franchisee to be submitted along with this application.
18. South Eastern Railway Administration reserves the right to take punitive action in case deficiencies noticed in service, failure of samples etc. by imposing fine as decided by the Railway Administration/appropriate authority as the case may be and also termination of Registration. In case of termination, the registration fees and the security deposit will be forfeited by Railway Administration.
19. If any information or papers submitted by the applicant is found to be materially false, or there is any breach of the terms and conditions, the application of the product for short-listing is liable to be rejected and short listing (if already done) be treated as cancelled from that date. In that case the registration fee along with security deposit

will also be forfeited. In such case the firm is liable to be barred from participating in any shortlisting procedure over Indian Railways.

20. South Eastern Railway reserved the right to float subsequent EOIs for the same category of products during the tenure of this instant EOI as per its discretion. South Eastern Railway also reserves the right to cancel the EOI as per its discretion without assigning any reason whatsoever. However, in case of cancellation, registration fees paid, if any, may be refunded on pro rata basis.
21. South Eastern Railway does not guarantee the quantum of sale of the products shortlisted through this EOI.
22. Interested applicants may remain present at the Railway office at the closing time of application and during opening of designated box.
23. Railway administration reserves the right to include/modify/delete any of the clauses of agreement on mutual consent. The Empanelled Supplier shall comply with any other instructions issued by South Eastern Railway from time to time.
24. In case the applicant suffers any loss on account of his being restrained by South Eastern Railway or any competent authority for indulging in illegal activities or any contravention of any law or rejection of application for empanelment through this EMPANELMENT FORM process, he shall not be entitled to any compensation whatsoever.
25. Laws of the Republic of India shall be applicable to this Empanelment form and subject to the Jurisdiction of Courts situated at Kolkata only.
26. Empanelled parties shall also be required to intimate the changes in packaging or introduction in advance, before implementing by this office.
27. South Eastern Railway's decision on Short-listing of applicants shall be final and binding.
28. **Turnover Criteria:** The firm should have turnover of **Rs. 10,00,00,000/- (Rupees Ten Crores Only)** in each of the last three financial year i.e. 2022-23, 2023-24 & 2024-25 (to be supported by Income Tax returns for the last 3 years duly certified by Chartered Accountant.

Annexure-I**Application Form**

Application form for short listing of Packaged Drinking Water submitted by
..... (Name of Company)

Mandatory Documents					
Sl. No.	Particulars	Details			Encl as Page.
1.	Name of Brand(s) (Enclose copy of certificate for registration of the brand)				
2.	Name and full address of the Manufacturer of the brand with telephone, email address & Fax Number (Use extra sheet if required)	Office:			
		Plant/Factory			
3.	Status of applicant – proprietorship/partnership/Private Company/Public Ltd. Company/Co-operative/SSI. (Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association as applicable etc. to be enclosed.)				
4.	Applicant's Turnover per annum for the last three completed financial years – (Enclose Audit report with Balance Sheet & P&L Account, duly audited by a CA or enclose a published report along with UDIN)	Financial Year (2022-23)	Financial Year (2023-24)	Financial Year (2024-25)	
5.	Valid license issued by Competent Authority – FSSAI/ISI/BIS (Enclose self attested copy of the license)				
6.	Test report from a Govt. approved, not older than 06 months from the date of issue of this EoI notice, and must conform to specifications and standards as per BIS norms. If the certificate expires during process of short listing, the fresh certificate is required to be submitted on demand of Railway Administration. (Self Attested copy of Test reports with pH level between 7-8 should be submitted)				
7.	Permanent Account Number (PAN). (Enclose self attested copy).				
8.	GSTIN number (Enclose self attested copy).				
9	Affidavit of the applicant (To be submitted in original on Rs.100/- non judicial stamp paper, duly notarized).				

OPTIONAL DOCUMENTS		
1.	Details of the testing facilities available in the factory/plant. (Please specify in-house/outsourced facilities).	
2.	Details of Supplies made during the last Two Years (2023-24 & 2024-25) (Enclose copy of orders)	
3.	Details of Station/regional distribution network: Applicant should have Distribution Network at all major stations over South Eastern Railway (Details should be submitted in a declaration form on letter head of applicant).	
4.	Documents to be submitted by SSI (Small Scale Industries) Units: i) Certificates issued by NSIC (National Small Scale Industries Corporation Ltd) 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, through DGS&D, other Organisation(s) of Reputation. (Attested copies to be submitted).	

Annexure – II**DETAILS OF FRANCHISEE OPERATION**

Sl. No.	Particulars	Details
1	Name and full address of the franchisee with telephone & fax number of office as well as factory	
2	Manufacturing capacity of units	
3	Firms/Companies registration certificate (Enclose attested copy of the registration certificate / MOA)	
4	Details of BIS license (Enclosed Self attested copies)	License No.
		Date of initial allotment
		Valid up to
5	FSSAI (Revised) license valid up to (Enclose Self attested copy)	
6	Self Attested copies of Test report showing all parameters (Enclose)	
7	Government approval certificate of the lab in which packaged drinking water was tested to confirm to BIS (Enclose Self attested copy)	
8	Specify the area / division/stations for which Franchisee will operate	
9	Permanent Account Number (Enclose Self attested copy)	
10	GSTIN Registration no. (Enclose Self attested copy of the GSTIN Registration Certificate)	
11	Excise duty registration no. - If applicable. Please specify if the product is exempted(Enclose Self attested copy of the Registration certificate)	
12	Affidavit of the franchisee that he has not been banned / black listed by IRCTC or Railways or any other Govt. Authority. (To be submitted in original on Rs.100/- non judicial stamp paper, duly Notarized)	

Annexure-III

Affidavit (To be attested by notary public)

(Self Declaration Form to be submitted on Non-Judicial Stamp Paper of Rs-100)

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.

(a) There are no pending dues to Railway from me/us.

(b) I /We have not been debarred from participation in tenders by any Zonal Railway/IRCTC/any other Government authority.

(c) I/We have not been convicted any criminal case and there is/are no case /cases pending for criminal activity in any court of law.

2. It is certified that this is not a tender form but a review for short listing of brands of items for Minor Catering units under South Eastern Railway only.

3. Samples of the product are also required to be sent as & when demanded, free of cost to this office.

4. *The fact/statements mentioned in the Application and Documents submitted with the Application are genuine and true. If Railway Administration finds any fact/statement/documents fake or wrong, at any point of time my application may be rejected and suitable penalty including termination of registration, black listing, banning and debarring may be imposed including forfeiture of registration fees and security deposit already deposited to Railway Administration."*

The following person(s) may be contacted for any information or clarifications relating to this Registration Form:

Name

Designation:

Telephone:

Mobile:

E-mail:

Dated:

(Signature of the Applicant)

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