



**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.**

CIN-L74899DL1999GOI101707.

www. irctc.com, email id: info@irctc.com

**EXPRESSION OF INTEREST (EOI)-2024-**

**Empanelment of Advertising Agencies for supply of catering disposables, Railneer bottles labels, other permissible items, etc. on sponsorship basis to IRCTC**

| SN | Event Description           | Event Date & Time   | Event Location  |
|----|-----------------------------|---|---|
| 1  | Commencement of EOI process | From the date of uploading on the site  | IRCTC Ltd.<br>Corporate Office, 12 <sup>th</sup> Floor, Statesman House, B-148, Barakhamba Road, Connaught Place, New Delhi – 110001. |
| 2  | Date and Time of Submission | 15 <sup>th</sup> of each month up to 12:00 hrs. (or next working day, if office is closed on 15 <sup>th</sup> ) |   |
| 3  | Date and Time of opening    | 15 <sup>th</sup> of each month at 12:15 hrs (or next working day, if office is closed on 15 <sup>th</sup> )     |   |
| 4  | Validity of Empanelment     | Up to 31.03.2025, from date of issue of letter of empanelment   |   |

Address:

IRCTC Ltd. Corporate Office, 12<sup>th</sup> Floor, Statesman House, B-148, Barakhamba Road, Connaught Place, New Delhi – 110001.

Ph: 011-23710484 ,

website- [www.irctc.com](http://www.irctc.com)

Email: [mobilecatg.tend@irctc.com](mailto:mobilecatg.tend@irctc.com)



## **DISCLAIMER**

1. The information contained in this EOI Document or subsequently provided to the Applicant(s), whether verbally or in documentary form by or on behalf of the IRCTC or any of their employees or advisors, is provided to the Applicant(s) on the terms and conditions set out in this document or any other terms and conditions subject to which information is provided.
2. This EOI document is not an agreement and is not an offer by IRCTC to any party.
3. The objective of the document is to provide the prospective applicant(s) with all the relevant information to assist them.
4. The prospective applicant should conduct detailed analysis and study for authenticating the accuracy and completeness of the information provided in the document and wherever necessary obtains independent opinion from appropriate sources.
5. The IRCTC, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations about the accuracy, reliability or completeness of the application document.
6. The IRCTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this E-Application document. However all such amendments will be uploaded on the websites.
7. The issue of the Empanelment does not imply that the IRCTC is bound to appoint the successful Applicant as an Agency, as the case may be, and the IRCTC reserves the right to reject any of the Applicant or Applications or not to empanel an applicant without assigning any reasons whatsoever.
8. Each Applicant shall bear all its costs associated with or relating to the preparation and submission of its EOI including but not Open to preparation, copying, , , expenses affiliated with any demonstrations or presentations which may be required by the IRCTC or any other costs incurred in connection with or relating to its Application. All such costs and expenses will be borne by the Applicant and the IRCTC and its employees shall not be liable in any manner whatsoever for the same or for any other costs or other expense incurred by the Applicant.



## 1. **BRIEF INTRODUCTION OF IRCTC**

**Indian Railway Catering and Tourism Corporation Ltd, (IRCTC)** – a Public Sector Undertaking under Ministry of Railways, Government of India was established on 27th September, 1999 with the aim of upgrading, modernizing and promoting rail-based tourism across the country. Since the year of inception, IRCTC has progressively moved towards achieving its vision of becoming a leading provider of high quality travel, tourism and hospitality related services in the country. It has been awarded status of a MINI RATNA PSU in May 2008 in recognition of its performance and capabilities.

IRCTC is known for its professional catering services, various popular tourism packages and mostly for its e-ticketing services on the Indian Railways network. Moving out of its core business of catering and tourism, it has also diversified into areas like-Air Ticketing, Corporate Travel Services and Facility Management amongst various other ventures.

## 2. **NOTICE INVITING EXPRESSION OF INTEREST for EMPANELMENT.**

Indian Railway Catering & Tourism Corporation (IRCTC) Ltd. invites Expression of Interest for Empanelment from agencies to exhibit message/advertisement on catering disposables on sponsorship basis and supply of the same on free of cost to IRCTC Ltd. for a period up to 31.03.2025.

**The applications will be accepted in the given format in original, signed by authorized signatory.**

Applications in sealed envelope shall be dropped in the designated Tender Box placed at below mentioned address on or before 15<sup>th</sup> of each month up to 12:00 hrs. (or next working day, if office is closed on 15<sup>th</sup>). The same shall be opened on the same day at **12:15 hrs.**

**“IRCTC Ltd. Corporate Office, 12<sup>th</sup> Floor, Statesman House, B-148, Barakhamba Road, Connaught Place, New Delhi – 110001”.**

The successful applicant shall be intimated about the empanelment and EOI Fee of other applicants shall be returned without any interest. No interest shall be payable on EOI Fee.

Applicants are requested to read the Application document carefully before submitting.

IRCTC reserves the right to reject any/ all applications without assigning any reason.

The Notice Inviting EOI and Instructions to Applicants, Annexures and schedule shall form the part of Empanelment Documents.



### 3. INSTRUCTIONS TO APPLICANT

- 3.1 Empanelment is not transferable.
- 3.2 The intending applicant is advised to study the EOI document carefully and acquaint themselves with the conditions therein as they shall govern the empanelment and shall form an integral part thereof.
- 3.3 This Empanelment Document can be viewed and downloaded at <http://www.irctc.com> and CPP Portal.
- 3.4 EOI Fee of Rs. 2,00,000/- plus GST @18% shall be paid in the form of Bank Draft/RTGS/NEFT as per the following details.

|                |  |
|----------------|--|
| Account Name   | Indian Railway Catering & Tourism Corporation Ltd. |
| Account Number | 000705002169                                       |
| Account Type   | Current  |
| Bank Name      | ICICI Bank   |
| Branch         | Connaught Place Delhi                              |
| IFSC Code      | ICIC0000007  |

- 3.5 In case of non submission of the EOI Fee, the application will be summarily rejected. It may be noted that EOI Fee of **Rs 2 lakhs plus GST @18% is to be deposited mandatorily**. It may also be noted that EOI Fee deposited in any other account of IRCTC by any other process will not be adjusted and such offers will be summarily rejected.
- 3.6 The applicant should attach documents in support of details furnished in **Annexure-C**.
- 3.7 Corrigendum/Addendum to this Empanelment, if any, will be uploaded on website [www.irctc.com](http://www.irctc.com) and CPP-portal.
- 3.8 For any difficulty in downloading & submission of empanelment document. Please contact at 011-23710484 or at email [mobilecatg.tend@irctc.com](mailto:mobilecatg.tend@irctc.com).
- 3.9 The signature of the applicant on empanelment form will be considered as confirmation that the applicant has read, understood and accepted all the documents referred to in the empanelment document.
- 3.10 At any time prior to the application submission date, IRCTC may, for any reason, whether at its own initiative or in response to clarifications requested by the applicant, modify the application document through the issuance of Corrigendum/Addendum, which will be given on [www.irctc.com](http://www.irctc.com) and CPP Portal and shall be binding upon the applicants. In order to give the applicant reasonable time where a Corrigendum/ Addendum is issued, or for any other reason, IRCTC may, at its discretion, extend the application submission date.
- 3.11 The submission of any application and documents shall constitute an undertaking that the applicant shall have no cause for and claim, against the Authority for rejection of the application. The Authority shall always be at liberty to reject or accept any application at its sole discretion and any such action will not be called into question and the applicant shall have no claim in that regard against the Authority.
- 3.12 During Empanelment evaluation, the IRCTC may, at its discretion, ask the applicant for a clarification. The request for clarification and response shall be in writing.
- 3.13 The empanelled applicants shall work as per Revenue share per item as detailed at



**Annexure-A.** The GST applicable will be paid extra.

- 3.14** Prior to the detailed evaluation, IRCTC will determine whether each application is complete, and is substantially responsive to the EOI document. For purposes of this determination, a substantially responsive application is one that conforms to all the terms, conditions and specifications of the Empanelment Documents without material deviations, exceptions, objections, conditionality, or reservations. A material deviation, exception, objection, conditionality, or reservation is:
- a. One that limits in any substantial way the scope, quality, or performance of the product/material/stores.
  - b. One that limits, in any substantial way that is inconsistent with the Empanelment documents, the Purchaser rights or the successful applicant' obligations under the contract; and
  - c. One that the acceptance of which would unfairly affect the competitive position of other applicant who have submitted substantially responsive applications.

If an application is not substantially responsive, it will be rejected by the Authority and may not subsequently be made responsive by the applicant by correction of the nonconformity. The Authority's determination of application responsiveness will be based on the contents of application itself and any written clarifications sought by the Authority in writing the response to which shall also be in writing and no change in rates shall be sought, offered or permitted.

- 3.15** No Sole Right shall be given to any one agency. IRCTC reserves the right to review the performance of Agency and to take suitable action on observing default/deficiency in service etc. including but not limited to imposing fine or termination of empanelment of the party, with consequential debarment from the future projects/empanelment of IRCTC for a period for two (02) years.

#### **4.0 WITHDRAWAL OF APPLICATIONS:**

- 4.1** If Applicant withdraws its application before opening date of empanelment, by submitting a request at IRCTC Corporate Office Address or through email at [mobilecatg.tend@irctc.com](mailto:mobilecatg.tend@irctc.com), EOI fee of applicant will be refunded if already deposited
- 4.2** If applicant withdraws from empanelment after issue of letter of empanelment, EOI fee shall not be refunded.
- 4.3** If applicant withdraws from empanelment before issue of letter of empanelment, EOI shall be refunded.



## **5.0 SCOPE OF WORK**

The Indian Railway Catering and Tourism Corporation with its sheer size and sale of passenger traffic command a large share of the Indian advertisement market. To leverage this potential, IRCTC decided to enter sponsorship route where empanelled agency will be provided huge platform to exhibit their message/product advertisement by reaching to masses directly through advertisement on Catering disposables and other items (like Paper Cups, Paper Napkin, Menu Card, Paper Tray Mat, Snacks Wrappers, Cutlery Wrappers, Staff uniforms, Railneer Water bottle labels etc.) by entering into an advertisement agreement with IRCTC to supply catering disposables and other items carrying advertisement free of cost. Publicity through these outdoor formats is a conventional but an effective mean of spreading any message.

Agency will supply catering disposables and Rail Neer Labels free of cost on sponsorship basis. Thus, entire cost of manufacturing printing of advertisement etc. and freight for delivering the supply to the IRCTC upto destination will be borne by the agency in addition to payment of revenue share to IRCTC at the fixed rates.

A particular advertisement campaign will start after receiving advance payment of revenue share of IRCTC and receipt of consumables and labels such as Paper cups, Tea flasks, paper Napkins, Railneer Bottle Lables etc.,

## **6.0 TENURE OF EMPANELMENT**

- a. The tenure of empanelment shall be for a period up to 31.03.2025.
- b. Empanelment can be renewed for further 01 years on payment of EOI Fee of Rs. 2,00,000/- (excl. of applicable taxes) on terms & conditions prevailing at that time.

## **7.0 GENERAL TERMS & CONDITIONS**

- 7.1 IRCTC reserves the right to terminate the empanelment process at any time. The application can be rejected without assigning any reason. Applications against this empanelment process shall only be received in original physical form, complete with all requisite details and signed by authorized signatory. Conditional / telegraphic application shall not be entertained.
- 7.2 In case the applicant suffers any loss on account of his being restrained by the IRCTC or any competent authority for indulging in illegal activities or any contravention of any law or rejection of empanelment through this EMPANELMENT process, it shall not be entitled to any compensation whatsoever.
- 7.3 In the event of any breach of the said terms and conditions of the empanelment, IRCTC shall be entitled to forfeit the EOI Fee besides debarring the Agency from participating in the future projects of IRCTC for a period of two (02) years.
- 7.4 The Agency shall comply with any other instructions issued by IRCTC from time to time within a reasonable time, as may be necessary.



- 7.5 The agency shall be solely responsible for lapses, violation and non-compliance, if any of all statutory dues, taxes etc.
- 7.6 The agency hereby agrees to keep indemnified and hold harmless, IRCTC and its Directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses, charge-backs and proceedings connected with the implementation of this empanelment or arising from any breach or non-compliance whatsoever by the Company or any of the person deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without premises.
- 7.7 In case IRCTC gets any offer for supply of any goods/services on sponsorship basis from any Government agency/Ministry in such cases IRCTC reserves the right to get sponsorship executed directly, provided the sought items and unit are not already covered by any sponsorship.
- 7.8 The courts at Delhi have the exclusive jurisdiction to adjudicate the matter concerning EMPANELMENT.
- 7.9 Canvassing in any form in connection with the empanelment is strictly prohibited and the empanelment submitted by the applicant who resorts to canvassing is liable to be rejected.
- 7.10 IRCTC may terminate the empanelment if it is found that the applicant is blacklisted by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. or submitted wrong undertaking or any false information in the empanelment document.
- 7.11 It would be desirable that prior to the submission of application, the applicant has made a complete and careful examination of the requirements and other information set forth in this application document.
- 7.12 Based on response, policy and rates may be changed from time to time. In case IRCTC becomes successful in utilizing its full potential of advertisement, tendering method will be followed to find market determined price.

## **8.0 ROLE OF IRCTC AND THE ADVERTISING AGENCY**

### **8.1 ROLE OF THE ADVERTISING AGENCY**

- a. **The advertising agency along with IRCTC inputs will decide set quality control specifications, establish standards and policies.**
- b. **Product sample i.e. Railneer bottle labels, Paper cup, Tray Mats & other catering disposable items will be approved by IRCTC with regard to the quantity, quality and capacity of the products as well as the branding/advertisement .**
- c. **Product to be provided at nominated destination as decided by IRCTC.**
- d. **The branding share for message/display will be 70:30 for advertiser & IRCTC respectively. The message/ advertisement to comply by the laws/ instructions as released from time to time by Government of India.**
- e. **GST/any other applicable tax would be borne by the empanelled agency /Advertiser.**



- f. **The successful Business entity/advertising agency will supply catering disposable and other items carrying advertisement to IRCTC free of cost.**
- g. The message through advertisement should not be socially offensive and should be in keeping with public morality. Advertisement regarding intoxicants, cigarettes, application is and other tobacco and liquor products are strictly prohibited. The colour scheme of the advertisement should be aesthetically appealing.
- h. The Advertising Agency shall supply all the materials to the IRCTC office on Pan-India basis. No transportation charge shall be paid by the IRCTC.
- i. Agency will supply catering disposables and Rail Neer Labels free of cost on sponsorship basis. Thus, entire cost of manufacturing printing of advertisement etc. and freight for delivering the supply to the IRCTC up to destination will be borne by the agency in addition to payment of revenue share to IRCTC at the fixed rates

## 8.2 **ROLE OF IRCTC**

- a. IRCTC will facilitate access to Indian Railways network (mobile and static units).
- b. IRCTC will potentially provide minimum guarantee in terms of volumes. This will be further discussed and decided with the empanelled agency.
- c. IRCTC will decide the product branding etc.
- d. IRCTC does not guarantee sole rights to any agency. IRCTC shall engage multiple agencies to fulfill its requirements. IRCTC shall allocate quantity on first cum first serve basis. Further, in case IRCTC gets any offer for supply of any goods/services on sponsorship basis from any outside agency/Ministry and during that particular period, if no agency is providing any such services, then IRCTC reserves the right to get such service/goods directly from outside agency/Ministry.

## 9.0 **HIGHLIGHTS OF THE PROJECT**

- 9.1 **Product:-** Focus on advertising segment, which offers the largest opportunity and can cater to the mass consumers of Indian Railways through IRCTC.
- 9.2 **Target market:-**The advertisement agency will be targeted to the large captive consumer base on the Indian railways along with the open market
- 9.3 **Demand and Capacity:**  
**Demand for the items is estimated at approximately Rs.8,66,00,000/- per annum from mobile and static units within the Indian Railways network, as per Annexure-E.**

## 10.0 **EOI Fee**

- 10.1 The applicant shall submit details of **EOI Fee** for Rs. 2,00,000/- (Rupees Two Lakh only)+GST @18% submitted for the entire duration of the empanelment, with the application. EOI Fee shall be paid in the form of Bank Draft/RTGS/NEFT as per the following details.





|                |  |
|----------------|--|
| Account Name   | Indian Railway Catering & Tourism Corporation Ltd. |
| Account Number | 000705002169                                       |
| Account Type   | Current  |
| Bank Name      | ICICI Bank   |
| Branch         | Connaught Place Delhi                              |
| IFSC Code      | ICIC0000007  |

- 10.2** The EOI fee will not be refunded by IRCTC and shall be considered as cost of empanelment.
- 10.3** The EOI Fee will be refunded to the applicant who is not empanelled.
- 10.4** IRCTC shall be entitled and it shall be lawful on his part to forfeit the said EOI Fee in whole or in part in the event of any default, failure or neglect on the part of the Agency in the fulfillment or performance in all respect of the contract under reference or any other contract with IRCTC or any part thereof to the satisfaction of IRCTC and IRCTC shall also be entitled to deduct from the said deposits any loss or damage which IRCTC may suffer due to any act or other default, recoverable by IRCTC from the Agency in respect of the contract under reference or any other contract and in either of the events aforesaid to call upon the Agency to maintain the said EOI fee at its original limit by making further deposits, provided further that IRCTC shall be entitled to recover any such claim from any sum then due or which at any time thereafter may become due to the Agency under this or any other contracts with IRCTC.

#### **11.0 TAXES AND OTHER STATUTORY DUES**

The GST or any other additional tax etc implied by government at any time that are payable by the agency shall be paid by them directly to the authorities concerned. It will be his responsibility to ascertain the amount of such taxes, charge or rate so payable. Agency shall be solely responsible for the payment of all taxes to respective authorities.

In case IRCTC is required or faced by the authorities to pay any tax or charge, the Agency on receipt of information to this effect from IRCTC shall reimburse the full amount so paid. The adequacy or earnestness of the amount so paid will not be challenged.

Any further additional state / central government tax levy that may come in future will also be paid by the Advertising Agency.

#### **12.0 LAWS GOVERNING THE CONTRACT**

- 12.1** This contract shall be governed by the laws of India for the time being in force.
- 12.2** Irrespective of the place of performance or place of payment under the Contract, the contract shall be deemed to have been made at New Delhi.



### **13.0 JURISDICTION OF COURTS**

The Courts of New Delhi shall alone have jurisdiction to decide any dispute arising out of or in respect of the EOI.



**PAYMENT TERMS AND CONDITIONS- REVENUE SHARE/COMMISSION OF AGENCY**

- a. IRCTC may directly receive payment from advertiser and after completion of campaign, IRCTC will pay commission to advertising agency on pre-decided rates as per policy. Commission on Advertising agency will be added in rate. For example rate of advertisement on Railneer Label is say Rs. 1.00 per Label. Commission of advertising agency is say Rs. 0.30. Thus total rate of advertising will be Rs. 1.30.

| SN | Items                      | Revenue share per item per unit excluding taxes (Rs.) - for payment receive directly from Advertiser (as per DAVP Rates). | Commission payable to the agency through whom work received excluding taxes @30% of DAVP Rates. |
|----|----------------------------|---|---|
| 1  | Paper Cups (170 ml)        | 1.50  | 0.45  |
| 2  | Paper Napkin               | 0.40  | 0.12  |
| 3  | Branded Flask              | 175.00  | 52.50   |
| 4  | High Tea Wrapper           | 1.20  | 0.36  |
| 5  | Sandwich Box               | 1.20  | 0.36  |
| 6  | Disposable Spoon and Forks | 1.20  | 0.36  |
| 7  | Railneer Bottle Labels     | 2.30  | 0.69  |
| 8  | Paper Tray Mat             | 2.50  | 0.75  |
| 9  | Menu Card                  | 20.00   | 6.00  |

- b. If advertising agency pays to IRCTC, instead of advertiser, in such cases no commission will be paid to the agency.

| SN | Items                      | Revenue share per item per unit excluding taxes (Rs.) – to be paid by the Agency. |
|----|----------------------------|---|
| 1  | Paper Cups (170 ml)        | 1.05  |
| 2  | Paper Napkin               | 0.28  |
| 3  | Branded Flask              | 122.50  |
| 4  | High Tea Wrapper           | 0.84  |
| 5  | Sandwich Box               | 0.84  |
| 6  | Disposable Spoon and Forks | 0.84  |
| 7  | Railneer Bottle Labels     | 1.61  |
| 8  | Paper Tray Mat             | 1.75  |
| 9  | Menu Card                  | 14.00   |

- c. In case Agency fails to deposit the due revenue share within the stipulated time, IRCTC shall start the termination process from the very due date/date of default. In case the service

provider deposits the required revenue share during the process of termination, interest @ 18% per annum will be charged on daily basis. In case of default, IRCTC will issue a show cause notice for the termination of contract giving 21 days notice, followed by 07 days notice and lastly 48 hours notice for deposition of revenue share plus interest. In case of non-submission of required revenue share plus interest contract will be deemed to be terminated after expiry of the last notice of 48 hours.

- d. Agency may submit proposal for additional viable items for sponsorship. IRCTC will examine the proposal for viability and revenue share shall be decided separately.
- e. All statutory tax liabilities will be borne by the agency (applicant).

Format for covering letter (On Agency's letter head)

M/s Indian Railway Catering and Tourism Corporation Ltd  
Corporate Office, 11<sup>th</sup> Floor, Statesman House,  
B-148, Barakhamba Road,  
Connaught Place,  
New Delhi-110001

**Subject: Expression of interest for empanelment for supply of catering disposables, Railneer bottle labels, other permissible items etc. on sponsorship basis to IRCTC.**

I/We \_\_\_\_\_ (name of the authorized signatory) on behalf of \_\_\_\_\_ (name of the applicant) \_\_\_\_\_ offer our interest for empanelment as service provider for supply of catering disposables, Railneer bottle labels, other permissible items etc. on sponsorship basis to IRCTC.

I/We hereby bind myself/ourselves to complete all the formalities from time to time as required after the empanelment.

- a) I / We hereby understand that the submission of expression of interest does not guarantee empanelment.
- b) I/we have submitted required EOI Fee through online mode to IRCTC..
- c) 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 are correct, complete and truly stated and also that we shall be bound by the acts of my/our duly constituted attorney.
- d) I/We further understand that in case of any information submitted by me/us is found to be incorrect, IRCTC will have the rights to annul the empanelment and agreement(s), if any, with immediate effect and debar me/us for a period of 02 **(two) years**.
- e) IRCTC and its representatives are hereby authorized to conduct any enquiry or investigations or seek clarifications or verify any statements, documents and information submitted in connection with this expression of interest.
- f) It is understood that this is not a tender form but empanelment process and no business is guaranteed by IRCTC, on qualifying empanelment eligibility.

The following person(s) may be contacted for any information or clarifications relating to his application:

Name:

Designation:

Telephone:

Mobile:

E-mail:

I/We do hereby confirm that I/we have the necessary authority and approval to submit this expression of interest for providing the above project.

Thanking you

Yours sincerely

(Authorized Signatory)

Name

Designation and seal

Name of the company and address:

Telephone:

Mobile:

Fax:

Email:

## (On Letter Head of Firm)

## Details for Empanelment

| SN                         | Technical Criteria   | Documents Reqcd.   | Corresponding Page Nos. |
|----------------------------|--|--|-------------------------|
|                            |  | (to be filled by the applicant)  |                         |
| <b>General Information</b> |  |  |                         |
| 1                          | Name and full address of the applicant with Telephone, Fax Number(s) & Email address and Name of Contact Person.   |  |                         |
| 2                          | Details of EOI Fee<br>Rs. 2,00,000/- Plus GST @18% –   | Rs _____<br><br>RTGS details:  |                         |
| 3                          | Status of the applicants: -<br>Company/Individual/Proprietorship/<br>Partnership Firm– Please Specify  |  |                         |
| 4                          | In case of Company –   | (i)Memorandum of Articles of Association/AOA- Clearly specifying catering and hospitality as the main object of the company,<br>(ii)Certificate of incorporation issued by Registrar of companies, |                         |
| 5                          | In case of Firm, registered under the Partnership Act., 1932   | (i)Partnership deed,<br><br>(ii) GST registration certificate.<br><br><b>OR</b> Audited Annual Account of the first year of business.  |                         |
| 6                          | In case of proprietorship/individual business  | i. Registration certificate from any statutory authority such as EPF/ESI/labour Department etc.<br>ii. GST registration certificate  |                         |
| 7                          | Should not be debarred/blacklisted/banned by IRCTC or Railways or Ministry of Railways/ other CPSUs/ Govt. Deptt.<br><br>Affidavit duly attested by notary declaring that his/her firm is not debarred/blacklisted/ banned by IRCTC or Railways or Ministry of Railways in the format as per <b>Annexure-D</b> . | <b>Annexure-D.</b>   |                         |
| 8                          | Permanent Account Number (PAN)-enclose copy of PAN card of Entity applying for Empanelment. Enclose PAN card of Individual/ Proprietors in case of Individual/ Proprietorship firm.  | PAN- _____   |                         |
| 9                          | Copy of GST (Goods & Service Tax) registration certificate for all states  | <u>GST Reg. No.</u> _____  |                         |

- 1) Applications received after last date and time shall not be entertained. IRCTC shall not be responsible for postal delay/loss.
- 2) The details, as required in “EOI Empanelment document” may be submitted along with required supporting documents.
- 3) Applications not accompanied with EOI Fee shall summarily be rejected.

I/We \_\_\_\_\_ do hereby declare that the entries made in the above are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted attorney.

I / We hereby understand that the submission of applications (EOI) does not guarantee for empanelment. I / We further understand that in case of any information submitted by me / us being found to be incorrect either before or even after the empanelment, IRCTC will have the right to summarily reject the EOI/Empanelment, at any time without assigning any reason whatsoever.

Dated:

\_\_\_\_\_  
(Signature of the Applicant)  
SEAL

Name \_\_\_\_\_

Address: \_\_\_\_\_

**( Please note- No change in format/declaration is permitted)**

**AFFIDAVIT**

I, ....., S/o Sh. ....., aged about .....years, Prop/authorized signatory of..... do hereby solemnly affirm and declare as follows:-

1. I say that I am an authorized signatory of the company/firm.....and hence competent to sign and swear this affidavit.
2. That the company/firm namely.....has not been debarred/blacklisted/banned by IRCTC or Railways or Ministry of Railways/other CPSUs/Govt. Deptt.
3. That I undertake to inform IRCTC about any ban or blacklist imposed by IRCTC/Railway/Ministry of Railway in future and understand that my empanelment shall be kept in abeyance for the period of ban/blacklisting.
4. That the affidavit is given for participation in empanelment process with IRCTC.

DEPONENT

**Verification**

I, the above named Deponent do hereby solemnly affirm and state that the contents of this affidavit are true and correct and no part of it is false and nothing material has been concealed there from.

Verified at New Delhi on this day of \_\_\_\_\_, 2024

DEPONENT



**ANNEXURE – E**

**The tentative annual requirement of Catering Disposable Items is as under-**

| S.NO.        | Items                   | Annual Requirement (in Nos.) | Estimated Cost to IRCTC. (In Rs.) |
|--------------|-------------------------|------------------------------|-----------------------------------|
| 1            | Paper Cups              | 3 crore                      | 1,65,00,000                       |
| 2            | Paper Napkin            | 2 crore                      | 22,00,000                         |
| 3            | Menu Card               | 1Lakh                        | 7,00,000                          |
| 4            | Paper Tray Mat          | 4 crore                      | 1,40,00,000                       |
| 5            | Branded Flask           | 50 Thousand                  | 47,50,000                         |
| 6            | Snacks Wrapper          | 1 crore                      | 35,00,000                         |
| 7            | Sandwich Box            | 10 lakh                      | 9,50,000                          |
| 8            | Disposable spoons/forks | 4 crore                      | 1,40,00,000                       |
| 9            | Rail Neer Lables        | 20 crore                     | 3,00,00,000                       |
| <b>Total</b> |                         |                              | <b>8,66,00,000</b>                |