

**NOTIFICATION**

Applications are invited in the prescribed format for selection and engagement of "Station Ticket Booking Agent" (STBA), on Commission Basis, at the following NSG-5 & NSG-6 (erstwhile E-category stations) Category Stations ( Total 50 stations ) over Waltair Division, of East Coast Railway, for issuing **unreserved tickets**, through computerized **Unreserved Ticketing System(UTS)**. Interested persons fulfilling the stipulated conditions may apply in the prescribed format, enclosing requisite self attested papers and drop the duly filled in applications(sealed cover) in the sealed box, at Sr. Divisional Commercial Manager's Office, East Coast Railway, Waltair (Commercial Branch, DRM's office Building, Waltair). **Date for submission of application, 02.01.2021 upto 15.00 hrs.** Applications received after aforesaid date & time will not be entertained.

SL No.	Station Code	Station Name
1	PDU	PONDURU
2	TIU	TILARU
3	NML	NELLIMARLA
4	DUSI	DUSI
5	KBM	KOTABOMMALI
6	PDT	PENDURTHI
7	GTLM	GOTLAM
8	LDX	LADDA
9	SPRD	SINGAPUR ROAD
10	TKRI	TIKIRI
11	DMNJ	DAMANJODI

For detailed general terms & conditions & application format please visit website <http://eastcoastrail.indianrailways.gov.in> or contact office of the Senior Divisional Commercial Manager, East Coast Railway, Waltair (DRM Office, Dondaparthi, Visakhapatnam).

**General Terms and Conditions:**

1. Applicants are requested to submit their applications along with their photographs and EMD for Rs. 2,000/- (through DD drawn in favor of FA & CAO, E.Co.Railway, Bhubaneswar, payable at VISAKHAPATNAM), in Sr. Divisional Commercial Manager's Office, DRM office Building, Dondaparthi Junction, Visakhapatnam – 530004. The applications will be available in the office on free of cost or can be downloaded through website <http://eastcoastrail.indianrailways.gov.in>
2. The applicant should not be under 18 years of age and should have passed at least class-X exam. (Proof of educational qualification and Date of Birth should to be submitted).
3. The applicant should be a resident of the local block/ Tehsil/ Mandal in which the NSG-5 & NSG-6 (erstwhile E-category) Stations is located where STBA is proposed to be engaged (Proof of residence to be enclosed obtaining from Competent Authority) and also submit a copy of photo identity card issued by Govt. i.e. voter identity card/ Aadhar card/Driving License/ Pan card.
4. The selected applicant will also have to produce a certificate from the Police Station serving his/ her locality that he/she has no criminal record and no criminal case is pending against him/ her.

5. A Refundable security deposit of Rs. 5,000/-(Rupees Five thousand only) and Bank Guarantee of Rs. 20,000/-(Rupees Twenty thousand only) shall be deposited by the selected applicant (STBA), to Railway. On completion/ termination of contract pending dues will be adjusted from the security deposit and balance refunded to STBA.

6. While furnishing application, applicant will give a declaration that he/she has not been appointed as STBA at any other station. Only one applicant can be engaged as STBA at only one station and he/she will be required to disburse unreserved tickets throughout the day i.e. twenty-four (24) hours - Declaration Form enclosed.

7. Selection of STBA will be done by the Tender committee. Out of the applicants fulfilling the conditions the candidate (s) who opts for the least commission (in 4 % commission slab) will be selected for Engagement as STBA. In case more than one applicant quotes the same commission rate, the selection will be based on the draw of lots. Applicant has to quote the percentage of commission from 0% to 4% in the 4% commission slab. No negative bids will be considered. Applicants can quote commission in fraction up to two decimal points only.

8. The commission shall be payable as follows:-

Slabs	Sales Turn over in Rs	Commission percentage payable on sales turnover.
Slab 1	1-15,000	15% ( Minimum Rs.500/-)
Slab 2	15,001-50,000	12%
Slab 3	50,000-1,00,000	9%
Slab 4	> 1,00,000	4% or commission quoted by the applicant, whichever is lower.

Calculation of commission will be done on monthly basis. The commission shall be calculated on monthly sales turn over. The commission shall be paid on net sales and in case of concessional tickets it shall be on the actual fare collected by the Railways.

9. The cost of Hardware & Software (including maintenance), electricity and hiring of channel Will be borne by the Railways. The space will also be provided by the Railways on free of cost.

10. Period of engagement is for Three (3) years.

11. Mandate Form duly certified by any Nationalized Bank –Mandate Form enclosed

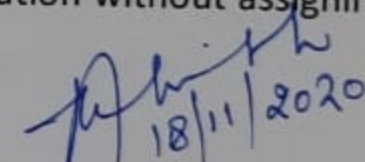
**Application sent through Postal service or by any other means shall not be entertained. The application should be as per given format and to be dropped in sealed Box kept for this purpose in the office of the Sr. Divisional Commercial Manager, East Coast Railway, Waltair (Commercial Branch, DRM's office Building, Waltair) .**

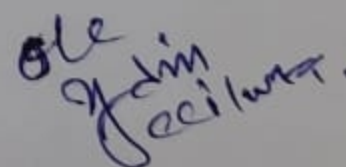
Applications Submission Start Date & Time	11 Hrs of 02.01.2021
Applications Submission Closed Date & Time	15 Hrs of 02.01.2021
Tender Opening Time & Date	15:30 Hrs of 02.01.2021



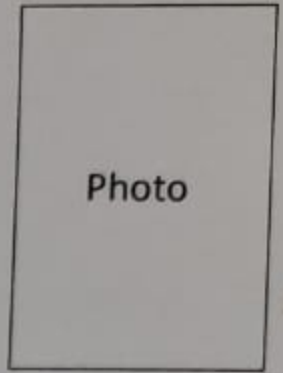
S.No.	Essential information and Documents(to be filled/attached by the Applicant)
1.	Application for engagement of STATION TICKET BOOKING AGENT (STBA)
2.	Name of the Station for engagement of STBA.
3.	Name in Block letters, Photograph (to be pasted on the space provided in the application), Fathers' Name, full Postal Address & Residence/Mobile phone number of the candidate and submit the application in Sr.DCM's office, Dondaparthi, Visakhapatnam-530004.
4.	Details of Earnest Money Rs.2000/- (For details Refer Para 1 of General Terms & conditions)
5.	Educational qualification & Date of Birth certificate, to be enclosed (For details Refer Para 2 of General Terms & conditions).
6.	Residential certificate of the applicant belonging to the same local Block/Tehsil/Mandal/ in which the station is located where STBA is proposed to be engaged, to be enclosed (For details Refer Para 3 of General Terms & conditions).
7.	Submission of Declaration certificate.(Refer Para no.6 General Terms & conditions.)
8.	Declaration of commission – to be filled by the applicant (For details Refer Para 7 of General Terms & conditions).
9.	Mandate Form duly certified by any Nationalized Bank.
10.	Signature of the applicant and Date.

Applications received after due date and time shall not be entertained under any circumstances.  
The Railway administration reserves the right to accept or reject any application without assigning any reason whatsoever.

  
 18/11/2020  
 Sr. Divl. Comm'l Manager  
 E.Co.Rly, Waltair.

  
 Sr. Divl. Comm'l Manager

**APPLICATION FOR STATION TICKET BOOKING AGENT (STBA) AT NSG-5 & NSG-6 Category**  
**RAILWAY STATIONS OVER WALTAIR DIVISION.**



1 Name (in Block letters):

2 Father/ Husband's Name:

3 Gender (Male/ Female):

4 Age (Date of birth certificate to be enclosed):

5 Education Qualification (Proof of education to be enclosed):

6 Station opted to work as STBA:

7 Residential Address (Residential certificate to be enclosed as prescribed ):

8 EMD Details:

9. Phone: Residence/ Mobile

10. No. of enclosures

11. Aadhar card details

**DECLARATION OF COMMISSION:**

Sales Turnover Rate at which the Commission is agreed

> 1,00,000/- (.....% )

(To be filled by the applicant)

I, undertake that in the event of any false or inaccurate information given above in any respect, the application/ license shall be liable to be rejected / cancelled. I shall abide by all the terms and conditions of Station Ticket Booking Agent Scheme prescribed by the Railway Administration from time to time.

Date:

Signature of the Applicant

# FORM NO.E-5

Appendix – VIII

National Electronic Fund Transfer/Electronic Clearing Service (Credit Clearing)

## Model Mandate Form

(Investor/customer's option to receive payments through Credit Clearing Mechanism)

Name of the Scheme and the periodicity of payment No.

1) Investor/customer's name:

2) Particulars of Bank account:

A. Name of the Bank :

B. Name of the branch:

Address:

Telephone No. :

C. 9-Digit code number of the bank and branch appearing on the MICR cheque issued by  
The bank:

D. Type of the account (S.B., Current or Cash Credit) with code (10/11/13)

E. Ledger and Ledger folio number:

F. Account number (as appearing on the cheque book)

(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled  
Cheque or photocopy of a cheque or front page of your savings bank passbook issued by

Your bank for verification of the above particulars)

3) Date of effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

(.....)

Signature of the Investor/Customer

Date:

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp Date: (.....) Signature of the authorized official of the Bank



**Declaration Certificate**

I, Mr./Mrs. \_\_\_\_\_

S/O, D/O of \_\_\_\_\_

Address \_\_\_\_\_

hereby declare that I have not been Engaged as STBA at any other station over East Coast Railway.

Place:

Date:

Signature.

