

**EAST COAST RAILWAY
WALTAIR DIVISION**

Date.23.04.2021

No.WCE/UTS/STBA/21.

**NOTIFICATION FOR APPOINTMENT OF STATION TICKET BOOKING AGENT (STBA) AT THIRTEEN (13) NSG-5 & 6
CATEGORY STATIONS OVER WALTAIR DIVISION.**

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 & 6 Category Stations (Total 13 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, 03.06.2021 upto 15.00 hrs.** Applications received after aforesaid date & time will not be entertained.

Sl .No.	Station Code	Station Name	Sl. N o.	Station Code	Station Name
1	KPL	KANTAKAPALLI	8	JMPT	JIMIDIPETA
2	GNPR	GUNUPUR	9	DMNJ	DAMANJODI
3	GTLM	GOTLAM	10	LKMR	LAKHMIPUR
4	LDX	LADDA	11	PFU	PADUA
5	SPRD	SINGAPUR ROAD	12	CJS	CHARAMULA KUSUMI
6	KNRT	KUNERU TOWN	13	MKRD	MACHHUKUND ROAD
7	GRBL	GARUDUBILLI			

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).

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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 & 6 Category Station 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/- (Rs. Five thousand only) and Bank Guarantee/Fixed Deposit of Rs. 20,000/- (Rs. 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	50,0001-1,00,000	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 03.06.2021
Applications Submission Closed Date & Time	15 Hrs of 03.06.2021
Tender Opening Time & Date	15:30 Hrs of 03.06.2021

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 & Residential Address, 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) Application without EMD (Rs.2000/-) will be rejected.
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.


23/4/2021
/Sr. Divl. Commr Manager
E.Co.Rly, Waltair.