



*The Railway Club*

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Railway Officers Enclave, S.P. Marg,  
Chanakyapuri, New Delhi - 110021  
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Dated: 03.04.2026

**Sub: Empanelment of Caterer & Decorator in Railway Club S.P Marg.**

“ The Railway Club” which is situated at Railway Colony S.P Marg, New Delhi organizes various functions viz. official functions, marriage ceremonies, Birthday parties, kitty parties, festival celebrations and various other miscellaneous functions. The tentative open area of the club is 3000 sqm and the tentative gathering involved is 100 to 700 persons, depending upon the nature of function.

In this connection, applications are invited from interested caterers and decorators, who wish to register their firm with the club for undertaking the work of catering and decorations for the financial year 2026-27. Interested parties should have the requisite infrastructure and manpower to undertake the work of magnitude as elaborated above. Interested parties and collect the application form from the Railway club SP Marg on any working day from 10AM to 6PM. The last date of submission of application form is 10.04.2026. Application form must accompany a non-refundable cheque of requisite amount drawn in favor of “The Railway Club”. Application forms without the requisite cheque shall not be entertained.

**Empanelment Charges**

S.No	Description	Amount
1	Catering	70000/-
2	Tentage	70000/-
3	Catering + Tentage	100000/-

\*Above Charges are exclusive GST@18%

D/A

1 Registration Form

*Alith Mishra*  
3/4/26  
Secretary  
SP Marg Club

# CATERER AND DECORATOR REGISTRATION FORM (2026-27)

## 1. Applicant Details

Name of Firm / Company

Type of Service (Caterer /  
Decorator / Both)

Owner / Authorized

Representative

Address

Contact No.

Email ID

GST No.

PAN No.

Experience in the Field **Attach proof of experience relevant to the service applied for (e.g., work completion certificates, client references, or portfolio).**

*Note: Applications without attached experience documents will not be considered for empanelment.*

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## 2. Empanelment Charges Paid

Service Type	Empanelment Fee (Excl. 18% GST)	Payment Mode / Cheque No. Date
Catering	₹70,000/-	
Tentage / Decor	₹70,000/-	
Catering + Tentage / Decor	₹1,00,000	

*Note: Payment must be made by non-refundable cheque in favor of "The Railway Club". Applications without the requisite cheque will not be entertained.*

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## 3. Function-wise Fixed Charges (Excl. 18% GST)

### Function Location Decoration Charges Catering Charges

Single Hall	₹1,000	₹2,000
Both Halls	₹3,000	₹5,000
Lawn or Lawn + Hall	₹5000	₹10000

*Charges to be paid in advance for each function. Charges will not be applicable in Ladies Get together functions having gathering upto 50 persons.*

## 4. Terms and Conditions

### 1. Cleanliness & Space Management

- The venue must be left clean and tidy after every function.
- Decorators may bring materials one day before the function and must remove all

belongings the day after.

- Delay in removal will attract a penalty of ₹5,000 per day.

**2. Manpower Responsibility**

- The caterer/decorator is responsible for all staff employed during the function.
- Any damage or loss caused by their staff will be the firm's responsibility.

**3. Infrastructure & Safety**

- Adequate infrastructure and manpower must be ensured to handle the expected number of guests (100–700).
- All equipment and installations must comply with safety standards.

**4. Compliance & Permits**

- All applicable laws, including fire safety, hygiene, and licenses, must be followed.

**5. Coordination with Club**

- All functions must be coordinated with the Club Secretary or authorized representative.
- No structural alterations to the premises without prior approval.

**6. Liability & Insurance**

- The firm is responsible for accidents, injuries, or mishaps during the function.
- Adequate insurance for staff, equipment, and third-party liability is recommended.

**7. Cancellations & Refunds**

- Cancellation after confirmation will attract a penalty of 50% of the fixed charges.
- Refunds, if any, will be at the discretion of the Club Management.

**8. Dispute Resolution**

- Disputes will be resolved by the Club Management.
- The decision of the Club Secretary is final and binding.

**9. Future Decisions by Club**

- Any decision or directive taken by the Railway Club in the future regarding the working process, charges, or operational procedures will be binding on the empanelled caterer and decorator.
- The caterer and decorator are obliged to comply with all such decisions without exception.

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**5. Declaration by Applicant**

I/We hereby declare that I/we have read, understood, and agree to abide by all terms and conditions of the Railway Club S.P Marg for the financial year 2026-27. I/We also confirm that all information provided above is true and correct to the best of my/our knowledge. I/We further agree that any future decision or directive taken by the Railway Club regarding working processes or operational procedures will be binding and must be complied with.

**Date**

**Place**

**Signature with Stamp/Seal Firm**