पूर्व मध्य रेल
दानापुर मंडल
वाणिज्य विभाग

सूचना सं0: कॉम/एस.टी.बी.ए/डी0एन.आर./25.26

दानापुर मंडलं में टिकट बुकिंग सेवक (एस.टी.बी.ए) की नियुक्ति हेतु निविदा

भारत के राश्ट्रपति के लिए एवं उनकी ओर से वरीय मंडल वाणिज्य प्रबंधक, पूर्व मध्य रेल, दानापुर द्वारा दानापुर मंडल के निम्नलिखित स्टेशन पर कम्यूटरीकृत अनारक्षित टिकटिंग प्रणाली (यू.टी.एस.) द्वारा कमीशन पर अनारक्षित टिकट देने के लिए एस.टी.बी.ए. की नियुक्ति के लिए आवेदन स्थानीय लोगों से सीलबंद लिफाफे में आमंत्रित की जाती हैं। संविदा की अवधि मात्र (03) तीन वर्शो की होगी।

एस.टी.बी.ए. (स्टेशन टिकट बुकिंग एजेंट) की नियुक्ति के लिए स्टेशन की सूची।

एनएसजी - 6	
सं0	**स्टेशन**
1	जट डुमरी जं0
2	फजलचक
3	तोप सरथुआ
4	अस्थावां
5	बरबीघा
6	सरसा जमालपुर

आवेदक मंडल रेल प्रबंधक, पूर्व मध्य रेल दानापुर के वाणिज्य विभाग में रखे गए बॉक्स में दिनांक 08.12.2025 को 11: 00 बजे से 12: 30 बजे के बीच मुहरबंद आवेदन **लिफाफा में दिया जाए** जिसके **ऊपर** स्टेशन का नाम वर्णित हो। कोई भी आवेदन उक्त तिथि को 12: 30 बजे के बाद स्वीकार नहीं की जाएगी। निविदा बॉक्स को दिनांक 08.12.2025 को ही 13:00 बजे खोली जाएगी।

टिप्पणी :– यदि किसी कारण**वश** निर्धारित तिथि को कार्यालय बंद होता है, तो आवेदन अगले कार्य दिवस मे निर्धारित समय एवं स्थान पर स्वीकार एवं खोला जाएगा। यदि छपाई मे हिन्दी एवं **अंग्रेजी** संस्करण मे अंतर होता है तो **अंग्रेजी** संस्करण मान्य होगा।

सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
पूर्व मध्य रेलवे/दानापुर
E C Railway/Danapur

कृते वरीय मंडल वाणिज्य प्रबंधक
पूर्व मध्य रेल, दानापुर।

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EAST CENTRAL RAILWAY
DANAPUR DIVISION

COMMERCIAL DEPARTMENT
Notice No. Com/STBA/DNR/25-26

Invitation of application for Appointment of Station Ticket Booking Agent (STBA) over Danapur Division

The Senior Divisional Commercial Manager, East Central Railway, Danapur for and on behalf of PRESIDENT OF INDIA invites application in the prescribe format sealed envelope from local and eligible resident for appointment of STBA (Station Ticket Booking Agent) on commission basis for issue of unreserved tickets through computerized unreserved ticketing system (UTS) at under noted station of Danapur Division. Period of contract will be for Three (03) year only.

NSG-6 STATION	
SL.No.	**Station Name**
1	Jatdumri (JTDM)
2	Fazalchak (FLCK)
3	Top Sarthua (TPSA)
4	Asthawan (ATWN)
5	Barbigha (BRBG)
6	Sarsa Jamalpur (SRJR)

Sealed application for a station may be submitted on 08.12.2025 between 11.00 hrs. to 12.30 hrs. in the tender box kept in Commercial Branch, DRM Office, E.C.Railway/Danapur. No application will be received after 12.30 hrs. Application box will be opened at 13.00 hrs on same date. Name of station must be written on the top of envelope by the applicant.

Note: - For any reason if the office remains closed on schedule date of dropping/opening of the application the same will be received and will be opened on the next working day at the same time and place. If any difference in between Hindi and English script, the English version will be applicable.

For Sr.Divnl.Comml.Manager,
East Central Railway, Danapur

सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
पूर्व मध्य रेलवे/दानापुर
E C Railway/Danapur

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Terms and condition for appointment of Station Ticket Booking Agent.

1. **Eligibility criteria Documents to be submitted along with application**

a. Applicant should not be under 18 yrs. of age as on the date of notification published in the newspaper. for age proof, school certificate issued from State/Central Board of education or any other relevant documents should be submitted.

b. Applicant should be at least Class – 10th (X) pass. In proof marksheet/Certificate issued from State/Central Board of Education should be submitted.

c. The applicant should be a resident of the local district in which the station is located where STBA is proposed to be engaged. (Resident Certificate issued by competent authority should be submitted with application)

d. The selected applicant will also have to produce a current character certificate issued by the police station serving his/her locality that he/her has no criminal record & no criminal case is pending against him/her. (The Character Certificate should not be more than 6 months old submitted with application.)

e. Applicant has to give a declaration that he/her has not been engaged as STBA at any other station.

f. Applicant is required to deposit Earnest Money amounting to **Rs.2,000/- for NSG-6 category Station and Rs. 5,000/- for NSG- 5 category Station** along with application, Demand draft should be issued from State Bank of India or any Nationalized Bank in favour of **FA & CAO, East Central Railway, Hajipur payable at Patna.**

g. An affidavit as per annexure 'A' issued by notary is compulsory to be submitted along with application by the candidate.

Other term and conditions

2. STBA and his/her nominated agent should not be ex- Railway staff who has been removed or dismissed from service on the grounds of doubtful integrity. An undertaking is to be submitted in this regard by the applicant.

3. Successful applicant should deposit **Rs. 10,000/- for NSG-6 & Rs. 25,000/- for NSG-5** category stations as refundable security deposit. The security deposit amount should be deposited in the form of Fixed Deposit or Money Receipt (for a period of 6 Years) issued from State Bank of India or any Nationalized Bank in favour of **FA & CAO, East Central Railway, Hajipur.**

4. The security deposit can be forfeited if the successful applicant does not start the work within 15 days of award letter.

5. The EMD of those applicants, who are not selected, will be refunded within a reasonable time but railway will not be liable to pay any interest on the EMD while in its possession.

6. Application not accompanied with the prescribed Earnest Money will be summarily rejected and no correspondence in this regard shall be entertained.

7. Applicant should affix a latest passport size photograph with application. Only one applicant will be engaged as STBA at only one station. While furnishing bid/application, applicant shall give a declaration that he/she has not been engaged as STBA at any other station.

8. STBA will issue tickets from the existing Booking counter at the station.

9. STBA will have to submit the accountal of Sale to Station Master on daily basis along with value of Tickets sold.

10. STBA will have to execute an agreement with Rly. Administration within 15 days of Award letter and will have to conduct functioning of STBA as per clauses laid there in.

11. Appointment of STBA will not confer any right on the person for employment in Railway. The appointment is purely contractual in nature and no facilities viz. absorption in Rly. Service, regularization of service, bonus, Rly. Pass facilities etc. shall accrue to the STBA.

12. The appointment of STBA is purely contractual in nature and it can be terminated by either side on 30 days' notice.

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13. Commission Payable: -

Out of the applicants fulfilling the eligibility conditions, the candidate (s) who opts for the lowest commission (on the 3rd slab) will be selected for appointment. In case of more than one applicant quotes the same rate, the selection will be based on the draw of lots in a transparent manner in public.

Slabs	Sale Turnover in Rs.	Rate at which Commission Payable
Slab 1	1 – 20,000	25% (subject to minimum Rs.2,500/-)
Slab 2	20,001 – 1,00,000	15%
Slab 3	More than 1,00,000	4%

14. **(a)** The candidate who opts for least commission (in Slab - 3) on monthly sales turnover, shall be engaged as an STBA.

(b) In case an applicant quotes sub-zero commission in Slab-3, his application would be summarily rejected.

15. The commission shall be paid from the station earning.

16. The commission shall be paid on the amount credited to Railway's account. In case of concessional tickets, the commission shall be calculated on the actual fare collected by the Railways.

17. 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 Railway free of cost.

18. STBA, however, if he so desires, may nominate additional person for sale of tickets. Additional number of persons which can be nominated shall be decided by Sr. DCM/DCM based upon the quantum of ticket sale at the station.

19. Only one STBA will be appointed at each station. STBA shall not sublet/assign or transfer the rights or obligations arising out of the agreement. In case of death of the agent, his/her legal heir(s) will be allowed as STBA for the unexpired period of the agreement by the competent authority.

20. The STBA will deposit the cash collected through sale of tickets, to Station Master/Assistant Station Master on duty on 8 hourly shift basis prevalent on that station.

21. If the ticketing activity stops due to non-availability of STBA or due to his/her negligence resulting in non-functioning of equipment, penalty equal to the average daily turnover from sale of UTS tickets from that location, subject to a minimum of Rs. 2000/- per day shall be imposed. Penalty upto Rs.500/- may be imposed against established public complaint regarding the functioning of STBA.

22. Both the STBA and the additional person nominated by him to sell tickets shall be issued a photo identity card by the concerned Division and their names (s) will also be displayed on a notice Board at the station premises.

23. The disbursement of unreserved tickets by STBA will be governed by the timings as decided by the concerned Railway, keeping in view the local conditions.

24. STBA will be authorized to issue cash tickets only. The STBA operator shall be allowed to sell all types of non-concessional unreserved tickets issued through UTS including platform tickets and season tickets. Renewal of season ticket and issue of senior citizen concessional tickets shall also be permitted. All other concessional tickets requiring documentary proof before issue of tickets, can also be issued by STBA only when endorsed and permitted by the SM/ASM concerned, which shall be done prior to the sale of such concessional tickets.

25. The facility of 'NI' (non- issued) will be available to the STBA only when authorized/endorsed by the concerned SM/ASM.

26. Cancellation of ticket: The facility of cancellation of ticket may be extended to STBA only when authorized/endorsed by concerned SM/ASM.

27. The Railway officer In-charge of the station i.e., SM/ASM will be responsible for the safe custody of the ticket rolls and it will be his duty to daily hand over/take over the ticket roll from the STBA. Proper record of ticket rolls issued to the STBA will be maintained at stations.

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28. Shift summary and daily summary of transaction details done by STBA shall be extracted through UTS and the STBA should deposit the cash accordingly to the Station Master/ASM at the end of the shift/day.

29. A consolidated statement of ticket rolls supplied and details of tickets sold by STBA will be submitted by Station Master/Manager or any other nominated officer to DCM/Sr.DCM every month.

30. Each side can terminate the agreement without assigning reasons by giving a notice of 30 days. However, in case of any fraud/criminal case, Railway shall be at liberty to terminate the contract without giving any prior notice.

31. Zonal Railways will have powers to prescribed working guidelines within the framework of the scheme.

Note: The application format along with term & conditions is also available at Railway website – **www.ecr.indianrailways.gov.in.** The same can be downloaded from the website. The office of the Sr.DCM / East Central Railway / Danapur may be approach for any information on the matter on any working days.

For Sr.Divnl.Comml.Manager,
East Central Railway, Danapur

सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
पूर्व मध्य रेलवे/दानापुर
E C Railway/Danapur

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Format for Submitting application for appointment of STBA

1. Name of station for which application has been submitted for STBA :.....
2. Name of applicant: .....
3. Name of father/husband: .....
4. Permanent Address (with residential certificate): .....
5. Educational qualification (with necessary certificate): .....
6. Date of birth (with necessary certificate): .....
7. Character certificate: .....
8. Detail of Earnest Money: Rs.2,000/- for NSG-6 & Rs. 5,000/- for NSG-5 category station. (Per Application)

   Name of Bank: .....
   Issue date: .....
   DD/STDR No.: .....

9. Commission offered by tenderer against 4% commission in slab of more that Rs.1,00,000/-.

Sale Turnover in Rs.	Normal Rate of Commission	Rate to be quoted in % for more than 1,00,000 slab	
1 – 20,000	25% (minimum Rs.2500/-)	Fixed	
20,001 – 1,00,000	15%		
More than 1,00,000	4% or the rate quoted whichever is lower	In Fig.	In Words

Note: Applicant quoting the least rate will be considered. In case of any doubt/ambiguity in quoted rate, the rate given in word shall be consideration. Rly. Administration reserves the right to cancel any or all application/notification without assigning any reason.

Signature of Applicant:.....

Full address: .....

Mobile No.: .....

Dated:.....

Undertaking by applicant

I do hereby, declare that I have not been engaged as STBA agent at any other station. I am not a ex-Railway staff who has been removed of dismissed from service on the grounds of doubtful integrity.

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Asstt. Comml. Manager
पूर्व मध्य रेलवे/दानापुर
E C Railway/Danapur

Signature of Applicant

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एस.टी.बी.ए. की मॉग नियुक्ति से संबंधित पत्र

फोटो

1. एस.टी.बी.ए. की मॉग वाले स्टेशन का नामः–.....
2. आवेदक का नामः–.....
3. पिता/पति का नामः– .....
4. स्थायी निवास (प्रमाण–पत्र):–.....
5. शैक्षणिक योग्यता (प्रमाण–पत्र):–.....
6. जन्म तिथि (प्रमाण–पत्र):–.....
7. चरित्र प्रमाण–पत्रः–.....
8. रू 2,000/–NSG-6 के लिए तथा रू 5,000/- NSG-5 के लिए (प्रति आवेदन) :– .....

   बैंक का नामः–.....

   निर्गत तारीखः–.....

   डी.डी./एस.टी.डी.आर. सं0:–.....
9. 1,00,000/–रू0 से ज्यादा की रकम वाले स्लॉब में 4 प्रतिशत कमीशन के लिए दिया गया मीशन।

रू0 में बिक्री का टर्न ओवर	क्मीशन की सामान्य दर	1,00,000 से अधिक के स्लॉब के लिए प्रतिशत में दर उद्घृत करना	
1–20,000	25 प्रतिशत (कम से कम 2,500/–रू0)	निर्धारित	
20,001–1,00,000	15 प्रतिशत		
1,00,000 से उपर	4 प्रतिशत	अंकों में	शब्दों में

टिप्पणी– सबसे कम दर उद्धृत करने वालों पर विचार किया जाएगा। अंको एवं शब्दो मे अंतर होने पर, शब्दो में दिये गए आफर मान्य किए जाऐंगे। रेल प्रशासन को यह अधिकार हो गा कि वह बिना विहित कारण के किसी अथवा सभी आवेदनों/विज्ञाप्तियों को निरस्त कर सकता हैं।

आवेदक का हस्ताक्षार
पूरा पता–
मोबाईल सं0–

दिनांक–

आवेदक की घोशणा

नोटः– मै घोषणा करता हूँ कि किसी अन्य स्टेशन पर मेरे द्वारा STBA का संचालन नहीं किया जा रहा है। मैं पूर्व रेलवे कर्मचारी नहीं हूँ जिसे संदिग्ध सत्यनिष्ठा के आधार पर सेवा से हटा दिया गया हो या बर्खास्त कर दिया गया हो।

सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
पूर्व मध्य रेलवे/दानापुर
E C Railway/Danapur

आवेदक का हस्ताक्षार

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ANNEXURE 'A'

Proforma for affidavit
Space for Stamp
NOTARIZED AFFIDAVIT

1. I .....

   S/O Shri .....

   Address .....

   .....

   do hereby solemnly pledge that the all documents/certificates submitted by me with my application for engagement as STBA for ..... station are true and correct to my belief and knowledge.
2. That if any report/complaint regarding genuineness of the above mentioned documents/ certificates is found, the Railway Administration shall be free to terminate my contract at any stage and forfeit Security Money and also debar me for further participation in future for the appointment of STBA agent.

Signature

Date:-
Place:-

सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
पूर्व मध्य रेलवे/दानापुर
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