

Selling of CMRL Travel card at Retail Outlets

1. Any retail seller interested to sell CMRL travel card shall approach any of the Metro Station for further details.
2. An application form (Attached below) shall be filled & enclosed with copy of GST registration and shall submit at any Metro station.
3. On processing the application form, LOA may be issued with terms and conditions as approved by competent authority.
4. After acceptance of LOA by seller and execution of agreement by the seller with CMRL, the intimation on authorized seller & their details shall be shared with concerned Metro Station.
5. After execution of agreement, Travel card shall be collected from Metro station.
6. For any queries / clarifications, may send email to customercare@cmrl.in or shall contact CMRL help Line **1860-425-1515** or Revenue cell **9445196185**.

Annexure - A

Retail seller Information & CMRL Travel card request Form

<i>Name & Address of the Company :</i>			
<i>Nature of business</i>			
<i>Name & Designation of the key person</i>			
<i>Contact information</i>	<i>Mobile no:</i>	<i>Landline No :</i>	<i>Email :</i>
<u>Bank account details</u>			
<i>Bank name</i>			
<i>Beneficiary name</i>			
<i>Bank address</i>			
<i>Bank account no.</i>			
<i>IFSC code</i>			
<i>PAN No.</i>			
<i>GST no.</i>			

CMRL Travel card Requirements:

<i>Items</i>	<i>No of Travel card required in Qty.</i>	<i>A Refundable Deposit Rs.50/- shall be preloaded in each card + Rs.100/- travel value shall be loaded in each card</i>
<i>CMRL travel card</i>		

Travel card shall be collected from _____ Metro Station.

Date:

Signature & Stamp of the Retail seller

FAQ:

1. What is the scheme of selling CMRL Travel card at retail outlets?

CMRL invites proposal from interested sellers for selling pre-loaded CMRL travel cards in their retail outlets on commission basis. The scheme is aimed to boost travel card usage among public.

2. How much commission will seller get by selling CMRL travel cards?

5% commission on preloaded travel value for each CSC (i.e). Currently the preloaded travel value on each CSC is Rs.100. So 5% of Rs.100 = Rs.5/- commission shall be given for each sold travel card at retail outlets.

3. How can I enrol me as a retail seller of CMRL travel cards?

Retail seller information and travel card requisition form is available in all metro stations and format is also available in CMRL website. Interested sellers shall fill the form and submit to the nearest metro station.

4. What are the documents required for enrolling as a seller?

GST registration certificate and bank details shall be submitted along with the seller information form. For sellers registered as MSME shall produce MSME registration certificate instead of GST registration certificate.

5. How to confirm whether my request is approved or not?

Once submitting the seller information and travel card requisition form, if approved by competent authority LOA (Letter of Acceptance) shall be issued by CMRL. Intimation by e-mail/phone shall be done by CMRL.

6. Any agreement to be made between seller and CMRL?

If LOA is received and accepted by seller, an agreement shall be executed in Rs.100 non-judicial stamp paper between CMRL and the seller in prescribed format.

7. Is there any security amount to be deposited for this scheme?

The security amount shall vary based on the number of travel cards requested and value loaded in the travel card. For example, 10 travel cards each with Rs.50/- deposit of card and Rs.100/- travel value, then Rs.1500 to be deposited as security.

8. How to get CMRL travel cards, if agreement signed?

Once agreement signed between CMRL and seller, travel cards shall be collected at the preferred metro station as mentioned in travel card requisition form after paying the security amount.

9. How shall I collect the commission from CMRL?

Invoice for payment of commission shall be raised on monthly basis to CMRL for the number of sold travel cards duly mentioning the CMRL GST number in the invoice.

10. Shall I return the unsold travel cards to CMRL?

Any unsold travel cards in good condition (Physically no damage) shall be returned to respective CMRL Metro Station in quarterly basis (during last week of June, September, December and March). Refund for the unsold travel cards shall be processed by CMRL.

Further queries shall send mail to customercare@cmrl.in or shall contact CMRL helpline 1860 425 1515 or Revenuecell +91 94451 96185.