

**SOUTH EASTERN RAILWAY REGISTRATION PROCEDURE**  
**VENDOR REGISTRATION INFORMATION**

**1.0 MATERIALS MANAGEMENT AND ITS APPLICATION IN INDIAN RAILWAYS.**

The Stores Department maintains a list of Registered suppliers on the basis of Trade Groups. The Stores Department adopts different mode of procurement for a wide range of item covering-

- 1) DSL Loco Spares, 2) Elec. Loco & EMU Spares, 3) Carriage & Wagon Spares, 4) General Elec. & Traction distributions Spares, 5) Signaling & Telecommunications Spares, 6) Machine & Plant Spares of various kinds. 7) Clothing, Tools, Electrodes, Paints and Other General Items, 8) Petroleum, Oil & Lubricants, 9) Steel Item including structural and 10) Medical Items & Other sophisticated instrument.

**The various mode of e-tendering is as given below:-**

- 1) Advertisement Tender (including reverse auction through open tender)
- 2) Special Limited Tender
- 3) Limited Tender (including single tender)

**2.0 Registration of Vendor.**

The Stores Department always encourages firms who come for vendor registration. Since all purchases in Railways are now done through IREPS (Indian Railway E-procurement System, Web address: [www.ireps.gov.in](http://www.ireps.gov.in)), Registration with IREPS is prerequisite to obtain Registration in Zonal Railways for doing business with Railways.

The vendors, who are manufacturers, have to apply to the PCMM/S.E.Rly/GRC requesting for enlistment as approved sources of various spares as mentioned above.

**Registration / Renewal of registration is done very carefully to improve supply source and monetary limit is recommended on the basis of capacity cum capability,**

**A -- Above Rs. 40,00,000/-**

**B -- Above Rs. 10,00,000/- and upto Rs. 40,00,000/-**

**C -- Above Rs. 5,00,000/- and upto Rs. 10,00,000/-**

**D -- Above Rs. 1,00,000/- and up to Rs. 5,00,000/-**

**E -- up to Rs. 1,00,000/-**

**3.0 Registration Information**

The firm, who is interested to get registered with SE Railway, but does not have its office/factory in the geographical area of SE Railway, should get themselves registered with respective Railways, under whom the jurisdiction lies. Before registration with S.E.Rly, the respective zonal Railway will be asked for confirmation of the firm's registration at that Railway. For such firms who are under the working area of SE Railway, the following informations are important.

**4.0 Criteria for Registration of a New Firm.**

**4.1) FOR Micro and Small Enterprises (MSE).**

The MSE's (Micro & Small Enterprises) should apply on their letter head to the PCMM/SER/GRC. The method/procedure for obtaining registration in IREPS is as under.

Before applying for registration with IREPS, availability of Class-III Digital signature in the name of the firm is mandatory, copy of valid Registration certificate, detailed company profile and GST Registration No. requesting issue of 'Q'/ Registration Form. MSEs are issued Registration/Q Form free of cost. The Registration/Q Form alongwith other documents should be deposited.

Units registered with the following units will be treated as MSE within terminal validity date of registration. i) District Industries Centers, ii) Khadi & Village Industries Commission, iii) Khadi & village industries Board, iv) Coir Board, v) National Small Industries Corporation, vi) Directorate of Handicraft & Handloom, vii) Anybody specified by Ministry of MSME.

#### **4.2) For the firms who are registered with ICF, RCF, DGS&D, CLW, DLW, RDSO, :-**

I) The firm should apply to the PCMM/SER/GRC with notarised copy of valid certificate, as the case may be. If Railway finds the requesting firm as prima facie is eligible, then firm will be advised through a letter to deposit Rs. 100/- as cost of "Q'/ Registration form, Rs. 100/- bearing cost of vendor Trade Group Book under head of allocation No. Z-650- (PCMM) with the Chief Cashier/SER/GRC/Kol-43. The amount may deposit either by cash or DD or Money Order. The original Money Receipts, issued by the Chief Cashier have to be submitted by the firm to get Registration/Q' Form and Vendor Trade Group Book. The Firm may send the original MR by post also. The Registration/Q" form along with Vendor Trade Group Book will be send by post.

II) After going through the documents, the Railway will decide whether the firm should be registered or not. If the appeal of registration is approved by the competent authority , then the firm will be advised to deposit Rs. 1000/- as Registration Fee under head of allocation No. Z- 650- (PCMM) with the Chief Cashier/SER/GRC/Kol-43. The amount may deposit either by cash or DD or Money Order

III) In all cases, the Registration/Q form should be filed up in ink and no column of the form should be left blank. The proprietor or all partners or authorised signatory of a partnership firm or Director should sign on every page of the Registration/Q form with office seal. All documents accompanying Registration/Q form should be attested by Notary.

#### **5.0 DOCUMENTS TO BE ATTACHED WITH THE REGISTRATION FORM (MANDATORY)**

- (a) Trade Licence/Factory Licence.
- (b) Documentary evidence of ownership of land and building of office premises & factory premises or rent receipt.
- (c) Affidavit for ownership of Plant & Machinery with list of M & P installed in the factory.
- (d) Audited Balance Sheets and P/L Account for last two years.
- (e) Performance Statement.
- (f) Notarized copy of registration certificate with other Railways, products units, NSIC, MSE, DIC, DGS&D, RDSO, ISO etc.
- (g) Partnership Deed.
- (h) Original current Banker's certificate or notarised copy, Bank A/C No., Name of Bank & Branch with address – IFSC Code, MICR Code.
- (i) For limited company a memorandum of Articles of Association.
- (j) Copy of Digital Signature Certificate duly signed by the firm is required.
- (k) Registration details with IREPS.
- (l) Registration certificate with GST.

- (m) Udyog Adhar Memorandum.
- (n) Copy of PAN Card of firm.
- (O) Cartel Declaration Certificate.

**6.0 When the application is received, following confirmation will be obtained first before proceeding further:-**

- i) Confirmation from Banker.
- ii) Confirmation from Zonal Railway, if they belongs to that area. The registration section of SER on receiving the above form and documents, scrutinizes carefully and intimate the firm to submit some additional documents if that are required before decision for registration. If NSIC/MSE registered firm come from other Zonal Railway, confirmation is sought confidentially from that Zonal Railway regarding particulars of trade groups, monetary limit and firm's performance.

The complete file with proper reference is then finally put up to competent authority for registration in the respective trade groups as per NSIC/MSE items with monetary limit.

**7.0 Initially, Provisional Registration is done for 2 years (24 months) and the Registration certificate is issued to the vendor giving the following details :-**

- (1) Registration No.
- (2) Validity period of registration.
- (3) Monetary limit of Purchase Order.
- (4) Vendor Trade Group No.

**8.0 Criteria for Renewal of Registration:**

The Renewal of Registration is done on the basis of satisfactory performance as Certified by concerned purchase officers. Renewal of Registration is granted for a period of 3 years (36 months) based on merit past credential.

**(I) For MSEs**

The firms are advised to submit all documents well before expiry of validity of Registration. Documents required are mentioned below: -

- a) Registration Certificate issued by respective registering unit with current validity ( Notarised)
- b) Banker's certificate (Notarised),
- c) Affidavit for ownership of Plant & Machinery (Notarised),
- d) Performance statement during the registration period. Firm may submit list of tender participation during registration period if they did not received any order during that period.

If afore-said informations are received in proper format and performance is certified as satisfactory, the final case is put up to the Competent Authority for Renewal of Registration. If approved, then, the Renewal letter is issued with a validity of 3(Three) years.

**(II) The firms registered with ICF, RCF, MCF, DMW, DGS&D, CLW, DLW, RDSO.**

The procedure for renewal of registration is same as stipulated in sub Para (I).

## **9.0 ENHANCEMENT OF MONETARY LIMIT AND INCLUSION OF ADDITIONAL TRADE GROUPS.**

When any application requesting the proposed change for monetary limit and Trade Groups is received, it is critically reviewed by the concerned officer and performance factors are judged from purchase officers concerned. If it is found that the firm has received orders with higher values, the request for enhancement of monetary limit may be processed for approval from the Competent Authority. In between if the firm has received and completed supply order for other items belonging to other Trade Group and/or they have been registered with respective registering unit for new items, their request for additional TG can be considered.

## **10.0 BENEFITS OF REGISTRATION.**

- I) There is a scope for inclusion of their names against limited tender enquiries issued for special and urgent items, from time to time.
- II) No Earnest money is required to be deposited along with the tender.
- III) No security deposit is required to be submitted, for order upto the monetary limit and for Trade groups for which they are registered with the Railway.

## **11.0 SUSPENSION / DE-REGISTRATION OF THE FIRM.**

### **I) SUSPENSION**

Many firms are found to be functioning unbusiness like or indulge in unethical practice. Business with these firms will be immediately suspended. The case will then be handed over to nominate investigation Officer from Stores or other agencies. Based on the findings of re-investigation, recommendation for stoppage or suspension of dealing or de-registration and the period of penalty proposed to be imposed. These recommendations will be acted upon and a show-cause Notice shall be issued to the firm clearly indicating the charges framed and the firm will be given 2-3 weeks times for reply. The decision will be communicated to the firm and the case will be confidentially reported to Railway Board and Vigilance Branch for information.

The decision of Principal Chief Materials Manager will be final and after completion of penalty period, revocation of the registration will be automatic. However, if 3 years period has elapsed between registration/renewal and date of completion of imposed penalty, renewal process will commence.

### **II) DE-REGISTRATION:-**

A show-cause notice will be issued to the firm when it is observed that firm's performance is unsatisfactory or when firm is involved in unethical trade practices. Firm's case will be processed for de-registration, if firm's reply is found not satisfactory, order for de-registration will be communicated to the firm.

**“Q” / Registration form**

.....Issued to M/s..... Receipt  
No.....Dated.....

SOUTH EASTERN RAILWAY  
Address : Principal Chief Materials Manager,  
5 th. Floor, NAB, S.E.Railway,  
Garden Reach, Kolkata – 700 043.

Application form for use of firm in India for Enlistment as approved Contractors to Railway.

**COMPLETE AND DEFINITE ANSWERS TO QUESTIONS MUST BE GIVEN OTHERWISE THE APPLICATION IS LIABLE TO BE IGNORED.**

1.	Name and address of Firm / Company, whether Private / Public / Government / Non – Government. Telephone No. : Fax No. : Address of Branches :	
1(a/i)	Proprietor (s) Name & Address :	
(a/ii)	Full details of other undertakings owned / controlled by the Proprietor (s) :	
1(b/i)	Partner (s) Name, Address and percentage of shares hold	
(b/ii)	Connection between the undertaking & other (s) if any e.g. partners are common or have share (percentage) if any other undertaking (s) Firm (s) Factory (s) with name (s) Address (s) & their Registration No. (s) with the concerned Railways for the various group of Stores.	
1 (c) (i)	Managing Director, Whole time Director / Manager’s Name and Address.	
ii)	Board of Directors ( Name and Address ).	
iii)	Is it subsidiary of Indian Company / Foreign Company with particulars of the present holding Company :	
iv)	iv) Other companies, if any in India which are subsidiaries of the present company’s name & full particulars :	
v)	In which other companies the Directors have financial interest are represented on the Board(s) of	

	these other Companies / Firms / Factories with Name(s) & Address(s) and full particulars about their Registration No(s) with the concerned Railways for the various group of stores.	
vi)	Stores manufactured / handled with details of specification to which those are manufactured / stocked by you as well as by your subsidiaries mentioned above.	
2.	Item or items of stores giving reference to the section and serial no. of the Vendor Trade Groups in 4 (four) digits for which Enlistment is desired. NB : Trade groups should be clearly indicated against each item mentioned in the NSIC certificate, otherwise matter will be referred back to you.	
3.a)	Is your firm incorporated under the Companies Law or and other Law of India. If not, who are the Partners / Proprietors, (please give their Name and Address).	
b)	Is your firm registered under the Indian Partnership Act, 1932.	
c)	Is your factory registered under the Indian Factories Act, 1948.	
4.	Does your Firm come under the opening of the Industries (Development & Registration) Act, 1948 and if same, the No. and date of Registration of License here under the Act.	
5.	If the Firm is registered under the Indian Companies Act, 1956 or Companies Act I of 1956 State.	
a)	The name in which it is Registered.	
b)	The Registration with whom it is registered and its place.	
c)	The date of Registration and the No. of Registration Certificate.	
d)	Subscribed Capital	
6.	If the firm is registered under the Indian Partnership Act, 1932 any other Act Requiring the Registration of firm / Partnership.	
a)	The name and / or style in which it is registered.	
b)	The place of the registration	

	where the firm is Registered.	
c)	The date of such registration and the No. and date of Registration Certificate.	
d)	Names and address of partner and extent of their shares.	
e)	Whether under the partnership deed any one partner has been authorised to sign and bind the firm in all contractual obligation including power to refer cases for arbitration, if not, Whether exits in favour of a particular partner to perform such functions, in the later case a copy fully attested by a Notary Public should be submitted.	
7.	In any other case the one(s) and address (s) of the Proprietary and or all the partners and the nature and extent of their interest in the Joint Business ( in the case of Joint Hindu Family firm, given this information regarding all persons who have any interest in the Business).	
8.	The Income – Tax – Circle / Ward District in which the concern and each of its proprietor(s) partner(s) is / are assessed Income Tax and the G.I.R. No. of each.	
9.	If you are a manufacturer.	
a)	Location of Manufacturing Works / Factory / Factories owned by you (Documentary Evidence of ownership must be produced).	
b)	Brief description of the factory ( e.g. covered accommodation, departments into which it is divided, laboratory ).	
c)	Whether the firm comes under the scope of Industries (Development Regulations ) Act, 1951 and if so, the No. and date of registration of license held under the Act.	
d)	Details of Plant & Machinery which are acted and functioning in each department (Monographs) and descriptive pamphlets should be supplied if available.	
e)	Whether the process of	

	manufacturing in the factory is carried out with the aid of power or without it.	
f)	Details of Stores or class of Stores which the Factory is equipped or capable for production (specifying each item separately).	
g)	Details of arrangement for Quality Control of production such as Laboratory.	
h)	Whether Stores were tested to any Standard Specification if so, copies of original test certificate should be submitted in triplicate.	
i)	( In case you do not own the factory but utilise the factory of some other firm for the manufacture / fabrication of the stores for which you apply for Registration, on lease or other basis, you should furnish a valid legal Agreement that the factory which is being utilised has been at your disposal for the stores for which Registration has been applied for).	
10.	If you are accredited Agents of any Manufacturers give :	
a)	Name and Address of Manufacturers :	
b)	Articles for which you have Agencies :	
c)	Stocks carried by you :	
11.	If you are stockists : c) Address of your shop or shops where stocks can be inspected :	
a)	Items stocked :	
b)	Approx. Value of your stocks and approx. value of annual Sales :	
c)	Address of your shop or shops where stocks can be inspected :	
12.	Class of articles imported by the firm :	
13.	Classes of imported articles normally stocked by the firm :	
14.	State particulars with value ( approx. ) and date of contract of considerable magnitude executed in the past twelve months by your firm for the Industries and supplies Deptt. Railway or Local body.	



15.	Recognised Cottage Industries and small scale Industries units should submit a Certificate from the Regional Director of the Unit in support of their statement with Regn. No. :	
16.	If you were on the approved list of any other Railway give Registration No. and date and items for which registered (copy to be enclosed).	
17.	Who are your Bankers? NB. : Bankers' certificate to be submitted.	
18.	Further remarks, if any :	
19.	Do you pay Income Tax ? If so, Income Tax Clearance Certificate as perform enclosed to be furnished.	

I / we.....do hereby declare that the entries made in this Application Form are true to the best of my / our knowledge and also that we shall be bound by the acts or my / our duty constituted attorney.

Mr.....who has signed this Application and of any other person who in future may be appointed by me / us his stead to carry on the business of the concern whether and intimation of such change is given to the Railway or not.

I / we.....do hereby confirm that I / we have read the conditions governing Railway contractor as amended from the time to time and work abide by these conditions in all respects.

.....  
**Signature of Partners / Proprietors / Manager / Director.**

All subsequent changes in the constitution or working of firm affecting the accuracy of the answer now given should be promptly communicated to the Railway.

Place.....

Signature.....

Date.....

Designation of person signing this application form.  
( Proprietors / Partner / Manager . etc.)

SOUTH EASTERN RAILWAY

**INSTRUCTION FOR FILLING UP THE APPLICATION FORM AND SUPPLYING OF OTHER PARTICULARS REQUIRED FOR REGISTRATION.**

1.	GROUP OF STORES.	Stores are grouped in different sections separate list of contents are being maintained for each items of Stores. Firms may apply on the prescribed form for Registration for the supply of one or more items of Stores giving reference to the Trade Groups in 4 (four) digits. Trade Group Book will be available on production of a cash receipt of Rs. 100/- ( Rs. One hundred) only granted by the Chief Cashier, S.E.Rly., Garden Reach, Kolkata – 43.
2.	SECURITY DEPOSIT :	Firms desiring to be enlisted for the supply of Stores to this Railway must complete the Application Form attached. No Security Deposit is required to be taken from contractors for item for which they are registered with this Railway.
3.	RIGHT TO REFUSE REGISTRATION AND REMOVAL FROM APPROVED LIST :	The Controller of Stores reserves the right to decline to register any firm or to remove the name of any firm either for specific period or permanently from the approved list without assigning any reason and his decision shall be final.
4.	IRS CONDITION OF CONTRACT : 5. REGISTRATION FEE: Firm other than NSIC have to deposit Rs.1000/- (Rs. One thousand only) as registration fees after receiving this office letter duly approved by competent authority.	Firm will have to abide by the IRS Conditions of Contract and rules and regulations issued by the Controller of Stores from time to time in regard to the purchase of Stores.
5.	REGISTRATION FEE:	Firm other than NSIC have to deposit Rs.1000/- (Rs. One thousand only) as registration fees after receiving this office letter duly approved by competent authority.
6.	SIGNING OF THE APPLICATION FORM	: (a) Proprietorship Firm : The Application Form should be signed by the proprietor. (b) Partnership Firm : The Application Form should be signed by all the partners or by any of the partners who holds a general Power of Attorney authorising him to sign or bind the firm in all contractual obligations. The application may also be signed by a person of other than those mentioned above, only when such a person holds a general Power of Attorney in his favour from the firm giving him authority to do so. In this case such Power of Attorney in original together with a copy thereof should also be

		forwarded along with application.
7.	OWNERSHIP ALONGWITH TRADE LICENSE / FACTORY LICENSE : All firms should produce documentary evidence for ownership of their Godowns and Factories and Machineries installed therein ( Affidavit attested ).	(a) In case of manufacturing firm original rent receipts and Cash Vouchers etc. together with a copies thereof for the Plant & Machineries installed in the factory should be forwarded. (b) In case of stockists, rent receipts for their Godown together with proof of ownership of the stocks, with the copies of the documents should be furnished. Alternatively an affidavit shown before the first class Magistrate to the effect that Plant, Machinery buildings etc. are owned by the applicant firm may be forwarded.
8.	STCC :	Current STCC bearing the Seal, Date and Signature of the Sales Tax Officer concerned, should invariably accompany the application.
9.	OTHER DOCUMENTS TO BE FORWARDED :	In case of a Limited Company, a copy of Memorandum and Articles of Association and a Certificate of Incorporation and in case of a partnership concerned, a copy of the entry in form 'A' from the Registrar of firms concerned, should accompany the application. In addition to this a list of sitting Directors, in case of a Limited Concern and a certified copy of the partnership deed in case of partnership concerned, should be submitted duly attested.
10	CERTIFICATE OF ACCREDITED AGENCY AGREEMENT	In case of firms, who are accredited agents of any manufacturers, they are requested to furnish an attested copy of their Agency Agreement with the manufacturers concerned. They should submit current Trade License, Banker's Certificate and list of technical staff.
11 .	REGISTRATION OF BRANCH OFFICE :	In case where the firm desire registration of their branches in addition to their Head Office, they should forward a declaration to the effect that the Branch Managers are competent to bind the firms in all contractual obligations and that the Head Officer will be responsible for the comment of their Branch Managers and for the satisfactory execution of the contracts placed on them.
12 .	INSTRUCTION REGARDING DIGITAL SIGNATURE REGISTRATION WITH IREPS.	Vendors are advised to obtain digital signature certificate from approved authorities as per Indian IT Act 2000 failing which the request for registration/ renewal may be ignored.
13.	REGISTRATION WITH IREPS DETAILS.	Firms are requested to get registered in CRIS/NEW DELHI, which is mandatory to participate the tender
14 .	ANNUAL REPORT / BALANCE SHEETS / PROFIT & LOSS ACCOUNT STATEMENT :	One copy of each of the following should be furnished : i) Last Annual Report. ii) Profit & Loss Account and Balance Sheet for the last three years. iii) A statement showing the results of operation and financial position of the firm during the preceding three years in the proforma given below :

		Year Ending	Year Ending	Year Ending
1	Sales.			
2	Gross Profit.			
3	Depreciation.			
4	Pretax.			
5	Taxation.			
6	Net after Tax.			
7	Percentage of net Profit on.			
8	Divident Declared.			
9	Net Block.			
10	Capital Employed.			
11	Reserved.			
12	Percentage of net Profit on Capital Employed.			

Signature

