

SOUTH EASTERN RAILWAY

No. S/SER/Policy/Vendor Registration/2020

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 modes of e-tendering are 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.
- Railway procures all items online through e-tender mode on Indian Railway Electronic Procurement System, Web address: www.ireps.gov.in).
- Registration with IREPS is prerequisite to obtain Registration in Zonal Railways for doing business with Railways.
- Procedure of registration in IREPS: Visit www.ireps.gov.in → home page → Quick Links → New Vendors / Contractors (E-Tender) → page will appear → Select “initiate registration request” → Follow instructions step by step (for detailed guideline, refer learning centre and system settings under Quick Links on home page).
- [Vendors desirous to get them registered under one or more trade group with S.E.Rly, shall apply manually for such registration in requisite format as per Annexure ‘A’. A forwarding letter on firms letter head enclosing the Annexure ‘A’ & requisite documents are to be submitted.
- Vendors are requested to read this Policy circular for vendor registration, application form at Annexure ‘A’ and Trade Group List carefully before filing application for registration. The same are available in IREPS website. Go to www.ireps.gov.in → home page → Important Links → public documents → Goods & Services → Indian Railway → South Eastern Railway → Stores department → Public → Live. The application form shall be downloaded from IREPS website and is to be filled up and signed by the authorized signatory/signatories on all pages.

Submission of Registration Form: The application form completes in all respect and with all requisite documents shall be submitted manually at the office of PCMM/SER at New Annex Building, 5th Floor, 11, Garden Reach Road, Kolkata-700 043.

2.1 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- Those vendors capable of executing supply orders valuing Rs. 100crores and above.

- B- Those vendors capable of executing supply orders valuing each Rs. 10crores to below Rs. 100crores
- C- Those vendors capable of executing supply orders valuing each Rs. 1crore to below Rs. 10crores .
- D- Those vendors capable of executing supply orders valuing each Rs. 50lakh to below Rs. 1crore .
- E- Those vendors capable of executing supply orders valuing each Rs. 10lakh to below Rs. 50lakh.
- F- Those vendors capable of executing supply orders valuing upto Rs.10lakh.

2.2 (i)The firm who are registered for supply of orders valued above Rs.10lakh should invariably be a manufacturer. the firm who are registered for executing supply orders valued above Rs.50lakhs should be pre-inspected by an Officer of the rank of Junior Administrative rank for assessing capacity cum-capability including effective quality control. A check list as given in Annexure-1 (copy enclosed) should be used for reporting data on such inspection.

2.2(ii) Monetary limits for registration shall be taken as 30% of the average annual turnover for last three completed financial years **or** the highest value order successfully executed in the last three completed financial years with Railways for the trade group being applied for, whichever is higher.

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 first 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, monetary limit & firm's performance. For such firms who are under the working area of S.E.Railway, the following information are important.

4.0 Criteria for registration of a new firm:

4.1 When the application is received, following confirmations will be obtained first before proceeding further:-

- i) Confirmation from Banker.
- ii) Confirmation about past performance from Zonal Railway/PU, if they are already registered or doing business with that Rly/PU.

The registration section of SER on receiving the above form and documents shall scrutinize carefully and may intimate the firm to submit some additional documents if required before decision for registration. Inspection of the firm will then be carried out wherever necessary, by a nominated officer of S.E.Rly.

The complete file with proper reference, documents and inspection report is then finally put up to competent authority for registration in the respective trade groups.

4.2 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.

5.0 Criteria for Renewal Registration:

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

6.0 ENHANCEMENT OF MONETARY LIMIT AND INCLUSION OF ADDITIONAL TRADE GROUPS.

The vendors after having been registered in SER under one or more trade groups may apply for further inclusion of trade groups and/or request for change of their monetary limit. The same shall be considered on merit based on requisite documents submitted by firm.

7.0 BENEFITS OF REGISTRATION.

- I) There is a scope for inclusion of their name 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 for the Trade groups for which they are registered with the Railway.
- III) No security deposit is required to be submitted, for order up to the monetary limit and for Trade groups for which they are registered with the Railway.

8.0 SUSPENSION/DE-REGISTRATION OF THE FIRM.

i)SUSPENSION

Many firms are found to be functioning un-business like or indulge in unethical practice. Business with these firms will be immediately suspended. The case will then be handed over to nominated investigation Officer from Stores or other agencies. Based on the findings of investigation, recommendation for stoppage or suspension of dealing and the period of penalty to be imposed are proposed. 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.

9.0 Registration & Renewal Fees:

Registration Fee: After the applications of vendors are considered for registration , they shall be asked officially to deposit an amount of Rs.2000/- (Rupees Two Thousand only).The amount is to be deposited only in the form of DD/pay order in favour of Principal Financial Adviser/ SER.

Renewal Fees : Vendors who are desirous to renew their registration will have to deposit an amount of Rs.1000/- (Rupees One Thousand only) along with application for renewal. The amount is to be deposited only in the form of DD/pay order in favour of Principal Financial Adviser/ SER.

Exemptions: The following are exempted from payment of Registration & Renewal Fees:

- 1) Vendors who are Micro & Small Enterprises (MSE) registered with any of the agencies mentioned in the notification of Ministry of MSME, GOI, viz, District Industry Centres, Khadi& Village Industry Commission, Khadi& Village Industry Board, Coir Board, NSIC, Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME, GOI.
- 2) Vendors registered with UdyogAadhaar for the National Industry Code (NIC) covering the trade group applied for.
- 3) Vendors already registered with other Railways for the Trade Group applied for.
- 4) Vendors appearing in the approved vendor list of RDSO/CORE/CLW/DLW/ICF/RCF etc.
- 5) Vendors registered with Railways for supply of medicines, medical equipments and consumables.
