



VENDOR MEET

on

Ease of Doing Business With Railway

INFORMATION BROCHURE

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सामग्री प्रबंधन विभाग
Material Management Department

दक्षिण पूर्व रेलवे
SOUTH EASTERN RAILWAY
Garden Reach, Kolkata





State Bank of India
THE BANKER TO EVERY INDIAN



**EASE OF
DOING
BUSINESS**

#MAKEININDIA

Material Management Department South Eastern Railway

Indian Railway procures Materials for operation, maintenance and Production worth Rs. 44,000 Crores annually. South Eastern Railway procures materials worth Rs. 1834 Crores annually. All purchases are done on digital platform, in electronic mode, in a fair and transparent manner on E-Procurement Platform 'IREPS' (Indian Railway E- Procurement system). Vendors can register themselves on IREPS. They require Class III Digital Signature, Desktop PC, Internet Connectivity and certain Software. They can quote tender of any Unit of Railway. For more details please visit www.ireps.gov.in.

E- Tender

1. Railway procures all items online through e-tender mode on **www.ireps.co.in**
2. All tenders are opened online, acceptance is done online and purchase orders are digitally signed.
3. Modification of Purchase Order is generated online and communicated to all Stake holders on real time.
4. All drawings and specifications are available online at the websites –

Unit	Web-site
RDSO	hp://www.rdso.indianrailways.gov.in/
ICF	hp://www.icf.indianrailways.gov.in/
RCF	hp://www.rcf.indianrailways.gov.in/
CLW	hp://www.clw.indianrailways.gov.in/

5. Other specifications and details are attached in the online NIT.

The terms and conditions of the tender and the eligibility criteria for the decision of the tender are declared in the online NIT.

6. SER has adopted 100% online bill submission of Stock Item on IREPS Portal through their login. Monitoring System for Pending bill is available on IREPS.
7. Vendors get alert for Progress of Contract and Bill payment on their registered Mobile No. and e-mail.

Benefits of IREPS tenders to vendors

- Centralized information at one place.
- Reduction in tendering cost as compared to manual tenders.
- Real time availability of tender status for firms.
- Online submission of Bid and Negotiated Bid.
- E-Mail and SMS alert are sent at each step of procurement.
- Online Receipt of Purchase Order and Modification Advice by vendors.
- Fair and transparent process of procurement is being guaranteed.
- There are few chances of threat/ unfair practices in e-tender process.

Inspection of Material

The following are the methods of inspection of railway items -

- For BIS registered products, acceptance against WTC is done.
- Pre dispatch inspection by :
- By RDSO (all critical items)
- By RITES
- Inspection by Railways Internal Consumers
- Ultimate Right to Accept/Reject rests with the Consignee.
- Digital Inspection Certificate are now issued by RITES.

Payment Terms

The acceptable payment terms are -

- 95%/98% against proof of inspection and dispatch and remaining 5% / 2% against receipt of store.
- 100% against R note.

- Online Bill to be submitted in IREPS through login.
- Payment through online system (RTGS/NEFT).

Accountal and Receipt of Material

- The Receipted challan and R-note are now prepared/generated on realtime mode.
- The payment is now made by Accounts on Digitally Signed Receipt Note and Challan.

Quality Control for supplies

1. For BIS registered products, acceptance against WTC
 2. Inspection before Final Acceptance
 3. Pre dispatch inspection by
 - i. By RDSO (all critical items)
 - ii. By RITES
 4. Inspection by Railways Internal Consumers
 5. Ultimate Right to Accept/Reject with Consignee.
- Joint inspection when pre-inspected materials rejected.

GeM (Government e Market)

The Government e Marketplace (GeM) platform was launched on 9th August, 2016 as an online, end to end solution for procurement of commonly used goods and services for all Central Government and State Government Ministries, Departments, Public Sector Units (PSUs) and affiliated bodies.

GeM aims to replicate the offline market on its online platform to create an open market that bring together sellers across the board ranging from established brands to MSEs, individual suppliers, suppliers of innovative products and services and artisans. GeM shall permit any seller, registered in India in accordance with prevalent laws and regulations, manufacturing or marketing genuine goods/ services to sell on GeM.

Details of GeM are available at the websites <https://gem.gov.in>.

Benefits of GeM (Government e Market)

1. GeM provides a complete end-to end contactless, cashless and paperless procurement/selling system.
2. GeM covers the entire procurement/selling process right from vendor registration to order fulfillment and payment.
3. GeM brings about standardization in the procurement/selling process and ensure adherence to timely delivery and payment.
4. GeM is a trust based system with minimal manual intervention.
5. GeM, encourages and enables local businesses, Micro and Small Enterprises (MSEs) and startups to conduct business with the Government.
6. The GeM registration process is driven by principles of ease, convenience and minimal data entry.
7. Registration is trust based (self-certified) and validated exclusively through online integration with domain databases.
8. Aadhaar is used as the primary user identification proof.
9. Transfers/personnel movement is supported seamlessly by clear distinction of user and post.
10. GeM is committed for providing a fair play field for all the sellers. In case of any grievance sellers can raise incident on GeM portal itself.

GeM Payment Methodology

GeM has system of CRAC (i.e. consignee's receipt and acceptance certificate): After verification including assessment of quality, quantity and satisfactory installation of machinery and equipment, consignee will issue online digitally signed CRAC within 10 days of receipt of material. After CRAC generation, purchaser will process the bill and forward the same on iPASS after deducting Liquidated Damages, if any along with a covering Purchase Order prepared by purchaser in MMIS immediately after placement of order on GeM. Subsequently account will pass the bill amount duly verifying relevant papers.

Registration on GeM

The pre-requisites for a primary seller/service provider registration are:

- 1.** Constitution Type such as Proprietorship, Firm, Company, Trust or Society and Central Government/State Government.
- 2.** Constitution Name.
- 3.** Aadhaar , Personal PAN of the user (Authorized signatory of ITR).
- 4.** For Aadhaar based registrations, mobile number which is linked with the Aadhaar is required.
- 5.** Documents such as CIN, PAN, DIPP, UAM, ITR details as per the constitution of the organization may be required for seller registration.
- 6.** Address of the organization.
- 7.** Bank account details of the organization.
- 8.** Active email id.

Benefits to MSME firm in Government Purchases

Item	MSE	Others
Application form	Free	Not Free
Inspection of Firm	Exempted	Mandatory
Registration	Automatic	All procedures

- Exclusively Reserved **Group IV** Items
 - Total 358 items are reserved to be procured from MSME firms.
 - Exempted from EMD
 - Price Preference (L1+15%), if L1 is not MSE Source.
 - 25% of total Order Quantity at L1 rate is offered to MSME firm falling under price range of L1 + 15% rate.
 - 25% Procurement has been made mandatory from MSME firms.

Vendor Registration at SER

Vendors desirous to get themselves registered under one or more Trade Group with S.E.Rly, shall apply manually for such registration in requisite format. The policy for registration and forms are available in IREPS website. Go to www.ireps.gov.in →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.

The application form complete 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.

Revised Financial Categories in Registration

1.1 Registration/Renewal of registration is done very carefully in SER to improve supply source and monetary limit is recommended on the basis of capacity cum capability as per the new Railway Board policy:

- 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.

1.2 Criteria for registration of a new firm:

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.

1.3 Comprehensive and business friendly Trade Group for Registration of Firms. Details are available in the subsequent pages.

1.4 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

1.5 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.

1.6 Criteria for Renewal of 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.

New Step by Railways towards Ease of Doing Business

LC (Letter of credit) payment system in Domestic Supply Contracts

Originally, Letter of Credit was literally a letter written by the buyer's bank to the seller's bank promising that they guarantee to pay the seller in case of the buyer's default. In modern business world, a letter of credit is basically an undertaking by a bank to make a payment to a named Beneficiary within a specified time, against the presentation of documents which is strictly in compliance with the terms of the letter of credit. In essence, letter of credit is a promise to pay.

Scheme of Letter of Credit is applicable for Domestic Supplies (including all service and maintenance contracts) tenders, having estimated value of Rs. 10 lakhs and above.

- a. All Tenders invited by Zonal Railways and Production Units, having estimated value of Rs. 10 lakhs and above, shall have an option for the supplier/contractor to take payment from Railways through a letter of credit (LC) arrangement.
- b. The LC will be sight LC.
- c. The bidder, at the time of bidding, shall exercise an option, in favor of taking payment against the said tender, through LC arrangement. The option so exercised, shall be an integral part of the bidder's offer.
- d. Option once exercised shall be final and no change shall be permitted, thereafter, during execution of contract.
- e. The incidental cost @ 0.15% of LC value, towards issue of LC and operation thereof shall be borne by the supplier/contractor and shall be recovered from their bills.
- f. State Bank of India through its branches shall be the Banker for Railways for opening domestic letters of credit for ensuing year. The arrangement would cover all such contracts finalized against tender issued during the said period and shall extend till final execution of these contracts.
- g. The schedule of payment liability arising in the contract shall be established by the Railways based on the prescribed delivery schedule/stages of supply.
- h. The acceptable, agreed upon document for payments to be released under the LC so opened, shall be a Document of Authorization.
- i. The supplier/contractor shall submit their bills for completed supply to the bill processing authority mentioned in supply/contract agreement to issue Document of Authorization to enable supplier/contractor to claim the authorized amount from their Banker.

- j. Accounts Officer responsible for passing the claim will issue the Document of Authorization.
- k. The supplier/contractor shall take print out of the Document of Authorization available on IREPS portal and present his claim to his banker (advising bank) for necessary payments as per LC terms and condition. The claim shall comprise LC Document of Authorization, Bill of Exchange and Invoice.
- l. The bank shall also recover any amount as may be advised by Railway against the contractor / supplier.
- m. The Contractor/Vendor shall indemnify and save the Railway from and against all losses, claims and demands of every nature and description brought or recovered against the Railways by reason of any act or omission of the Contractor/Vendor, his agents or employees, in relation to the Letter of Credit (LC). All sums payable/borne by Railways on this account shall be considered as reasonable compensation and paid by Contractor/Vendor.

Reverse Auction

- Reverse Auction is a utilization of Auctioning Process for procurement of Material.
- Bidders are pre-qualified in 1st stage of bidding process.
- Qualified bidders are given sufficient time of online bidding process. Rates are progressively decreasing in this type of auction.
- Bidders can view the bidding history take decision to submit his next bid.
- Builds tremendous competition among suppliers and therefore puts downward pressure on them.
- Considered an important part of e-procurement.
- Identity of bidders is hidden from each other. They are however able to see relative price.
- Bidders to fill techno-commercial offer before tender closing date.
- Vendors have to submit offers for all the items and full quantity.
- After Techno-commercial offers are opened, evaluated; vendors are qualified / disqualified and then start and close date/time are fixed for bidding.
- Bidders submit taxes, levies and other duties before start of bidding or submission of their first bid.
- Minimum decrement in percentage of total value for first bid is specified in the tender.
- After closing of bidding financial tabulation can be generated.
- Other processes remain similar to normal tenders.
- All tender cases above estimated value of Rs. 5 Crores are Procured through eRA.

IRS conditions of contract

The contract in Railways is governed by the IRS conditions of Contract. It is attached with every tender floated online on IREPS.

Some of the important points of the IRS conditions are as follows:

1. **Delivery** : The Contractor shall as may be required by the Purchaser either deliver free or FOR or CIF at the place/places detailed in the contract, the quantities of the stores detailed therein and the stores shall be delivered or dispatched not later than the date specified in the contract. The delivery, will not be deemed to be complete until and unless the stores are inspected and accepted by the Inspecting Officer as provided in the contract.
2. **Failure and Termination** : If the Contractor fails to deliver the stores or any instalment thereof within the period fixed for such delivery in the contract or as delivery in the contract or as extended or at any time repudiates the contract before the expiry of such period the Purchaser may without prejudice to his other rights :
 - a. Levy LD - ½% percent per week or part thereof for delayed supply.
 - b. Process for GD/Risk Purchase- if failed to supply.
3. **Powers of Inspecting Officer** : The Inspecting Officer shall have the power (i) before any stores or part thereof are submitted for inspection to certify that they cannot be in accordance with the contract owing to the adoption of any unsatisfactory method of manufacture. (ii) to reject any stores submitted as not being in accordance with the particulars. (iii) to reject the whole of the instalment tendered for inspection, if after inspection of such portion thereof as "he may in his discretion think fit, he is satisfied that the same is unsatisfactory. (iv) the Inspecting Officer's decision as regards the rejection shall be final and binding on the Contractor
4. **Warranty** : the Contractor also guarantees that the said goods/stores/articles would continue to conform to the description and quality as aforesaid, for a period of 30 months after their delivery or 24 months from the date of placement in service whichever shall be sooner.

Apart from IRS conditions, a general condition of contracts is also attached with every e-tender floated by SER.

Dos and Don'ts Important Precautions for Vendors while dealing with Supply Tender of Railways.

1. Always go through the detailed description, drawing and specification of the item given in the Tender. In case of any doubt/ambiguity, make a reference to the concerned Purchase Officer through letter/mail well in time i.e. well before opening of tender.
2. Always read all the tender conditions in detail, and understand the same, to ensure 100% compliance.
3. Always comply with the eligibility criteria given in the tender.
4. Also understand evaluation criteria, inspection condition, and delivery requirement given in the tender.
5. In case you are overloaded, due to orders from other Railways, PUs and you are not in a position to supply as per Delivery Period, the same information should be given in the offer.
6. No Commercial and Technical deviation is desirable.
7. In case of any deletion/down-gradation in the approval for an item by the Approving Authority, such item should not be quoted.
8. Classification of the item under GST (i.e. HSN code) should be quoted correctly to avoid complications.
9. For availing any benefit under MSE Act, firm to upload valid and admissible certificate along with offer.
10. Tender invited with PVC should be quoted as per PVC formula and base date, given in the tender.
11. Bills to be submitted to Railway, should be complete in all respect, as per the terms and conditions of the Purchase Order, to avoid any back reference by Paying Authority.
12. Vendor should never indulge in cartel formation and any type of unfair business practice, restricting competition.

Steps taken by Railway to Enhance Transparency

- E Procurement started at all purchase offices in HQ and field.
- Elaborate tender conditions, Eligibility criteria, Evaluation criteria uploaded on IREPS portal for each tender case.
- All information of contract placed by Railway are available in public domain i.e IREPS portal and can be seen easily.
- All Information regarding source approval are available at respective website of Source Approving Authority.
- Online finalization of all tenders.
- Online bill submission and tracking system for Bills provided in IREPS.
- Online issue of LOA, PO and MA.
- Issue of Online receipted challan and R-note started.
- E-Auction – all activities from Lot formation, Bid submission till issue of SRO are done online.

E – Auction for sale of Scrap

Scrap generated in Indian Railway are sold on Digital Platform 'IREPS', electronically through E-Auction in fair and transparent manner. Annual volume of sale of Scrap by Indian Railways is Rs.4000 Crores and that of South Eastern Railway is Rs.250 Crores.

The following processes have been made online in e-auction :

Creation of Lots	Fixation of Reserve Price
Scheduling of Auction	Online Bidding Process
Creation of Auction Catalogue	Automatic Acceptance/ Rejection of Bids
Sequencing of Categories/Lots	Automatic creation of Bid Sheets
Publishing of Auction Catalogue	Signing of Bid Sheets
Advice to Interested Bidders	
Entry of LAR Details	

The following online facilities are available for bidders in e auction :

Registration with IREPS	Online Viewing of Live Auction
Lien Marking for EMD prior to bidding	Online Submission of Bids
	Signing of Bid Sheets

Latest features of E auction

Automatic Generation of Bid sheet after acceptance of bid and receipt of EMD.

Digital Signing by all concerned parties in sequential Manner.

Custodian->Depot Admin->Accounts Official->Bidder .

Online Payment of Balance Sale Value.

Online Generation of Sale Order (SRO)/Delivery Order for sold lots.

SOUTH EASTERN RAILWAY

VENDOR REGISTRATION INFORMATION AND FORM

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,

- G- Those vendors capable of executing supply orders valuing Rs. 100crores and above.
- H- Those vendors capable of executing supply orders valuing each Rs. 10crores to below Rs. 100crores
- I- Those vendors capable of executing supply orders valuing each Rs. 1crore to below Rs. 10crores .
- J- Those vendors capable of executing supply orders valuing each Rs. 50lakh to below Rs. 1crore .
- K- Those vendors capable of executing supply orders valuing each Rs. 10lakh to below Rs. 50lakh.
- L- 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.50 lakhs 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:-

- (5) Registration No.
- (6) Validity period of registration
- (7) Monetary limit of Purchase Order.
- (8) 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.

- IV) There is a scope for inclusion of their name against limited tender enquiries issued for special and urgent items, from time to time.
- V) No Earnest money is required to be deposited along with the tender for the Trade groups for which they are registered with the Railway.

- VI) 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 Udyog Aadhaar 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.

.....X.....

Annexure –A

APPLICATION FORM for REGISTRATION OF VENDORS IN SER

[Applicants are requested to read the Policy circular for vendor registration and Trade Group List carefully before filing application for registration. The same are available in IREPS website. Go to www.ireps.gov.in→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 authorised signatory/signatories on all pages. The application form complete in all respect and with all requisite documents shall be submitted manually at the office of PCMM/SER at 11, Garden Reach Road, Kolkata-700 043]

I	Registration of vendors for supply of goods shall be done for specific trade group .	
II	The application shall clearly state the trade group for which the vendor desires to register. List of trade groups shall be a standrad list for all Railway Units.	
III	Each vendor shall apply for registration furnishing particulars regarding:	
	i) Name of Trade Group/Groups for which applied for	
	ii) Name of vendor:	
	iii) Contact Details:	
	iv))Address of registered office and contact details.	
	v)Address of Manufacturing premises and contact details.	
	vi))Address of branch office and details, if any	
IV	Legal status of vendor(with documentary proof) apart from details of registration with	

	appropriate authorities like Directorate of Industries and taxation registration details like PAN/TAN and GST registration details should be provided.	
	1)Sole proprietary : Vendor shall submit	
	a)PAN Card	
	b)GST registration (if registered)	
	c)Full details of other Undertakings owned/controlled by the proprietor(s) or where the proprietor has financial interests	
	2) Partnership Firm: Vendor shall submit	
	a) Copy of Partnership Deed and	
	b)Copy of power of Attorney (duly registered) in favour of an individual/ individuals to sign documents and create liability against the Firm.	
	c) Name of partner(s),address and percentage of shares held	
	d) Connection between the undertaking and other(s), if any, e.g .partners are common ofr have share (percentage) in any other undertakings with name(s) and address.	
	3) Company registered under Companies Act - 2013:	
	a) Copies of MOA (Memorandum of Association)/AOA (Articles of Association) of the company.	
	b)Copy of Certificate of registration with Register of Companies.	
	c) Copy of Authorization / Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to	

	sign on behalf of the company and create liability against the company.	
	d) Managing Director/Whole - time Director/Manager Name and address, and Director Identification Number (DIN)	
	e)Board of Directors (Name and address) and their Director Identification Number (DINs).	
	f) Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company.	
	g) Other companies, if any in India which are subsidiaries of the applicant company- name and full particulars h)In which other undertakings (Company/partnership/LLP/proprietary, etc.) the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.	
	h)In which other undertakings (Company/partnership/LLP/proprietary,etc.) the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.	
	i) Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/sister concerns mentioned above.	
	4) LLP (Limited Liability Partnership) :	
	a) Name of partner(s), address and percentage of shares held.	
	b) Copy of LLP Agreement.	

	c) Copy of Certificate of Incorporation.	
	d) Copy of Power of Attorney/Authorization issued by the LLP in favour of the individual to sign on behalf of the LLP and create liability against the LLP.	
	e) Connection between the undertaking and other(s) if any, e.g. Partners are common or have share(percentage in any other undertakings with name(s) and address.	
	f) Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company.	
	g)Other undertakings, if any, in Indian which are subsidiaries of the parent company-name and full particulars.	
	h)In which other undertakings (Company/ partnership/LLP/proprietary, etc.) the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.	
	i) Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/sister concerns mentioned above.	
V	In case the vendor is an MSE, whether it is an MSE owned by SC/ST or women or otherwise Document thereof	
VI	Financial Status:	
	1) Audited Balance sheet, Turnover in last three completed financial years	

	2) Profit and loss statement for last three completed financial years	
	3) Banker's Current Solvency certificate/report.	
	4) Chartered Accountant's current certificate on financial status of vendor and for value limit of registration.	
	Technical competence: 5) Status of ownership of the manufacturing premises and documents along with Electricity registration/current bill. Owner's/Proprietor's information in case not a manufacturing unit	
VII	Technical competence:	
	1. Details of installed Machinery and Plant: its capacity and capability.	
	2. Testing facilities, its certification and calibration.	
	3. Technical Manpower (qualification and experience).	
	4. Administrative set up.	
	5. Production in last completed financial year and current year.	
	6. Performance during last three years (railways, other government departments/PSUs).	
	h) Approval from any authorized agency, e.g. RDSO/CORE/PU etc.	
	i) Declaration to compliance with laws: Pollution laws, Employment laws, Electricity laws, water laws, Labour Laws, Intellectual Property laws, etc.	
VIII	Quality control:	
	1) Quality control processes in place, including quality control of incoming raw material, manufacturing control process, record keeping of quality control:	
	2. Quality certification, if any, e.g. ISO,	

	any field specific certifications, etc.	
IX	Other Information	
	1) Whether the vendor has been banned/suspended from business dealings in past five years (five years prior to the date of filling the application) by any government department/unit.	
	2) Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filling application.	
	3) Whether the vendor is a judgement debtor in any case	
	4) Whether there is any recovery pending against the vendor on any Railway unit.	

DECLARATION :

- i. I shall abide by all the applicable laws, including law relating intellectual property rights. I absolve Railways of any damages/ Penalty /liability in case of my failure to comply with all legal requirements
- ii. I shall not be part of cartel neither shall misuse my dominant position. I shall not participate in any action having adverse impact on competition in procurement of any goods or services by Indian Railways.
- iii. Any change in legal status or information provided at the time of submission of request for registration , shall be intimated at the earliest possible time.
- iv. Person authorized to sign the documents had been duly authorized by competent authority .I absolve Railway from any loss in case of misrepresentation. In case of any fraud by the company, shall be individually responsible
- v. I agree that in case of any default in performance of contract with any of the Railway Units , my name shall be removed from the list of registered vendors for any or all trade groups. Such

removal shall neither limit nor be limited by damages Railways may claim for default and/or non-fulfilment of the contract.

vi. I understand that as a registered vendor I shall be eligible for certain benefits in public procurement system of Indian Railways. I further understand that extension of such benefits is at sole discretion of purchasing authority and status of being a registered vendor does not provide me with any right, whatsoever, to claim any benefits over unregistered vendors.

vii. If any of the information provided by me is found to be untrue or misleading my application shall be rejected besides other legal actions against me.

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.

(Partners

/Proprietors/Manager/Director)

Enclosed Documents: -----

QUALITY CONTROL OF SPARE PARTS

Quality Assurance

M/S.

Report of.....on visit
dated.....

Present from Supplier (Name and
Designation).....

Present
from.....
.....

*The following information based on discussion. Data furnished and
visit to works—*

Particulars

Remarks

(For

detailed information see Annexure Sheet)

1 Inspection organisation-

- 1.1 Has the supplier a quality assurance system?.....
- 1.2 What is the position (rank) of (quality-in-charge) ?.....
- 1.3 To whom the quality-in-charge is responsible?.....
- 1.4 Is inspection a neutral group in the organisation?.....
- 1.5 Is it possible that goods can be supplied without the
approval of inspection?..
- 1.6 The inspection strength is.....
Production.....
Inspection.....per cent.

2 Inspection reference----

- 2.1 Are latest drawing and ordering specification available?
- 2.2 Do they have inspection plan for components and products?
- 2.3 Do they use statistical methods of inspection such as
Random-sampling plan Control charts etc.?
- 2.4 Do they follow selective and quality tests?
- 2.5 Are there records about complaints (defect statistics and
something similar)?

3. Goods inwards inspection-----

- 3.1 Is there a special goods inwards inspection? Is it
sufficiently equipped?
- 3.2 Are Inspection plans available?
- 3.3 Is the magnitude of test adopted sufficient?
- 3.4 Do they inspect raw materials for production?
- 3.5 Do they maintain a record of inspection results?
- 3.6 Is it possible that defective (rej.) goods can go into stores
or production? (Approval stamp by final inspection)?
- 3.7 Is the raw material stores controlled by a responsible
person?

4. Inspection of components-----

- 4.1 Are there dimensional and visual inspections?
- 4.2 Is there inspection for hardness and case-depth?
- 4.3 Are there methods for assessment of rust /corrosion and
plating thickness?
- 4.4 Is there a procedure to release good components by
written communication?

4.5 Is there a procedure to complain about defective components in writing?

4.6 Do rejected components undergo inspection after rectification and are they released by written communication?

4.7 Are inspection –work Places clean? Are they well illuminated?

4.8 Are gauges and inspection equipment sufficient and subjective?

5 **Inspection of products.....**

5.1 Are there dimensional and visual inspections?

5.2 Do products undergo functional and Performance tests?

5.3 Is there written down specification for endurance (life) test?

5.4 Is there selective or quality test?

5.5 Are there records for 5.1-5.4?

5.6 Is there a procedure to release good products by written communication?

5.7 Is there a procedure to complain about defective products in writing?

5.8 Packing, storage and transport. Are they in order?

BROAD LIST OF TRADE GROUPS FOR REGISTRATION

Sl. No	Major Group No.	T.G From - To	Brief Description of Items
1	00	0005 -0047	Metal/Non-Metal Processing Group.
2	01	0107 -0131	Conversion/Miscellaneous Process Group.
3	03	0301-0336	Services All Types.
4	04	0401	Items Peculiar to Heritage Train.
5	10	1005-1079	Items Peculiar to Diesel Locos.
6	11	1105 -1179	Items Peculiar to Vehicle and Chassis of Diesel Locos.
7	12	1201 -1218	Electrical Items used in Diesel Locos.
8	16	1601-1667	High Horsepower Diesel Loco Items.
9	23	2301 – 2360	Items of AC Electric Locos.
10	29	2901 -2925	Items Peculiar to Three Phase Electric Locomotives.
11	30	3005 – 3059	Items Peculiar to Coaching Stock
12	31	3101 -3127	Items of EMU.
13	33	3301 -3372	Items Peculiar to LHB Coaches.
14	34	3401	Items Peculiar to Train Sets.
15	38	3801 -3811	Items Peculiar to Wagon.
16	40	4001 – 4024	Cables, Conductors, Transmission Materials.
17	41	4105 - 4155	Insulators and Insulating Materials.
18	42	4201 -4242	Items of General Electrical Wiring & Fittings.
19	43	4305 -4326	All Instruments, Electrical Appliances and Component testing Instruments.
20	45	4501 -4584	Cell/Battery all Types, Train Lighting Items of Special Nature and Electrical Amenities for Passengers.
21	46	4605 -4642	Electric Sub Station, Transmission and Distributions Equipments.
22	47	4705 -4742	Electric Machinery and Parts
23	50	5001 – 5028	Telematics & Telecom Equipments
24	51	5101 -5129	IT Related Hardware, Software & IT Services
25	52	5201 – 5279	Wireless Equipment, Accessory & Spares

26	54	5410 - 5430	Mechanical Signalling and Interlocking Equipment not covered by other Groups
27	56	5603 -5679	Electrical Signalling & Locking Equipments.
28	60	6005 – 6079	Permanent Way & Bridge Work
29	61	6105 – 6159	Building Materials and Sanitary Wares.
30	62	6205 -6241	Pipe Fittings.
31	63	6301 – 6306	Road/Rail Signage Board and Road safety items
32	65	6503 – 6579	Plants and Machinery including Complete Units.
33	67	6705 -6759	Road Motors, Auto trucks, Material Handling Equipments and Spares.
34	69	6901 -6909	Items & Equipments Peculiar to RPF requirements.
35	70	7005- 7020	Abrasives
36	71	7105-7130	Brushes, Brush ware, Baskets & Bamboo Products.
37	72	7205 -7279	Tools Accessories Components and Non-Electrical Instruments
38	73	7305 -7379	Hardware Items. Fasteners.
39	74	7405 -7440	Hardware (Other than Fasteners), Wire Ropes, Chains and allied Fittings Oil Lamps etc.
40	75	7505 – 7557	Rubber, Leather, Canvas, Plastics.
41	76	7605 -7645	Electrodes, Cuttings and Welding Plants & Accessories
42	77	7704 – 7747	Paints, Varnishes and Enamels including Painters Oil.
43	78	7805 -7879	Crockery Cutlery Napery, Kitchen and Tableware, Furniture and other Equipments Including Clocks, Watches etc.
44	79	7903 -7959	Cloth. Clothing & Personal Equipments and Cotton Products Like Cord , Twine Ropes and Waste Cotton etc.
45	80	8005 -8035	Petroleum & Petroleum Products.
46	81	8105 – 8149	Acids, Chemicals and Chemical Products (Including Soaps Disinfectants, Insecticides and Explosives and Vegetable Oil.
47	82	8201 – 8281	Drug, Pharmaceuticals, Hospital Instruments and Equipment.
48	83	8305 -8350	Stationery and Photographic Goods and

			Equipments, Laboratory Equipments not covered elsewhere and Packing Materials.
49	84	8405 -8432	Re factories, Foundry Items & Glass Substituted Asbestos Fibre.
50	85	8505 -8579	Ball, Spherical and Roller Bearings.
51	86	8605 -8685	Fire Fighting Equipments
52	90	9005 -9040	Raw Materials (Ferrous)
53	91	9105-9179	Non Ferrous Metals
54	92	9205 -9215	Fuel other than Petroleum Products.
55	93	9305 -9379	Wood & Timber
56	98	9805 -9842	Scrap Merchants

NOTE: Full details of Trade Groups (Unified) for Registration of Firms for items procured by Railways (Revision-2019 Version-1.0) in terms of Railway Board's Letter No.2009/RS(G)/753/1 Pt. dt. 05.12.2019 are available in IREPS site under public documents of S.E.Railway.[Go to www.ireps.gov.in → home page → Important Links → public documents → Goods & Services → Indian Railway → South Eastern Railway → Stores department → Public → Live.]

List of Trade Groups under first two Major Trade Groups (00 & 01) is as under for guidance and illustration.

Trade Groups (Unified) for Registration of Firms for items procured by Railways (Revision-2019 Version-1.0)	
Trade Group No.	Description of items
00.Metal /Non-Metal Processing Group	
0005	Light C.I. Castings (including Machining) upto 50 Kgs.
0006	Medium C.I. Castings (including Machining) upto 1000 Kgs.
0007	Heavy C.I. Castings (including Machining) Beyond 1000 Kgs.
0008	Spheroidal Graphite Cast Iron, including Machining
0009	Mechanite C.L. Items.
0010	Steel Castings with Machining Upto 500 Kgs.
0011	Steel Castings with Machining above 500 Kgs.
0016	Malleable Castings with Machining

0018	Non-Ferrous Castings with Machining
0020	Die Castings
0021	Injection Mouldings
0022	Forgings Medium with Machining
0023	Forgings Heavy with Machining
0024	Drop Stampings and off set Forging
0025	Wheels, Tyres, Axles for Rolling Stock
0026	Wheels, Tyres, Axles for other than Rolling Stock
0027	Glut Rings
0028	Blow Moulding
0029	Gears and Pinions for Traction Motors
0030	Gears and Pinions for other Operations
0032	Components involving Machining only
0034	Heavy Plate Work
0035	Heavy Fabrication Work-Special to Rolling Stock
0036	Fabricated Components Welded and Rivetted
0038	Punching and Press Work
0039	Re-rolling-Rounds and Flats etc.
0042	Springs Helical and Volute
0043	Spring Laminated
0044	Spring of SS Wire
0047	Manganese Steel Components such as Liners, Pins and Bushes
01 Conversion/Miscellaneous Processing Group	
0107	Refining & Smelting of Non-Ferrous Scrap Into Virgin Metals and Alloy Ingots
0108	Heat Treatment-Flame, Induction, Case Hardening/Carburising Metalizing
0109	Galvanising of Components-Hot Dip/Electrolysis
0110	Anodising of Components
0111	Chromium Plating of Components, Hard Chromium, Nickel, Cadmium, Lead Plating of Components.
0112	Non-Metallic-Coating-Rubber Lining, Epoxy Coating, Plastic Coating etc.
0113	Abrasive Blasting: Sand Blasting, Shot Blasting & Grit Blasting etc.
0114	Power Coating
0115	Cutting and Shearing of Steel Sections including

	Plates
0116	Painting Process: Brush, Roller and Spray
0117	Fabrication of Bridge and other Structures
0120	Fabrication of Garments, Stitching Printing and Binding Work
0122	Printing and Binding Work
0130	Automobile Body Building
0131	Automobile Repairs



