

# **VENDOR REGISTRATION INFORMATION.**

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

The Stores Department maintains a list of approved 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 tendering is as given below:-**

- 1) **Limited Tender:** - Enquiries are issued to selective proven sources for special items.
- 2) **Advertised Tender;** - Advertised in leading national and regional newspapers.
- 3) **PAC Purchase i.e, Single Tender:** - Where only one source exists.

## **2.0 Registration of Vendor.**

The Stores department always encourages firms who come for vendor registration. The vendors, who are manufacturers, have to apply to the COS/SER 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 as under:-**

- 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 SE 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 information will be of great help.

## **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 COS/SER/GRC with copy of valid registration certificate, detailed company profile and VAT 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 with respective registering agency who in turn will forward the same to this Railway.

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 COS/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- (COS) 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 the 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- (COS) 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, DGS&D, RDSO, ISO etc.
- (g) Partnership Deed.
- (h) Original current Banker’s certificate or notarised copy.
- (i) For limited company a memorandum of Articles of Association.
- (j) Copy of Digital Signature Certificate duly signed by the firm is required.
- (k)

**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 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 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 offered for a period of 3 years (36 months) if the competent authority grants renewal of registration.

**(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 ( Notarized)
- b) Banker's certificate (Notarized),
- c) Affidavit for ownership of Plant & Machinery(Notarized),
- 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 revalidated registration certificate is issued with a validity of three years.

**(II) The firms registered with ICF, RCF, 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 THE ADVANTAGE BENEFITS OF REGISTRATION.**

### **The Registered suppliers of this Railway will get the following benefits:-**

- 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 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 Controller of stores 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.