

ISO9001:2015	Document No: QO-D-8.1-14	Version No: 2.2	Date Effective : 18.01.2021
Document Title: Vendor registration schedule of charges			



## RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

### QO-D-8.1-14

*Vendor registration schedule of charges*

#### 1.0 Amendment History:

S. No.	Amendment Date	Version	Reasons for Amendment
1.	12.09.2018	1.0	First issue under ISO 9001:2015. Approved by DG/RDSO on NP-1 to NP-3 of MR/ISO9001/App/QMS/Doc/2018 on date 07.09.2018.No change in content from previous document no.QO-D-7.1-14 Ver 8.4 of 9001:2008 QMS.
2.	25.01.2019	1.1	Changes in S.No.1 & S.No.2 Remarks of para 4.0 based on Standing Committee on "Vendor Development and Approval issues" at Np-13 to Np-16 of Computer's wing file no. Comp/1.55.07.01 (pt-I) Vol-III which is approved by DG/RDSO on date 31.12.2018 Copy is placed at SN-11 of ISO Cell File no. "MR/ISO 9001/App/Vendor Interface Vol-III" Before implementation of the above approval, Standing Committee on "Vendor Development and Approval issues" added Remarks in S.No.1 of para 4.0 & changed remarks in S.No.2 of para 4.0 at NP-17 to NP-19 of Computer's wing file no. Comp/1.55.07.01 (pt-I) Vol-III which is approved by DG/RDSO on date 21.01.2019 . Copy is placed at SN-13 of ISO Cell File no. "MR/ISO 9001/App/Vendor Interface Vol-III"
3.	19.07.2019	1.2	Changes in S.No.1 Remarks of para 4.0 based on Standing Committee on "Vendor Development and Approval issues" at Np-33 to Np-34 of Computer's wing file no. Comp/1.55.07.01 (pt-I) Vol-III which is approved by DG/RDSO on date 18.07.2019 Copy is placed at SN-26 of ISO Cell File no. "MR/ISO 9001/App/Vendor Interface Vol-III"
4.	17.03.2020	1.3	Modification in para 4.0 (Amount column) & new statement added in Remark column) based on recommendation of of "Standing Committee on Vendor Development and Approval Issues " at NP-1 to NP-5 of ISO cell file No. MR/ISO-9001/Poicy/vendor Interface/Vol-IV (Part File/MP Subsystem) which is approved by DG/RDSO on date 13.03.2020. Copy is placed at SN-31 of ISO Cell File no. "MR/ISO 9001/App/Vendor Interface Vol-III"
5.	19.06.2020	1.4	Special DG VD (Vender Development) has joined RDSO and looking after vendor development work. All proposal for ISO procedure related to vendor development, where it was earlier required to get the approval of DG/RDSO, now to be put up to Spl.DG/VD who is now designated as final authority in vendor development matters. DG's note no. DG/Misc. dated 15.Jun.2020 and 16 June 2020 to ED /VDG RDSO/LKO
6.	15.07.2020	2.0	Changes made In Para 4.0 table SI No.1( I & II) & Note-2, New table SI.No 2. added after SI. No 1 and old table 2 re-numbered as 2.1, additional notes 3, 4 ,5 & 6 added , Table SI. No 2.1, 3 & 4 remarks column and introduce new SI. NO 10, based on recommendations of Standing committee duly approved by Spl. DG/VD on 10.07.2020 at Note#12 in E- Office file no. RDSO-MRISO(VD-M)/1/2020.
7.	18.12.2020	2.1	Change in Para 4.0 Sr. No. 1 Remarks column & Sr. No. 2 Registration Fee column based on recommendations of Standing committee duly approved by Spl. DG/VD at Note # 38 in e- Office file no. <u>RDSO-MRISO(VD-M)/1/2020-O/o MR/ISO/RDSO</u> on 15.12.2020. Approved recommendations are placed at SN 160-161 in above e- office file.

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S. No.	Amendment Date	Version	Reasons for Amendment
8.	18.01.2021	2.2	Modification in Para 4.0 S.No. 2.1, of table, S.No. 3(b) of table & S.NO. 4(b) of table based on recommendation of standing committee duly approved by Spl. DG/VD at Note # 27 on 12.01.2021 in the e-office file no.RDSO-MR0ISO (VDST)/1/2020-O/o MR/ISO/RDSO-Part (1) . Recommendations are placed at SN 53-58 in above e- office file.

## 2.0 Purpose

This document contains directives for vendor approval/vendor registration (multi-sourcing) of items allotted to RDSO by Railway Board.

This document contains directives specific to charges to be levied on vendors for during the process of registration / Quality audit/ testing etc.

A set of related documents create the full set of directives for vendor registration process at RDSO. These are listed under para 5.0.

## 3.0 Scope of Application

This directive is applicable to all units covered by the quality management system of RDSO without any exception.

## 4.0 Details of charges to levied

The following table lists the charges for different activities for the process of vendor scrutiny / approval / renewal etc.

S.No.	Description of Charges	Amount	When to be levied	Remarks
1.	Vendor registration fee	<p><i>I) For items having five (As per Note 2) or more registered vendors (in the category of 'Approved Vendors' + in the 'List of RDSO Vendors for Developmental Orders')</i></p> <p>i) For Indian firms</p> <p>a) Rs.1,50,000/- for Micro/ Small Enterprises.</p> <p>b) Rs.2,50,000/- for other than Micro/ Small Enterprises</p> <p>ii) For Overseas Firms US \$ 12000/</p> <p><i>II) For items having less than five (As per Note 2) registered vendors (in the category of 'Approved Vendors' + in the 'List of RDSO Vendors for Developmental Orders'). (The applicability of the</i></p>	At the time of submission of the vendor registration forms by the applicant.	<p>A lump sum shall be levied as vendor registration fees. This shall also cover registration, STRs, specifications, drawings, logistic and assessment charges.</p> <p>In case the vendor re-registers after making good the deficiencies pointed out in the closure advise of the case after capability assessment/failure of sample, within a period of 6 months, "the reregistration charges would be NIL "for items having less than five registered vendors (in the category of 'Approved Vendors' + in the 'List of RDSO Vendors for</p>

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		<p><i>reduced fee as mentioned below will be decided on the basis of the number of registered vendors appearing (in the category of 'Approved Vendors' + in the 'List of RDSO Vendors for Developmental Orders') on the day of submission of the vendor registration form by the applicant).</i></p> <p><i>i) For Indian firms</i>  <i>a) Rs 10,000/ for Micro/ Small Enterprises.</i>  <i>b) Rs 50,000/ for other than Micro/Small Enterprises.</i></p> <p><i>ii) For Overseas firms</i>  <i>US \$ 12000/</i></p> <p><b>Note 1:-</b> Plus GST (Goods and Service Tax) as applicable from time to time.</p>		<p>Developmental Orders') and 50 % of Column 3, for items having five or more registered vendors (in the category of 'Approved Vendors' + in the 'List of RDSO Vendors for Developmental Orders')"</p> <p>*Firm shall submit proof of being a Micro/Small Scale Industry.(see ref.11)</p> <p>Note- If any item includes more than one sub-item, the registration fee will be calculated on the basis of maximum No. of vendors already registered for any of the sub-item for which vendor has applied for registration.</p>
Note 2:- Following criteria shall apply for the Vendor registration fee and the testing charges				

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2.	Case	Category of vendor	Condition	Registration fees	Testing charges at the time of registration	Testing charges at the time of re testing	Testing charges at the time of subsequent re testing
	For fresh registration	Any*	Till 05 vendors are registered	Same as applicable currently for 5 Vendors	Nil	25 %	100%
		Indigenous vendors with 50% or more local content	Till 5 indigenous vendors with 50% or more local content have been registered.		Nil	25 %	100%
	For Existing registered vendors (for Quality checks)	Any*	For items having 5 or less vendors	Not Applicable	25 %	100%	
		Indigenous vendors with 50% or more local content	For items having 5 or less indigenous vendors with 50% or more local content		25 %	100%	
<p>*Any- Cumulative No. of vendors (foreign and indigenous)</p> <p>Note3: Class-I local Vendor means a Vendor, whose goods offered for procurement, has local content equal to or more than 50%, as defined in GOI, DPIIT's Order No.P-45021/2/2017-PP(BE-II) dated 04-06.2020.</p> <p>Note4: Categorization of Vendors into "Class-I local", for the Items in which total Vendors are 5 or less shall be done and mentioned in the Vendor Directory.</p> <p>Note 5:- GST (Goods and Service Tax) as applicable from time to time on Vendor registration fees and testing charges.</p> <p>Note 6: For the purpose of testing charges, total no. of approved Vendors shall be decided based on the total no. of Vendors appearing in the Vendor List of RDSO on the day of submission of test sample to RDSO</p>							
2.1	For cases of fresh registration: a) initial Testing charges for • Testing of samples at RDSO b) Incase of failure in tests, Re-testing charges for • Testing of samples at RDSO.	As applicable by respective directorate.	The amount should be realized at the time of submission of samples to RDSO.	Testing charges shall be levied for tests conducted by RDSO in RDSO lab during initial approval and actual Charges as being levied for tests conducted in Govt. Labs other than RDSO & National Test House (Lab which is accredited by an accrediting agency which meets the criteria laid down in para 4.5.3.1.1 of QO-D-8.1-10.) to be deposited directly to test house by the firm. Criteria for levying			

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				<p>testing charges for testing to be done in RDSO shall be, as given in Note 2 of Para 1 in the above table. For cases not meeting the criteria and testing is to be done in RDSO, 100% testing charges shall be applicable.</p> <p>*No testing charges should be levied in case testing is to be conducted at firm's premises</p>
3.	<p>For cases of Periodic Quality Audit/ out of course quality audit/ any inspections of firm</p> <p>a) Testing charges for</p> <ul style="list-style-type: none"> <li>• Testing of samples at RDSO.</li> </ul>	No testing charges to be levied.		
	<p>b) Incase of failure in tests, Re-testing charges for</p> <ul style="list-style-type: none"> <li>• Testing of samples at RDSO.</li> </ul>	Charges to be levied As applicable by respective directorate.	The amount should be realized at the time of submission of samples to RDSO	<p>Testing charges shall be levied for tests conducted by RDSO in RDSO lab and actual Charges as being levied for tests conducted in Govt. Labs other than RDSO &amp; National Test House (Lab which is accredited by an accrediting agency which meets the criteria laid down in para 4.5.3.1.1 of QO-D-8.1-10 to be deposited directly to test house by the firm. For test conducted in RDSO, criteria for levying testing charges shall be, as given in Note 2 of Para 1 in the above</p>

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				table.  *No testing charges should be levied in case testing is to be conducted at firm's premises
4.	a) For cases of testing required due to upgradation of specification, charges applicable for approved vendors: Testing charges for  • Testing of samples at RDSO.	No testing charges to be levied.		
	b) In case of failure in tests, Re-testing charges for  • Testing of samples at RDSO.	Charges to be levied As applicable by respective directorate.	The amount should be realized at the time of submission of samples to RDSO	Testing charges shall be levied for tests conducted by RDSO in RDSO lab and actual Charges as being levied for tests conducted in Govt. Labs other than RDSO & National Test House (Lab which is accredited by an accrediting agency which meets the criteria laid down in para 4.5.3.1.1 of QO-D-8.1-10. to be deposited directly to test house by the firm.  For test conducted in RDSO, criteria for levying testing charges shall be, as given in Note 2 of Para 1 in the above table.  *No testing charges should be levied in case testing is to be conducted at firm's premises
	c) Tests which	Nil Charges.		

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	are undertaken at the behest of RDSO for development of new product for the benefit of Railways.			
5.	Testing of samples at laboratories identified by RDSO, wherever applicable	As applicable at the concerned laboratory	The vendor shall make the payment directly to the laboratory with an advice to RDSO.	
6.	Cost of softcopies (PDF) of documents from RDSO website	Rs. 0/-		All softcopies (PDF) shall be provided free of cost.
7.	Cost of specification, drawings in hardcopy from RDSO.	As circulated by the Finance and concerned directorate.	Before issue of documents / drawings.	
8.	Capacity and Capability assessment of firm by outsourced agency.	As applicable for the concerned inspection agency	The charges shall be payable directly by the firm to the inspection agency with an advice to RDSO.	
8.1	Capacity and Capability assessment of foreign manufacturer.	The charges for the deputation of Railway Officials for verification of capacity and capability shall be borne by Railways.  The revised registration charges effective from April 2018 will take care of deputation charges. Firms who have not paid the revised registration charges shall have to pay the difference, in case, deputation of Railway Officials is planned for capacity/capability assessment.	Not Applicable	To be done by RA/Berlin, DRA/Paris or as decided by Spl. DG/VD on case to case basis
9.	For developmental items developed	No Registration Charges.  No testing charges.	Not to be levied	

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	<p>by Railway Production units/workshops :</p> <p>Registration fee</p> <p>Testing charges for</p> <ul style="list-style-type: none"> <li>• Testing of samples at RDSO.</li> </ul>	All testing and retesting shall be done free of cost.		
10.	Refund of Fee to the Vendor, in case of decontrol of items by RDSO			<p>a) In case of decontrol of items, if the registration of any Vendor is either under process or approved in the last three months before the date of decontrol, then fee paid by the Vendor towards registration/testing charges shall be refunded by the Account section as per the approval of Directorate Head and Finance Concurrence.</p> <p>b) In case of decontrol of any item, POs placed within six months of decontrol (counting from uploading of amendment on RDSO website), inspection is to be undertaken by RDSO, if it is stipulated in the P.O. as the Inspecting Agency. However, in case of any specific instructions issued by Board to any of Directorate, same will have precedence over these instructions.</p>

**Note: Definition of Government Labs**

1. All Govt. Labs and testing houses Fully Owned by Govt. and registered as Lab and carrying out Tests for Private Agencies
2. All Govt. PSU,s Labs and testing houses , carrying out Tests for Private Agencies
3. All Labs of Govt. Research Organizations and Govt. Autonomous Bodies, carrying out Tests for Private Agencies

**4.1 Publishing of testing charges**

Each directorate shall publish a list indicating the items for registration of vendors and the applicable charges for fresh registration and Periodic Quality Audit/ out of course quality audit/ any inspection of firm as an annexure to the guidelines for vendor development.

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## 4.2 Revision of testing charges

Testing charges have two components, a fixed part and a variable part as man-day charges. Man-day charges are revised by the Finance directorate periodically. Any revision of the testing charges shall be applicable which shall be atleast two months from the date of revision of man hour charges by the Finance directorate.

The testing charges listed by the directorate shall be vetted whenever published / revised. However if the revision is only due to the man-hour rate being revised by the Finance directorate, the document shall not require finance vetting.

## 5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-5	Vendor application for registration
2.	QO-D-8.1-6	Vendor application processing
3.	QO-D-8.1-7	Vendor relaxation for registration requirements
4.	QO-D-8.1-8	Vendor registration EOI
5.	QO-D-8.1-9	Vendor list
6.	QO-D-8.1-10	Vendor sample type testing
7.	QO-D-8.1-11	Vendor changes in approved status
8.	QO-D-8.1-12	Vendor changes in vendor entity
9.	QO-D-8.1-13	Quality audit of vendor Registration
10.	QO-D-8.1-14	Vendor registration schedule of charges
11.	QO-F-8.1-7	List of Documents to be sought from Vendor at the time of Registration & Annexures/Forms

## 6.0 Referenced Documents of External Origin

None

## 7.0 Associated Records

As required by directorate documentation.

## 8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell	Spl. DG/VD	Staff of ISO Cell	RDSO Finance Directorate	All directorates through intranet
Compliance of directives contained in this document.	Director In-charge of Directorate	Head of Directorate	Directorate Staff		
Requirement of deviation from directive.	Head of Directorate	Spl. DG/VD	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

## 9.0 Abbreviations

None

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