

ISO9001:2015	Document No: QO-D-8.1-14	Version No: 2.8	Date Effective : 23.07.2025
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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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.
9.	01.04.2022	2.3	<p>Para 4.1 & 4.2.3 have been modified, based on recommendation of standing committee duly approved by Spl. DG/VD at Note # 109 on 28.03.2022 in the e-office file no. RDSO-QA/M0HQ(ISO)/2/2020-ED/QAM/RDSO/HQ (Computer no. 9703) . Recommendations are placed at SN 483-486 in above e- office file.</p> <p>Note: Authority letters for reference::</p> <ol style="list-style-type: none"> 1. Railway Board's letter no letter No:2021/RS(G)/779/7 Dated 18.01.2022 para 18, defines registration fee. 2. DG/RDSO's approval for keeping testing charges as 'NIL', to be reviewed after a period of three years for its effectiveness . Letter no. EL/PED/SE/Misc. dated 19.01.2022
10.	28.07.2022	2.4	Replaced word 'Directorate Head, or Head of Directorate' with 'ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)' and Responsible authority for 'Requirement of deviation from directive' under the sub head 'Responsibility and Authority' in existing ISO documents with "PED of the concerned Vertical". These changes are based on recommendation of Standing Committee and duly approved by Spl. DG/VD on date 19.07.2022 at Note#14 in e-office file no. RDSO-MR0ISO(VD-C)/1/2020-O/o ED/Res/RDSO-Part(2) (Comp. No 123324). Recommendations of Standing Committee is placed at Note#11 in the above e-office file.
11.	07.10.2022	2.5	Modified table of para 4.0.1, based on recommendation of Standing Committee and duly approved by Spl. DG/VD on date 07.10.2022 at Note#20 in e-office file no. RDSO-RDSO/1912/2022-O/o SR ED/QAM/RDSO (Comp. No 130186). Recommendations of Standing Committee is placed at Note#16 in the above e-office file.
12.	27.07.2023	2.6	Para 2.0, 4.0.2 (a) modified, and para 4.1 deleted as per recommendations of Standing committee duly approved by Spl DG/VD on 25.07.2023 in E Office file no. RDSO-MR0ISO(VD-M)/1/2020-O/o MR/ISO/RDSO-Part(2) (File no. 82704) at Note#54. Recommendations placed at Note#53 in the above file.
13.	19.03.2025	2.7	<i>ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)" & "Concerned Vendor Approving Authority"</i> in whole document has been replaced with "Concerned Vendor Approving Authority i.e. Vertical head (which is normally the PED concerned, except in case when there is no PED posted/looking after, the senior most officer of the Directorate). The changes has been approved by Spl. DG/VD on 13.03.2025 (Placed at SN-314) in e-office file no. RDSO-MR0ISO(VD-M)/1/2020-O/o MR/ISO/RDSO-Part(2) (Computer no. 82704).

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14.	23.07.2025	2.8	Modified Para 5.0 as per recommendations of standing Committee duly approved by Spl.DG/VD at Note#3 in ED/Stores e office file No.300971) & "Vendor Approving Authority i.e. Vertical head (which is normally the PED concerned, except in case when there is no PED posted/looking after, the senior most officer of the Directorate) has been replaced by" Vendor Approving Authority" in whole document. Placed at Note #14 in ED stores efile 303042 & change in clause 8.0 (Requirement of deviation) approval placed at Note#9 of ED stores efile 303042. Also changes in clause 4.0.1 & deleted clause 4.0.2 (b) as per recommendations of ED store efile no. 300979. All recommendations placed at SN 1-120 & SN 125-130 in e office Master file .no.302251.

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 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 be levied

4.0.1 Details of charges to be levied as under at the time of application:

Sl. No.	Category of Vendor Registration / Application	Fee
1	MSME	Rs. 10000/-
2	Non MSME	Rs.15000/-
3	Foreign Firms	US \$ 500 or Rs 40000/- till online facility is developed in UVAM to accept foreign currency, as advised in Rly Bd letter No. 2021 / RS(G)779/7(E3354857) Dated: 25.08.2022

Note 1. Plus GST (Goods and Service Tax) as applicable from time to time.

2. No testing charges to be levied at any stage from applicant firms.
3. No registration and testing charges to be levied at any stage on Railway Production units / workshops.
4. No charges for expenditure on account of travel/stay by RDSO official to be levied on the vendor for visit in connection with registration process.

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4.0.2 Refund of Fee to the Vendor, in case of decontrol of items by RDSO):

- 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 shall be refunded by the Account section as per the approval of Concerned Vendor Approving Authority and Finance Concurrence.

4.1 (deleted)

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-8.1-10	Vendor sample type testing
6.	QO-D-8.1-11	Vendor changes in approved status
7.	QO-D-8.1-12	Vendor changes in vendor entity
8.	QO-D-8.1-13	Quality audit of vendor Registration
9.	QO-D-8.1-14	Vendor registration schedule of charges
10.	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 charge of Directorate	Concerned Vendor Approving Authority	Directorate Staff		
Requirement of deviation from directive.	Executive Director of concerned directorate	Vendor Approving Authority	Director In-charge	MR/ISO Cell	Spl. DG/VD & MR/ISO for discussion during MRM in agenda point-4

The Vertical Head shall approve deviations, if necessary, based on a fair and transparent procedure to be defined by the Directorates in their Directorate level documents/ procedures. Record of deviations permitted by the verticals shall be maintained by them.

9.0 Abbreviations

None

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