



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-D-8.1-18

Empanelment of Inspection Agencies

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-7.1-18 Ver. 1.0 of 9001:2008 QMS.
2.	19.06.2020	1.1	Special DG VD (Vendor 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
3.	28.07.2022	1.2	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.
4.	19.03.2025	1.3	"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" 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).
5.	23.07.2025	1.4	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concerned, except in case when there is no PED posted/looking after, the senior most officer of the Directorate) has been replaced by" Vendor Approving Authority" in clause 8.0 Placed at Note #14 in ED stores e-file 303042 & change in clause 8.0 (Requirement of deviation) approval placed at Note#9 of ED stores e-file 303042. All recommendations placed at SN 86-87 in e-office Master file no.306900.

2.0 Purpose

This document contains directives for creation of a procedure for empanelment of inspecting agencies.

3.0 Scope of Application

This directive is applicable to all units covered by the quality management system of RDSO.

4.0 Details

The following process shall be adopted for empanelment of inspecting agencies.

4.1 Functional requirements and eligibility

Functional requirements and eligibility criteria for empanelment shall be prepared incorporating the following.

1. Nature of work
2. Typical time to do the work – 2 days + journey time
3. Rates per day for inspection.
 - a. Cost of journey and hotel stay shall be on actuals.
 - b. Extent of annual escalation in rates shall be quoted by the applicant firm.
4. Credentials – Reputed and qualified firms having experience in the field, accredited by NABCB or similar international bodies.
5. Separate agencies for separate type of industries as below
 - a. Mechanical Engineering
 - b. Metallurgical & Chemical Engineering
 - c. Civil Engineering
 - d. Electrical Engineering
 - e. Electronics & Telecommunication Engineering

4.2 Floating of EOI

EOI shall be floated for with the functional requirement specification, by the QA/Mechanical directorate.

4.3 Evaluation of EOI applicants

The evaluation of the EOI applicants shall be done by nominated committees. There shall be a committee nominated for each type of industry as listed above. Committee shall be nominated by the senior most SrED/ED of the respective discipline.

The recommendations of the evaluation committee shall be put up to ED/QA/Mech for acceptance.

4.4 Performance guarantee bond

Performance guarantee bond for Rs. 5 lakhs shall be obtained from the firms that have been accepted for inclusion in the empanelled list.

The firm shall be informed regarding the forfeiture of the bond in case of poor performance.

4.5 Empanelment of applicants

Based on the recommendation, acceptance and submission of performance guarantee as above, the firms that have qualified shall be empanelled for a period of 3 (three) years with a provision to extend for a period of 2 (two) more years based upon performance.

One or more firms can be empanelled for each type of industry listed above.

The empanelment shall be notified listing the name of firm/company and its rates.

4.6 Operation of list of empanelled agencies

Firms & companies (or their products) that are required to be inspected by RDSO shall be given the option to choose any one of the inspecting agency borne on the empanelled list for the purpose.

The firm/company shall make the payments directly to the inspection agency as per the notified rates under intimation to RDSO.

5.0 Referenced Documents

None

6.0 Referenced Documents of External Origin

None

7.0 Associated Records

As required by directorates.

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		All directorates through intranet
Compliance of directives contained in this document.	Director charge In- 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