



## RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manak Nagar, Lucknow – 226011

### QO-D-8.1-8

### Vendor Registration EOI

#### 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-7.1-8 Ver. 5.0 of 9001:2008 QMS.
2.	19.06.2020	1.1	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
3.	28.07.2022	1.2	Replaced word 'Dirtectorate 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.	18.03.2025	1.3	<i>"ED controlling the item (when final decision is taken at ED level)/ PED of Vertical ( where final decision is taken at PED level)" &amp; "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). Sr. EDs has been replaced with PEDs at Clause 4.1.1 as suggested by ED/Research & MR.

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ISO 9001:2015	Document No: QO-D-8.1-8	Version No: 1.4	Date Effective: 23.07.2025
Document Title: Vendor registration EOI			

S. No.	Amendment Date	Version	Reasons for Amendment
5.	23.07.2025	1.4	<ul style="list-style-type: none"> <li>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.</li> <li>"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 e-file 303042.</li> <li>Change in clause 8.0 (Requirement of deviation) approval placed at Note#9 of ED stores e-file 303042. All recommendations placed at SN 1-60 in e-office Master file no.302248.</li> </ul>

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## 2.0 Purpose

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

This document contains directives specific for calling of expression of interests (EOI)

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

### 4.1 Conditions of calling EOI

The following are specific conditions when an EOI shall be called.

#### 4.1.1 Less than 3 vendors for a given item

Regular 'Expression of Interest' (EOI) as stated in para 4.4 of QO-D-8.1-16 should be published in newspapers (preferably on 3 monthly basis) for all 'Approved Items' and 'Developmental Items' having less than 3 vendors by ED/Admin-I. This advertisement shall be common for all the Directorates and a link shall be provided on the home page of RDSO website [www.rdsso.indianrailways.gov.in](http://www.rdsso.indianrailways.gov.in) . All PEDs/EDs shall advise ED/Telecom, in the format given below, along with detailed EOI documents of the item for regular uploading.

-----Directorate				
Note No.			Date:	
Sub: EOI - Application for inclusion of items under EOI in RDSO website.				
Ref: SN.----- (of item as appearing in RDSO website in case of old /repeat item otherwise mention 'New' under SN.).				
SN. as appearing in RDSO website, otherwise 'New'	Description and/or specification	Related Dte.	Last date/submission date	Officials name and mobile no
Signature (Officer Name) Designation				
ED/Tele.				

Link to all the items, having less than 3 vendors and items under Development to be displayed prominently on RDSO's website in a tabular form as under:

SN	Description and/or specification	Related Directorate	Uploading date	Last date/Submission date
.				

All directorates must give details of officials to be contacted and their mobile no. etc. for each item without fail in the EOI documents of the item and must ensure regular updation.

#### 4.1.2 For Equipment/items having RDSO specifications but no vendor approval by RDSO

Many equipment/items which have RDSO specifications but vendor approval is not done by RDSO are procured by railways on their own. Inclusion of such items as identified by Railway Board in RDSO approved list shall be done by inviting EOI for vendor registration in which existing firms can also participate.

### 5.0 Referenced Documents

The list of related documents for multi-sourcing of items / equipment are given below.

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-5	Application for registration of vendor
2.	QO-D-8.1-6	Vendor application processing
3.	QO-D-8.1-7	Relaxation of Vendor 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 approved vendor
9.	QO-D-8.1-14	Vendor registration schedule of charges

### 6.0 Referenced Documents of External Origin

None

### 7.0 Associated Records

As required by the directorate documentation.

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## 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	Standing Committee	All directorates through intranet
Compliance of directives contained in this document.	Director In-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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