



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-F-8.1-1

Vendor registration form

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-7.1-1 Ver. 2.0 of 9001:2008 QMS.
2.	25.01.2019	2.0	Changes in Vendor Registration Form (Same as online format) based on Standing Committee on "Vendor Development and Approval issues" 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"
3.	15.07.2020	2.1	In application SECTION (I) 2(i) added after Sl. No. 2 , 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-MR0ISO(VD-M)/1/2020.
4.	18.12.2020	2.2	Existing SECTION V (Details of Payment) modified, based on recommendations of Standing committee duly approved by Spl. DG/VD at Note # 38 in e- Office file no. RDSO-MR0ISO(VD-M)/1/2020-O/o MR/ISO/RDSO on 15.12.2020. Approved recommendations are placed at SN 160-161 in above e- office file.
5.	28.07.2022	2.3	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.
6.	23.07.2025	2.4	Change in clause 8.0 (Requirement of deviation) approval placed at Note#9 of ED stores eoffice file 303042. All recommendations placed at SN 86 to 89 in eoffice Master file no.306902.

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2.0 Purpose

This is the format template of the common application form for application by fresh vendors for inclusion on RDSO vendor list.

3.0 Scope of Application

Applicable to all directorates of RDSO included under the QMS for the process of vendor registration.

4.0 Procedure / Details

The form template is annexed.

While using the form print and use only the annexed form.

5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-8.1-5	Vendor application for registration
2.	QO-D-8.1-14	Vendor registration schedule of charges
3.	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

None

8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell	MR/ISO Cell	Staff of ISO Cell		All directorates through intranet
Requirement of deviation from this form template.	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

Application of Fresh Vendor Registration

	Vendor Reference ID:		
SECTION-(I)			
DETAILS OF ITEM FOR WHICH APPROVAL SOUGHT			
1.	Name of Directorate		
2.	Item Details		
2(i)	That the items/sub-items in which approval as developmental vendor, with limited quantity is required falls in the as notified list of Directorate, published on the official website of the RDSO Lucknow.”		
	Item Name:		
3.		Specification No	Drawing No
SECTION-(II)			
GENERAL DETAILS			
4.	Name of the Firm		
5.	Office Address		
6.	Phone No.		
7.	Fax No.		
8.	Work Address		
9.	Name of MD/CEO/Proprietor		
10.	Name of Contact Person		
11.	Designation		
12.	E-Mail		
13.	Mobile No		
SECTION-(III)			
FACTORY DETAILS			
(a)	Statistical Purpose		
	Description of works		
14.	Total land area(in sqm) all units		
15.	Total covered area in Sqm.		
	Description of Manpower		
16.	No. of Persons Employed		
17.	Weekly Closing if any		
18.	Annual turn over of the firm for the last two financial years in Rs. Crs. (Details from the audited balance sheet shall only be furnished)		
19.	Plans for future expansion		
(b)	Mandatory Fields		
20.	Whether firm is registered under Indian Factories/Companies Act.		
21.	Category of Vendors		
22.	Sub Category of Vendors		
23.	Attachment of Sub Category of Vendors		
24.	Ownership of Factory		
25.	Status of Vendor		
26.	Registration with (in case of Micro/Small Enterprises)		
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27.	Attach Certificate	
28.	Annual Production capacity of the Item	
SECTION-(IV)		
(i)	Copy of Factory License	
(ii)	Validity of Factory License	
(iii)	Copy of ISO Certificate	
(iv)	ISO Expiry Date	
(v)	Copy of Latest Electricity Bill	
(vi)	Status of vendor Annexure A1/Partnership deed/Memorandum & Article of Association	
(vii)	IPR Infringement Annexure A2	
(viii)	Annexure A3	
(ix)	Annexure A4	
(x)	Annexure A5	
(xi)	Compliance of Specification If no then details of spec, which firm is not complying to be uploaded	
(xii)	Parawise Compliance of STR	
(xiii)	Complete QAP as per the standard format	
(xiv)	Power of attorney /resolution of Board of directors for authorised signatory	
(xv)	Any other documents vendor desires to be upload	
	Name of document	Copy of document
SECTION-(V)		
DETAILS OF PAYMENT		
	Micro/Small Enterprise registration, charges payable towards registration fee is Rs. 150000/- plus GST as applicable from time to time. If items having registered vendors less than 5 (Five), charges payable towards registration fee is Rs. 10000/- plus GST as applicable from time to time.	
	Other than Micro/Small Enterprise, registration charges payable towards registration fee is Rs. 250000/- plus GST as applicable from time to time. If items having registered vendors less than 5(Five), charges payable towards registration fee is Rs. 50000/- plus GST as applicable from time to time.	
	Overseas enterprise charges paid towards registration fee 12000\$ plus GST as applicable from time to time.	
29.	SB Collect Reference No	
30.	Invoice Number Alloted	
31.	Amount paid	
32.	Purpose of Payment	
SECTION-(VI)		
DECLARATION		
Cartel formation		
(i)	I hereby give an undertaking that my firm will not be a part of any cartel with other vendors and will be quoting competitive rates in the Tenders. I am aware that in case my firm is found quoting in cartel at any stage after its registration as RDSO approved vendor, my firm's name is likely to be deleted from the list of approved vendors.	
(ii)	I have gone through the general conditions for vendor registration and agreed to abide by the stipulations therein. The information submitted online is true as per my records and any changes having bearing on the nature of my business will be informed to RDSO promptly	
	Date of Submission:	