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| ISO9001:2015 | Document No: QO-D-8.1-9 | Version No:1.2 | Date Effective :28.07.2022 |
| Document Title: Vendor List | | | |



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-D-8.1-9

Vendor List

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-7.1-9 Ver 6.0 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 '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. |

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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 maintenance and updation of list of approved vendors.

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

Directorate shall maintain lists of approved vendors wherever applicable as per the following directives

4.1 Format of list of approved vendors

The list of approved vendors issued by RDSO is an important document of RDSO Vendor across the directorates shall be '**LIST OF APPROVED VENDORS**'. Each directorate shall follow the standard format preferably.

Besides this another 'List of RDSO Vendors for Developmental Orders' shall be maintained by each directorate and posted on RDSO website <http://www.rdsso.indianrailways.gov.in> under '**Vendor Interface**' under the heading '**List of RDSO Vendors for developmental order**'. This list shall be Directorate wise and Item wise.

4.2 Identification and versioning

All vendor lists shall be suitably identified preferably following the template for maintenance of records of RDSO QMS.

All amendments should bear version numbers for identification and traceability.

The uniform adoption of coding system for QMS documents and records is suggested.

4.3 Publication of list

Concerned Directorate shall publish the list of approved vendors every six months, in the month of January & July.

4.3.1 Validity

This list of approved vendors shall be a controlled record, to be issued as per distribution list to be decided by each Directorate. The list shall be valid for six months from the date of issue.

4.4 Changes during intervening period

Changes in the intervening period shall be advised by the concerned directorate to directorate issuing list of approved vendors which in turn shall advise to the copy holders of the list of approved vendors through amendments to the list of approved vendors to be issued at the end of every month. However, fresh approval/ delisting are to be advised to vendors & copy holders immediately.

4.5 If all queries are answered by the vendor on any issue connected with the status of vendor in the List of approved Vendors, then decision by the

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Directorates has to be taken before issue of next List of approved Vendors (i.e. on 1st Jan or 1st July of every year as applicable).

4.6 Display of vendor status on the website

The status of vendor shall be displayed in 'List of Vendors for Development Orders'/'List of Approved Vendors' at RDSO Website and periodically updated by the concerned directorate.

NOTE: The maintenance and regular update of list of approved vendors & display on website is solely the responsibility of concerned directorates. Directorates shall ensure from time to time that updated list is correct. Delisting of vendor shall not be done for error in the updated list of approved sources at any time.

5.0 Referenced Documents

The list of related documents for multi-sourcing of items / equipment is 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-8.1-9 | 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 approved Vendor |
| 10. | 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.

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 | Director In-charge of | ED controlling | Directorate | | |
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| this document. | Directorate | the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) | Staff | | |
| Requirement of deviation from directive. | PED of the concerned Vertical | Spl. DG/VD | Respective officer of directorate | MR/ISO Cell | All directorates through intranet |
| Approval for processing changes in specification and deletion of items from the vendor list | Officer of respective directorate | ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level) | Directorate Staff | Spl. DG/VD | All directorates through intranet. |

9.0 Abbreviations

None

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