



# RESEARCH DESIGNS & STANDARDS ORGANIZATION

## Manaknagar, Lucknow – 226011

### QO-F-8.1-7

#### List of Documents to be sought from Vendor at the time of Registration & Annexures/Forms

#### 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-F-7.1-7 Ver. 3.0 of 9001:2008 QMS..
2.	06.02.2020	1.1	Change of 9001:2008 into 9001:2015 in Annexure-A4 Sr. No. 3, due to misprinting, same is approved by MR/ISO Cell on NP-7 of MR/ISO 9001/App/QMS/DOC/2018 on date 05.02.2020
3	02.07.2020	1.2	Modified Clause 4.0 under head -Other Document__, based on recommendations of Standing committee duly approved by Spl DG/VD on 26.06.2020 in E Office file no. RDSO-QA/MOHQ(MISC)/21/2020-ED/QAM/RDSO/HQ at NP-30 .
4	15.07.2020	1.3	Additional undertaking 4 & 5 added in Annexure A6 , 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.
5	27.04.2022	1.4	Modified para 2 (e) of Annexure A-3, based on recommendations of Standing committee duly approved by Spl DG/VD on 25.04.2022 in E Office file no. RDSO-MR0ISO (VD-M)/1/2020-O/o MR/ISO/RDSO at Note#83. Recommendations are given at Note#73 (Also elaborated at Note#79) of the above E-office file.
6	28.07.2022	1.5	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 is the format template of the 'List of Documents to be sought from Vendor at the time of Registration & Annexures/forms' for inclusion in 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

### List of documents to be sought from the vendors at the time of Fresh Registration

SN	Heads	Legal Documents	Annexures
1	<b>Status Of Vendor</b>		
	a) for sole proprietorship concern	Self-declaration/Affidavit on non-judicial paper of appropriate stamp duty	format as per Annex A-1
	b) for partnership firm	latest partnership deed as per act duly registered with <b>Registrar of Firms</b> stating <b>registration no.</b> and <b>date</b>	
	c)	Memorandum and Article of Association (full MOA not to be enclosed. Only 1 <sup>st</sup> page – 'Certificate of Incorporation', 2 <sup>nd</sup> page – 'Company name & Address' and relevant pages giving <b>directors name</b> and <b>their shareholding</b> to be enclosed i.e. 4-5 pages in total.	
		latest shareholdings of directors (with name) as on the date of registration.	
d) for joint venture	MOU/ registered agreement in addition to (a) or (b) or (c) as applicable.		
2	Declarations/Undertakings	IPR infringement	format as per Annex A-2
		<ul style="list-style-type: none"> <li>i) Confidentiality</li> <li>ii) Changes in the name and address ownership</li> <li>iii) Abiding with legal/statutory compliances and handing over of legal documents.</li> <li>iv) Plant &amp; Machinery</li> <li>v) Abiding with RDSO's documents on vendor development published by ISO Cell</li> </ul>	Revised format as per Annex A-3
		Sister concern	format as per Annex A-4 & Annex-1&2
3	Statutory compliances (as applicable )	Factory license	
		National small industries corporation (NSIC) registration	
		Micro/Small scale industry (SSI) registration	
		Power of attorney for authorised signatory in	

4	Other documents	case of proprietorship concern/resolution of the partners or board of directors for authorised signatory in case of partnership firm or registered company as the case may be.		
		ISO certification		
		Digital signature certificate (OPTIONAL)		
		Electricity bill (Not more than 6 months old) (Not applicable for overseas firms).		
		Authorization Letter		format as per Annex A-5
		Quality Assurance Plan (QAP)		As per guidelines available under 'Help Instructions' on Online Vendor Registration Portal.
	Affidavit	Format as per Annexure A-6		

The form templates are 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	Application for vendor registration

## 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.	PED of the concerned Vertical	Spl. DG/VD	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

## 9.0 Abbreviations

None

ISO9001:2015	Document No: QO-F-8.1-7	Version No: 1.5	Date Effective : 28.07.2022
Document Title: List of Documents to be Sought from Vendor at the time of Registration & Annexures/forms			

**Annexure-A1**

*(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)*

**AFFIDAVIT**

I, son of ..... aged about ..... Years, resident of ..... do hereby solemnly affirm as under –

1. That the deponent is the sole Proprietor of the Concern which runs in the name and ..... style ..... of .....  
.....
2. That the office address of the aforesaid Proprietorship Concern is at .....  
.....
3. That the aforesaid Proprietorship Concern deals in **(here mention the details of business)**.
4. That the deponent gives an undertaking that the Proprietorship Concern abides by all ..... the statutory obligations required to run his business.

DEPONENT

**VERIFICATION**

I declare that the contents of para 1 to 4 above are true as per my knowledge and nothing has been hidden.

DEPONENT

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ISO9001:2015	Document No: QO-F-8.1-7	Version No: 1.5	Date Effective : 28.07.2022
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**Annexure-A2**

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

**UNDERTAKING FOR INFRINGEMENT OF IPR FOR ALL THE ITEMS/ PRODUCTS DEVELOPED BY THE VENDORS WHICH ARE IN THE PROCESS OF APPROVAL**

I, son of ..... aged about ..... Years resident of ..... do hereby solemnly affirm as under –

1. That the deponent is the Authorised signatory of **(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/ Joint Venture)**.

2. That the deponent declares on behalf of **(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/Joint Venture)** that:

- a) The development/ product/process is original and there is no infringement of Patent Rights. Indian Railways shall not be responsible for infringement of patent rights arising due to similarity in design, manufacturing process, use of similar components in the design & development of this item and any other factor not mentioned herein which may cause such a dispute. The entire responsibility to settle any such disputes/matters lies with the manufacture/supplier.
- b) Details/design/documents given are not infringing any IPR and we are responsible in absolute and full measure instead of railways for any such violations. Data, specifications and other IP as generated out of interaction with railways shall not be unilaterally used without the consent of RDSO and right of Railways / RDSO on such IP is acceptable to firm.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

DEPONENT

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**Annexure-A3**

*(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)*

**UNDERTAKING REGARDING:**

- i) CONFIDENTIAL INFORMATION
- II) CHANGES IN THE NAME, ADDRESS, WORK PLACE AND OWNERSHIP
- III) LEGAL/STATUTORY COMPLIANCES AND HANDING OVER OF LEGAL DOCUMENTS.
- IV) PLANT AND MACHINERY

RDSO's documents on vendor development published by RDSO's ISO CELL

I, son of ..... aged about ..... Years resident of ..... do hereby solemnly affirm as under –

1. That the deponent is the Authorised signatory of **(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/ Joint Venture)**.

2. That the deponent declares on behalf of **(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/ Joint Venture)** that:

- a) No confidential information has been provided to RDSO and as such no claim shall be made against RDSO for infringement or leakage of any information.
- b) that any change in the name, address, work place and ownership of the **(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company)** shall be done as far as possible with prior intimation to RDSO. If prior intimation regarding aforesaid changes is not given, then the same shall be intimated to RDSO forthwith and in any case not later than one month, failing which RDSO shall have the right to temporary delist the **(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company alongwith address)** permanently without assigning any reasons and the delisted vendor shall have no claim in consequence thereof against RDSO whatsoever.
- c) All statutory requirements/obligations are being abided with, including the following:
  - i. Sale Tax Registration
  - ii. Income Tax Return
  - iii. Labour Laws – Minimum Wages Act, Workman's Compensation Act, and Prohibition of Child Labour etc.
  - iv. Any other legal/statutory compliance.
- d) All/any documents stated in para 2c above, shall be handed over to RDSO as and when demanded.
- e) If at any time after approval is accorded, some M&P is found deficient without intimation to RDSO along with reasons for the same, then action may be initiated by RDSO including temporary de-listing and delisting of the firm based on the gravity of the irregularity to be decided by ED controlling the item ( when final decision is taken at ED level)/ PED of Vertical ( where final decision is taken at PED level).
- f) All documents of RDSO relevant with vendor development with latest revision as published by RDSO's ISO Cell have been gone through and shall be abided by.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

DEPONENT

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## Annexure-A4

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

### UNDERTAKING REGARDING ALLIED/SISTER CONCERN

I, son of ..... aged about ..... years resident of ..... do hereby solemnly affirm as under –

1. That the deponent is the Authorised Signatory/ Sole Proprietor / Partner / Directors of **(Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address)**.
2. The particulars viz name, father's name, age and address of the (Sole Proprietor of the Proprietorship Concern / Partners of the Partnership Firm/ Directors of the Registered Company) are as per **ANNEXURE-1**.
3. That the deponent declares that he is aware of the provisions of ISO9001:2015 Document No: QO-D-8.1-6 (latest version) regarding Vendor Application Processing, especially para 4.3.1 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 thereof, regarding sister/allied concerns which are reproduced below:-
  - 4.3.1.1 **For Proprietary Firms:** *In case of Proprietary firms, the firms qualifying the following criteria shall be categorized as sister concerns*
    - All the firms owned by the same person shall be considered as allied / sister concerns.
  - 4.3.1.2 **For Partnership Firms:** *In case of partnership firms, the firms qualifying the following criteria shall be categorized as sister concerns*
    - All firms having the same set of partners.
    - In case, any one or more partners, who has a profit sharing ratio of 20% or more in the applicant firm as well as has any of the firms already registered for the same item with RDSO, both the firms shall be considered as sister concerns.
  - 4.3.1.3 **For Companies:** *In case of companies established under the Companies' Act, the firms qualifying the following criteria shall be categorized as sister concerns*
    - All companies having – “majority” of Directors common
    - Any one or more Directors, or any of his/her close relatives (father, mother/step-mother, husband, wife, brother/step-brother, sister/step-sister, son/step-son, daughter/step-daughter, son's wife, daughter's husband, brother's wife and sister's husband), has 1/3<sup>rd</sup> or more share holding in the applicant company as well as in any of the companies already registered for the same item with RDSO, both the companies shall be considered as sister concerns.
    - Common share holder having 1/3<sup>rd</sup> shares.
  - 4.3.1.4 **Other Conditions:**

*In addition to this, the firms/companies operating from same office or having same manufacturing works shall be treated as allied/sister concern.*
4. That the deponent declares that under provisions of para 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 mentioned in para 3 above **(mention name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company)**

is **not a** sister/allied concern of any other **Sole Proprietorship Concern/ Partnership Firm/ Registered Company registered** as vendor in RDSO

Or

That the deponent declares that under provisions of para 4.3.1 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 mentioned in para 3 above (**mention name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company along-with address**) is **a** sister/allied concern of (**mention name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company registered as vendor in RDSO along-with address**) and further declares that the details of name, address, workplace, ownership and business of the aforesaid sister/allied Concern are as per **ANNEXURE-2**

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 4 above are true as per my knowledge and nothing has been hidden.

DEPONENT

**Annexure-A5**

*(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)*

**AUTHORIZATION LETTER**

I, son of ..... aged about ..... years Sole Proprietor / Partner / Director of (Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address) do hereby authorize following persons to sign the documents on behalf of the firm :

S. No.	Name of person alongwith father name	Designation	Signature

DEPONENT



**Annexure-A6**

**AFFIDAVIT**

**Affidavit to be uploaded by Vendor along with the documents submitted for registration:**

I ..... (Name) aged about ..... years S/O .....resident of ..... working/posted/ appointed as.....in ..... (firm’s name) do hereby solemnly affirms as under:

1. That I am the authorized signatory/attorney in fact of..... (mention firm’s name) and as such is duly authorized to give this affidavit on behalf of the firm.
2. That information, documents & undertakings submitted on behalf of the firm along with on- line application are correct and there is no misleading or false representation in any documents submitted for registration as vendor in Research Design and Standard Organization.
3. That if any certificates/documents submitted on behalf of the firm, are found to be false/forged or incorrect at any time during process of registration or at later stage, then.....(mention firm’s name) shall be held fully responsible and liable and it will lead to closure/delisting of .....(mention firm’s name) from the list of RDSO vendor directory along with forfeiture of RDSO registration charges submitted, if any.
4. That for the Items in which my firm is approved for limited quantity, under no circumstances I, the sole proprietor/partner/director shall take orders for more than the quantity limited by RDSO. Any breach of this undertaking may affect my firm’s prospects adversely at the time of reviewing the quantity restriction in the vendor directory by RDSO.
5. That if I, the sole proprietor/partner/director of the firm make a false declaration with respect to being a Class-I local Vendor, it will be considered as a malafide and unethical practice for which penal action can be taken against my firm.

DEPONENT

**VERRIFICATION**

I above named vendor do hereby verify that the contents of para 1 to 3 above are true and correct. Nothing relevant has been concealed and no part of it is false.

DEPONENT

Place:

Date:

## **ANNEXURE-1**

### **PARTICULARS OF (SOLE PROPRIETERS/ PARTNERS/ DIRECTORS)** – Tick any one

Sr. No.	Name	Father's name	Age	Address	Profit sharing Ratio// Percentage share
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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**ANNEXURE-2**

**DETAILS OF SISTER/ALLIED CONCERN**

<b>Sr. No.</b>	<b>Name of the firm along with type of firm i.e. (partnership/registered company etc.)</b>	<b>Address</b>	<b>Work place</b>	<b>Ownership details ie. Name &amp; percentage share</b>	<b>Business details</b>

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