



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow- 226011

QO-D-8.1-6

Vendor Application Processing

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-7.1-6 Ver. 14.3 of 9001:2008 QMS.
2.	25.01.2019	1.1	Changes in Clause 4.4 (New para added in last) based on recommendation of "Standing Committee on Vendor Development and Approval Issues " at NP-17 to NP-19 of Computer Wing's file No. Comp/1.55.07.01 (Pt-I) Vol-III, which is approved by DG/RDSO on date 21.01.2019. Copy is placed at SN-13 of ISO Cell File no. "MR/ISO 9001/App/Vendor Interface Vol-III"
3.	08.05.2019	1.2	Changes in Clause 4.7 (first para second sentence modified) & in para 4.8 (first para first sentence modified), then in para 4.8 (after the last sentence of first para new sentence inserted) based on recommendation of "Standing Committee on Vendor Development and Approval Issues " at NP-26 to NP-28 of Computer Wing's file No. Comp/1.55.07.01 (Pt-I) Vol-III, which is approved by DG/RDSO on date 29.04.2019. Copy is placed at SN-23 of ISO Cell File no. "MR/ISO 9001/App/Vendor Interface Vol-III"
4.	19.06.2020	1.3	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
5.	02.07.2020	2.0	Modified Clause 4.3 para 1 & 2, Clause 4.6 para1 , Clause 4.7 para 1, clause 4.8 para 2, clause 4.11 para 1, clause 4.12 & clause 4.14 para 1 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 .
6.	15.07.2020	3.0	Changes made In Para 4.11,1 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.

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ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

S. No.	Amendment Date	Version	Reasons for Amendment
7.	19.08.2020	3.1	New para added in clause 4.6 (after first para), 4.8 (after existing last para) & 4.13 (after first para) and in clause 4.6 last para & clause 4.8 existing third para word 'three' replaced with word 'five', based on recommendation of standing committee duly approved by Spl. DG/VD at Note # 51 on 18.08.2020 in the e-office file no.RDSO-QA/M0HQ(ISO)/2/2020. Recommendations are placed at SN 402-405 on above e- office file .
8.	17.09.2020	3.2	Existing para 4.10 split in two new paras 4.10 (a) and 4.10 (b) based on recommendation of standing committee duly approved by Spl. DG/VD at Note # 11 on 14.09.2020 in the e-office file no.RDSO-MR0ISO(VRQ)/1/2020-O/oMR/ISO/RDSO-Part(2) . Recommendations are placed at SN 17 on above e- office file .

2.0 Purpose

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

This document contains directives specific to scrutiny of submitted applications at RDSO.

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 Ensuring safekeeping of documents with IPR's

After receipt of complete application forms on line for vendor registration, the form shall be down loaded by the concerned personnel of the directorate

Hard copies of these documents can be kept in separate files by the respective Directorate.

4.2 Changes in the applicant entity while processing

No changes are normally to be permitted in the applicant entity during the processing of the application. However, wherever unavoidable the following shall be ensured:

- The applicant shall inform the concerned directorate of RDSO regarding the changes. The directorate shall examine the same.
- In case of change of Ownership with name/without name, Merger, Take Over, Acquisition, Major Changes in Share Holding/ Directors of company, change in type of firm from Proprietorship/Partnership/Pvt. Limited etc. the same application can be processed. However, where changes are very confusing, complex or in case of disputes, RDSO reserve the right to advise the

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 2 of 11

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

applicant to apply afresh. In such cases there shall be no change in **Work Address, Machinery & Plant, Bill of Material, Process defined in QAP etc.** affecting the quality of product. Firm shall inform RDSO as early as possible but not later than one month of such changes along with relevant documents in proof thereof & also other documents such as Memorandum of Article of Association, Partnership deed, Resolution passed by Board of Directors etc. The firm shall also submit the revised declaration for **Allied/Sister concern** clearly mentioning the Allied/Sister concerned due to aforesaid changes in Annexure A-4 of rec ref 1.

Approval to one firm having relevant documents confirming status as “original firm” shall be given. In case there are more than one firm claiming to be “original firm” with relevant documents, all cases shall be processed as fresh registration.

The firm shall also submit an affidavit on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed in the following format :

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

That the deponent is the Authorised Signatory/ Sole Proprietor / Partner / Directors of (Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address).

While carrying out the changes in the entity of firm (mention the changes), all the legal formalities as required as per prevailing rules/procedures/laws have been adhered with. All the said changes have legal sanctity and the entire responsibility for the changes lies with the firm. In case any type of dispute on this account arises in future then the firm will be solely responsible for the same and thereof no claim in consequences against RDSO/Railways whatsoever be raised. RDSO will be absolved from any legal eventualities. If at any time after approval is accorded, it came to notice that aforesaid changes has been made without following proper procedure/rules/law, then action may be initiated by RDSO including de-listing and withdrawal of approval of the firm without giving any further opportunity.

I further certify that there is no change in Work Address, Machinery & Plant, Bill of Material, Process defined in QAP etc. affecting the quality of product.

- c) Change of address of plant/works during the processing of the case shall be allowed only till no visit has been made by the RDSO officials to the vendor’s works place.

If the firm applies for change of works address after the first visit of RDSO officials to their works/plant then the old application shall not be processed further and the applicant shall be asked to apply afresh and shall be considered as per its new turn in the applicant queue, wherever applicable.

However, if the vendor re-applies within six months from the rejection of the application due to change in work address (giving reference of the earlier case), then the case can be restarted from the stage where it was closed.

4.3 Application Screening & clarifications

Application and documents once downloaded shall be scrutinized in detail. Application should also be checked-up for adequacy in respect of the information sought. Scrutinizing authority shall check that all the documents have been signed by an authorized signatory. Any information considered inadequate should be pin pointed out.

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 3 of 11

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

Any clarification to be sought from the firm should be pointed out at this juncture and communicated to the firm on line/ through email. Vendor shall also submit the compliance online.

4.3.1 Screening for Sister / Allied concern

The self-declaration/ undertaking submitted (see **rec-ref-1 QO-F-8.1-7 List of documents to be sought from the vendor at the time of fresh registration and Annexures/Forms**) by the applicant shall be examined and the information submitted shall be taken on record. The basis of allied/sister concern shall be as follows:

Definition of Allied / Sister concern, as understood from various manuals, Section 40A(2)(b) of Income-Tax Act 1961 and Section 370-1(B) of Companies' Act 1956, and further modified to suit our requirements is as under -

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 1/3rd or more shareholding 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 concern
- Common share holder having $\frac{1}{3}$ rd shares or more.

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.

4.3.1.5 On detection of case of allied / sister concern

Having identified, from the information submitted by the firm/company, that the applicant firm/company is an allied/sister concern of other firm(s)/company(s) already registered for the same item with RDSO, a mention to this effect shall be made during scrutiny and subsequently in the 'List of Vendors for Development Orders'/ 'List of Approved Vendors' against the names of all such firms/companies so that the tendering authorities and tender committees may take a note of the same for necessary action.

The preface of 'List of Vendors for Development Orders'/ 'List of Approved Vendors' should include – “The name of sister concern have been mentioned against each item of 'List of Vendors for Development Orders'/'List of

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 4 of 11

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

Approved Vendors' . This should be kept in view (wherever applicable) to high light the fact that the competing firms are sister concerns while dealing with tenders”.

4.3.2 Legal Scrutiny

The legal documents received with the application shall not be required to be sent to legal cell for scrutiny. These documents shall be kept for record purpose only.

However even in cases warranting scrutiny of the legal documents, the respective directorate shall process the case for approval in parallel and not after the legal scrutiny is over. Further, if necessary and if everything else is in order, but legal scrutiny is getting delayed, provision for issue of provisional clearance subject to legal scrutiny clearance shall be considered

4.3.2.1 Undertaking to be submitted by the applicant.

An undertaking in the format as per Annexure A-3 of document QO-F-8.1-7 shall also be taken from the applicant that all legal formalities and statutory compliances required for vendor registration in RDSO are being abided with and all/any documents submitted & when demanded by RDSO are legally correct. If any deficiency/ noncompliance is found at any stage on the part of applicant, then RDSO shall have the right to delist the applicant permanently without assigning any reasons and the delisted vendor shall have no claim in consequence thereof against RDSO whatsoever.

This undertaking shall hold good while the application is under scrutiny and also while the firm is listed on the RDSO's vendor list.

4.3.3 Technical Screening

4.3.3.1 A technical screening should also be done at this stage to establish whether on the basis of information supplied regarding infrastructure & manufacturing practices, QAP etc., firm can be considered for a visit for assessment of its capability.

4.3.3.2 Outsourcing of some minor activities by any vendor will require approval of the directorate head. It should be incorporated in QAP and got to be verified during assessment of the firm.

However, outsourcing of activities to any **sister concern** (as defined in para 4.3.1.1, 4.3.1.2 & 4.3.1.3 above) shall be permitted, subject to compliance of requirements of specification/STR/M&P/ ISO etc. by the sister concern. Such outsourcing shall be considered equivalent to in-house manufacturing. The activities outsourced along with details of work address of sister concern and M&P available as per STR etc. shall be covered in the QAP. The responsibility of overall quality etc. shall be of the **approved vendor** for the activities outsourced by them to their sister concern. In case of non-compliance of any issue in sister concern, suitable action to be taken against the **approved vendor**.

RDSO officials shall have to visit all outsourced work-places of sister concern to certify compliance before approval (for overseas firms and their workplaces Spl. DG/VD's dispensation can be taken on case to case basis giving justification).

4.3.3.3 It is preferable to have all the manufacturing and testing facilities covered under STR located at one premises. However, firm can be permitted to have facilities spread in more than one place provided they are under the same ownership with same name. The activities including testing and inspection carried out at these premises shall be clearly spelt out in the QAP. These locations shall be termed as Ancillary units.

The place where the material shall be offered for final inspection shall also be indicated in the QAP.

Note – The guidelines as mentioned in para 4.3.3.2 & 4.3.3.3 shall also be applicable to existing vendors.

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 5 of 11

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

4.4 Acceptance of application

If the firm's application is accepted for further processing after scrutiny, the firm shall be intimated about the status online.

After verification of payment by the directorate and submission of documents by the vendor, process of capacity/capability assessment can be started in parallel in the following cases:

- i. If the new vendor is already registered in RDSO/ Production Units and some documents have not been furnished/ have minor deficiencies.
- ii. For vendors not registered with RDSO/ Production Units- In case of minor deficiencies in documents.

However, in both the above cases, deficiencies have to be set right before communication of approval.

"In case of major deficiencies in documents submitted, the firm should be given one month time to make good the deficiencies before closure of case."

4.5 Rejection of Application

If on the other hand, firm's application has been rejected for further processing, the case shall be closed and the firm shall be informed about the deficiencies. Once the rejection of the application is communicated, the firm will have to apply afresh, in case it still intends to register.

However, if number of vendors are less than three, no registration fee to be paid if the vendor applies within six months (as a onetime exception).

4.6 Visit to firm's premises

After the acceptance of application, nominated RDSO official(s) shall visit the firm's premises for STR verification and capability assessment. During STR verification digitally signed uploaded and submitted documents will be checked and verified with the originals. Legal documents will also be verified with actual copies and nodal officer shall bring all legal affidavits in original. Incase the visit is waived off , then RDSO will arrange the collection of these documents by itself, for which an advance intimation will be given to the firm for keeping the documents ready for handing over to the authorized representative of RDSO.

Visit of manufacturing works by an officer is mandatory for cases of fresh registration of vendors.

"During the extraordinary force majeure situation, the special procedure as devised by RDSO and placed on RDSO website " link under Vendor Interface " (www.rdsso.indianrailways.gov.in), may be used in place of physical inspection, as per approved instructions issued by RDSO for Capability Assessment, Prototype Inspection and Quality Audit to be carried out by remote means"

Assessment of overseas suppliers where required may preferably be got done from RA Berlin/DRA Paris/London or any other railway representative posted abroad. Alternatively, approval of Spl. DG/VD may be taken for specific arrangement on case to case basis.

Firm can postpone date of visit communicated by RDSO only twice. 3rd postponement shall not be granted and case shall be closed and communicated. **This is not applicable where no. of vendors/sources are less than five.**

4.7 Capability Assessment Report

Once the official is nominated for capability assessment, the application form & relevant documents shall be given to the nominated official. *The duly completed inspection and capability assessment report on*

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 6 of 11

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

standard format (document no. QO-F-8.1-8) to be made electronically, converted to pdf, digitally signed and submitted through e-office/e-mail to the Directorate head alongwith any action taken by the field office on communicating approval for manufacturing of sample (or prototype, where applicable) and/or picking up test sample (or prototype, where applicable).

The capability assessment report for overseas supplier shall be prepared by the hired inspection agency as per para 4.6 above.

Once deficiency found during capability assessment, the case shall be CLOSED and the closure along with deficiencies shall be communicated to the vendor. However, if the vendor re-registers and submits documents in support of compliance of deficiency communicated by RDSO, (giving reference of the earlier case) within 6 months from the date of closure/communication of deficiencies, the case can be restarted from the stage where it was closed (as a one-time exception).

For the items where the number of vendors are less than three, no vendor re-registration fee shall be payable, and decision for closure to be taken by directorate head.

4.8 Test samples and charges

The nominated officer for capability assessment after verifying STR and other items satisfactorily, should communicate approval for manufacturing sample (or prototype, where applicable) and or pick up test sample (or prototype, where applicable) as per specification where testing at RDSO is required. The samples testing charges shall be paid through 'SB Collect' through 'E-Payment to RDSO' link under Vendor Interface on RDSO website (www.rdsso.indianrailways.gov.in). See associate directive for schedule of charges under ref (10). *Communication of approval for manufacturing of sample (or prototype, where applicable) and or picking up test sample (or prototype, where applicable) will be made with the approval of the concerned JAG or above grade officer of the field office.*

It shall be mandatory for the firm to offer the samples for testing after depositing the testing charges (if applicable) within the specified TIME PERIOD (which is ITEM specific, - see 'ITEM MASTER' under 'Vendor Interface' on RDSO Vendor Registration Portal - <http://www.rdsso.indianrailways.gov.in>) from the date of advice by RDSO. All necessary documents and internal test reports may be uploaded online after digitally signing by the firm. In case, the firm fails to offer the samples within the specified time, the case shall be closed and the vendor shall have to apply afresh. However, if the vendor re-registers and submits samples along with internal test reports, (giving reference of the earlier case) within 6 months from the date of closure, the case can be restarted from the stage where it was closed (as a one-time exception).

For the items where the number of vendors are less than five, no vendor re-registration fee shall be payable, and decision for closure to be taken by directorate head.

“During the extraordinary force majeure situation, the special procedure as devised by RDSO and placed on RDSO website “ link under Vendor Interface “ (www.rdsso.indianrailways.gov.in), may be used in place of physical inspection, as per approved instructions issued by RDSO for Capability Assessment, Prototype Inspection and Quality Audit to be carried out by remote means”

4.9 Management of test samples

Each directorate shall lay down its procedure for management of test samples.

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 7 of 11

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

4.10 Non-conforming results or inadequate information

4.10 (a) Non-conforming results: If during scrutiny by nominated official, the test results are found not conforming to the specifications, the further action to be taken as per Ref doc –6 at para 5.0.

4.10 (b) Inadequate information: If during scrutiny by nominated official, the information is found inadequate, and some more information is required, the same shall be collected and case to be processed further, **as per the directives of the Directorate Head, placed on record of that case.**

4.11 Approval by Directorate Head

In case the information is in line with the requirements and test results are satisfactory, the case shall be put up to Directorate Head in e-office portal alongwith the scrutiny sheet for his approval, to be placed in,

i. The **'List of RDSO vendors for developmental orders'** to be posted on RDSO website.

Or

ii. In **'List of Approved Vendors'** in the RDSO 'List of Vendors for Developmental Orders'/ 'List of Approved Vendors' .

Quality Audit after fresh registration shall be done after 5 years. It shall be ensured that quality audit is conducted well within due date. If Quality Audit could not be carried out within due date, firm's name shall continue in Vendor list till quality audit is completed.

4.11.1 Depending on the nature of item, approval may be given after ensuring:

- a) Minimum Infrastructure and adherence to QAP (in which product prototype testing is not prescribed)
- b) Satisfactory test of product prototype or initial or extended field trials, (Such details should be provided in the specification of the item or in a separate published document.
- c) In case, the development of firm has been undertaken against development order, the approval will be given only after the firm has completed the supply.

d) Based on Successful Capability Assessment:

In items having less than five registered Vendors and as identified by the Directorate [Ref para f) below], on successful Capability Assessment, applicant firm may be placed in Vendor directory as a developmental Vendor with the limited quantity. Initial supply of quantity shall be limited, which shall be supplied only after satisfactory test of product prototype offered by the Vendor to the respective Directorates. Restriction on Supply Quantity shall be removed after product prototype passes the type test and after successful completion of the field trial, as applicable. Type test charges shall be levied as given in Vendor registration schedule of charges (ref.10).

- e) Following steps to be taken for dealing with delay in removing the quantity restriction of the developmental Vendor:
- Such Vendor to be approved for 2 years. It should be mentioned in the Vendor Directory and Approval letter, as well.
 - Vendor shall approach RDSO, three months before expiry of the validity requesting for extending its validity and removing its quantity restriction, giving its credentials of comply of the order.
 - Decision about continuance or otherwise of *Vendor's* name in Vendor Directory can be considered on following grounds:

i. In case the Vendor has got orders and either supplied or in the process of supply, validity can be extended by further two years.

ii. In case the nominated Railway Unit (PU/Shed/Workshop) is not able to install full quantity prescribed for trial within six months of supply, then Directorate head may consider reducing the quantity for field trial, depending upon the criticality of the item with the approval of Spl. DG (VD)

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 8 of 11

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

iii.Regular monitoring of such Vendors shall be done by respective Directorates.

- f) List of such items [in which the process mentioned at point d) above can be made applicable] shall be decided by respective Directorate along-with the initial permitted quantity and duration of field trial, as applicable, and published on RDSO website in advance. Any changes other than necessitated due to decontrol of items from Vendor Directory, in this list shall be done with the approval of Spl. DG (VD).
- g) Following shall be mentioned in the respective Vendor Directories and in the approval intimation letter given to the Vendor, to ensure that Vendor does not take orders for more than the restricted quantity:
 - i) *The purchasing authority shall ensure that just before placing the order on a Vendor approved for limited quantity, details about the total supplied quantity and orders in hand is to be taken from the Vendor. It shall be ensured by the purchasing authority that the order should be limited, such that the total quantity ordered on the Vendor (collectively by all the Railways) does not exceed the total quantity mentioned in the Vendor Directory.*
 - ii) *The Vendor shall also ensure that they do not secure total order quantity more than the limited quantity mentioned in the Vendor Directory. An undertaking shall also be taken by the purchasing authority from the Vendor before placing the order on the Vendor, that the vendor has not exceeded the quantity limit mentioned in RDSO vendor directory, with purchase order being placed on him. If it is observed that the Vendor has taken orders for more than the total limited quantity assigned for the Vendor, the order shall be treated as cancelled and in this regard Vendor shall also inform to the next purchasing authority and the RDSO, that his limited quantity specified in vendor Directory is already covered. This shall be mentioned as mandatory condition in the tender and as well as in purchase order issued by all the purchasing authorities.*
 - iii) *The inspecting authority shall ensure before each inspection for these Vendors that the total inspected quantity does not exceed the limited quantity mentioned in the Vendor Directory.*
 - iv) *The Vendors shall give an undertaking to RDSO at the time of application that under no circumstances, the Vendor shall take orders for more than the quantity restricted by RDSO. Any breach of this undertaking will be viewed adversely by RDSO at the time of reviewing the quantity restriction in the vendor directory.*

4.11.1.1 In case a developmental order is required prior to approval, one of the consignees may be advised for necessary action. If Developmental order has been placed on the firm after capacity/capability assessment, then at the time of approval the capacity/capability/Quality Audit etc. normally need not be carried out in case the time between last capacity/capability/Quality Audit assessment etc. & fresh approval is less than 5 years and there is no change in QAP.

4.11.1.2 For firms/vendors given IPR by the principal holder of IPR (for manufacture in India of already 'Proven and Established' product on Indian Railways) the approval process to be followed shall be as stated in para 4.3 of QO-D-8.1-7.

4.11.2 Procurement of Raw Material/sub-assembly from Approved Source

When source of raw material/sub assembly for an item is not mentioned in the RDSO specification (if they are vendor's QAP specific) no RDSO intervention is normally required. However, RDSO should advise the firm to develop more than one vendor for raw material/sub assembly in their own interest to overcome dependence on single source and get the same incorporated in the QAP.

SSRE/ISO-Cell	ARE/ISO CEI	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 9 of 11

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

When sources of critical raw material/sub assembly for an item are mentioned in the RDSO specification, then in case of single source, the directorate should make effort for multi-sourcing. Such case of single source should be reviewed periodically, at least once a year.

4.12 Approved copy of QAP

While communicating the fresh registration to the vendor, the approved and digitally signed copy of QAP (Quality Assurance Plan) shall be sent to the vendor for implementation, duly stamped as 'approved'. The QAP shall be for the products for which the firm is approved. QAP must mention the work address of the firm.

4.13 Review / upgradation of QAP

The QAP shall be approved by the officer nominated for capability assessment. This will be subject to review/upgradation by RDSO in the light of fresh data & experience.

“During the extraordinary force majeure situation, the special procedure as devised by RDSO and placed on RDSO website “ link under Vendor Interface “ (www.rdsso.indianrailways.gov.in), may be used in place of physical inspection, as per approved instructions issued by RDSO for Capability Assessment, Prototype Inspection and Quality Audit to be carried out by remote means”

4.14 Communication of approval

The approval under category 4.11 (i.) or 4.11 (ii.) shall be communicated through letter attached in e-mail to the vendor as per standard format given as Annexure-I of ISO QMS document No.QO-F-8.1-2 and status of vendor be updated on the website and respective 'List of Vendors for Development Orders'/ 'List of Approved Vendors' . Timely updation on website & 'List of Vendors for Development Orders'/ 'List of Approved Vendors' must be ensured.

The date of approval on file by Directorate head shall be the effective date of approval. The effective date of approval shall be mentioned in the letter.

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-8.1-9	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

SSRE/ISO-Cell	ARE/ISO CEII	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 10 of 11

ISO9001:2015	Document No:QO-D-8.1-6	Version No: 3.2	Date Effective : 17.09.2020
Document Title: Vendor application processing			

6.0 Associated Records

Rec-Ref. SNo.	Document Number	Document Name
1	QO-F-8.1-2	Fresh Registration & Quality Audit of Vendors
2	QO-F-8.1-7	List of documents to be sought from the vendor at the time of fresh registration and Annexures/Forms
3	QO-F-8.1-8	Capability assessment report for registration.

As required by the directorate documentation.

7.0 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	Head of Directorate	Directorate Staff		
Requirement of deviation from directive.	Head of Directorate	Spl. DG/VD	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

8.0 Abbreviations

None

SSRE/ISO-Cell	ARE/ISO CELL	MR/ISO Cell	Printed :17.09.2020
Prepared By:	Checked By	Issued By:	Page 11 of 11

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