

ISO9001:2015	Document No: QO-D-8.1-5	Version No:2.1	Date Effective:02.07.2020
Document Title: Application for registration of vendor			



# RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

## QO-D-8.1-5

*Application for Registration of Vendor*

### 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-7.1-5 Ver 14.1 of 9001:2008 QMS.
2.	01.05.2019	1.1	Changes in Second Para of Clause 4.1 based on recommendation of “Standing Committee on Vendor Development and Approval Issues “ at NP-22 to NP-25 of Computer Wing’s file No. Comp/1.55.07.01 (Pt-I) Vol-III, which is approved by DG/RDSO on date 28.03.2019. Copy is placed at SN-19 of ISO Cell File no. “MR/ISO 9001/App/Vendor Interface Vol-III”
3.	17.03.2020	1.2	Modification in para 4.1 based on recommendation of of “Standing Committee on Vendor Development and Approval Issues “ at NP-1 to NP-5 of ISO cell file No. MR/ISO-9001/Poicy/vendor Interface/Vol-IV(Part File/MP Subsystem) which is approved by DG/RDSO on date 13.03.2020. Copy is placed at SN-31 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.	01.07.2020	2.0	New para 4.2.4 & para 4.2.4.1 added, based on recommendations of standing committee at NP-22 & Correspondence side SN-106-108in eoffice file no. RDSO-RES0LKO(ISO)/1/2020 O/o Director /ED/RDSO duly approved by competent authority Spl. DG VD at NP-17.
6.	02.07.2020	2.1	Modified Clause 4.0 para 2, & Clause 4.1 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 .

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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.

This document contains directives specific to submission of application form for vendor registration.

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

Starting 1<sup>st</sup> Dec 2010, the process of vendor registration has been made on-line. No paper based applications shall be accepted by the directorates. In case any paper based application is received, the application shall be returned and applicant advised to apply on-line through the RDSO website.

Complete QAP and Undertakings/Legal documents to be uploaded online in non-editable digitally signed pdf format along with application. No need to send the hard copies of legal documents to RDSO, which will be collected in original by the authorised representative of RDSO at the time of verification of STR.

Note: RDSO shall permit only the OEM's to register. Traders / resellers are not permitted. However, in case of overseas OEM's, the firms can appoint an inshore firm duly authorized to interact on all issues pertaining to the process of registration. The instrument of such authorization shall be submitted by the authorized firm along with the application form.

RDSO shall grant approval only to the OEM.

The following paragraphs expand the various checks to be exercised during the on-line registration and the subsequent processing of the application.

### 4.1 Provision of application forms and other documents

Vendors seeking registration for any of the items\* shall register online on the RDSO website and shall submit the initial vendor registration fee. All relevant documents like vendor approval guidelines, latest version of all the relevant specifications, STRs and drawings are available on the website of RDSO. (Also See associate records rec-ref . 1)

Note: \*Item will include sub-items in case these have separate drawings/Specifications for which separate vendor development is being undertaken.

After **GST INVOICE** is communicated to the vendor, by RDSO .The total time allowed for **making payment** and **uploading** application along with all the necessary documents digitally signed by the authorised signatory on non editable pdf format shall be 15 days which may be extended further by another 15 days with the approval of the directorate head provided the payment is made within the first 15 days. In case non-compliance, the case shall be closed and registration fee forfeited (in case deposited).

Every page of submitted documents shall be signed by the authorized representative & shall be stamped. Vendor shall also submit authorization letter( as per Ann A-5 of document no. QO-F-8.1-7 ) duly signed by

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Director/Proprietor/Partner of the firm authorizing the firm's representative for signing the documents. Authorization letter shall also be uploaded along with the documents.

The requisite charges as specified directive ref (10) in this document (this is applicable even where vendors are in possession of developmental/educational orders from Railway Board/ Zonal Railways) shall be paid by the vendor on line through the 'SB Collect' through 'E-Payment to RDSO' link under Vendor Interface on RDSO website ([www.rdso.indianrailways.gov.in](http://www.rdso.indianrailways.gov.in)).

#### 4.1.1 Application for Additional Item

If Vendor is already registered with RDSO & has applied for additional item from the same work address and if documents have been submitted earlier within the directorate for any other item, then common documents which do not require renewal, **need not be resubmitted**.

Firm to resubmit documents which are required to be renewed regularly and have expired, & also to furnish list of documents which have already been submitted earlier giving reference of the earlier letter/s vide which documents were submitted & enclose copy of the letter.

#### 4.2 Mandatory Declarations by Vendors

The mandatory declarations shall be submitted by the applicants. These declarations shall be a part of the vendor registration application form.

These declarations are listed and annexed in document QO-F-8.1-7 'List of documents to be sought from the vendor at the time of fresh registration and Annexures/Forms' (See associate records rec-ref .2)

**(Not applicable for Railway Production Unit/Workshops etc.)**

**NOTE: These documents prescribed shall be required to be furnished only for new registration. These documents/ declarations normally need not be send to legal Cell.**

##### 4.2.1 Declaration for classifying Allied / Sister Concerns

Declaration shall be submitted in the format as per Annexure A-4 & Annexures-1&2 of document QO-F-8.1-7

##### 4.2.2 Undertaking to be submitted by the applicant in case of change of status

An undertaking shall also be submitted by the applicants that they shall disclose to RDSO, any changes in the status i.e. name, address, work place etc., as reported here, whenever it occurs in the format as per Annexure A-3 of document QO-F-8.1-7

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

##### 4.2.3 Undertaking to be submitted by the applicant for M & P

An undertaking shall be submitted by the applicant ( in format as per Annexure A-3 of document no. QO-F-8.1-7 ) agreeing for suitable action in case M & P is found deficient after granting approval without intimation to RDSO.

It would also be mandatory to inform RDSO through fax/email as soon as any M&P is removed from firm's premises ( even for repairs). RDSO should be informed again through fax/email when the same is brought back and made operational.

##### 4.2.4 Registration of Foreign Firms:

For registering any new foreign firms, desirous of doing business with Indian Railways, for the items having annual procurement volume more than Rs. 300 Crs. and required by the Indian Railways on recurring basis in future, the items shall be identified as under:-

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Procurement volume will be calculated based on the volume as given in the POs' placed by All the Zonal Railways and the Production Units of IR for Last FY. Procurement projections for such items for the next 3-5 years are to be notified and uploaded on RDSO website.

QA Directorate of RDSO shall workout the mechanism to identify the items having volume more than Rs. 300 Crs. on annual basis, Design Directorates shall be consulted for items for which vendors are being developed by Design Directorates.

**4.2.4.1 Following terms and conditions shall be applicable for vendor registration/ approval of foreign firms: -**

(i) Foreign firms shall be initially registered in the "list of developmental vendors" after evaluation of product. Evaluation criteria shall be stipulated by respective Directorate heads which shall include provenness criteria of equipment usage of same Type/Make & Model/ Version for min. no. of equipment and equipment months in use in foreign countries, climatic test requirements for Indian Railways besides other requirements, as applicable. It shall be desirable that vendor should start the indigenization process, immediately after its registration as "developmental Vendor/Approved Vendor", as applicable.

The firm shall be subsequently upgraded as Approved vendor after compliance of supply of equipment and performance in equipment-months as stipulated for Indian firms. Stipulated supply and performance in equipment months shall include at least 50% in Indian Railways. Balance supply and performance in equipment months in foreign countries can be considered for evaluation.

(ii) Foreign firms shall submit an undertaking along with the application for registration that they shall establish domestic manufacturing capability (as per STR or better as per manufacturing requirement) with at least 50% local content of the item for which they have applied for registration, within 3 years from the date of upgradation/registration (as applicable), as Approved Vendor. The undertaking shall include the timeline (Span maximum three years) for developing domestic production capability.

(iii) (a) 'Local content' means the amount of value added in India which shall unless otherwise prescribed by the Ministry of Railways, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percentage.

(iii)(b) Directorates shall constitute a committee of three members of min. JAG level to verify the local content as per extant instructions. One officer dealing with the item, one officer from Finance and the third member from a sister Directorate shall constitute the committee.

(iv) The vendor registered for 'developmental vendor/ Approved Vendor', as applicable, shall submit six-monthly periodic information to RDSO, regarding progress of their manufacturing capability in India as per timeline given in their undertaking. Vendor shall apply at least three months before the expiry of stipulated three years period from the date of its upgradation/registration (as applicable), as Approved vendor, to RDSO authorities for verification with documentary evidence, that it has established the domestic manufacturing capability.

(v) At the end of 3 years from the date of registration as approved vendor, if the firm fails to establish domestic manufacturing capability as stipulated in sub-para (ii) above and get it approved by the vendor approving authority of RDSO the foreign firm shall not be considered for the extension of its status as "Approved vendor" and shall be downgraded to "Developmental Vendor" status that too only for supply of spares / after sales support to the already supplied items. Concerned Directorate head of RDSO will inform all such cases to Railway Board for advising all other vendor approving authorities of IR.

(vi) Subsequently, if the downgraded firm at a later stage develops the requisite domestic manufacturing capacity, it may reapply for restoration as approved vendor, with required documentary proofs. After verification of compliance of stipulated criteria by RDSO Authorities, firm may be restored as Approved Vendor.

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### 4.3 Prerequisite for application

All applicants shall possess the following pre-requisites

#### 4.3.1 ISO9001 Certification

Vendor should possess valid ISO 9001 certificate for manufacture of same/similar item at his works address,

Further, it shall be cross checked by directorate during scrutiny that the certifying body which issues the ISO: 9001 certificate is accredited by an accreditation body that is a part of the International Accreditation Forum (IAF) under the Multilateral Recognition Arrangement (MLA). The list of all such accreditation bodies is available at the IAF website at: <http://www.iaf.nu>.

Any doubts regarding the veracity of certifying body or accreditation body shall be referred to ISO Cell.

#### 4.3.2 Digital Signatures

'The vendors are advised to possess valid **Digital Signature** and get registered with **IREPS** at <http://www.ireps.gov.in> for participating in e-tenders floated by Railways.

Furnishing of Digital Signature details during fresh registration is **OPTIONAL**. IREPS registration is not required for fresh registration..

### 4.4 Acknowledgement of Receipt

The vendor shall be given an acknowledgement of receipt of the application on line.

### 5.0 Referenced Documents

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

Ref. SN	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

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## 6.0 Referenced Documents of External Origin

None.

## 7.0 Associated Records

Rec-Ref. SNo.	Document Number	Document Name
1.	QO-F-8.1-1	Vendor registration form
2.	QO-F-8.1-7	List of documents to be sought from the vendor at the time of fresh registration and Annexures/Forms

Any other 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 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

## 9.0 Abbreviations

None

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