

ISO9001:2015	Document No: QO-D-8.1-9	Version No:1.1	Date Effective :19.06.2020
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

SSRE/ISO-Cell	ARE/ISO CELL	MR/ISO Cell	Printed: 19.06.2020
Prepared By:	Checked By:	Issued By:	Page 1 of 4

ISO9001:2015	Document No: QO-D-8.1-9	Version No:1.1	Date Effective :19.06.2020
Document Title: Vendor List			

## 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.

SSRE/ISO-Cell	ARE/ISO CELL	MR/ISO Cell	Printed: 19.06.2020
Prepared By:	Checked By:	Issued By:	Page 2 of 4

ISO9001:2015	Document No: QO-D-8.1-9	Version No:1.1	Date Effective :19.06.2020
Document Title: Vendor List			

**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 Directorates has to be taken before issue of next List of approved Vendors (i.e. on 1<sup>st</sup> Jan or 1<sup>st</sup> 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.

SSRE/ISO-Cell	ARE/ISO CELL	MR/ISO Cell	Printed: 19.06.2020
Prepared By:	Checked By:	Issued By:	Page 3 of 4

ISO9001:2015	Document No: QO-D-8.1-9	Version No:1.1	Date Effective :19.06.2020
Document Title: Vendor List			

## 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
Approval for processing changes in specification and deletion of items from the vendor list	Officer of respective directorate	Head of Directorate	Directorate Staff	Spl. DG/VD	All directorates through intranet.

## 9.0 Abbreviations

None

SSRE/ISO-Cell	ARE/ISO CELL	MR/ISO Cell	Printed: 19.06.2020
Prepared By:	Checked By:	Issued By:	Page 4 of 4