

VENDOR REGISTRATION INFORMATION.

MATERIALS MANAGEMENT AND ITS APPLICATION IN INDIAN RAILWAYS.

Materials Management is related with materials requirement by an organization to carry out its different activities. By good materials management, an organization can yield better result with proper utilisation of materials and manpower planning. The materials management department, namely Stores Department, the Controller of Stores of S.E. Railway supervises all activities within its jurisdiction. Eastern Railway's Jurisdiction has been divided into four divisions namely Adra, Chakradharpur, Kharagpur and Ranchi. The Stores Department has stocking Depot at various places for different users covering all four divisions and major workshops within its jurisdiction. The Stores Department maintains a list of approved suppliers on the basis of Trade Groups. The Stores Department adopts different mode for a wide range of item covering-

1) DSL Loco spares, 2) Elec. Loco & EMU spares, 3) Carriage & Wagon spares, 4) General Elec. & Traction distribution Signaling & Telecommunications Spares, 6) Machine & Plant spares of various kinds. 7) Clothing, tools, Electrodes, Paints and other items, 8) Petroleum, Oil & Lubricants, 9) Steel item including structural.

The various mode of tendering is as given below:-

- 1) **Bulletin Tender:** - A Bulletin is published every week for items required and registered firms with SE Railway quote.
- 2) **Limited Tender:** - Enquiries are issued to selective proven sources for special items.
- 3) **Advertised Tender;** - Advertised in leading national and regional newspapers.
- 4) **PAC Purchase i.e, Single Tender:** - Where only one source exists.

Registration of Vendor.

The Stores department always encourages firms who come for vendor registration. The vendors, who are either manufacturer or trader, have to apply to the COS/SER Rly/GRC requesting for enlistment as approved sources of various spares as mentioned above.

Registration / Renewal of registration is done very carefully to improve supply source and monetary limit is recommended capacity cum capability as under:-

- A** -- Above Rs. 15,00,000/-
- B** -- Above Rs. 10,00,000/- and upto Rs. 15,00,000/-
- C** -- Above Rs. 5,00,000/- and upto Rs. 10,00,000/-
- D** -- Above Rs. 2,50,000/- and upto Rs. 5,00,000/-
- E** -- Above Rs. 1,00,000/- and upto Rs. 2,50,000/-
- F** -- upto Rs. 1,00,000/-

Registration Information

The firm, who is interested to get registered with SE Railway but does not have its office/ factory in the geographical area of SE Railway, should get themselves registered with respective Railways under whom the jurisdiction lies. Before registration with respective zonal Railway will be asked for confirmation of the firms registration at that Railway. For such firms who are in the area of SE Railway, the following information will be of great help.

A) Criteria for Registration of a New Firm.

(I) FOR THE FIRMS WHO ARE ALREADY REGISTERED WITH NSIC.

The intended NSIC registered firms should apply on their letter head to the COS/SER/GRC with copy of valid NSIC detailed company profile and VAT registration No. requesting issue of "Q" Registration form. NSIC Regd. Firms are issued the form free of cost. The Registration/Q form alongwith other documents should be deposited with respective NSIC unit and forward the same to this Railway.

(II) For SSI Units:-

SSI Units are advised to get NSIC Purchase Enlistment Certificate from local branch first and then approach as per normal procedure for NSIC registered firm.

(III) For the firms who are registered with ICF, RCF, DGS&D, CLW, DLW, RDSO, or ISO certificate holder:-

The firm should apply to the COS/SER/GRC with notarised copy of valid certificate, as the case may be. If the Railway finds the requesting firm as prima facie eligible, firm will be advised through a letter to deposit the required amount.

100/- as cost of "Q"/ Registration form, Rs. 100/- bearing cost of vendor Trade Group Book and Rs. Registration Fee under head of allocation No. Z-650- (COS) with the Chief Cashier/SER/GRC/Kol-43 amount may deposited either by cash or DD or Money Order. The original Money Receipts, issued by Cashier have to be submitted by the firm to get Registration/Q Form and Vendor Trade Group Book. may send the original MR by post also. The Registration/Q form along with the Vendor Trade Group send by post.

(IV) For the Firms who are authorised Dealer/ Distributor/Agent of a Principal Company.

The Firm may also apply to the COS/SER/GRC with copy of valid dealership/ distributorship certificate of the Principal Company audited Balance Sheets and P/L Account for last two years.

After going through the documents the Railway will decide whether the firm should be registered or not. In case of firm will be advised to deposit Rs. 100/- + Rs.100/- to the Chief Cashier as per denominations clarified in para (III).

In all cases, the Registration/Q form should be filed up in ink and no column of the form should be left blank. The partners or authorised signatory of a partnership firm or Director should sign on every page of the Registration/Q form seal. All documents accompanying Registration/Q form should be attested by Notary.

DOCUMENTS TO BE ATTACHED WITH THE REGISTRATION FORM (MANDATORY)

- (a) Trade Licence/Factory Licence.
- (b) Documentary evidence of ownership of land and building of office premises & factory premises or rent receipt.
- (c) Affidavit for ownership of Plant & Machinery with list of M & P installed in the factory.
- (d) Audited Balance Sheets and P/L Account for last two years.
- (e) Performance Statement.
- (f) Notarized copy of registration certificate with other Railways, products units, DGS&D, RDSO, ISO etc.
- (g) Partnership Deed.
- (h) Original current Banker's certificate or notarized copy.
- (i) For limited company a memorandum of Articles of Association.
- (j) Clear valid Dealership/ Distributorship certificate of a Reputed Principal Company.

When the application is received, following confirmation will be obtained first before proceeding further:-

- i) Confirmation from Principal Company with validity and description of item.
- ii) Confirmation from Banker.
- iii) Confirmation from Zonal Railway, if they belongs to that area.

After getting confirmation, a Railway Officer is deputed to inspect the firm's office, Godown and other establishments to verify cum-capability. The inspection report as submitted by the Officer will be enclosed with final case and that will be sent to authority for approval for registration.

The registration section of SER on receiving the above form and documents scrutinizes carefully and intimate the firm additional documents if that are required before decision for registration. If NSIC registered firm come from other confirmation is sought confidentially from that Zonal Railway regarding particulars of trade groups, monetary limit performance. The complete file with proper reference is then finally put up to competent authority for registration in the groups as per NSIC items with monetary limit. If approval is granted for registration of firm, the firm will be intimated to subscription (Rs. 800/- for ordinary post / hand delivery and Rs. 1500/- for registered post) in a financial year Cashier/SER/GRC/Kol-43 under allocation No. Z-650 -(COS) either in cash or by DD or Cheque. Initially, provisional registration 2 years (24 months) and the Registration certificate is issued to the vendor giving the following details and Weekly Stores Bul them regularly:-

- (1) Registration No.
- (2) Validity period of registration.
- (3) Monetary limit of Purchase Order.
- (4) Vendor Trade Group No.

(B) Criteria for Renewal of registration:

The renewal of registration is done on the basis of satisfactory performance as Certified by concerned purchase office registration is offered for a period of 3 years (36 months) if the competent authority grants renewal of registration.

(I) For NSIC Registered Firm.

The firms are advised to submit all documents well before expiry of validity of registration. Documents required are mentioned below: -

- a) NSIC Enlistment Certificate with current validity (Notarized)
- b) Banker's Certificate (Notarized).
- c) Affidavit for ownership of Plant & Machinery (Notarized).
- d) Performance Statement during registration period. The firms are asked to submit list of tender participation during registration period.

they did not receive any order during that period.

(II) FOR DEALERSHIP/ DISTRIBUTORSHIP FIRM.

In this case, the firm have to submit following documents:-

- a) Valid copy of dealership/ distributorship certificate.
- b) Banker's Certificate (Notarized).
- c) Audited Balance sheets and profit & Loss Account for last two years.
- d) Performance Statement during registration period. The firms are asked to submit list of tender participation during registration period. If they did not receive any order during that period.

The enlistment section seeks confirmation from Principal Company and Banker.

If that are received in proper format and performance is certified as satisfactory, the final case is put up to the Compete renewal of registration. If approved, the firm is advised to deposit bulletin subscription for 3 years (36 months). On receiving in original, the revalidated registration certificate is issued with a validity of three years.

(III) The firms with DGS&D, ISO etc certificate holders.

The procedure for renewal of registration is same as stipulated in sub para (I).

(C) ENHANCEMENT OF MONETARY LIMIT AND INCLUSION OF ADDITIONAL TRADE GROUPS.

When any application requesting the proposed change for monetary limit and Trade Groups is critically reviewed by the concerned officer and performance factors are judged from purchase order concerned. If it is found that the firm have received orders with higher values, the request for enhancement of monetary limit may be processed for approval from the Competent Authority. In between if the firm received and completed supply order for other items belonging to other Trade Group and/or they have registered with NSIC, their request for additional TG can be considered.

(D) THE ADVANTAGE BENEFITS OF REGISTRATION.

The Registered suppliers of this Railway will get the following benefits:-

- I) Stores Weekly Bulletin indicating the demands of the Railway will be issued to the supplier during the financial year.
- II) There is a scope for inclusion of their names against limited tender enquiries issued for special and urgent items.
- III) No earnest money is required to be deposited along with the tender.
- IV) No security deposit is required to be submitted for order upto the monetary limit for which they are registered with the Railway.
- (E) **SUSPENSION / DE-REGISTRATION OF THE FIRM.**

(I) SUSPENSION

Many firms are found to be functioning un-business like or indulge in unethical practice. As per vigilance directives business firms will be immediately suspended. The case will then be handed over to nominate investigation Officer from Stores or Accounts. Based on the findings of re-investigation, recommendation for stoppage or suspension of dealing or de-registration and penalty proposed to be imposed. These recommendations will be acted upon and a show-cause Notice shall be issued to indicating the charges framed and the firm will be given 2-3 weeks time for reply. The decision will be communicated to the firm. The case will be confidentially reported to Railway Board and Vigilance Branch for information. The decision of Control Board will be final and after completion of penalty period, revocation of the registration will be automatic. However, if 3 years period elapses between registration/renewal and date of completion of imposed penalty, renewal process will commence.

(II) DE-REGISTRATION:-

A show-cause notice will be issued to the firm when it is observed that firm's performance is unsatisfactory or when firm indulges in unethical trade practices. Firm's case will be processed for de-registration, if firm's reply is found not satisfactory, order for de-registration will be communicated to the firm.