

SUB: Policy and procedure to be followed for Registration of Vendors in RAIL WHEEL FACTORY

## 1.0 POLICY

### 1.1 Small Scale Industries:

1.1.1 Small Scale Industries registered with NSIC, MSE: under the scheme of automatic registration of SSI Units registered with NSIC, MSE any vendor who is registered as such with NSIC should be granted registration with RAIL WHEEL FACTORY. While doing so, the following are to be ensured.

- i) The NSIC Certificate submitted by the vendor shall be verified from NSIC website, [www.nsicspronline.com](http://www.nsicspronline.com)
- ii) Such new registration will be allowed provisionally for a period of 02 years.
- iii) The monetary limit of the registration will be the same as that of NSIC registration.
- iv) For vendors seeking registration with a monetary limit over ` 10 Lakhs ISO 9000 certification will be obligatory.
- v) If the monetary limit in the NSIC Registration Certificate states "without any limit" then, for Rail Wheel Factory's registration the monetary limit should be fixed at ` 40 lakhs.

1.1.2 Manufacturers other than small Scale Units i.e., Medium or Large Scale Industries: Registration should be done grading the firms:

- a) Those capable of executing supply orders valuing each ` . 40 lakhs and above
- b) Those capable of executing supply orders valuing each ` . 10 lakhs to ` . 40 lakhs.
- c) Those cable of executing supply orders valuing each ` . 5 lakhs to ` . 10 lakhs.
- d) Those capable of executing supply orders valuing each above ` . 1 lakh to ` . 5 lakhs
- e) Those capable of executing supply orders valuing up to ` . 1 lakh.

The monetary limits should be carefully fixed keeping in view the Banker's reports, capacity and capability of the firm and other financial information indicated in the balance sheets, profit and loss statements.

The firms should be pre-inspected by an officer of at least JAG/SS rank for assessing capacity-cum-capability including effective quality control.

Assistance from Inspection wing of DGS&D, RDSO, RITES may also be sought for, for carrying out such pre-inspection.

### 2.0 Vendors registered with Sister Railways and Railways Production Units:

2.1. Firms who are pre-inspected and considered fit for inclusion in approved list of one Railway should be considered for inclusion in the approved list of RAIL WHEEL FACTORY as well, While granting registration on Rail Wheel Factory on the basis of registration granted by Sister Railways, following are to be ensured:

- a) Such registration with Sister Railways/Production Unit is current and valid
- b) Validity of the registration of RAIL WHEEL FACTORY will not be beyond the date of validity of registration of Sister Railways/Production Unit.
- c) Authenticity of the registration of the firm with the Sister Railways should be verified with the Sister Railways/Production Unit.
- d) The monetary limit of registration on RAIL WHEEL FACTORY should also be the same as that allowed by the Sister Railway/Production Unit.

### 3.0 Authorised Agents:

- 3.1 For the purpose of registration with RAIL WHEEL FACTORY, a vendor would be considered as an Authorised Agent if he qualifies the following criteria:

“A sole authorisation from the manufacturer that the agent has been authorised to participate exclusively in the tenders for Rail Wheel Factory for a particular period and that the manufacturer will stand guarantee regarding timely supply and genuineness of the product including warranty.”

- 3.2 Authorised agents seeking registration must furnish along with other prescribed documents, current and valid authorised dealership/agency certificate from their principal manufacturer.
- 3.3. Trade groups for the registration are to be decided on the basis of products for which authorised dealership/agency certificate (current and valid) of the relevant principal manufacturer has been furnished by the applicant vendor. Registration to these firms may be granted after deputing a JA/SS Grade Stores Officer for assessing capacity-cum-capability inspects their premises. The monetary limit of the registration should be carefully fixed keeping in view the Banker's report, capacity and capability of the firm and other financial information indicated in the Balance Sheet, Profit and Loss account etc.,
- 3.4 Authorised dealers/agents who are already registered with Sister Railways/Production Unit may be considered for registration for RAIL WHEEL FACTORY with the same conditions as indicated in para 3.0

### 4.0 GENERAL:

- a) Keeping in view the extant instruction of Railway Board, no registration for any Trade group covering such materials as are compulsorily to be procured from sources approved by CLW, DLW, ICF, CORE, RDSO, CEE, CME, of RWF or any other nominated agency will be accorded to a firm unless they happen to be one of such approved sources. Here also, the registration is to be restricted to that Trade Group for which, the firm is an approved source.
- b) To reduce unnecessary work, the decision to depute a JAG/SS grade officer to inspect the firm's premises should be taken only when the applicant firm is found to be prima facie eligible for getting registration with the Railways as per the policy contained in the present Office order.

5.0 Competence Level: As per existing practice in RWF, the following will be the competence level:

- a) For new registration and renewal in favour of firms registered with NSIC, MSE, Dy. CMM /I will be the Competent Authority.
- b) For new registration and renewal of the firms who are registered with Sister Railways/ Production Unit, CMM will be the Competent Authority.
- c) For new registration of the firms accorded on the basis of inspection by JAG/SS Stores Officers of RAIL WHEEL FACTORY, COS will be the Competent Authority, However, for renewal of registration in this category, CMM will be the Competent Authority.

6.0. Validity period of new registration: All the new registrations shall be provisional and valid for a period of 2 years only.

#### **7.0 RENEWAL OF REGISTRATION:**

- 7.1 On expiry of the initial; provisional period of 2 years, the firms shall furnish documents, viz., a) IREPS Registration details along with DSC details b) Last 3 years balance sheet & profit & loss account c) Latest Electricity Bill d) Latest Telephone Bill e) VAT Certificate, f) ED Certificate, g) MSME Regn Certificate, h) Valid NSIC Certificate, i) Valid ISO Certificate j) Other Railways Registration certificate if any k) Performance report- furnish PO copies of the items supplied to other firms. On perusal of the above, the renewal should be granted for a further period of 03 years provided all the documents stand satisfied.
- 7.2 NSIC conducts review of their registration every 02 years and issues a certificate indicating the date of next review. Accordingly, the date up to which the renewal of registration of NSIC registered units is granted must not cross the aforesaid date of next review by NSIC. In case of bad performance by the firms registered with NSIC, they may be de-registered with show cause notice on them and after giving sufficient details to NSIC to act upon.
- 7.3 Re-fixation of Monetary Limit of registration at the time of renewal:
  - a) So far as NSIC registered firms are concerned, the monetary limit may be the same as that in the NSIC registration certificate except those without any monetary limit for which, the same may be fixed as per Railway Board Guidelines vide Board letter No. 2002/RS (G)/753/1 dt. 08.11.2002.
  - b) For the rest, the monetary limit may be re-fixed at 1/3 rd of average annual turnover for the last 03 years. This is also as recommended in the project report of GM/ICF -OSD/S.W. Rly.

#### **8.0. PROCEDURE FOR REGISTRATION OF NEW FIRM:**

- 8.1 On receipt of firm's application on their letter head requesting the controller of stores to grant registration for their firm letters in the prescribed format the firms shall be asked to download the application available on RWF website, [www.rwf.indianrailways.gov.in](http://www.rwf.indianrailways.gov.in) free of cost.

- 8.2 When the application form is received duly filled in by the firm, it will be scrutinized in Controller of Stores Office and deficiencies if any will be pointed out through a letter in standard format.
- 8.3 After all the documents have been submitted by the firm, a confidential letter in the standard format as indicated in Annexure-3 will be sent to the Bankers of the firm to get information about the financial status of the firm.
- 8.4 In case, the firm is already registered with NSIC, MSE or any other Zonal railway or with any production unit of the Railways, then the confirmation will be obtained confidentially from the agency who has registered the firm regarding particulars of groups, and firm's performance report through standard format as indicated in Annexure-4. As far as NSIC registered units are concerned, the registrations shall be verified from NSIC website, [www.nsicpronline.com](http://www.nsicpronline.com)
- 8.5 In case, the firm is not registered with any of the agencies indicated above, then an officer of the Stores department of RWF (normally a JAG/SS officer of the HQ) would be nominated by the Controller of Stores to inspect the firm's premises. However, if the firm is situated outside the jurisdiction of Rail Wheel Factory then they must necessarily get registered outside the jurisdiction of RWF, no such inspection will be carried out by officer of RWF. Nominated officer of the Headquarters will normally be the one who deals with the trade groups requested by the applicant firm for registration and will submit a report on technical suitability and financial capacity of the firm.
- 8.6 On receipt of the inspection report from the nominated officer, the registration section will fill up the details in a standard format as indicated in Annexure-5 and obtain the recommendations from concerned Purchase Officers (JAG/SG) about the allotment of the trade group(s). Thereafter, the recommendation of the CMM dealing with the purchase of item(s) will be obtained and put up for final decision of COS regarding registration.
- 8.7 If the firm is registered with any other Zonal Railway, Production Unit or NSIC then no inspection of the firm will be carried out. For firms registered with NSIC the file with Annexure-5 duly filled in will be put up to the concerned JAG. Purchase officers dealing with the trade groups for their recommendations and thereafter put up to Dy. CMM/I for final decision regarding registration/monetary limit. If the firm is registered with Sister Railways, or Railways' Production Unit, then the file will be put up with Annexure-5 duly filled in to the concerned JAG Purchase Officers dealing with the trade groups for their recommendations, and thereafter put upto CMM for his final decision regarding registration and fixation of monetary limit.
- 8.8 As soon as the competent authority passes his final orders regarding registration of a vendor then, the firm will be intimated to remit Registration fee for two years. On receipt of Registration Fee, Registration Letter will be issued duly allotting registration no, supplier code No., trade groups and monetary limit.
- 8.9 This issues with the approval of Controller of Stores and will come into force with immediate effect.