

**OFFICE OF THE
CONTROLLER OF STORES
NORTHERN RAILWAY HEAD QUARTERS OFFICE
BARODA HOUSE, NEW DELHI -110001.**

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**GUIDELINES FOR REGISTRATION OF FIRMS
FOR SUPPLY OF STORES ON
NORTHERN RAILWAY**

1.0 INTRODUCTION:

- 1.1** Controller of Stores, Northern Railway is responsible for procurement varieties of items of stores required for use on Northern Railways. The items procured ranges from spares and assemblies for Diesel/Electric Locos, Carriage & Wagons, various tools, spares, appliances and machines, Electrical fittings, Signaling and Telecommunication items, Permanent Way items, Hardware, Clothing, Petroleum Products, Stationery, various raw materials and other general items.

In addition, Controller of Stores, Northern Railway is responsible for printing and supply of various forms and stationary items and also for disposal of various scrap/ condemned rolling stock, machineries, ferrous and non- ferrous items.

The purchases are made as per procedure and guidelines prescribed by Ministry of Railways (Railway Board). Therefore, Controller of Stores, Northern Railway maintains a list of registered suppliers for supply of above items/ services.

- 1.2 Objective of Registration:-** In order to widen the base of suppliers of stores for Northern Railways requirements, the vendor/supplier/ manufacturer shall be registered after assessment of their credentials (capacity & financial standings etc.).

- 1.3 Facilities for Registered vendors:-** Following facilities shall be provided:-

- a) Limited tenders are normally issued to registered firms of Northern Railway subject to their performance.
- b) Registered firms shall not have to submit EMD (except for safety items of Railway).
- c) Registered firms are exempted from submitting security deposit against purchase orders of Northern Railway subject to the monetary limit.

However, above this monetary limit, the security deposit shall be leviable.

- d) The firms registered with this railway are eligible to quote only for the items and monetary limits for which they are registered. However, such firms are not debarred to get orders in excess of monetary limits and other groups of stores provided railways are satisfied about the capacity cum capability of the firm and requisite earnest money/ security deposit is obtained as is being done in case of un-registered firm.

1.4 Types of Registration of vendors

1. Indian Manufacturer/ Assemblers
2. Authorised dealer/agent or stockist of Indian manufacturers
3. Suppliers of Imported goods.
4. Enlistment of Indian Agents for imported stores of overseas Principals/ Manufacturers.

1.5 Categories for Registration of vendor as Manufacturers.

- (i) Micro Small & Medium Enterprises
- (ii) Large Scale Industries

The following documents are considered as proof of manufacturing;

- (i) for Micro Small & Medium Enterprises
 - (a) NSIC registration certificate
 - (b) Registration with District Industries Centre/ Directorate of Industries of State.
 - (c) Certification of Central Excise registration, wherever applicable.
 - (d) Factory licence issued by the competent authority.
- (ii) Large Scale Industries
 - (a) Certification of Central Excise registration, wherever applicable.
 - (b) Factory licence issued by the competent authority.
 - (c) SIA approval. FDI clearance of Ministry of Finance.

1.6 The Railways register manufacturers or their authorized agents/ dealers after assessing the capacity cum capability and the checks prescribed by the Ministry of Railways. Adequate weightage is given to the quality control measures and Quality

System certification (like ISO-9000) taken by the manufacturers. In case of authorized agents/ dealers, their OEMs should possess satisfactory quality control measures and Quality System certification.

2.0 PROCEDURE OF REGISTRATION:

- 2.1 Firms situated outside the Northern Railway should get themselves registered with their home Railway and thereafter apply for registration with Northern Railway.**
- 2.2 Registration of SSI units registered with NSIC under Single Point Registration Scheme:** As per the directives issued by Govt. of India from time to time, SSI units registered with NSIC are entitled for all facilities/ concessions for items enlisted in NSIC registration certificate. However, if SSI units registered with NSIC seek registration with Northern Railway, they should first get themselves registered with their Home Railway and submit application for registration as per the details mentioned in para 2.4 below
- 2.3** Each firm is required to submit an application for registration on the prescribed form obtainable by remitting an amount of Rs.100/- (Rs. 25/- in case of NSIC registered firm) in the form of Demand Draft in favor of **“FA&CAO(SAB), N.Rly., New Delhi”**. Neatly typed and completed form to be submitted to the office of **“Controller of Stores, Northern Railway, Baroda House, New Delhi 110001”**. The [APPLICATION FORM](#) for registration is also annexed here which can be downloaded. If the downloaded form is used, the firms are required to furnish a fee of Rs.100/- (Rs.25/- in case of NSIC registered firm) towards cost of Application form in the form of Demand Draft in favor of **“FA&CAO/SAB, Northern Railway, Baroda House, New Delhi”**. While submitting the completed Application Form along with all prescribed documents as per the check list given at the end of application form, firm should deposit Rs.1000/- (Nil for NSIC registered firms) as application processing fee in the form of Demand Draft in favor of **“FA&CAO(SAB), N.Rly., New Delhi”**. The above amount can also be paid in cash with Divisional Cashier & Pay Master, Northern Railway, Baroda House, New Delhi and original cash receipt may be enclosed with the Application Form.
- 2.4** The firm may fill up the application form and enclose the required documents (as advised in the Instructions for filling up the Application Form) duly signed and attested. It is desirable that the firms may go through the “Instructions for filling up the application form and supplying of other particulars required for registration” of the application form. For the convenience of firms, a check list is given at the end of application form which may be filled up to ensure completeness of the documents and enclose this checklist along with the application form duly filled in.
- 2.5** Electronic Procurement System for procurement of materials has already been introduced on Northern Railway. It is, therefore, **mandatory** for each firm desirous of registration to obtain e-mail ID and Digital Certificate from any of the Certifying

Authorities as per Government of India, IT Act 2000 and proof enclosed with the application form. The list of Licensed Certifying agencies is available on the web site of "Controller of Certifying Authorities (CCA) (www.cca.gov.in). For the convenience of the applicants, a list of some of the Licensed Certifying agencies is given below:-

S.No.	Name of Licensed CA	Website address	Contact No.
1.	Safescrypt	www.safescrypt.com	044-22540770
2.	NIC	www.nic.in	011-24361133
3.	IDRBT	idrbtca.org.in	40-23534982-85, 23536706
4.	TCS	www.tcs-ca.tcs.co.in	022-22024827
5.	MTNL	www.mtnltrustline.com	011-24329563/4, 1600118855
6.	Customs & Central Excise	icert.gov.in	011-26877960
7.	(n) Code solution CA(GNFC)	www.ncodesolutions.com	079-26857316/17/18

2.6 The firms are registered for specific trade groups of items. A list of these **TRADE GROUPS** is given below which can be downloaded. The firms may apply for any one or more trade groups.

2.7 Criteria for registration of Authorized dealer/Agent/Stockist:- Firm desirous of Registration as an authorized dealer/agent/Stockist of manufacturer will submit duly certified Agency agreement and dealership certificate indicating items & their specifications & validity thereof covering the territory of Northern Railway along with status under para 1.5 (category) above and last three year Profit & Loss statement, Balance Sheet, Quality Control details of the Principal manufacturer. The ISO certificate and affidavit as mentioned below (duly notarized on Stamp paper of Rs.100/-) from the principal manufacturer confirming the following:-

- (i) That M/s..... is authorized Agent/ dealer of M/s.....(principal manufacturer) for supply of items viz..... to Northern Railway. This dealership is valid up to
- (ii) That principal manufacturer will accept the responsibility for satisfactory execution of order placed on the authorized agent/distributor.
- (iii) That they will provide requisite inspection & testing facility at their works in respect of orders placed on authorized dealer/ agent/distributors.
- (iv) That they will be responsible for all contractual obligations including warranty/guarantee against the contract placed during the validity of dealership.

- (v) That M/s (Authorized dealer/Agent/ Stockist) will be quoting competitive & reasonable price and abiding by Standard Conditions of Contract, IRS conditions of Contract and all other terms & conditions/Instructions issued by Northern Railway time to time.

Note:-

- (i) The Vendor seeking registration as dealer/agent/Stockist of more than one manufacturer/ principal, shall apply on separate application form with Agent/dealership certificate and affidavit from each manufacturer principal as described above shall be submitted with the application.
- (ii) **As per the Compulsory Enlistment Scheme of Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with Central Purchase Organisation (eg. DGS&D). Please refer to Rule 143 of General Financial Rules issued by Ministry of Finance, Department of Expenditure.**
- (iii) The vendor seeking registration with Northern Railway will submit the declarations as per annexure-II & III.

Attention: Vendors seeking Registration

Model time frame for registration of vendor

a) If complete set of documents is not received with application:-

Vendors who do not submit complete set of documents (check list having details of document to be submitted along with application is appended below) with the application shall be advised to submit remaining documents within 21 days. In case vendor fails to submit the same, another reminder allowing again 21 days time shall be issued to the vendor. **If the applicant firm fails to submit the requisite documents as above, firm's request for registration shall be denied and applicant firm shall be informed accordingly.**

b) For vendors where inspection of firm's premises is not required:-

Registration letter shall be issued within one month from the date of receipt of documents complete in all respect. (check list having details of document to be submitted along with application is appended below).

c) For vendors where inspection of firm's premises is required:-

Registration letter shall be issued within three months from the date of receipt of documents complete in all (check list having details of document to be submitted along with application is appended below).

3.0 Assessment of Registration of firm: - The assessment of the manufacturing capacity may be undertaken by an officer nominated to inspect the firm's manufacturing/stocking premises regarding their technical capability, Quality Control measures, financial standing and management profile of firm. Even in case of firm registered with NSIC/DGS&D, capacity of firm may be assessed a fresh if the situation so warrants. The firms approved by RDSO/DLW & CLW etc. will be enlisted/ registered subject to verification of financial stability and constitution of the firm. The registration application shall however be submitted by such firms as usual.

4.0 Trade Group: - Vendor seeking registration will submit justification for the demanded trade groups including specific items & specification thereof on the performa as per annexure-I. However, trade Group for registration shall be decided on the basis of the technical and manufacturing capability or product for which valid agreement from Principal/manufacturer has been furnished by applicant Vendor.

5.0 Monetary Limit: - The monetary limit for the registration of firm is fixed keeping in view the banker report, and other financial information and turn over of sales/Income in the balance sheet, profit & Loss accounts for past 03 years etc.

<u>Monetary Limit</u>	<u>Category</u>
Upto 01 Lakh	'E'
Upto 01 to 05 Lakh	'D'
Upto 05 to 10 Lakh	'C'
Upto 10 to 40 Lakh	'B'
40 Lakh & Above	'A'

6.0 Period of Registration & Renewal of Registration of firm:-

Initially the firms are registered for a period of two years subject to the credentials. Thereafter their registration is renewed for subsequent period maximum upto three years based on the performance etc.. The firms are required to apply for the renewal at least three months in advance of expiry of registration along-with the following documents:

1.	Affidavit on non-judicial stamp paper duly attested by Notary public certifying the following:	
	i)	That banning of the firm has not been done by Ministry of Railway/Ministry of supply, semi government or other local

		bodies, including Director/Partner/Prop. of the firm.
	ii)	That we undertake to report to the Northern Railway immediately after we are informed but in any case not later than 15 days, if any firm in which proprietor/partners/Directors of M/s(name of applicant firm) are Proprietor/partners/Directors is banned/suspended for business dealing
	iii)	That all the orders received during the last two years/three years from Northern Railway and other Zonal Railway/Production Units have been shown in the performance statement and nothing is concealed. There is no adverse performance or disciplinary action pending with Zonal Railways/Production Units.
	iv)	That there is no change in constitution of the firm.
	v)	That no recoveries are due against the firm.
	vi)	That no case is pending for Arbitration.
2.		Photocopy of current ISO-9001 certificate attested by Notary Public or Gazetted Officer.
3.		In case of manufacturer Photocopy of current registration with SSI/NSIC/Other Railways/factory license duly attested by Notary Public/ Gazetted Officer.
4.		In case of dealer/agent/Stockist, renewed copy of Authorization/Agent/ Stockist from OEM along with Valid copy of agreement indicating items and undertaking from their Principal manufacturer on Non judicial Stamp paper of Rs.100/- duly notarized as mentioned above under heading "Criteria for registration of Authorized dealer/Agent/Stockist".
5.		Attested copy of registration with Home Railway/PU, if your firm/ unit does not fall under the geographical jurisdiction of Northern Railway.
6.		Performance statement in duplicate duly signed & stamped of orders secured (Stock and Non Stock) from Northern Railway and other Zonal Railway/Production Units since the registration/ last renewal on the following format.

Format for performance statement:

SN	Description of item	Details of PO No. and date	Order Qty	Qty supplied	D.P. stipulated in the P.O.	Date of supply	R.Note/ Receipted Challan No.& date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
6.	If the firm failed to secure orders, they should submit the proof of participation in LT/BT in Northern Railway.						
7.	Last three years Balance sheet, Profit & Loss account and other relevant documents duly notarized.						
8.	Please submit Justification for demand of trade groups/ Additional Trade groups duly stamped and signed by authorized signatory (separate sheet for each trade group is required as per annexure-I enclosed herewith).						
9.	Please submit Declaration regarding acceptance of conditions of Registration and Declaration to comply with the provisions of the all existing Laws/Acts/Statutes as applicable as per Annexure-II & Annexure-III enclosed herewith.						
10	Please furnish self attested photocopy of digital signature certificate with proof of registration with Indian Railways E-Procurement Portal, www.ireps.gov.in .						

7.0 The competent authorities for dealing with various activities relating to processing of application(s) for registration of Vendors at Headquarters level are as under:

- a) Initial work of registration i.e. case formation; clarifications etc. will be approved by SMM/W/NR.
- b) Renewal of already existing registration will be approved by Dy.CMM/IC.

- c) Fresh registration cases including rejection thereof, if any, will be approved by CMM/S.

[APPLICATION FORM](#)

[TRADE GROUPS](#)

Justification for demand of Trade groups/Additional Trade groups (Separate Sheet for each trade group is required).

Trade Group	
Description of trade group	
Reason for demanding this trade group :- (a) What are the items offered for supply falling this trade group	
(b) If manufacturer :- (i) What are the machines available for manufacturing of above items	
(ii) Quality control arrangement	
(c) In case of trade, give details of :- (i) Stock of item and value falling in the group.	
(ii) Whether covered by standard specification	
(d) Performance of supplies to this Rly., other Rlys. & other Govt. Departments.	

SN	Order No. & Date	Description	Qty.	D.P.	Value	Supply details

Authorized Signatory

Place:

firm's seal

Date:

Annexure – II

DECLARATION REGARDING CONDITIONS OF REGISTRATION

1. Registered firms are to abide by the Standard Conditions of Contract, IRS Conditions of Contracts and other terms & conditions issued by Northern Railway time to time.
2. It is obligatory on the part of the registered firms to furnish performance statement in format prescribed in Annexure every year indicating all orders places on them.
3. Registered firms are required to keep registering Authority informed about the changes in their product specification or dis-continuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change or discontinuation.
4. Registered firms are required to furnish all the documents having specific validity period like BIS licence, Lease agreement, Agreement with the principal/manufactures to registering authority as and when they become due. Separate application shall be made for each such unit, where a firm has more than one manufacturing units. Requests for change in the name of a firm and / or their office address should be addressed to the Registration office/Centre who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the registration with Northern Railway shall lapse. The firm should surrender the original registration certificate, in such case and apply for registration afresh.
5. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
6. Fresh application with prescribed fee shall be required to be made after expiry of previous registration or for seeking additional registration/change of specification.
7. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders registered firms are to quote their registration number, along with clear statement that the tenderer is registered for that particular store with Northern Railway.
8. In all future correspondence with the Registration Branch/registering authority of Northern Railway, approved vendors are always required to quote the Registration No. given in the registration letter.
9. Whenever registered firms are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc is made their after shall be produced.

10. Northern Railway will have right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.

Place:

Date:

Authorized Signatory

firm's seal

DECLARATION TO BE SIGNED BY THE VENDOR

I/we have gone through the conditions of the registration detailed in Annexure-1 of the Application. I/We fully understand the same and confirm that I/we agree to fully comply with the same.

I/We fully understand that it is incumbent on my/our part to comply with the provisions of the all existing Laws/Acts/statutes as applicable to our line of manufacture and other provisions like Income-tax/licensing and registration under IDR Act/Insecticide, Licence/Drugs, Licence/Boiler license/ISI, License/Factory Act registration and any other applicable Acts/Laws statutory requirements including the requirements of environmental clearances etc. We have submitted an application for registration with Northern Railway after having complied with these/all other statutory requirements and onus for correctness and fulfillments of the same would be on us.

Place:

Date:

Authorized Signatory

firm's seal

CHECK LIST

Revised Check list for NSIC/HOME Railway Registered Firm's as approved by PCMM/NR.

Sub: - Application of registration from M/S

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FOR REGISTRATION

(The applicants are advised to go through the "Instructions for filling up the application form and supplying of other particulars required for registration" and indicate the details of documents enclosed).

SN	NAME OF DOCUMENT	PLACED AT SN
1	Copy of following document duly attested by Gaz. Officer or Notary Public.	
	i) Registration with Registrar of Firms	
	ii) Telephone bill	
	III) Registration with State Sales tax	
	Iv) Registration with Central Sales tax	
	v) Copies of TAN No. & TIN No.	
2	Affidavit duly attested by Notary Public on non judicial stamp paper of Rs.10/- or above:- 1. That building/ godown / plant/ machinery / stock exclusively owned by M/s 2. That M/s possess adequate after sales service facilities which are available at (give address (es)).	
3	Processing fee (refer item No.6 of Instructions)	
4	Please furnish self attested photocopy of Digital signature certificate with proof of registration with Indian Railways E-Procurement portal, www.ireps.gov.in duly signed & stamped	
5	Statement showing results of operation and financial position for the last 3 years as per Performa given in item No.12 (i) of instruction sheet duly signed and stamped .	
6	Affidavit duly attested by Notary Public on non judicial stamp paper of Rs.10/- or above separately from each partner/director/proprietor whether or not he is a partner/director/ proprietor in any other concern along with under taking.	
7	Performance statement (duly signed and stamped) showing details of contracts executed in past 3 years (give Description, details of Pos, order quantity, value of PO, quantity supplied, delivery period, date of supply, receipt note or receipted challan No. & date).	
8	Affidavit duly attested by Notary Public on non judicial stamp paper of Rs. 10/- or above separately from each partner/director/proprietor declaring:- 1. That dealing of the firm or their partner/director/proprietor have not been banned by Ministry of Railways or Ministry of Supplies or any other Government department. That we undertake to report to the Northern Railway immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partners/ Directors of M/s (name of applicant firm) are Proprietor/ Partners/ Directors is banned/ suspended for business dealing.	
9	Attested copy of registration with other Govt authorities like SSI/ NSIC/ DGS&D/ RDSO etc.	
10	In case of stockiest / dealer / agent, copy of dealership certificate from their Principal manufacturer indicating items for which registration is being applied duly attested . M/s _____ Item _____ Validity _____	
11	In case of stockiest/dealer/agent, submit agreement duly notarized with Principals on non judicial stamp paper of Rs. 100/- as per para 2.7 of Guidelines for vendor registration.	
12	In case of agents, copies of Last three years Profit & Loss statement, last three years Balance sheet, Quality control details and ISO certificate of their Principals for the items for which	

	registration has been sought along with copies of test certificate duly attested by Notary Public or Gazetted officer. (Refer para 2.7 of Guidelines for Vendor Registration & item No.9(g) of application form)	
13	In case stockiest/dealer/agent of foreign Principal manufacturer, notarized copy of mandatory enlistment with DGS&D , , New Delhi, refer para 2.7 of Guidelines for vendor Registration and notarized copy of Impex codes issued by Reserve Bank of India for Import & Export.	
14	Details of Trade groups of items for which Registration is required with Justification for demand of trade groups duly stamped and signed by authorized signatory (separate sheet for each trade group is required as per annexure-I of application form and item No.2 of the application form)	
15	Declaration regarding acceptance of conditions of Registration and Declaration to comply with the provisions of the all existing Laws/Acts/Statutes as applicable as per Annexure-II & Annexure-III.	
16	Attested copy of registration with Home Railway/PU, if your firm/ unit does not fall under the geographical jurisdiction of Northern Railway.	

Signature of the applicant

CHECK LIST FOR NON REGISTERD NSIC/HOME Rly Registered firm's

Sub: - Application of registration from M/S

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FOR REGISTRATION

(The applicants are advised to go through the "Instructions for filling up the application form and supplying of other particulars required for registration" and indicate the details of documents enclosed).

SN	NAME OF DOCUMENT	PLACED AT SN
1	Copy of following document duly attested by Gaz. Officer or Notary Public.	
	i) Registration with Registrar of Firms	
	ii) Certificate of incorporation (shop/comm..... Estt/factory act	
	iii) Electricity bill	
	iv) Telephone bill	
	v) Registration with State Sales tax	
	vi) Registration with Central Sales tax	
	vii) Copies of PAN No., TAN No. & TIN No.	
2	COPY of GPA on non judicial stamp paper duly attested or Resolution report from Board of Directors (This is required in favor of the person signing the application)	
3	Affidavit duly attested by Notary Public on non judicial stamp paper of Rs.10/- or above:- 3. That building/ godown / plant/ machinery / stock exclusively owned by M/s 4. That M/s possess adequate after sales service facilities which are available at (give address (es)).	
4	Attested copy of Partnership deed (in case of partnership firm)	
5	Processing fee (refer item No.6 of Instructions)	
6	In case of Limited company (Provide following duly signed and stamped)	
	i) Memorandum and Article of Association	
	ii) Certificate of incorporation	
	iii) List of sitting Directors	
	iv) Last three years Annual report	
7	Copy of Digital signature certificate with proof of registration with Indian Railways E-Procurement Portal, www.ireps.gov.in .	
8	Following documents duly signed by CA and Director /Partner / Proprietor and Stamped for last 3 years:	
	i) Last three years Profit and Loss account statement	
	ii) Last three years Balance sheet	
9	Statement showing results of operation and financial position for the last 3	

	years as per Performa given in item No.12 (i) of instruction sheet duly signed and stamped.	
10	Affidavit duly attested by Notary Public on non judicial stamp paper of Rs.10/- or above separately from each partner/director/proprietor whether or not he is a partner/director/ proprietor in any other concern along with under taking.	
11	Performance statement (duly signed and stamped) showing details of contracts executed in past 3 years (give Description, details of Pos, order quantity, value of PO, quantity supplied, delivery period, date of supply, receipt note or receipted challan No. & date).	
12	Details of plants and machinery (Refer item No. 9(d) of application form)	
13	Details of testing facilities for the material offered and enclose attested copies of test certificate. (Refer item No.9(g) of application form)	
14	Affidavit duly attested by Notary Public on non judicial stamp paper of Rs. 10/- or above separately from each partner/director/proprietor declaring:- <ol style="list-style-type: none"> 2. That dealing of the firm or their partner/director/proprietor have not been banned by Ministry of Railways or Ministry of Supplies or any other Government department. 3. That we undertake to report to Northern Railway immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partners/ Directors of M/s (name of applicant firm) are Proprietor/ Partners/ Directors is banned/ suspended for business dealing. 	
15	Attested copy of registration with other Govt authorities like SSI/ NSIC/ DGS&D/ RDSO etc.	
16	In case of stockiest / dealer / agent, copy of dealership certificate from their Principal manufacturer indicating items for which registration is being applied duly attested. M/s _____ Item _____ Validity _____	
17	In case of stockiest/dealer/agent, submit agreement duly notarized with Principals on non judicial stamp paper of Rs. 100/- as per para 2.7 of Guidelines for vendor registration.	
18	In case of agents, copies of Last three years Profit & Loss statement, last three years Balance sheet, Quality control details and ISO certificate of their Principals for the items for which registration has been sought along with copies of test certificate duly attested by Notary Public or Gazetted officer. (Refer para 2.7 of Guidelines for Vendor Registration & item No.9(g) of application form)	
19	In case stockiest/dealer/agent of foreign Principal manufacturer, notarized copy of mandatory enlistment with DGS&D , New Delhi and notarized copy of Impex codes issued by Reserve Bank of India for Import & Export. Refer Note (ii) under para 2.7 of Guidelines for vendor Registration.	
20	Details of Trade groups of items for which Registration is required with	

	Justification for demand of trade groups duly stamped and signed by authorized signatory (separate sheet for each trade group is required as per annexure-I of application form and item No.2 of the application form)	
21	Declaration regarding acceptance of conditions of Registration and Declaration to comply with the provisions of the all existing Laws/Acts/Statutes as applicable as per Annexure-II & Annexure-III.	
22	Attested copy of registration with Home Railway/PU, if your firm/ unit does not fall under the geographical jurisdiction of Northern Railway.	
23	Attested copy of ISO-9000 certificate.	
24	Banker's details as per item 18 of the application.	

Signature of the applicant

**Format of Affidavit for Agency Agreement duly Notarized on Non judicial
Stamp paper of Rs. 100/-.**

(Firm desirous of Registration as an authorized dealer/agent/Stockist of manufacturer will submit duly certified Agency agreement with Principal and dealership certificate indicating items & their specifications & validity thereof covering the territory of Northern Railway along with status of category (whether Micro Small & Medium Enterprise or Large Scale Industries, refer 2.7 of Guidelines for Vendor Registration), last three year Profit & Loss statement, Balance Sheet, Quality Control details and ISO certificate of the Principal manufacturer.)

- (i) That M/s..... is authorized Agent/ dealer of M/s.....(principal manufacturer) for supply of items viz..... to Northern Railway. This dealership is valid up to
- (ii) That principal manufacturer will accept the responsibility for satisfactory execution of order placed on the authorized agent/distributor.
- (iii) That they will provide requisite inspection & testing facility at their works in respect of orders placed on authorized dealer/ agent/distributors.
- (iv) That they will be responsible for all contractual obligations including warranty/guarantee against the contract placed during the validity of dealership.
- (v) That M/s (Authorized dealer/Agent/ Stockist) will be quoting competitive & reasonable price and abiding by Standard Conditions of Contract, IRS conditions of Contract and all other terms & conditions/Instructions issued by Northern Railway time to time.

Note: The Vendor seeking registration as dealer/agent/Stockist of more than one manufacturer/ principal, shall apply on separate application form with Agent/dealership certificate and affidavit from each manufacturer principal as described above shall be submitted with the application.

Regd. Post

NORTHERN RAILWAY
(Proforma of Registration)

(Office of the Controller of Stores, Headquarters' office, Baroda House, New Delhi)

No. _____

Dated _____

To,

M/s _____ PAN No. _____

_____ TIN No. _____

_____ TAN No. _____

Name of Proprietor/ _____

Partner(s)/Directors

Contact No. _____

Sub: - Registration of firm as an approved supplier.

Ref: - Your letter No. _____ dated _____

- 1.0 I am directed to inform you that your application for enlistment of your firm/unit in the approved list of supplier to this railway has been accepted and it has been decided to enlist your firm on the approved list of suppliers for the under mentioned trade group's and category **PROVISIONALY** for a period of two years.

Trade group & Description	Vendor Code/Regn. No.	Category	Validity upto	Monetary limit	Status

- 2.0 Registration No./Vendor Code No. _____ has been allotted to you, which must be quoted in all your correspondence.
- 3.0 The registration is subject to the following conditions failing which the registration will be cancelled without any notice.
- 3.1 The registration is subject to your having studied IRS conditions of contract, Standard Conditions of Contract & Instructions to Tenderer Pamphlet No.1 as amended from time to time and that you abide by them in all respects.

- 3.2 It should be noted that this registration is valid only for the trade group/items specified and the monetary limit as indicated above and any quotation received for other than the above mentioned trade group and the monetary limit will be treated as per with the offers received from unregistered firms.
- 3.3 This registration shall not be applicable for the items classified as safety items by Railways or items reserved to be procured from RDSO/ CLW/ DLW/ ICF/ RCF/ CORE approved sources only.
- 3.4 It is a condition of registration that you should give competitive offers against the tenders issued by this railway and secure at least one order in a financial year failing which registration is liable to be cancelled without any notice.
- 3.5 It will be your responsibility to apply for the renewal of the registration at least three months before the expiry of the period of present registration giving details of the supplies affected during the period of registration as per Performa given here under.
- 3.6 The registration is subject to constant review in relating to your performance for supply of stores to this railway. This railway is undertaken once a year and should your performance be found unsatisfactory, this railway reserves the right to delete your name even before the expiry of the registration period.
- 3.7 Registration on the approved list does not guarantee the award of contracts.
- 3.8 You should promptly advise this office about any change in your address of office, Factory Partnership deed or any article of association of your concern since registration, your telephone Nos. etc.
- 3.9 In case any change takes place in the pattern of your manufacturing activity in the constitution of your firm in the capital structure or any other changes relevant to your registration with this office, the same should be immediately brought to the notice of this office.
- 3.10 This railway administration reserves the right to de-register/remove your firm from the approved list for unsatisfactory performance or for failure to abide by IRS conditions of contracts or any conditions as laid down in the foregoing Para.
- 3.11 Please acknowledge receipt.

(Name)

Designation

For Controller of Stores

Regd. Post

NORTHERN RAILWAY

(Proforma of Renewal)

(Office of the Controller of Stores, Headquarters' office, Baroda House, New Delhi)

No. _____

Dated _____

To,

M/s _____ PAN No. _____

_____ TIN No. _____

_____ TAN No. _____

Name of Proprietor/ _____

Partner(s)/Directors

Contact No. _____

Sub: - Renewal of Registration on approved Suppliers.

Ref: - Your letter No. _____ dated _____

I am directed to inform you that your application for renewal of registration in the approved list of supplier to Northern railway has been accepted and it has been decided to renew the registration of your firm for the under mentioned trade group's and category for a period of further three years.

Trade Group & Description	Vendor code/Registration No.	Validity of renewal	Monetary limit	Status

1. You must supply the stores confirming to the orders specification otherwise your firm can be De-registered from the list of approved suppliers of this Railway even before the expiry of the validity of registration.
2. This registration shall not be applicable for the items classified as safety items by Railways or items reserved to be procured from RDSO/ CLW/ DLW/ ICF/ RCF/ CORE approved sources only.
3. The Renewal is Valid subject to fulfillment of terms and condition as the same was mentioned in original Registration letter of even No. dated _____.
(Name)

Designation

For Controller of Stores