

### **REGISTRATION PROCEDURES.**

Procedure for enlistment of firms with E. Co. Railway

The following procedure to be adopted for registration of firms with E. Co. Railway:

1 (a) As East Coast Railway has been carved out of S.E. Railway, registered suppliers of S.E. Railway shall be considered as registered suppliers of East Coast Railway for the same trade group/groups for a period of one year i.e. up to 30.09.2004 or up to the validity of the registration with S.E. Railway whichever is earlier. However they will have to make payment of registration fee and subscription for a period of one year for Stores Bulletin to be issued from 01.10.2003 to 30.09.2004. On compliance of the same, they will be issued registration certificate. On expiry of this period, they will be required to apply for renewal of the registration as per extant procedure. However, as we do not have the particular necessary for registration, while applying for renewal they will have to submit questionnaire form duly filled in with all required document as if they are applying for fresh registration. For this purpose, a questionnaire form will be sent to the firms while issuing their initial registration itself. For intimating all registered sources of S. E. Railway a suitable insertion will be made in the Stores Bulletin issued by S. E. Railway, with a request to all the registered firms of SER to apply for registration with ECoR along with registration fee and subscription amount as mentioned above.

(b) SSI firms registered with NSIC under single point registration scheme (other than those already covered under 1(a) above) shall be considered for automatic registration as per extant rules as and when they apply. The Sr. Scale Officer in charge of Enlistment Section shall be competent to approve enlistment of such firms for appropriate trade group(s).

(c) Firms registered with DGS&D, DGTD, RDSO, other Zonal Railways or Production Units such as DLW, CLW & ICF (other than those already covered under 1(a) above), since the capacity/capability of them has already been examined by the above agencies and no further inspection by this Railway will be necessary. The firm shall be considered for registration on the basis of registration certificate of such agencies along with other documents. The JAG/SG Officer in charge of Enlistment Section will be competent to approve enlistment of such firms for appropriate trade group(s).

(d) All other firms not covered above if considered capable prima facie will be considered for registration after inspection of the firm by a Railway officer as per extant procedure. The SAG Officer in charge of Enlistment Section will be competent to approve enlistment of such firms for appropriate trade group(s).

2. The firm under categories 1(b), (c) & (d) seeking registration with East Coast Railway will have to apply for the same to the Controller of Stores/ECoR/BBS as per the following paras:

(a) Procedure for registration with East Coast Railway as per Annexure I will be displayed on the notice board or made available to the firms approaching the office for registration.

(b) The formal application for registration will be made by the firms in prescribed form (Copy enclosed as Annexure II). The instructions for filling up the same have been appended to the Annexure – II.

(c) In order to get the questionnaire form and Vendor Trade Group Book, the interested suppliers should make a request to the Controller of Stores, East Coast Railway, Rail Vihar, Chandrasekharpur, Bhubaneswar-751023 in writing giving the details of their line of business and items manufactured by them. In case of authorized agents of reputed manufacturers, the copy of agency certificates should also be enclosed along with the request letter and performance of last two years. The suppliers who are registered with DGS&D, NSIC, other Railways, Production Units, RDSO and DGTD should enclose a copy of registration certificate issued by that organization along with the request letter. NSIC firms will be issued Questionnaire form free of cost.

(d) The firm considered to be prima facie suitable for registration will be advised through a letter (Annexure – III) to deposit the following amount under head of allocation no. Z-652 (COS/ECOR) with the Chief Cashier, East Coast Railway, Chandrasekharpur, Bhubaneswar or any other cash office of this Railway:

(i) Rs. 20/- towards the cost of questionnaire form,

(ii) Rs.100/- towards registration fee and

(iii) Rs.40/- towards the cost of Vendor Trade Group Book

It is not mandatory for firms to purchase the Vendor Trade Group Book. The local suppliers may deposit the above amount in cash with Chief Cashier directly. The outside suppliers may send the above amount by Money Order to the Chief Cashier.

(e) The original Money Receipt issued by the Chief Cashier should be submitted to the Controller of Stores, (Enlistment Section), East Coast Railway, Chandrasekharpur, Bhubaneswar-751 023 and on getting the original Money Receipt, the questionnaire form and Vendor Trade Group Book (if demanded and cost paid for) will be supplied to the intending suppliers. The suppliers who are located outside Bhubaneswar may send the original Money Receipt by post in which case the questionnaire form along with the Vendor Trade Group Book will be sent by post. For issue of Questionnaire form, covering letter as per Annexure – V shall be used. NSIC firms will not be required to make payment for questionnaire form or towards registration fee. However if they need Vendor Trade Group Book, they will be required to pay the cost thereof.

(f) The instructions for filling up the same have been appended to the Annexure–II. All the columns of the questionnaire form should be filled up in ink or should be typed. If any information in respect of any column of the questionnaire form does not pertain to the suppliers, the remark "Not Applicable" should be given against that column. No column of questionnaire form should be left blank. The vendor trade group for which the supplier desires to get himself registered with the Railway should be indicated clearly as per

Vendor Trade Group Book.

(g) The proprietor in case of proprietorship firm should sign the questionnaire form, by all partners or the authorized partners in case of partnership firm and by the Director or Managing Director in case of Limited Company. The questionnaire form should be signed by the authorized person on all the pages. The following essential documents should accompany with the questionnaire form:

1. Current Income Tax Clearance Certificate.
2. Trade License; Factory License.
3. Documentary evidence of ownership of the land & building of office premises & factory premises or rent receipt for the same.
4. Affidavit for the ownership of plant and machinery and quality control equipment.
5. List of technical staff.
6. Memorandum and Article of Association, Certificate of Incorporation, Listing of sitting Directors, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
7. Registration Certificates with NSIC/DGS&D/RDSO/ISO 9000/Other Railways.
8. Copy of NSIC's review certificate attested by notary.
9. Current dealership agreement from Principal along with SSI/NSIC certificate.
10. Performance statement of this Railway or other Railways with documents like Inspection Certificate/R. Note etc.
11. Audited Balance Sheet and Profit and Loss Account for last 3 years.
12. Banker's certificate.
13. ISO 9000/14000 certificate if available.

(h) The applications of all NSIC registered firms should be routed through NSIC only.

(i) On receipt of the questionnaire form along with the requisite documents as mentioned above, initial scrutiny is to be made to ascertain if the application form is complete in all respects and the necessary documents have been submitted. If it is found that the questionnaire form has been filled up properly and all requisite documents have been submitted, the case will be put up to the

concerned authority as per depending on the status of the firm as 1 (a), (b) or (d). A Railway Officer is to be deputed to inspect the supplier's office godown and factory to verify the capacity/capability of the supplier to manufacture and supply the material required by the Railway. A form as per Annexure IV is issued in this regard. On receipt of the inspection report, if the competent authority is satisfied about the capacity/capability, the supplier is to be registered with the Railway.

(j) The new firm will be considered for registration for an initial period of two years and their registration will be considered for renewal for three years at a time subject to satisfactory performance of the firm during initial registration period.

(k) After the registration of the supplier is approved by the competent authority, the intending suppliers are requested to deposit Bulletin fees with the Chief Cashier, East Coast Railway, Chandrasekharapur, Bhubaneswar-751 023 under head of allocation no. Z-652 (COS/ECOR) as subscription fee for weekly Stores Bulletin for a financial year. The bulletin tender is to be published bi-weekly and annual subscription fee for the same will be:

1. Rs 800/- for receipt of Bulletin by hand/ordinary post.
2. Rs. 1500/- for receipt of Bulletin by Registered Post.

l) On receipt of the original Money Receipt issued by the Chief Cashier, East Coast Railway, Chandrasekharapur, Bhubaneswar, the registration certificate will be issued to the supplier giving the following details: -

- (1) Registration No.
- (2) Validity period of Registration.
- (3) Monetary limit of order.
- (4) Vendor Trade Group No. along with description;
- (5) Validity of I.T.C.C.

m) The firms will be considered for registration for following monetary limits:

- 1) Those firm capable of executing supply order valuing Rs.40 lakhs and above.
- 2) Those firm capable of executing supply order valuing Rs.10 lakhs to Rs.40 lakhs.
- 3) Those firm capable of executing supply order valuing Rs.5 lakhs to Rs.10 lakhs.

4) Those firm capable of executing supply order valuing Rs.1 lakhs to Rs.5 lakhs.

5) Those firm capable of executing supply order valuing upto Rs.1 lakh.

**QUESTIONNAIRE FORM.**

**Issued to M/s.** \_\_\_\_\_

**Receipt No.....** \_\_\_\_\_ **Date:.....** \_\_\_\_\_

**Price Rupees Twenty only for Questionnaire Form & Rs. Forty only for Vendor Trade Group Book and Enlistment fee Rs. One Hundred only( to be remitted along with the forms). Issue of this Form does not guarantee your enlistment with this Railway.**

**Address:** \_\_\_\_\_ **Controller of Stores**

\_\_\_\_\_ **East Coast Railway, Rail Vihar, Chandrasekharapur, Bhubaneswar – 751023.**

**Application form for use of firm in India for Enlistment as approved Contractors to Railway.**

**COMPLETE AND DEFINITE ANSWERS TO QUESTIONS MUST BE GIVEN OTHERWISE THE APPLICATION IS LIABLE TO BE IGNORED**

**I/We ..... do hereby declare that the entries made in this application form are true to the best of my/our knowledge and that we shall be ----- the acts or my/our duly constituted Attorney.**

**Mr. .... Who has signed this application and of any other person who in future may be appointed by me/us his stead to carry on the business of the concern whether and intimation of such change is given to the Railway or not.**

**I/We ..... do hereby confirm that I/We have read the condition governing Railway contractors as amended for the time to time and work abide by these conditions in all respects.**

.....

**(Signature of Partner Proprietors / Manager etc.)**

**All subsequent charges in the constitution or working of firm affecting the accuracy of the answers now given should be promptly communicated to the Railway.**

**Place..... Signature .....**

**Date.....**

**Designation of person signing this application form**

**(Proprietor/Partner/Manager etc.)**

***INSTRUCTION FOR FILLING UP THE APPLICATION FORM AND SUPPLYING OF OTHER PARTICULARS  
REQUIRED FOR REGISTRATION.***

1.GROUP OF STORES	Stores are grouped in different sections separate lists of contents are being maintained for each items of Stores. Firms may apply on the prescribed form for Registration for the supply of one or more items of Stores giving reference to the Trade Groups in 4(four) digits.
2. THE CASH RECEIPTS	The Cash Receipt of Rs.160/- should invariably be affixed there on while submitting the Applicant Form as enlistment fee for Non NSIC firms.
3. SIGNATURE OF THE APPLICATION FORM	a) Proprietorship Firm: The Application form should be signed by the proprietor. b) Partnership Firm: The Application Form should be signed by all the partners or by any of the partners who holds a general power of Attorney Authorizing him to sign or bind the firm in all contractual obligations. The application may also be signed by a person of other than those mentioned above, only when such a person holds a general power of Attorney in his favour from the firm giving him authority to do so. In this case such power of Attorney in original together with a copy there of should also be forwarded along with application.
4.OWNERSHIP.	All firms should produce documentary evidence for Ownership of their Godowns and Factories and Machineries installed therein (Affidavit attested) a) In case of manufacturing firm original rent receipts and Cash Vouchers etc. together with copies there of for the plants and machineries installed in the Factory should forwarded. b) In case of stockists, rent receipt for their Godown together with proof of ownership of the stocks. with the copies of the documents

		should be furnished. Alternatively an affidavit shown before the first class Magistrate to the effect that Plant, Machinery building etc. are owned by the applicant firm may forwarded.	
<b>5. INCOME TAX CLEARANCE CERTIFICATE &amp; STCC</b>		Current Income Tax Clearance Certificate/ STCC bearing the seal and dated signature of the Income Tax Officer concerned, should invariably accompany the application. The Income Tax Clearance Certificate should carry the details of the up to date assessed tax declared and paid for the previous four years.	
<b>6. OTHER DOCUMENTS TO BE FORWARDED</b>		In case of Limited Company, a copy of Memorandum and articles of association and a certificate of incorporation and in case of a partnership concern, a copy of the entry in form 'A' from the Register of firms concerned, should accompany the application. In addition to this a list of sitting Directors, in case of a limited concern and a certified copy of the partnership deed in case of partnership concern, should be submitted duly attested.	
<b>6a.</b>		In case of firms, who are accredited agents of any manufacturers, they are requested to furnish an attested copy of their Agency Agreement with the manufacturers concerned. They should submit current Trade License, Banker's Certificate & List of Technical Staff.	
<b>7. REGISTRATION OF BRANCH OFFICE</b>		In case where the firm desire registration of their branches in additions to their Head Office they should forward a declaration to the effect that the Branch Managers are competent to bind the firm in all contractual obligations and that the Head Officer will be responsible for the comment of their Branch Managers and for the satisfactory execution of the contracts placed on them.	
<b>8. ANNUAL REPORT/BALANCE SHEETS/PROFIT * LOSS ACCOUNT STATEMENT</b>		One copy each of the following should be furnished. i) Last Annual report. ii) Profit & Loss Account & Balance Sheet for the last 3 years. iii) A statement showing the results of operation and financial position of the firm during the preceeding three years in the Proforma given below.	
	Year Ending	Year Ending	Year Ending
Sales			
Gross Profit			
Depreciation			
Pretax			
Taxation			
Net after tax			
Percentage of Net Profit on			
Dividend declared			

Net Block			
Capital Employed			
Reserved			
Percentage of profit on Capital employed			

**Documents to be attached**

- Current Income Tax Clearance Certificate or PAN.
- Trade License; Factory License.
- Documentary evidence of ownership of the land & building of office premises & factory premises or rent receipt for the same.
- Affidavit for the ownership of plant and machinery and quality control equipment.
- List of technical staff.
- Memorandum and Article of Association, Certificate of Incorporation, Listing of sitting Directors, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- Banker's certificate
- Registration Certificates with NSIC/DGS&D/RDSO/ISO 9000/Other Railways.
- Copy of NSIC's review certificate attested by notary.
- Current dealership agreement from Principal along with SSI/NSIC certificate.
- Performance statement of this Railway or other Railways with documents like Inspection Certificate/R. Note etc.
- Audited Balance Sheet and Profit and Loss Account for last 3 years.
- ISO 9000/14000 certificate if available.

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