

The Instructions of Railway Board as also local instructions regarding firms' registration are appended as below:-

RAILWAY BOARD'S INSTRUCTIONS

ANNEXURE - 01

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 66/RS(G)363/(II)

New Delhi, dated 28th January 1976

The General Managers,
All Indian Railways,
Production Units.

Sub : Automatic Registration with D. G. S. & D. of Small Scale Units registered with N. S. I. C.

* * *

A copy of [D.G.S. & D's Office Order No. 119 dated 16th August 1975](#) on the abovenoted subject is enclosed. Ministry of Railways after careful examination of the matter have decided that similar procedure for registration of Small Scale Units registered with N.S.I.C. should be followed on the Railways/Production Units while registering small scale units under this scheme Railways/Production Units shall invariably obtain a certificate from N.S.I.C, that the said small scale units have been registered with them in accordance with the provisions laid down in D.G.S.& D.s aforementioned [Office Order No. 119](#). They shall also ensure that registration of the firms is reviewed every 3 years after initial registration for 2 years and the names of the firms removed from registration by N.S.I.C. as provided in para (iv) and (vii) of the said office order are weeded out from the approved list.

N.S.I.C have been requested to extended all the facilities and furnish periodical information to the Railways/Production Units also as will be done by them in the case of D.G.S. & D.

The small-scale units already registered with the Railways should also be got screened by N.S.I.C. in accordance with this scheme.

(Sd.)

S.N.PANDAY

No.66/RS(G)363/(II)

New Delhi dated 28th January 1976

Copy to-The chairman, National Small Industries Corporation Ltd., Okhla Industrial Estate, New Delhi -110020 for information and necessary action with reference to his letter

No.SIC/GP/15(4)/75 dated 9th October 1975. He is requested to ensure that facilities are extended and information furnished to D. G .S. & D. periodically under the above scheme are also made available to the Railways / Production Units. A list indicating their addresses is enclosed for reference. The responsibility for advising the Railways / Production Units of the names of the firms registered/removed from registration in accordance with D.G.S. & D.O.O. No. 119 shall lie with N.S.I.C.

Copy to - The Development Commissioner (SSI), Nirmal Bhavan , New Delhi for information.

DA: One list.

(Sd.)
S. N. PANDAY

Copy of D. G. S. & D. (Co-ordination Section-4), New Delhi's O.O. No. 119 dated 16.08.1975

Sub: Automatic registration with D. G. S. & D. of Small Scale Units registered with N. S. I. C.

The question of recognising Small Scale Units registered by National Small Industries Corporation Ltd. as at par with those registered by D. G. S. & D. has been under consideration for some time. It has now been decided by the Department of supply that subject to the observance of the following procedure by N. S. I. C., firms registered with them as S. S. I. Units will be treated as registered with D. G. S. & D., for the purpose of awarding contracts:-

(i) N. S. I. C. will entertain applications for registration from S. S. I. Units. If submitted in the form as per Annexure 'A' suitably modified to provide for submission of I.T.C.C. before granting registration N. S. I. C. will satisfy themselves by verification by such means as may be necessary that the replies given by the applicants to the various queries are correct and complete and insist on checking the permanent Income Tax Account number of the firm.

(ii) N. S. I. C. will register only the manufacturers and not agents or middle men. Sole selling Agents however could be considered for registration subject to the condition that N. S. I. C. is satisfied that they are sole selling Agents of a manufacturer and necessary capacity, both financial and technical of the manufacture is ascertained by N.S.I.C. The availability of suitable arrangements with the Sole selling Agents for after sale service, shall also be ensured. N.S.I.C. will also satisfy themselves that a legal agreement subsists between the S.S.I. Units and their Sole selling Agents during the period for which they are registered. Further the Sole selling Agent should not be a large-scale unit unless it happens to be an APPEX body such as S.S.I. Division Corporation etc.

(iii) Since there is no system in the registration of firms by N. S. I. C. with monetary limits D.G.S.&D will be free to ask for the usual security deposit from such Small Scale Units registered by N. S. I. C., in respect of individual order of value above Rs 2.5 lakhs. Normally in case of orders for less than Rs. 2.5 lakhs on Small Scale Units registered with N. S. I. C. on the basis of new registration forms, no competency Certificate or Security Deposit shall be called for. However, in such cases where the units have been registered under the new form, but the value of orders is likely to exceed Rs. 2.5 lakhs the N. S. I. C. will be requested to issue a competency certificate before placement of the order, with a view to placement of order without security deposit. Such competency certificate will be issued by N. S. I. C. within three weeks on receipt of such requests from the purchase Directorates of D. G. S. & D.

(iv). N. S. I. C. will register S. S. I. Units initially for two years but shall make a reference to D. G. S. & D. regarding their performance after 1-1/2 years of the initial registration of the firm and appropriate intervals thereafter before renewal of registration. D. G. S. & D. would give a specific reply within a period of Two months intimating whether the firm received any order(s) during the period under review and if so, what was their performance. In case of bad performance sufficient details would be given for N. S. I. C. to act upon. In case no orders were received by the firm during the period of registration N. S. I. C. will be intimated whether the firm quoted at all against D. G. S. & D. tender enquiries. If, however, the firm kept on quoting

and did not obtain orders it would not obviously be a matter of bad performance. After the satisfactory performance of the units during the initial registration period is established their registration shall be renewed for 3 years at a time.

In respect of firms registered by N. S. I. C. they shall—

- (a) Keep under regular review their financial soundness etc. of the firms.
- (b) Insist on the production of I.T.C.C every year by the firms.

(v) A list of all the S. S. I. Units currency standing registered with D. G. S. & D. direct, shall be forwarded to N. S. I. C together with the stores for which they are registered and also the date of expiry of the current registration as well as monetary limits, if any. In case of such of the units which are registered with monetary limits lower than Rs. 2.5 lakhs, Orders will be, placed without obtaining security deposits provided N. S. I. C. issue a competence certificate up to the respective monetary limits. It will, however, be open to N. S. I. C. to reassess the financial soundness of the firms and to re-register them under the new scheme without monetary limits, higher than Rs. 2.5 lakhs, or without monetary limits, no Security Deposit and competency certificate will be asked for in respect of orders within these monetary limits to the expiry of the current registration, with D. G. S& D.

(vi) For S. S. Units who are already registered with N.S.I.C on the basis of their old application forms till the time they are brought on rolls by N.S.I.C on the basis of the registration forms mentioned in (i) above the old procedure of getting Competency Certificate as stated in Routine Note No. 15 dated 31st March 1969 will continue.

(vii) Whenever N. S. I. C. registers any firm under this scheme will specifically confirm in the communication to the D. G. S. & D that the registration has been made in accordance with the scheme laid down in this office order. N.S.I.C will send periodical lists every fortnight, of the firms registered/removed from registration by them specifically confirming that the registration has been done in accordance with the scheme laid down in this order. The list shall be sent regularly and it will be ensured by C. L. C., N. S. I. C that the lists handed over to the Dy. Director (Regn.) every fortnight.

(viii) On receipt of such lists, Registration Branch shall immediately circulate the lists according to standard distribution for the guidance of purchase officers.

(ix) In respect of safety/difficult items, D. G. S. & D. reserve the right to call for capacity report from their own inspectors before placing orders. A list of such safety /difficult items shall be provided by D. G. S. & D. to N. S. I. C.

2. In respect of Operational /Express/ Urgent indents, however, where the orders have to be placed only on registered, reliable and known suppliers, the firm registered with the N. S. I. C. under this scheme will become eligible only if they further fulfil as a precondition viz. satisfactory execution of D. G. S. & D order earlier for the same or similar item as distinct from merely securing an order against D. G. S. & D adhoc indent. Accordingly, tender enquiries for such demands will be addressed only to registered, known and past suppliers only. Also no intimation about such demands will, hereafter, be given to N. S. I. C.

(Sd.)

P. DAMODARAN

ANNEXURE – 02

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 66/RS (G)/363/II

New Delhi dated 25th August 1976

The General Managers.
All Indian Railways and Production Units.

**Sub: Automatic Registration with D. G. S. & D. of Small Scale Units registered with
N.S.I.C.**

In continuation of the Ministry of Railways' circular letter of [even number dated 28th January 1976](#) on the subject noted above, a copy of [D. G. S. & D` s O. O. No. 94 dated 20th July 1976](#) is enclosed for information and guidance.

Receipt of this may please be acknowledged.

(Sd.) B. P. MEHTANI
Dy. Director, Railway Stores (G)
Railway Board

DIRECTORATE GENERAL OF SUPPLIES AND DISPOSALS
(CO-ORDINATION SECTION 1)

Office Order No. 94

Dated: 20th July 1976

Subject: Automatic Registration with D. G. S. & D. of Small Scale Units registered with N. S. I.C.

Attention is invited to [O. O. No. 119 dated 16th August 1975](#) on the above subject. Sub paragraphs (iii) and (ix) of para 1 of the above O.O. may be **substituted** with the following: -

Sub-para (iii) -Registration of S. S. I. Units with the N. S. I. C. under the new scheme will be in two slabs of monetary limit-one upto Rs. 2.5 lakhs for which the normal system of financial verification in existence in the N. S. I. C. would continue and the other without any monetary limit, in which case, the N. S. I. C. will verify the financial soundness in detail by asking for bankers' report as well as by examining the balance sheets. The technical competency/ capacity will also be accordingly examined by N. S. I. C in both the cases.

Sub-para (ix)- N. S. I. C. will register firms for Safety/difficult items only on the basis of capacity reports furnished by the D. G. S. & D. Inspectorate. A list of safety/difficult items has been made available to N.S.I.C on 31st March 1976 Whenever any firm s apply for registration with N.S.I.C. for such items under the new scheme, N. S. I. C will call for capacity reports from the concerned Directorate of Inspection under the D.G.S.&D. in the proforma form D.G.S.&D - 7. It should also be certified that registration for the safety/ difficult items has been granted on the recommendation of the Directorate of Inspection, D. G. S. & D.

2. It has also been decided that registration of Small Scale Units should normally be done by N. S. I. C. only. Whenever a Small Scale Unit approaches D. G. S. & D for registration, the Registration Branch of the D. G. S. & D. while acknowledging the application should advise the concerned Unit that they could approach the N. S. I. C. for their registration and in case they are registered with the N. S. I. C., that registration will be good enough for their participating in the D. G. S. & D. purchases. A copy of the communication addressed to the concerned unit should also be endorsed to N. S. I. C. so that they may try to persuade the unit to withdraw/stop pursuing their application for registration with D. G. S. & D. and instead approach the N. S. I. C. for the purpose of registration. Action on the firm's application for registration in the D. G. S. & D. shall, however, not be withheld. Similarly in respect of the firm's request for renewal of registration they would be advised, under intimation to N. S. I. C. that they should get themselves registered with the N. S. I. C. under the New Scheme and that registration will be good enough for their doing business with the D. G. S. & D.

At the same time action on the renewal application will not stop. If N.S.I.C. desires any back ground information pertaining to such D. G. S. & D registered firms for the purpose of grant of registration by that such assistance would be rendered to N. S. I. C. by the Registration Branch of D. G. S. & D. The relevant fills in respect of such case would be retained by D. G. S. & D. (Registration Wing) for a period of 5 years after the expiry of their current registration. A complete list of S. S. I. Unit registered with D. G. S. & D., the items for which they are

registered, monetary limits, if any, and the period up to which the registration is valid would be made available by the Registration Wing to N. S. I. C. immediately under intimation to the Co-ordination Directorate.

3. The following further decisions have been taken in the matter

(i) N. S. I. C. shall review registration of firms every three years in consultation with the Purchase Directorates.

(ii) In respect of the firms registered by N. S. I. C., they would also take into account the bad performance of the firms for the purpose of either warning or removing them from registration. For this purpose the attitude of the firms whose performance is not good should be regularly reported to N. S. I. C. by the Purchase Directorate.

(iii) Administrative actions, such as suspension / banning etc. which are taken by the Department of Supply at present against the firms for offences falling under the provisions of the standardised code shall continue to be taken by them even in respect of firms registered by the N. S. I. C. However, in such cases necessary comments from N. S. I. C. would, if considered necessary, be called for before action is taken by the Department of Supply. Department of Supply shall be the final and competent authority on any such administrative action *i. e.*, banning or suspension of dealing with any firm registered with N. S. I. C. under the New Scheme.

(iv) As per the existing instructions the registration of firms for drugs/pharmaceutical/'surgical items is done by D. G. S. & D. only if the firms are approved by the High Power Committee (Drugs). N. S. I. C. will also be represented on this Committee and they will register firms for these items only after consulting the committee in accordance with the existing procedure followed by the D. G. S. & D, C. D. P. Directorate will take necessary action in this connection in consultation with D. O. (S. S. I.).

(v). In regard to the paint items, N. S. I. C. would call for an inspection report from R. D. S. O. also in addition to undertaking normal inspection of the firm. While communicating registration of firms to D. G. S & D. in respect of paint items, N. S. I. C. would clearly state whether the firm concerned has been approved by the R. D. S. O, N. S. I. C. may register firms even if they are not approved by R. D. S. O. but in such a case the firm concerned would be suitably advised by them that they would not be eligible for placement of orders for supply to Railways.

(vi). The Index Cards in respect of registered firms shall be maintained by N. S. I. C.(C. L. O., N.S. I. C.). These will also be maintained by D. G. S. & D. (Registration Wing) on the basis of information to be furnished by N. S. I. C.

(vii). The Registration Wing of the D. G. S. & D. at present authenticates powers of Attorney executed by firms (both registered and unregistered in favour of banks etc. for receiving payments against contracts. The authentication is done in the light of information available in the Registration files and after calling documents from the firm which are not available in D. G. S. & D. This function would continue to be performed by the D. G. S. & D. and will not shift to N. S. I. C.

(viii). In respect of items which are required exclusively by Defence or which are manufactured according to the defence specifications, D. G. S & D. calls for inspection reports from the Defence Inspectorate. All drugs/pharmaceutical/ surgical items as well as items such as tyres, retreading of tyres etc are inspected by the Defence Inspectorate in accordance with the instructions contained in Chapter 19 of the compilation of comprehensive Office Order. In respect of these items, N. S. I. C. would continue to call for inspection reports from the Defence Inspectorate. In regard to items which are presently being inspected by the D. D. G. (I), the provisions of the O.O. No. 119 dated 16th August 1975 on single point registration would also hold good.

(ix) For noting down changes in name, addresses and constitution of firms, N. S. I. C. would follow the essentials of the procedures as per the D. G. S. & D. Manual.

4. A question has also arisen as to whether the Small Scale Units registered with the Director of Industries of the States according to the new procedure as applicable to the N. S. I. C. registration, would also be considered automatically registered with D. G. S. & D. as has been agreed in the case of units registered with N. S. I. C. It has been decided that this need not be agreed to and that for participation in the Central Government Purchase programme the automatic registration facility would be granted only to those S. S. I. Units who are registered with the N. S. I. C or the D. G. S. & D.

5. N.S.I.C have already taken up the registration of firms under the new single point scheme from 1st May 1976. Tenders of S. S. I. Units received direct will continue to be considered by D. G. S. & D. on the basis of the extant procedure.

6. All concerned are requested to note the above instructions for strict compliance.

(Sd.) P. DAMODARAN
Deputy Director (CS-II)

ANNEXURE - 03

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 76/RS (G)/164/16

New Delhi dated 18th/24th February 1978

The General Manager(s),
All Indian Railways/Production Units,
M. T. P (Railways), Calcutta.

The Chief Administrative Officers,
M.T. P (Railways), Bombay, Delhi, Madras.

**Sub: Recommendations No. 64, 65, 66, 67, 68 & 69 of the 2nd and Final Report of
the COIM-Registration of firms on Railways**

The Committee on Inventory Management on Railways under the Chairmanship of Shri Mohd. Shafi Qureshi, the then Minister of State for Railways, have *inter alia*, made the following recommendations in their 2nd and Final Report on Inventory Management of Railways: -

1.1. “**64** Registration of firms as approved suppliers should be done carefully after assessing the capacity-cum-capability of the firms and the checks prescribed by the Ministry of Railways from time-to-time should be rigidly carried out by the Railways **(4.9.02)**”

“65 and 66:

65. Registration should be done grading the firms: -

- (a) those capable of executing supply orders valued each Rs. 5 lakhs and above.
- (b) those capable of executing supply orders valued above Rs. 50,000 but below Rs. 5 lakhs.
- (c) those capable of executing supply orders valued above Rs. 10,000 but below Rs. 50,000.
- (d) those capable of executing supply orders valued less than Rs. 10,000 **(4.9.02.1)**.”

66. The firms who are registered for supply of orders valued above Rs. 10,000 should be invariably a manufacturer or his authorised agent **(4.9.02. 1)**.

67. The firms who are registered for executing supply orders valued above Rs. 50,000 should be pre-inspected by an Officer of the rank of Junior Administrative rank for assessing capacity-cum-capability including effective quality control. A check list as given in **Appendix 20** (copy enclosed) should be used for reporting data on such

inspection. The Railways may also seek assistance from inspection wing of D.G.S.&D, R. D. S. O. or R. I. T. E. S. for carrying out such pre-inspection ([4.9.02.2](#)).

68. Firms who are pre-inspected and considered fit for inclusion in approved list by one Railway for supply of specific item should be considered for inclusion in the approved list of other Railways as well.

69. The report of the Committee on Vendor Evaluation on assessing the Vendor performance using computers should be implemented expeditiously. Using this factual data the review of registration of firm should be done regularly, once in 5 years as prescribed by the P. A. C. ([4.9.02.4](#)).

3. The Ministry of Railways have accepted the above recommendations *in toto*. An extract of each of the relevant para Nos. [4.9.02](#), [4.9.02.1](#), [4.9.02.2](#), [4.9.02.3](#) and [4.9.02.4](#) containing the background leading to the above recommendations is also attached.

4. In this connection your attention is invited to Board's letter No. 65/RS(G)/164/9/Vol. II dated 12th May 1966 and letter No. 65/RS(G)/164/18 dated 20th August 1975 wherein instructions have been issued regarding assessment of capacity-cum-capability of the firms before registration.

5. In accordance with the recommendations No. 65 and 66 of the COIM accepted by the Ministry, registration should be done according to the monetary limits indicated above, which should be carefully fixed keeping in view the banker's reports capacity-cum-capability of the firm and other financial information indicated in the balance sheets, profit and loss statements. Within the monetary limit so prescribed, as also for the items of supply, for which registration is granted, the registered firm may not be required to pay any security deposit in accordance with the existing instructions. The monetary limit so laid down, does not however, debar a firm from getting orders in excess of the monetary limit or for other groups of stores provided Railways are satisfied about the capacity-cum-capability of the firm and requisite security deposit is obtained as is being done in the case of unregistered firms.

6. As regards recommendation No. 67, a copy of the [Appendix 20](#) of the report of the COIM is enclosed. This may be taken as a guideline for prescribing the manner in which the capacity-cum-capability of the firm including quality control may be reported by the Officers inspecting the firm for the purpose of deciding final registration. D. G. S. & D, R. D. S. O. and R.I.T.E.S are also being advised of these recommendations to assist the Railways in implementation where necessary.

7. As regards, recommendation No. 69, your attention is invited to Board's letter No. 75/RS(G)/754/11 dated 17th December 1976 wherein final orders of the Board on recommendations of the Committee on Vendor Evaluation has been given. The progress of implementation of these recommendations were further discussed in the meeting of Dy. C.O S./IC and S. S. A./S held in December 1977 at Bombay and the target date for implementation has been prescribed as indicated in the minutes issued vide Board's letter No. 76/RS(G)/754/9 dated 12th January 1978.

In regard to periodical review of the registration, your attention is invited to Board's letter No. 74/BC. PAC/V/126(17-19) dated 19th September 1974 wherein Board's orders on the recommendations of the P. A. C. have been communicated to all Railways/Production Units for implementation.

8. The Ministry of Railways desire that all these recommendations should be implemented expeditiously.

Please acknowledge receipt.

This has reference to para 11.1.15 on the minutes of the Controllers of Stores Meeting with the Board held in September 1977 circulated in Board's letter No. 77/RS(G)/509/4 dated 18th October 1977.

(Sd.)
B. P. MEHTANI
Dy. Director, Railway Stores (G)
Railway Board

Copy together with enclosures forwarded to-

- (i) F. A. & C. A. O./ All Indian Railways including C. L. W., D. L. W. and I.C.F.
- (ii) The Director General, R. D. S. O, Lucknow with reference to recommendation No. 67.
- (iii) The D. G. S & D. (Inspection Wing), New Delhi with reference to recommendation No. 67.
- (iv) The R. I. T. E. S with reference to recommendation No. 67.
- (v) The Railway Liaison Officer, New Delhi.

Copy to all Branches of Stores Directorate with 3 spares for R. S.(I.C.), F(S)I, II, III, WI, II, III, A/Cs., I, II, III, R.E, Track, Dev. Cell, T.M. Cell, Legal Cell.

4.9.02. Registration of firms.-In our first report we had given detailed comments on the existing system of registration of suppliers on Railways for supply of stores. We had recommended then that a Procurement and Development Cell supervised and monitored by the Officers drawn one each from Engineering, Purchase and Finance Branches should be organised and these re-organised cells in each of the Railways and the Production Units should be entrusted to deal with all important aspects such as registration, review, development and maintenance of item-wise lists of suppliers for guidance of the Purchase Officers. We had also recommended therein that the registration of the firms should be reviewed once in 5 years as stipulated by the Public Accounts Committee to ensure that firms having the required capacity and capability were only continued in the approved lists. The quality control can be assured only when supplies are ordered on firms who have the required facility to ensure quality and this aspect cannot be dealt with in piecemeal at the time of the consideration of the tenders as neither the purchase officer will have the time nor it will be feasible for him to do these checks within the period of validity of the offers under consideration. Registration of suppliers should not be dealt with as a simple item of work and has to be done after careful consideration. Further all such registrations should

be considered as provisional only until the firm has executed satisfactorily at least one order and once the registration has been confirmed no discrimination should be made in the tenders received from those registered firms.

With these aspects in view we again reviewed the system of registration of firms on Railways as communicated in the Ministry of Railways letter No. 65/RS (G)/164 /9/Vol. 11 dated 12th May 1966 (Appendix VIII to our first Report). Our enquiries have revealed that in actual practice there have been, deviations in the various checks which have been provided by the Board and we feel that it is necessary that this aspect again emphasised upon the Railways and Production Units to strictly adhere to the procedure laid down therein.

4.9.02.1. Fixation of monetary limits for registration: - Certain Railways pointed out to us that the present system of registration without fixing any monetary limit up to which the firm could be considered capable of executing orders was not conducive to enforce proper quality control measures. We have examined the procedure adopted by D. G. S. & D, in this regard, explained in section order No. 159 and No. 168 enclosed at Appendices 18 and 19. It is observed therefrom that the registration of suppliers by D. G. S. & D. was done prescribing the monetary limits up to which the individual orders could be placed normally on them. Whenever any order in excess of the limits are to be placed, these are done after satisfying the capacity-cum-capability of the firm and also obtaining necessary security deposits to enforce quality control and other aspect etc. It is also noted that the bankers report on the financial standing of the firms and other reports on performance/capacity-cum-capability are all obtained and thoroughly examined by the Registration Wing while fixing these limits. It is also learnt that in the application form for registration, the particulars regarding the financial position of the firm such as authorised capital, paid up Capital, reserves etc., are invariably called for from the firm. We have examined these procedures and we feel that it would be worthwhile for the Railways to grade the firms at the time of registration as approved supplier as under -

- (a) Firms who are capable of supplying order above Rs. 5 lakhs.
- (b) Firms who are capable of executing orders above Rs. 50,000 but below Rs. 5 lakhs.
- (c) Firms who are capable of executing orders above Rs. 10,000 but below Rs. 50,000.
- (d) Firms who are capable of executing orders below Rs. 10000.

We feel that in case of orders which are below Rs. 10,000 there should be objection from the Railways for considering registration of firms who are not actual manufacturers but agents or general merchants, capable of arranging supplies against small orders. In other cases a detailed scrutiny of the financial standing and the capacity-cum-capability of the firms who should be a manufacturer or an authorised agent, should be done invariably before registration.

4.9.02.2. Registration for supply of high value vital safety items.-On registration we examined the procedures adopted in Private Sector as well. We find that in the case of vital/safety items and items which are of high annual usage value, purchase orders are placed by Private Sector only on those firms on whom there can be no doubt about the quality of goods to be supplied by

them. They, therefore, have made it compulsory that registration of firms for supply of these stores were invariably done only after a pre-inspection of the factory by their representatives. A detailed check list form used by some Private Sector Industries for assessment of suppliers is enclosed in Appendix 20. We feel that similar system should be introduced on the Railways for registering a firm for supplying stores against orders value above Rs. 50,000/- and inspection should be done preferably at the level of an officer of the Junior Administrative rank of the Railways to satisfy that the firm was having the required capacity-cum-capability of quality control to ensure proper supplies. In this we feel that Railways could seek assistance from the Director of Inspection - D. G. S. & D./R. D. S. O. or R. I. T. E. S. for carrying out such detailed on the spot inspection for ascertaining factual data for consideration before registration.

4.9.02.3. New firms-suggestion for registration in adjoining Railways only:-Some Railways suggested to us that new firms seeking registration should be considered only for registration with the Zonal Railways covering the Zone where the firms were situated and this registration should be gradually extended to other Zonal Railways, only after watching their performance for a year or so. The Committee after due deliberations, feel that while this can be accepted as a general guideline, Railways should ensure using agencies such as Director of Inspection, R. D. S. O. or R. I. T. E. S. in addition for inspection of firm's premises, and once such a detailed inspection has been carried out and registration recommended the Committee felt that the firms request for registration in other Zonal Railways as well should be considered favourably.

4.9.02.4. Review of registration and Vendor performance data: -While examining the Purchase Section procedure we find that instructions exist that a purchase order register should be maintained by all the purchase sections in which the details of orders placed, quantities due, due dates of delivery, supplies made, rejections, reminders to the firm etc., are recorded systematically. In our discussions with certain Railways we had the impression that these registers are not up-to-date in certain units. We are glad to note that the Ministry of Railways had appointed a Committee to examine how Computers could be used effectively to compile this information and use for evaluating the performance of the suppliers on a rational and scientific basis and the Committee's report recommending steps to be taken and prescribing forms for rating of quality/delivery/prices etc. has been accepted by the Board and instructions have been issued to implement these from 1977-78. We examined this report and we are happy to state that this is a welcome step and would go a long way in ensuring proper review of registrations. We would recommend that this computerised system of assessment should be introduced early. Till such time this system was established fully, it is essential that order registers were maintained and updated regularly till the contract was completed specially in the case of all high value items (Rs. 50,000/- and above). The performance data of firms on high value contracts should be regularly forwarded to the Registration Cells in a form to be designed, for keeping a note and use during the periodical review. All registrations should be reviewed once in five years regularly as suggested by Public Accounts Committee in their 126th Report.

QUALITY CONTROL OF SPARE PARTS

Quality Assurance

Assessment of Supplier

M/S.

Report of..... on visit

dated..... Present from Supplier (Name and

Designation).....

Present

from.....

The following information based on discussion, data furnished and visit to works --

Particulars

Remarks

(For detailed Information see Annexure

Sheet)

1 Inspection organisation-

- 1.1 Has the supplier a quality assurance system? ...
- 1.2 What is the position (rank) of (quality-in-charge) ? ...
- 1.3 To whom the quality in-charge is responsible ?....
- 1.4 Is inspection a neutral group in the organisation ?...
- 1.5 Is it possible that goods can be supplied without the approval of inspection ?.....
- 1.6 The inspection strength is.....
 Production.....
 Inspection.....per cent.

2. Inspection reference---

- 2.1 Are latest drawings and ordering specifications available ?
- 2.2 Do they have inspection Plans for components and products ?
- 2.3 Do they use statistical methods of inspection such as Random-sampling plans Control charts etc.?
- 2.4 Do they follow selective and quality tests ?
- 2.5 Are there records about complaints (defect statistics and something similar) ?

3 Goods inwards inspection----

- 3.1 Is there a special goods inwards inspection? Is it sufficiently equipped ?
- 3.2 Are inspection Plans available?
- 3.3 Is the magnitude of test adopted sufficient?
- 3.4 Do they inspect raw materials for production ?
- 3.5 Do they maintain a record of inspection results?
- 3.6 Is it possible that defective (rej.) goods can go into stores or production ? (Approval stamp by final inspection).
- 3.7 Is the raw material stores controlled by a responsible person?

4 **Inspection of components----**

- 4.1 Are there dimensional and visual inspections?
- 4.7 Is there inspection for hardness and case-depth?
- 4.3 Are there methods for assessment of rust/corrosion and plating thickness ?
- 4.4 Is there a procedure to release good components by written communication?
- 4.5 Is there a procedure to complain about defective components in writing ?
- 4.6 Do rejected components undergo inspection after rectification and are they released by written communication?
- 4.7 Are inspection-work Places clean? Are they well illuminated?
- 4.8 Are gauges and inspection equipment sufficient and subjective?

5 **Inspection of products....**

- 5.1 Are there dimensional and visual inspections?
 - 5.2 Do products undergo functional and Performance tests?
 - 5.3 Is there written down specification for endurance (life) test?
 - 5.4 Is there selective or quality test ?
 - 5.5 Are there records for 5.1-5.4?
 - 5.6 Is there a procedure to release good products by written communication?
 - 5.7 Is there a procedure to complain about defective products in writing?
 - 5.8 Packing, storage and transport. Are they in order?
-

ANNEXURE – 04

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 78/RS (G)/363/2
1978

New Delhi, dated 25th February,

To
The National Small Industries Corporation Limited,
Near Okhla industrial Estate,
New Delhi- 110 020.

Dear Sirs,

**Subject: Automatic Registration with D. G. S, & D./ Railways of Small Scale Units
registered with N. S. I. C.**

The High Power Committee constituted by the Ministry of Railways under the Chairmanship of Shree Mohd. Shafi Qureshi, the then Minister of State for Railways, have recommended in one of their recommendations made in their Second and Final Report on Inventory Management that 'The Nation Small Industries Corporation who are evaluating the Small Scale Industries before registration as per standard norms should be approached to give adequate weightage to quality control and the firms having inadequate quality control measures should not be considered for registration'. The Ministry of Railways have accepted the recommendation *in toto* and have decided to implement the same on the Railways.

2. The enlistment of S. S. I. Units is being done by N. S. I. C. under the single point registration programme which is being followed by the Railway Administrations who had been advised vide this Ministry's [letter No. 66/RS\(G\)/363/II dated 28th January 1976](#) and [letter No. 66/RS\(G\)/363/II dated 25th August 1976](#) copies of which had been endorsed to you. The Ministry of Railways desire to be confirmed that while evaluating S. S. I. Units before registration as per standard norms, adequate weightage is given to the quality control of the products of the S. S. I. Units for which they are registered and the firms having inadequate quality control measures are not at all considered for registration.

Yours faithfully,
Sd/-
(B. P. MEHTANI)
for Secretary, Railway
Board

ANNEXURE -05

Copy of Board's letter No. 76/ RS (G)/164/16 dated 8th August 1980 addressed to General Managers; All Indian Railways, Production Units, etc.

Sub: Registration of firms as Approved Suppliers -Amendments in the application form

Consequent upon a reference from one of the Railways, the matter has been reviewed and it has been decided by the Ministry of Railways to modify the columns in item (1) of the existing application form for registration already circulated to all concerned vide Railway Ministry's letter No. 65/RS (G)/ 164/Vol 11 dated 12th May 1966 as under:

1. Name of firm/company whether Private/Public/Government/Non-Government:
2. Telegraphic Address:
 - Address of Head Office:
 - Telephone No:
 - Address of Branches:
- 1(a) (i) Proprietor(s) Name and Address:
 - (ii) Full details of other Undertakings owned/ controlled by the proprietor(s)
- 1(b) (i) Partner(s) Name, address and percentage of shares held.
 - (ii) connection between the undertaking and other(s), if any, e.g. partners are common or have share (percentage) in any other undertakings with name(s) and Address,:
- 1(c) (i) Managing Director/ Whole- time Director/ Manager- Name and address
 - (ii) Board of Directors (Name and address)
 - (iii) Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company.
 - (vi) Other companies, if any, in India which are subsidiaries of the parent company- name and full particulars:
 - (v) In which other companies the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.
 - (vi) Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries mentioned above.

Ministry of Railways desire that the Registration Form may be amended accordingly for use on your Railway.

ANNEXURE – 06

Copy of letter No. 76/RS(G)/164/16 dated 31st March 1981 received from R. Krishnamurthy, JDRS (IC), Railway Board, New Delhi addressed to G. Ms., All Indian Railways/Production Units, etc.

Sub: **Registration of firms**

On receipt of representations from some Railways, Ministry of Railways have reviewed the matter and it has been decided to amend the clause (b) (ii) and 1 (c) (v) of para 2 of the Application Form for Registration of firms on Railways circulated vide Board's letter of [even number dated 8th August 1980](#) as under-

Para No. 2 -

1 (b) (ii) Connection between the undertaking and other(s) if any, *e. g.*, partners are common or have share (percentage) in any other undertaking (s)/firm (s) Factory (s) with name (s)/address (s) and their registration No. (s) with the concerned Railways for the various group of stores.

1 (c) (v) In which other companies the Directors have financial Interest or are represented on the Board (s) of these other companies/firms/factories with name (s)/Address (s) and full particulars about their registration No. (s) with the concerned Railways for the various group of stores.

2. Regarding issue of Limited, Tender Enquiries to such firms, Ministry of Railways desire that the L. T. may be issued to them on a rotation basis *i. e.* L. T. should not be issued at the same time to different firms on whom partners /directors have financial interest, covering only one firm at a time.

3. Ministry of Railways further desire that the review for the renewal of registration of the firms should be carried out thoroughly and competently as per instructions issued vide Board's. letter of [even number dated 18th/24th February 1978](#), keeping the above aspects also in view.

Please acknowledge receipt.

ANNEXURE – 07

Copy of Board's letter No. 83/RS (G)/363/2 dated 21st October, 1983 from Dy. Director (G), Railway Board addressed to General Manager, All Indian Railways and others.

**Sub: Recognition of Registration of the S. S. L Units with N.S.I.C under
Single point Registration Scheme**

Ref: Board's letter No. 66/RS(G)/363/(II) dated 26th May 1978, letter [No. 66/RS\(G\)/363/\(II\) dated 25th August 1976](#) and letter [No. 66/RS\(G\)/363/\(II\) Dated 28th January 1976](#).

The N. S. I C. New Delhi *vide* their [letter No. SIG/GP/15\(5\)/80 dated 21st September 1983](#) (Copy enclosed for ready reference) have complained that Railways are not following the procedure as laid down under Single Point Registration Scheme and are not giving due recognition to N. S. I. C. registered units. Attention in this connection is invited to Boards letters under reference wherein, Railways were advised to extend all the facilities provided under the Government Purchase Programme, to those S. S. I. Units also which are registered with N.S.I.C under Single Point Registration Scheme. Ministry of Railways desire that these instructions may be strictly followed and the N. S. I. C. registered S. S. I. Units may be treated at par with those registered with the Railways.

Copy, of Shri B. B. Mathur Joint Manager (G.P.) N SIC Ltd, New Delhi's letter No. SIC/GPI 15/(5)/80 dated 21 st September 1983.

Sub: Recognition of Registration of the S. S. L Units with N. S. I. C under Single point Registration Scheme

Dear Sir,

Perhaps you may be aware that the Estimate Committee (1980-81) of the Lok Sabha have recently reviewed the Programme of Small Scale Industries and have gone into the specific aspects of Raw Materials supply and Marketing. In the Report, the Committee has observed that the multiplicity of the procedural practices at the Centre and States has prevented the Small Scale units from deriving full advantages of the facilities and concessions under the Government Purchase Programmers and concession of Central and State Government. Some of the State Governments and State Undertakings were reported to be insisting on earnest money and security deposits even from units which are registered with National Small Industries Corporation and Directorate General Supplies and Disposals. The Committee has therefore desired that D. S. & D. and all other Central and State Government Deptts should follow the standard procedures and practices in order to ensure that Small Scale Units are able to derive full benefits intended to be provided under the Government Purchase programme.

It may be mentioned that as per the policy of Government of India the following concessions are allowed to the Small Scale Units registered with N. S. I. C

- (i). Supply of tender sets free of cost.
- (ii). Waiver of earnest money.
- (iii). No Security Deposit upto Monetary limit for which the unit is registered.

The above benefits are in addition to the Policy of allowing price preference upto 15 per cent to the Small Scale Units over the offers of large scale units and purchasing such items exclusively from the Small Scale sector as have been reserved for exclusive purchase (Group. IV, V & VI) from this sector.

The Single Point Registration Scheme was introduced jointly by N. S. I. C., D. G. S. & D and D. C. (S. S. I.) in 1976 with a view to avoid duplication of registration of Small Scale Units with various Government departments. Though this scheme was initially accepted by the D.G.S.&D subsequently by a separate order Ministry of Railways vide their [Circular No. 66/RS\(G\)/363 \(II\) dated 28th January 1976](#) have also agreed their acceptance to the said enlistment. The N. S. I. C. units registered are to be treated at par with those enlisted with the Railways and they are entitled for all facilities/concessions available as per the directives issued by the Government of India from time to time.

For the last few months we have been receiving letters from the Small Scale Units registered with us that Railways are not giving due recognition to N. S. I. C. units. Keeping in view the above, we request you to kindly issue fresh instructions to all Railways, Controller of Stores to give necessary concessions to the Small Scale Units registered with N, S. I. C. and the application of the Small Scale Units when forwarded should be registered without making

further reference to the party or to the N. S. I. C., so that the interest of the Small Scale Units may be safeguarded.

We hope you will take necessary action in this matter and any instruction issued to the Railways/ Controller of Stores, Zonal Railways, Copy may be sent to us for our record.

ANNEXURE - 08

Copy of Board's letter No. 76/RS (G)/ 164/16 dated 3rd September 1984 addressed to General Manager(s), All Indian Railways and others

Sub: **Registration of firms**

Ref: Board's letter of [even No dated 31st March, 1981](#)

It is clarified that Board's instructions quoted above refer to Limited Tenders only. In the case of items, which are to be procured from R. D. S.O. approved sources also, the system of rotation would apply. However, R. D. S. O. is being referred to separately on the subject.

No change in policy, however, is called for in respect of the revised format to be used as all the Railways are apparently using it without any difficulty.

ANNEXURE – 09

Copy of Board's letter No. 85/RS (G) /363/2 dated 30th June 1987/ 2 nd July 1987 addressed to General Managers, All Indian Railways and Production Units.

Sub: **Registration of Small Scale Industrial Units under Single Point Registration Scheme**

Ref: Board's letters-

- (i) [No. 66/RS\(G\) 36,1/\(II\) dated 28th January 1976.](#)
- (ii) [No. 66/RS\(G\) 363/\(II\) dated 25th August, 1976.](#)
- (iii) No. 85/RS(G) 36,3/2 dated 10th December 1986 and
- (iv) No. 85/RS(G) 353/2 dated 12th January 1987.

In terms of Board's letter No. 66/RS(G)/36,3/(II) dated 28th January 1976, the Small Scale Industrial Units already registered with Railways./ Production Units should also be got screened by N. S. I. C.

In this connection. certain points have been raised by some of the Railways which are clarified as under. --

- (i). Small Scale Industrial Units who apply for registration / renewal as approved supplier with Railways / Production Units should be asked to get themselves registered **First** with N. S. I.C.
- (ii) All non N. S. I. C. registered S. S. I. Units already on the approved list of suppliers of the Railways/ Production Units should be got screened by N. S. I. C. afresh. On screening, if N. S. I. C. rejects any such firm, the name of that firm should be removed from Railways approved list of suppliers.

ANNEXURE –10

Copy of Board's letter No. 89/RS(G)/363/2 dated 3 rd /7 th June 1989 from Dy. Director, Railway Stores (G) addressed to General Managers, All Indian Railways/Production Units & others

Sub: Scheme for Permanent Registration-change in Registration Policy of Small Scale Units by N. S. I. C.

N.S.I.C have decided that from 1st August 1988 onwards Small Scale Units will be registered by them on Permanent basis against the present procedure of granting registration for a period of 3 years. A copy of N. S. I. C.' s letter No. SIC/GP/ 15(4)88 dated 26th July 1988 circulated by D. G. S. & D. vide their [circular No. ODN-4/9/\(69\)/84 Vol. II dated. ... December 1988](#) is appended, for information and guidance.

Copy of D. G. S & D.(Co- ordination Section -4) Department of Supply, New Delhi-I Circular No. CDN-4/ 9 (69)/84 Vol II dated December- 1988.

Sub: Scheme for permanent registration-Change in Registration Policy

A copy of [Circular No. SIC/GP/15\(4\)/88 dated 26th July 1988](#) issued by the National Small Industries Corporation Ltd., New Delhi on the above subject is circulated for the guidance/information of all Purchase Directorate at Headquarters Office and Regions.

ANNEXURE I

Copy of Joint Manager (GP) Regional Branch Office, The National Small Industries Corporation Ltd. Okhla Industrial Estate, New Delhi-20, letter No. SIG/ GP/ 15(4)/88 dated 26th July 1988, addressed to Regional Manager, Branch Manager, N. S. I. C. Ltd. and others.

Sub: Scheme for Permanent Registration-Change in Registration Policy

It has been decided that with effect from 1st August 1988 Small Scale Units will be registered on permanent Basis by N. S. I. C. against the present procedure of a Small Scale Unit. being registered for a period of 3 years. A Small Scale Unit once registered with N. S. I. C. after that date shall continue to be registered unless do-registered provided that certain conditions as mentioned below are adhered to by the Small Scale Units. This step towards simplification of the procedure has been taken to fall in line with the D. G. S. & D. Registration procedure and to avoid the hardships faced by the registered Small Scale Units because of the time taken at the renewal stage.

Proposed changes in the procedure- A Small Scale Unit shall have to apply in the prescribed application form along with the documents required and the enlistment shall be granted after verifying their Technical and Financial Standing as is being done at present. There shall be no change in procedure in this respect.

2. Small Scale Unit once enlisted under the Permanent Scheme shall have to supply to respective registration offices of N. S. I. C. once in 3 years the following documents.

- (A) A performance statement of various supply orders executed through D.G.S.&D and other Government purchase organisations as well as the details of participation in D.G.S.&D and other tenders. The performance of unit shall be verified by the N. S. I. C. from the concerned purchase offices.
- (B) Details about Technical changes in Plant and Machinery product mix, technical staff, production line and specifications etc,
- (C) It shall be also obligatory on the part of the Small Scale Unit registered under permanent registration scheme to supply to the concerned N.S.I.C Offices those documents which have specific validity period like I. S. I. Certificate. Drug Licence, Income Tax Clearance Certificate, Balance Sheet Rent Deed, Factory Act, licence etc., as and when they become due after getting them duly revalidated. Also information regarding change in constitution Mergers,

Amalgamation / Take-overs, Dissolution, Liquidation, Discontinuation of production or change in specifications of product manufactures, change in the specifications of a products manufactured, change in the Board of Directors etc., shall have to be provided by the firm as soon as the event takes place.

3. Review of the Small Scale Units registered under this Scheme shall be taken at periodic intervals with respect to their Technical and Financial capability on the basis of the above stated documents to be furnished by the firm. This review shall take place at an Interval of three years when it shall be the responsibility of the concerned Regional/Branch office of N, S. I. C. to call for the Technical Inspection Report from the concerned S. I. S. I besides evaluation the Financial capability etc., of the Small Scale Units. The periodic Technical Inspection Report shall be furnished by the concerned S. I. S. I. in the Standard Format indicating upto date specifications qualitative and quantitative capacities of each item and additions or selection of items if any. However, while this review shall be or it shall not affect the status of the registered Small Scale Unit. On the other hand, if a unit does not furnish valid documents detailed above or its performance is not reported to be satisfactory, N. S. I. C shall have the right to view the situation adversely and to take decision accordingly for continuation of registration of the unit or not.

When Small Scale Unit permanently registered wants to have registration for additional items, the application for such item may be made by the units on their letterhead directly to the S. I. S. I. of their area with a copy to the concerned office of the N. S. I. C.

4. The N. S. I. C. has the sole and absolute discretion to cancel this enlistment- or withhold issue of competency certificate wherever required in the event of any amount whether by way of hire purchase, taxes dues or otherwise remaining overdue and unpaid to N. S. I. C. or any Government Dept. and on the receipt of adverse reports from any Government Dept. etc., against you

SPECIMEN- COPY

Telegram: SMALCORP
TELEX: NSIC ND 62131/62376
6837071

Phone:

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(GOVERNMENT OF INDIA UNDERTAKING)
GOVERNMENT PURCHASE DIVISION , LAGHU UDYOG . BHAVAN, OKHLA
INDUSTRIAL ESTATE, NEW DELHI-110020

Registered AD

PERMANENT ENLISTMENT CERTIFICATE

Ref: No. SIC. GP. 20 ()

Dated

M/S.....Factory

Address.....

.....

.....

Certificate of Registration under Single point
Registration Scheme-units registered under
this scheme are considered to be at par with
those registered directly with D. G. S. & D

Name(s) of partners/Proprietor Director(s)

- 1.
- 2.
- 3.
- 4.

Permanent Registration No. SIC/GP/RS

Dear Sir,

With reference to your application dated.....your name has been registered as a
Small
Scale Unit eligible for participation in the Central Government Stores purchase programme
as per the Single point Registration Scheme for the following items/ Stores: -

Name of the stores	Specifications	Qualitative capacity	Quantitative capacity P. M.
--------------------	----------------	----------------------	-----------------------------

MONETARY LIMIT UPTO RS.....

Note. –

1. On expiry of the validity of the required documents like I. T. C. C./ Factory Licence..... Rent Deed/Balance Sheets/ ISI Specification certificates etc., please ensure to get them renewed and furnish a copy thereof to the concerned office of the N. S. I. C. before the expiry of their validity, failing which the registration is liable to be cancelled without any further reference to the units. In case of any change in the factory address/bankers constitution/plant and machinery in items being manufactured or their specifications etc., N. S. I.C. must be informed forthwith. Permanent registration scheme shall not be valid for the following categories and present systems shall continue for the time being

- (a) Drugs and Pharmaceutical items.
- (b) Defence stores.

The Small Scale Units whose existing registration shall henceforth become due for renewal shall supply as if applying for renewal in the existing scheme but the renewal of registration granted to the small units shall be **PERMANENT**.

A copy of the Revised permanent Registration Certificate that may be issued to those units which are henceforth enlisted on permanent basis is appended for guidance.

ANNEXURE -11

Copy of Board's letter No. 89/RS(G)/11/16 dated 13th October 1989 addressed to General Managers, All Indian Railways, Production Units etc.,

Sub: **Automatic Registration of firms with N.S.I.C.**

It has come to the notice of Ministry of Railways that no uniform procedure is being followed by Zonal Railways/ Production Units in charging the cost of Application Forms, Questionnaires etc. from Small Scale Industrial Units registered with N. S. I.C. who desire to get them registered with Zonal Railways/Production Units for the supply of Railway items/equipment based on their registration with the N. S. I. C. The matter has been examined and Ministry of Railways (Railway Board) have decided that no fee or cost of Application Forms or Questionnaire etc. is to be charged from the firms which are already registered with N. S. I.C. and seek registration on Railways in terms of this Ministry's [letter No. 66/RS\(G\)/363/\(ii\) dated 28th January 1976](#).

This issues with the approval of the Finance Directorate of Railway Board's office.

All other instructions contained in the above letter will remain unchanged.

(G)

Sd/-
(R S. LAHAN)
Dy. Director, Railway Stores

Railway Board

ANNEXURE –12

Copy of Board's letter No. 76/RS(G)/164/16 dated 17th/19th October 1989, addressed to General Managers, All Indian Railways, Production Units, etc.

Sub: Registration of Firms on Railways

Ref: Railway Board's letter No. 76/RS (G)/164/16 dated 25th August 1987.

In partial modifications of the instructions contained in Railway Boards letter No. 76/ RS (G)/ 164/16 dated 18th/24th February 1978, it has been decided to revise the **existing monetary limits** for registration of firms as mentioned under Recommendation No. 65 as under: -

- (a) Those capable of executing supply orders valuing Rs. 15 lakhs and above.
- (b) Those capable of executing supply orders valuing each Rs. 10 lakhs to Rs. 15 lakhs
- (c) Those capable of executing supply orders valuing each Rs. 5 lakhs to Rs. 10 lakhs.
- (d) Those capable of executing supply orders valuing each above Rs. 2.5 lakhs and upto Rs. 5 lakhs
- (e) Those capable of executing supply orders valuing each above Rs. 1 lakhs upto Rs. 1.5 lakhs.
- (f). Those capable of executing supply orders valuing each Rs. 25,000 and Rs. 1 lakh.
- (g) Those capable of executing supply orders valuing each Rs. 25,000 and below.

It has also been decided to revise the existing limits of Rs. 10,000 and Rs. 50,000 as mentioned under Recommendation Nos. 66 and 67 of the said Committee to Rs. 25,000 and Rs. 1 lakhs respectively.

All other terms and conditions mentioned in Board's letter referred to above will remain unchanged.

This issues with the approval of Finance Directorate of Board's office.

ANNEXURE -13

GOVERNMENT OF INDIA MINISTRY OF RAILWAYS (RAILWAY BOARD)

No. 88/RS (IC)/751/5

New Delhi, date, 16th May 1991

General Manager (Stores)
Central Railway
Bombay.

Sub : Vendor Rating evaluation report on the Main Frame Computer ICIM 6060 of CR based on the Steering Committee guidelines.

* * *

Please refer to Shri K. C. Trivedi, Dy. COS (G)'s D. O. letter No.S. 371/IC/Policy/86 dated 18th May 1990 enclosing sample outputs of Module VI (Vendor Rating) after running the software on live data. The results of samole outputs and the minutes of Steering Committee's meeting held on 10th & 11th Dec. 1987, on which the module VI works, have been examined in details. It has been decided by the Board that module may be taken up for the implementation on all Railways subject to following criteria: —

- (1) Vendor Evaluation shall not be applicable to purchase orders valued upto Rs. 25.000/-
- (2) The weightage factors for the two parameters, namely, delivery rating and rating for rejections of materials (Rating for quality) will be 80 per cent and 20 per cent respectively. The sum total of the two ratings will be the final rating of the vendors.
- (3) Vendor rating shall be done for each vendor notwithstanding what is the number of approved/registered vendors.
- (4) Based on the cummulative vendor rating finally arrived at for each vendor, the vendors shall be classified into following three classes.
 - (a) Class 'A' Vendor-Rating above 70
 - (b) Class 'B' Vendor-Rating above 40 & upto 70
 - (c) Class 'C' Vendor-Rating upto 40

All Vendors in a particular class stand at par with each other irrespective of their having obtained the points in the rating.

- (5) While vendor evaluation and rating is to help the purchase officers and tender committees in selecting a proper vendor for placement of order, no price preference is admissible per Se to the vendor on account of his being placed higher in the rating or classified as Class 'A' or Class 'B' and so on.

- (6) Class 'C' vendor should be ignored, in general, for placement of an order by recording reasons specifically. However, when purchase officer or tender committee, as the case may be, has any reasons to doubt about rating of any class 'C' Vendor, he/they can call for the past purchase cases to ascertain whether the delay in delivery was on account of fault of the vendor or on account of administrative reasons. In latter the purchase officer or IC can be free to select such vendor by recording specific reasons. Generally, the cases of class 'C' Vendors should be examined by the Railways for deleting them from the approved list of suppliers, however, after giving them suitable show cause notice etc. regarding their performance.
- (7) As regards Class 'A' and 'B' vendors are concerned, it is for purchase officer or tender committee whether to place order for full quantity on Class 'B' vendor (whose rates happens to be lower) or place order for part quantity and balance on class 'A' vendor, however, keeping in view the price different and certifying the reasonability of rates etc.

It is, therefore, advised that Central Railway may take action for implementation of Module VI (vendor rating) on their Railway by suitably modifying the softwares in line with the above criteria laid down by Board. The modified softwares for the Module VI may also be circulated to all Railways alongwith the criteria indicated above while utilising the outputs produced by the mainframe computers.

It is also desired by the Board that since the computerised system of vendor evaluation (rating) is being introduced for the first time, Railways may submit feedback to Board on their experience in utilising this module to enable this office to review the system for incorporating any modifications etc. that may be necessary.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

Please acknowledge receipt of this letter.

Sd/-
(H. S. Suri)
Director, Railway Stores (1C)
Railway Board.

No. 88/RS (IC)/751/5

New Delhi
Dated 16th May 1991.

Copy to.

- (i) FA & CAO/Central Railway, Bombay for information.
- (ii) Controller of Stores, All Zonal Railways (other than Central Railways) for information. They may obtain documentation from Central Railway and implement the module.

Sd/-
(H. S. Suri)
Director, Railway Stores (1C)
Railway Board.

ANNEXURE -14

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 95/RS (IC)/165/34

New Delhi, Dated 30th June 1997

The Controller of Stores &
Financial Advisor & Chief Accounts Officers,
All India Railways & Production Units.

Sub: Vendor evaluation on Railways & PUs.

Ref: (i) Boards [letter No. 88/RS \(IC\)/751/5 dt. 16th May 1991](#).

1.0 Extant instructions on Vendor Evaluation were issued by the Railway Board vide their [letter No. 88/RS \(IC\)/751/5 dated 16th May 1991](#). Subsequently, Board vide their letter No. 95/RS (IC)/165/34 dated 25th October 1995 constituted a Multi-Disciplinary Expert Committee of officers from Stores, Accounts, Mechanical branches and RITES to review the existing instructions on vendor evaluation & suggest modifications taking into consideration the recent developments in this area particularly in the matter of quality management and to make them more broad based to ensure timely & cost effective procurement of quality materials. Based on the recommendations of the Expert Committee, the Board desire that the following procedure be adopted for vendor evaluation on the Indian Railways & Production units.

2.0 Evaluation of a vendor with a view to find out overall rating shall be done based on their performance on quality & delivery against individual purchase orders and then the overall rating shall be calculated by taking the weighted average of these individual ratings for purchase orders place during last three years subject to the condition that total number of purchase orders is not less than 3. Methodology to be adopted for calculating quality rating, delivery rating and overall rating is detailed in the [Annexure I](#). Sample calculations are given on [Annexure II](#).

3.0 Vendor evaluation shall not be applicable to purchase orders valued below Rs. 40,000.

4.0 While vendor evaluation and rating is to help the purchase officers and tender committees in selecting a proper vendor for placement of order, no price preference shall be admissible per se to a vendor on account of his being placed higher in the ratings.

5.0 Firms with rating less than 40 per cent should be taken as unreliable and generally ignored for placement of purchase order. However, where the Purchase Officer or TC or RIy. Administration feel that a vendor should be considered against a particular tender in the administrative interest owing to reasons like inadequate sources, limited capacity, economical price etc. Such vendors may be selected for placement of order by recording specific reasons.

6.0 Vendor evaluation as per the above criteria may be completed by a specific date and be circulated to all concerned. Periodic review should be done every six months to update the list. However, the evaluation may be reviewed anytime by the Railway to take into account latest performance of a vendor/vendors. During updation names of vendors with less than 30 per cent vendor rating should be considered for deletion from the list of approved suppliers.

7.0 Since presently no information is being picked up by EDP (Centre) from RITES inspection note and rejection note, it should be started early. To begin with the vendor rating can be started manually for last six months records/data.

8.0 Brief features relating to vendor rating system should be included in the tender schedules as well as in the tender bulletins so that vendors are aware of the importance of vendor rating. The vendor rating is not intended to be confidential and may be communicated once in a year to the registered suppliers.

9.0 It is desired that vendor evaluation on the above basis be immediately taken in hand and Railway Board advised of the progress of implementation in the monthly MCDO.

Receipt of this letter may be acknowledged.

Sd/-

(Ramesh Chandra)

Director, Railway Stores (IC)
Railway Board.

Annexure to letter No. 95/RS (IC)/165/34 dated 30th June 1997.

1. Quality Rating (Qr)

Quality rating shall be worked out for each contract as under:—

$$Qr = \frac{Q1}{Qs}$$

Where

Qs = total quantity supplied $Q = (Q1 + Q2 + Q3)$

Q1 = quantity accepted,

Q2 = quantity rejected during RITES inspection,

Q3 = quantity rejected during depot inspection.

At present the rejection memo issued by RITES does not bear any continuity number with the result that it is not possible to ensure that all rejection memos have been received. To overcome this problem RITEa will start issuing inspection documents with a continuity number covering both rejection as well as passing of the material.

2. Delivery Rating (Dr.)

Delivery rating shall be worked out for each contract as under:

$$Dr = \frac{Qt + E\{Qd (1-K x Td/T)\}}{Q}$$

Where

Q = Qty ordered

T = Promised delivery time

Qt = Qty. supplied in time

Qd = Qty. delayed

Td = Time delay for quantity delayed

K = Constant = 2

3. Vendor Rating (VR):

Rating of a Vendor shall be calculated for each contract as under:—

$$Vr = 0.60 x Qr + 0.40 x Dr$$

Where Qr is Quality rating for the contract and

Dr is Delivery rating for it.

If quality rating (Qr) is less than 0.5 then vendor rating (Vr) for that order will be 'O'.

4. Overall Vendor Rating (VR):

Overall Vendor Rating of a firm shall be calculated in accordance with the following formula: —

$$VR = \frac{V1 \times Vr1 + V2 \times Vr2 + \dots + Vn \times Vrn}{V1 + V2 + V3 + \dots + Vn} \times 100$$

Where

- (i) Vr1, Vr2 are vendor ratings for different purchase orders.
- (ii) V1, V2, are the values of the respective purchase orders referred to in para 4 (i) above.

5.0 Overall vendor rating of firms shall be worked out based on orders placed during the last three years provided number of orders is not less than 3. In case number of orders is less than three, no overall vendor rating shall be calculated.

6.0 EDP (Centre) shall maintain three year's purchase order data for the purpose of vendor rating.

Annexure to letter No. 95/RS (IC)/165/34 dated 30th June 1997.

In the following example overall vendor rating has been calculated on the basis of performance of a vendor against four purchase orders as given in the following table: —

PO	Q	V	Qt	Qrej	Details of delayed supply					
					1st Qdl	Inst TDI	lind QD2	IIIrd Td2	IIIrd Qd3	inst Td3
1	100	4.0	100	0
2	100	3.0	60	0	20	20	20	30
3	100	5.0	80	10	10	10	5	20	5	30
4	100	2.0	80	49	10	10	5	20	5	30

Delivery period (T) for all four PO is taken as 60 days

- Q = Qty. ordered,
V = Value of purchase order,
T = Promised delivery time in days,
Qt = Qty. supplied in time,
Qrej = Quantity rejected,
Qd = Qty. delayed,
Td = Time delay in days for quantity delayed.
V = Value of purchase order.

Vendor rating against individual order is calculated as under:—

Purchase order No. 1.

$$(i) \text{ Quality rating (Qr)} = QI/Qs$$

Where

$$Qs = \text{Total quantity offered/supplied } Qs = (Q1 + Q2 + Q3)$$

$$Q1 = \text{Quantity accepted.}$$

$$Q2 = \text{Quantity rejected during RITES inspection}$$

$$Q3 = \text{Quantity rejected during depot inspection}$$

$$Qr = 100/100 = 1.0$$

(ii) Delivery rating (Dr)

$$Dr = \frac{Qt + \sum Qd(1 - K \times Td/T)}{Q}$$

Where

$$Q = \text{Qty. ordered}$$

$$T = \text{Promised delivery time}$$

$$Qt = \text{Qty. supplied in time}$$

$$Qd = \text{Qty. delayed}$$

$$Td = \text{Time delay for quantity delayed}$$

$$K = \text{Constant} = 2$$

$$Dr = \frac{100 + \sum Q (1 - K \times Td/T)}{100} = 1.0$$

(iii) Vendor rating (Vr)

$$Vr = 0.60 \times Qr + 0.40 \times Dr$$

Where Qr is Quality rating

Dr is Delivery rating

If quality rating (Qr) is less than 0.5 then vendor rating (Vr) for that order will be '0' Thus

$$Vr1 = 0.6 \times 1.0 + 0.4 \times 1.0 = 1.0$$

2.0 Purchase order No. 2

(i) Quality rating (Qr) = $Q1/Qs$
 $= 100/100 = 1.0$

(ii) Delivery rating (Dr) = $\frac{Qt + \sum Qd (1 - K \times Td/T)}{Q}$

$$= \frac{60 + 20(1 - 2 \times 20/60) + 20(1 - 2 \times 30/60)}{100}$$

$$= 0.66.$$

(iii) Vendor rating (Vr 2) = $0.6 \times Qr + 0.4 \times Dr$
 $= 0.6 \times 1.0 + 0.4 \times 0.66 = 0.86$

3.0 Purchase order No. 3.

(i) Quality rating = QI/Qs

$$= 100 / (100 + 10) = 0.91$$

(ii) Delivery rating = $\frac{Qt + \sum Qd (1 - K \times Td/T)}{Q}$

$$= \frac{80 + 10(1 - 2 \times 10/60) + 5(1 - 2 \times 20/60) + 5(1 - 2 \times 30/60)}{100}$$

$$= \frac{80 + 6.7 + 1.65 + 0}{100} = 0.88$$

$$\begin{aligned}
 \text{(iii) Vendor rating (Vr3)} &= 0.6 \times Qr + 0.4 \times Dr \\
 &= 0.6 \times 0.91 + 0.4 \times 0.88 \\
 &= 0.90
 \end{aligned}$$

4.0 Purchase Order No. 4.

$$\begin{aligned}
 \text{(i) Quality rating} &= QI/Qs \\
 &= 100/(100+49)=0.67
 \end{aligned}$$

$$\begin{aligned}
 \text{(ii) Delivery rating} &= \frac{Q_t + \sum Q_d (1 - K_x T_d / T)}{Q} \\
 &= \frac{80 + 10(1 - 2 \times 10/60) + 5(1 - 2 \times 20/60) + 5(1 - 2 \times 30/60)}{100} \\
 &= \frac{80 + 6.7 + 1.65 + 0}{100} = 0.88
 \end{aligned}$$

$$\begin{aligned}
 \text{(ii) Vendor rating (Vr4)} &= 0.6 \times Qr + 0.4 \times Dr \\
 &= 0.6 \times 0.67 + 0.4 \times 0.88 = 0.75
 \end{aligned}$$

Overall Vendor rating :

$$V_r = \frac{V_1 \times V_{r1} + V_2 \times V_{r2}}{V_1 + V_2 + V_3} \times 100$$

Where

(i) Vr1, Vr2 are vendor rating for different purchase orders.

(ii) V1, V2, are the values of the respective purchase orders referred to in para (i) above.

$$V_r = \frac{4 \times 1 + 3 \times 0.86 + 5 \times 0.9 + 2 \times 0.88}{4+3+5+2} = 0.91$$

$$V_r = 0.91.$$

ANNEXURE –15

Copy of Board's letter No.2002/RS (G)/753/1 dated 18.11.2002, addressed to General Managers, All Indian Railways, Production Units, etc.

Sub: **Registration of Firms on Railways**

Ref: Railway Board's letter No. 76/RS (G)/164/16 dated 17th/19th October 1989.

In partial modifications of the instructions contained in Railway Boards letter No. 76/ RS (G)/ 164/16 dated 18th/24th February 1978, it has been decided to revise the **existing monetary limits** for registration of firms as mentioned under Recommendation No. 65 as under: -

- (c) Those firms capable of executing supply orders valuing Rs. 40 lakhs and above.
- (d) Those firms capable of executing supply orders valuing Rs.10 lakhs to Rs.40 lakhs.
- (c) Those firms capable of executing supply orders valuing Rs. 5 lakhs to Rs. 10 lakhs.
- (d) Those firms capable of executing supply orders valuing each above Rs. One lakh upto Rs. 5 lakhs
- (e) Those firms capable of executing supply orders valuing up to above Rs. 1 lakhs .

It has also been decided to revise the existing limits of Rs. 25,000 and Rs. One lakh as revised vide letter no: 76/RS(G)/164/16 dated.17.10.89 under Recommendation Nos. 66 and 67 of the said Committee to Rs. 1 lakh and Rs.5 lakh respectively.

All other terms and conditions mentioned in Board's letter referred to above will remain unchanged.

This issue with the approval of Finance Directorate of Board's office.

LOCAL INSTRUCTIONS

ANNEXURE -16

East Coast Railway

Office order No. 02 ECoR 01

Date: 18 .06.2003

Sub: 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.

This has the approval of COS

(B. K. Mohanty)
Dy. Chief Materials Manager-I
For Controller of Stores
E. Co. Rly./ Bhubaneswar

No-S/ECOR/S5/Vendor Registration

Dated: 18.06.2003

Copy to

- 1) All Purchaser officers.
- 2) All Depot officers.
- 3) All Divisional Stores Officers
- 4) All the staff of Purchase sections.
- 5) All the staff of Non purchase sections.