

Procedure for Enlistment of Suppliers with East Coast Railway

How to Get Registered with East Coast Railway

The firms interested in getting registered with East Coast Railway shall be required to apply for the same by filling up a prescribed questionnaire form. The firms are registered by the Railway for 4 (four) digit trade group number as given in Vendor Trade Group Book.

How to Get the Questionnaire Form

In order to get the questionnaire form, the interested firms may deposit the following amount in cash under head of allocation no. Z-652 (COS/ECOR): -

- (i) Rs. 50/- towards the cost of questionnaire form,
- (ii) Rs. 150/- as registration fee.

(The Vendor Trade Group Book and the Check List will be supplied along with Questionnaire form)
With Chief Cashier, East Coast Railway, Chandrasekharpur, Bhubaneswar directly or by sending the same by Money Order to the Chief Cashier and enclose the money receipt issued by chief Cashier with a request in writing to the Controller of Stores, East Coast Railway, at following address:

**Controller of Stores,
(Enlistment Section), New Annex Building (West)
Rail Vihar, Chandrasekharpur,
Bhubaneswar-751023.**

NSIC firms are exempted from paying the above amount against submission of attested copy of registration certificate issued by NSIC. They will be given the questionnaire form free cost.

The original Money Receipt issued by the Chief Cashier to the office of Controller of Stores, Chandrasekharpur, Bhubaneswar at above address, the questionnaire form and Vendor Trade Group Book shall be supplied to the intending firm per bearer or dispatched by post as the case may be.

This information is also placed on our website www.eastcoastrailway.gov.in along with questionnaire form and vendor trade group book. Those interested may download the same from the website and submit the same along with bank draft towards the above amounts drawn in favour of FA&CAO/ECOR/BBS payable at Bhubaneswar.

How to Submit the Questionnaire Form

All the columns of the questionnaire form shall be filled up in ink or shall be typed and all the pages of the form shall be duly signed. Instructions for filling up the application form enclosed with the questionnaire form may be referred to by the firms. 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 firm shall give details of item or items of stores clearly giving the reference of the vendor trade group number as per Vendor Trade Group Book for which the registration with the Railway is desired.

The proprietor in case of proprietorship firm shall 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 a Limited Company. The questionnaire form shall be signed by the authorized person in all the pages.

Copies of the following essential documents shall accompany with the questionnaire form:

1. Properly filled Questionnaire form.
2. VAT/ST registration certificate (State ST / CST)
3. Valid VAT/ST clearance certificate

4. Trade License or Factory License.
5. Memorandum and Article of Association, Certificate of Incorporation, Listing of sitting Directors, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
6. Valid NSIC certificate duly attested by notary.
7. Registration Certificates with Other Railways/Production Units/DGS&D/RDSO if available duly attested.
8. ISO 9000/14000 certificate.
9. Dealership Certificate.
10. Pan.
11. Digital Signature Certificate
12. Affidavit for the ownership of plant and machinery.
13. Documentary evidence of ownership of the land & building of office premises & factory premises or rent receipt for the same.
14. List of technical staff.
15. Banker's certificate.
16. Audited Balance Sheet and Profit & Loss Account for last 3 years.
17. Performance statement.

How is the Registration done on the Railway

On receipt of the questionnaire form along with the requisite documents as mentioned above, initial scrutiny is 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, a Railway Officer is to be deputed to inspect the supplier's office godown and factory to verify the capacity-cum-capability of the supplier to manufacture and supply the materials required by the Railway. On receipt of the inspection report, if the competent authority is satisfied about the capacity-cum-capability, the supplier is registered with the Railway.

The new firm is considered for registration for an initial period of one-year/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 or during previous period of renewed registration as the case may be after the registration of the supplier is approved by the competent authority, the firms will be required to deposit the subscription fee for weekly/fortnightly Stores Bulletin for the registration period.

Is the procedure same for firms already registered with DGS&D, NSIC, DGTD, RDSO, other Zonal Railways or Production Units ?

If the supplier is registered with DGS&D, NSIC, DGTD, RDSO, other Zonal Railways or Production Units such as DLW, CLW & ICF, procedure for registration is much simpler & quicker since the capacity /capability of the supplier has already been examined by the above agencies and as such further inspection by this Railway will normally not be necessary. However the Railway Administration reserves the right to carry out inspection in such cases also. The supplier is generally registered for the trade groups covering the items for which they are registered with the above agencies.

What are the Benefits of Registration?

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

- a) Stores Weekly/Fortnightly Bulletins indicating the demands of the Railway will be issued to the supplier during the financial year;
 - b) There is scope for inclusion of their names against Limited Tender enquiries issued for special & urgent items, from time to time.
 - c) No earnest money is required to be deposited along with the tender against the tenderers.
 - d) No security deposit is required to be submitted for item concerned vide the trade groups and for the floated for items under the trade groups, the firm has been registered order up to the monetary limit for which they are registered with the Railway.
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