

Procedure for enlistment of supplier with East Coast Railway

How to get register 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 to a prescribed Questionnaire form. The firms are registered by the railway with four(4) digit trade group as given in vendor trade group book. Each group denotes a set of items

How to get questionnaire form

In order to get questionnaire form, the interested firm may deposit the following amount in cash under head of allocation no. Z-652 (PCMM/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, Chandrasekharapur, Bhubaneswar directly or by sending the same by DD/Online payment (in favour of PFA/ECOR/BBS) and enclose the money receipt issued by chief cashier with a request in to the Principal Chief Materials Manager, East Coast Railway, at following address:-

Office of the Principal Chief Materials Manager,
 "East Coast Railway (Vendor Registration
 Section) Rail Sadan, North block,
 Chandrasekharapur, Bhubaneswar- 751017

MSE firms are exempted from paying the above amount against submission of attested copy of registration certificate (Udyam Certificate) issued by MSE. They will give the Questionnaire form free cost. On receipt of original money receipt issued by chief cashier in the office of Principal Chief Materials Manager, Chandrasekharapur, 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.eastcoastrail.indianrailways.gov.in along with questionnaire form and vendor trade group book, Those interested Firm may download the same from the website and submit the same along with bank draft towards the above amounts drawn in favour of PFA/ECOR/BBS payable at Bhubaneswar.

How to submit Questionnaire form

If 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. Instruction for filling up 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 supplier, 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 questionnaire form to be signed by proprietor in case of proprietorship firm, 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 shall be signed by authorized person in all pages.

Please visit website - www.eastcoastrail.indianrailways.gov.in

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

Document for Vendor Registration

Manufacturer/NSIC/DIC/MSME/SSI

1. PAN Card in Xerox
2. GST Registration certificate or GST Clearance Certificate.
3. Whether manufacturer with supporting document /DIC if any
4. Valid **MSE** certificate (Udyam Certificate) if any duly attested by notary.
5. Valid Registration certificate with HOME RAILWAY or other railways/ production unit as available duly attested if the Firm is outside jurisdiction of E.CoRly.
6. Valid Digital Signature Certificate of Class-3 duly registered with www.ireps.gov.in (IREPS Copy)
7. Trade license or factory license/ Municipal license if any.
8. Affidavit for the Ownership of Plant and machinery.
9. Banker's certificate with Bank transaction statements for 01 to 03 months.
10. Performance statement with Purchase Order and Challan copies if any.
11. Audited Balance Sheet and Profit & Loss Account for Last 01 to 03 years.
12. ISO 9000/14000 certificate and SSI/MSME Certificate if any.
13. List of Technical Staff, ESI/Factory, Labour License & EPF Document to be submitted if more than 10 Employees.
14. Properly filled questionnaire form/Vendor registration form.
15. Partnership deed if any.
16. Lease Agreement or Ownership Deed of the Business Premises duly attested.
17. For valid **MSE firm**, no vendor application form cost to be paid.
18. Railway Money receipt or in shape of DD in favour of PFA/ECOR/Bhubaneswar of Rs.200/- to be submitted against vendor application form cost in case of Non-MSE firm.

STOCKIST/DEALER/SUPPLIER/DISTRIBUTERS

1. PAN Card in Xerox
2. GST Registration certificate or GST Clearance Certificate.
3. Valid Registration certificate with HOME RAILWAY or other railways/ production unit as available duly attested if the Firm is outside jurisdiction of E.CoRly.
4. Valid Digital Signature Certificate of Class-3 duly registered with www.ireps.gov.in (IREPS Copy)
5. Banker's certificate with Bank transaction statements for 01 to 03 months.
6. List of Staff, ESI/Factory, Labour License & EPF Document to be submitted if more than 10 Employees.
7. Valid Dealership Certificate alongwith Authorised List of Items from from Principal Firm.
8. Performance statement with Purchase Order and Challan copies if any.
9. Audited Balance Sheet and Profit & Loss Account for Last 01 to 03 years.
10. Properly filled questionnaire form/Vendor registration form.
11. Partnership deed if any.

12. Lease Agreement or Ownership Deed of the Business Premises duly attested.
13. Railway Money receipt or in shape of DD in favour of PFA/ECOR/Bhubaneswar of Rs.200/- to be submitted against vendor application form cost in case of Non-MSE firm.

How is the registration done on the Railway.

On receipt of the questionnaire form along with the request 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 the questionnaire form has been filled up properly and all the requested 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 railway.

The new firm is considered for registration for an initial period of 1 year/ 2 years and the Renewal of registration will be considered for 3 years at the time subject to satisfactory performance of the firm during initial registration period or during previous period of renewed registration as the case may be.

Is the procedure same for firms already registered with MSE, DGTD, RDSO, other zonal Railway or production unit?

If the supplier is registered with MSE, DGTD, RDSO, other zonal railways or production unit such as DLW, CLW & ICF etc. procedure for registration is much simpler & quicker since further inspection by this railway will normally not be necessary. However the railway administration reserves the right to carry out inspection in such case also, The supplier is generally registered for the trade group covering the items for which they are registered with the above agencies.

What are the benefits of registration.

The registered suppliers of the railways will get following benefits:-

- A. There is scope for inclusion of their name against limited tender enquiries issued for special & urgent items from time to time.
- B. No earnest money is required to be deposited along with the tender by the tenderers.
- C. No security deposit is required to be submitted for items under the trade groups the firm has been registered for monetary limit for which they are registered with the railways. Procurement of common used Goods and Services through Government E-Market (GeM)

As per rule 149 of General finance Rule 2017, procurement of common used goods and services by Ministry / Department through GeM is mandatory, for goods and services available in GeM. The procurement of goods and services through GeM is applicable to all Stock and Non-Stock purchase which are available on GeM Portal. The schedule of power for procurement of items through GeM is available in Model SOP 2018. The GeM portal is used by Railway as Buyer for direct online purchase. Therefore, vendors are requested to be registered in GeM Portal for their Products & Services to avail the opportunity.

Purchase through Indian Railways E-Procurement System (IREPS)

The vendors are requested to visit Indian Railway website: www.ireps.gov.in in which the tenders pertaining to this Railway are published and tender documents are available. The site also permits for submitting the offer on line.

Disposal of Scrap through E-Auction sale

Stores Department disposes scrap available over East Coast Railway through e-Auction sale. Bidders are requested to visit website: www.ireps.gov.in to get registered as a bidder for participating in e-Auction schedule programme of East Coast Railway.