

[1]

Procedure order for registration of new firm in N. F. Railway

Ref: Railway Board's letter No. 2019/RS(G)/363/1/Pt. dated 15.11.2019

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- I. On receipt of firm's application through IREPS requesting Principal Chief Materials Manager to grant registration along with registration fees of Rs. 1000/= (Firm registered with NSIC will be exempted from payment of registration fees), IB section will scrutinize and deficiencies, if any, will be pointed out through letter to firm.
- II. In case the firm is registered with NSIC,RDSO, ZONAL RLY/Production Unit then the confirmation will be obtained confidentially from the agency who has registered the firm regarding particulars of groups, grade and firm's performance report through **Standard format No.1.**
- III. In case the firm is not registered with any of the agencies then concern purchase officer of Trade group asked by the firm will be nominated to inspect the firm's premises. The nomination will be done by CMM/Sales. Outstation firm's closest officer of N. F. Railway Stores Branch will be nominated. Nominated Officer of HQ will normally be the Officer who deals with the trade group requested by the firm and will submit report on the technical capability and financial capacity of the firm. On receipt of inspection report, IB section will put up the details in **Standard format No.-2** and obtain the recommendations from concerned purchase officer (JAG/SG) about allotment of Trade Group(s) and category. Thereafter recommendations of concerned CMM dealing with the purchase of item(s) will be obtained and then the case will be put up to CMM/Sales for decision regarding allotment of category and trade group(s).
- IV. If the firm is registered with any other Zonal Rly., Production Unit, NSIC, RDSO then inspection of firm will not be carried out. The file duly filled in format No.2 will be put up to concerned JAG/SG officers dealing with trade group for their recommendations. Thereafter, recommendations of concerned CMM dealing with purchase of item(s) will be obtained and then the case will be put up for decision of CMM/Sales regarding allotment of category and trade group(s).

- V. As soon as approval is granted by CMM/Sales for registration, intimation to firm will be sent containing various terms and conditions. The registration period will be initially for a trial period of **TWO YEARS** and thereafter firm's performance will be reviewed after this period for renewal.

[2] Renewal of firm registration as approved supplier:

- I. Firm shall apply for renewal of registration two month prior the expiry of registration, along with documents related to their performance during the registration period and renewal will be done for three years on the basis of performance with approval of CMM/Sales.

Northeast Frontier Railway maintains trade group wise a list of approved suppliers after verifying their credentials. On the firms in the jurisdiction of N. R. Rly. can apply for registration, other firms will require registration with the railways in whose jurisdiction they are located. Firms already registered with NSIC should have Valid NSIC Registration Certificate and also to produce their registration with Zonal Railways in whose jurisdiction their workshop/factory is situated along with performance report from said Railways. Firms registered with ICF, RCF, CLW, DLW, RDSO or other Zonal Railways should produce valid registration Certificates from the concerned Zonal Railways or Production units or RDSO.

Hence, registration of firm as approved suppliers is done carefully / rigidly after assessing capacity cum capability of the firms. An application, in the prescribed format for registration, is required to be submitted by the suppliers while furnishing information like annual turnover, infrastructure availability is solicited.

Registration of supplier is done for the following category for monetary limits and trade groups based on their financial capacity, capability and available M & P with them.

Category	Monetary Limit (capacity of executing the Purchase orders)
A	More Than Rs. 100 crores and above
B	Between Rs.10 crores To Rs. 100 crores
C	Between Rs.1 crores To Rs. 10 crores
D	Between Rs. 50 Lakhs To Rs. 1 crores
E	Between Rs. 10 Lakhs To Rs. 50 Lakhs
F	Up to Rs.10 Lakhs

The firms registered are exempted from payment of Security Deposit and Earnest Money Deposit. The registration period is initially for a period of 2 years and thereafter extended based on their performance.

Within the monetary limit prescribed above firm is not required to pay Security Deposit and Earnest Money Deposit. However, a higher value order can be considered provided firm satisfies the capacity cum capability and submits Security Deposit for the excess value as is done in case of unregistered firms. For registering to get supply orders more Rs.25,000/- firm should invariably be a manufacturer or his authorized agent. The initial registration is given for two-year period and subsequently based on their performance it is renewed for a period of 3 years.

Standard Format No. 1

पूर्वोत्तर सीमा रेलवे
Northeast Frontier Railway

कार्यालय भंडार नियंत्रक
मालीगांव, गुवाहाटी - 781011
Office of the Principal Chief Materials Manager
Maligaon, Guwahati - 781011

No.....

To,

REF : REGISTRATION OF FIRM

M/s _____ have
approached this Railway for enlisted as approved Contractor and have stated that :-

- I) They are in your approved list under Registration No _____

- II) They have supplied materials to you against your PO No.

You are therefore, requested to advise:

- a) Whether the firm is Registered with you ?
b) If yes, Class/ Groups for which they are registered.
c) Your appreciation on their performance.

Your reply within 4 weeks will be appreciated which will enable us to deal wit the case expeditiously.

Any information furnished by you will be kept confidential.

For Principal Chief Materials Manager

PP/

File No:.....

Sub:- Registration of the new firm.

- a) Firm's name _____
- b) Firm's request for registration at C/ _____
- c) Application of form duly filled in at C/ _____
- d) Details about the firm:
 - i). Limited/Private/Partnership/Proprietary _____
 - ii). Manufacturer/ Trader/Stockist/Authorised dealer _____
(If Authorised dealer, whether necessary certificate about Authorisation & responsibility of their principal has been obtained – Yes/No/NA C/.....)
 - iii). Trade Group(s) for which firm has requested.. _____
 - iv). Registered with NSIC/Railways/Central Government Organisation _____

 - If so, validity of the registration upto _____ and Trade Groups _____
- V) Sale made during preceding three Years:
Year 1 Year 2 Year 3
- vi) Name of the sister concern if any M/s _____
Whether registered with railways or not _____
If yes, validity of the registration upto _____ and bad performance if any _____, is bad performance reported from any corner? _____
- vii) Income tax paid during the last 3 years Rs. _____
- viii) GST registration No. _____
- xi) Whether profit and loss account / Balance sheet submitted _____

PP/

e) Report of Inspecting officer / other Government's institution

i. Name and designation of the Inspecting Officer

ii. Trade groups recommended by the inspecting authority: Government institutions

T.G	Description	T.G	Description

iii. Category recommended by the inspecting authority _____ value _____

iv. If registration has not been recommended by the inspecting authority

reason for the same _____

Remarks of Ch. OS/IB Section:

f) **Recommendation of concerned DY.CMMs**

CONCERN DY.CMM	TRADE GROUP RECOMMENDED	CATEGORY & VALUE	REMARKS & SIGNATURE
DY.CMM/DSL			
DY.CMM/C&W			
DY.CMM/E&G			
DY.CMM/HQ			

g) **REMARKS OF DY.CMM/IC** _____

PP/

h) Recommendation of CMM (M)

i. For Trade group(s) _____

ii. For category _____

CMM(M)

i) Recommendation of CMM (S)

i. For Trade group(s) _____

ii. For category _____

CMM(S)

SUMMARISED RECOMMENDATIONS

a. Existing trade group (s) _____

b. Additional trade groups (s) _____

c. Existing category _____

d. Enhanced category _____

SMM/C

DY.CMM/IC

j. Approval of CMM/(S)

i. for group _____

ii. for category _____

iii. for period _____