



## MATERIALS MANAGEMENT DEPARTMENT

### VENDOR REGISTRATION PROCEDURE

- 1.0 The selection of right vendor (reliable vendor) is one of the objectives of Materials Management. Registration of firm as approved supplier is done after careful assessment of the capacity cum capability of firms and is included in the list of approved vendor. The list shall be updated periodically based on performance of firms to weed out the firms, which have proved unreliable.
- 2.0 The supply of materials is governed by IRS conditions of contract (KR) placed on KRCL website [www.konkanrailway.com](http://www.konkanrailway.com), Special conditions of contract applicable from time to time and other contract laws. Vendors are advised to go through these before seeking for vendor registration.
- 3.0 **Criteria for Registration**
  1. Any firm situating either in India or abroad and are in the business of manufacturing, stocking or marketing of stores are only eligible for registration with KRCL provided they fulfill the laid down vendor registration policy.
  2. The firms securing orders valued above ₹ 1.00 lakh should invariably be a manufacturer or his authorized agent.
  3. The firm should have a sale turnover of at least ₹ 20.00 lakhs during previous financial year with satisfactory execution of orders placed by Railways, PSUs, Govt. depts. and reputed Pvt. Ltd. firms.
  4. Firms registered with Zonal railways / production units/DGS&D are eligible for registration automatically for the same trade group / items for which they are registered.
  5. SSI units registered with NSIC and having adequate quality control measures shall be automatically registered for the items for which they are registered.
  - 6) Firm must have sale tax / Excise Duty /Pan Numbers.
  - 7) Manufacturer should have adequate machineries & plants with quality control measures. They should possess a valid ISO-9000 Certificate.
  - 8) Firm should be financially sound. They should also possess a valid Digital Signature Certificate Class III B valid for 2 years.



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### 4.0 Vendor Registration Policy for Purchase –

The requirements of materials are much less on KRCL as compare to other railways as all major schedule of rolling stock are carried out by owning railways in their workshop with only secondary maintenance is carried out by KRCL and there is no manufacturing activity on KRCL. Further from the purchases made in KRCL, bulk of the purchases are restricted to the approved lists of vendors (registered on regular basis) as published once/twice in a year by the nodal agencies like RDSO, DLW, ICF etc. Thus KRCL shall undertake the registration of firms for the items excluding the items of nodal agencies. Thus vendor registration policy for purchase has been adopted as under –

#### a) For items covered by approved list issued by nodal agencies –

Vendors approved by nodal agencies cover all critical & all important items relating to:

- Track fittings & tools required for Track Maintenance.
  - Diesel Locomotives, Coaching and wagon items.
  - Signaling & Telecommunication items.
  - Electric Locomotives & Train lighting items.
  - Paints for coaches, wagons, bridges and general purpose
  - Oils & lubricants
- i) RDSO/Lucknow is the nodal agency for Track, coaches, wagons, S&T, Electrical, Oils and Lubricants and paints for wagons, bridges and general purpose.
- ii) ICF is the nodal agency for approving sources of coaching items, including the paints system as required.
- iii) Diesel Locomotive Works Varanasi is the nodal agency for Diesel Electric Loco Spares.

Vendor lists issued by the nodal agencies can be seen on their website as under:

- RDSO's website: [www.rdso.gov.in](http://www.rdso.gov.in).
- ICF's Website: [www.icf.gov.in](http://www.icf.gov.in)
- DLW's Website: [www.diesellocoworks.com](http://www.diesellocoworks.com)



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**Vendors desiring to supply such critical items, if are not yet registered with the nodal agencies** may approach the nodal agencies, and get themselves registered. The procedure for the registration can be seen on the websites of nodal agencies.

**b) For other items – (Items not covered by nodal agencies)**

In Zonal railways firms are registered for specific 4 digit trade groups whereas firms are registered with DGS&D / NSIC for specific items. **The list of items which are to be procured from the sources other than sources approved by nodal agencies (with 4 digit trade group and 8 digit PL no.) are placed on KRCL website ([www.konkanrailway.com](http://www.konkanrailway.com)) for the guidance of firm. The KRCL shall register the firms only for the items displayed on the website.** The registration procedure would be as under –

**i) Automatic Registration (Single point registration)**

Firms are registered automatically with KRCL for the items for which they are registered with –

- Zonal Railways / Production Units
- DGS&D
- SSI units registered with NSIC (registration is generally valid for 2 years)

Where sources of supply are not approved by the nodal agencies, the vendors are advised to approach the concerned railway, which has jurisdiction over the place where the corporate office of the firm is situated get themselves registered with that Railways. Only after the firm is registered on the concerned railway, and if they desire to do business with Konkan Railway, they can send their request letter enclosing the details in the [FORMAT \(A\)](#) (available on website on downloadable form) along with certificate from that railway that said unit have been registered with them. Similarly, SSI units registered with NSIC OR firm registered with DGS&D and if they desire to do business with Konkan Railway they can send their request letter enclosing the details in the [FORMAT \(A\)](#) along with certificate from NSIC/DGS&D that said unit have been registered with them. The request letters with the registration details can be submitted in an electronic form, in a PDF file, on the company's letterhead, and to be mailed to [cos@krcl.co.in](mailto:cos@krcl.co.in). The hard copy shall also be sent by registered post. On receipt of hard copy the acknowledgement shall generally be sent within 2



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weeks through email & status of application will be uploaded on website which can be viewed by the firm. The request will be examined, and if considered in order, the name shall be included in the approved list of vendor (limited tender panel) for those items for which they are registered, keeping the same monetary limit and validity period granted by railways/NSIC/DGS&D. The registration process shall generally be completed within a period of 3 months provided complete information are furnished.

- No fee or cost of application form is charged from the firm, which are already registered with NSIC / DGS&D / Railways.
- However, cost of bulletin tender when introduced will be charged.
- Firms shall be registered only for the items which are displayed on the website.

### ii) Firms on KR route –

In case of firms having their corporate office on the KR route (Konkan Railway territory from Roha to Manglore), and are interested to supply materials to KRCL and fulfilling the criteria of registration, they may submit their requests along with full details & enclosures in the [FORMAT \(A\) \(available on website in downloadable form\)](#), in an electronic form, in a PDF file, on the company's letterhead, and to be mailed to [cos@krcl.co.in](mailto:cos@krcl.co.in). Firm should clearly indicate the trade group / Items for which the registration is desired. The hard copy shall also be sent by registered post along with registration fees of ₹.1000/-(nonrefundable) in the form of Demand Draft in favour of "FA & CAO /KRCL, Belapur, Navi Mumbai." On receipt of hard copy the acknowledgement shall generally be sent within 2 weeks through email & status of application will be uploaded on website which can be viewed by the firm

The request will be examined after receipt of hard copy along with registration fees. In case of firm who is capable of executing order more than ₹.10.00 lakhs & satisfying the registration criteria, their unit can be inspected before registration. Required documents needed for registration if not submitted initially shall be called for.

The request if considered in order, the name may be included in the approved list of vendor (limited tender panel) with the initial validity of 2 years duly mentioning the list of items/trade group with monetary limit for which registration is granted. Firms may be approved only those who are dealing with the items which are generally required by KRCL.



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The process of registration should generally be completed within three month time provided all requisite documents are submitted by firm. Once the registration has been confirmed no discrimination is generally made in the tender received from these registered firms unless specific reasons exist.

### 5.0 Gradation of Firms –

Firms are registered for specific trade group / items duly fixing the monetary limit as under for each category of firm.

Category	Monetary Limit (capacity of executing the Purchase orders)
A	More than ₹. 40 lakhs
B	Between ₹. 10 lakhs to ₹. 40 lakhs
C	Between ₹. 05 lakhs to ₹. 10 lakhs
D	Between ₹. 1 lakh to ₹. 5 lakhs
E	Up to ₹. 1 lakh

- Aspects considered for fixing monetary limit as under –
  - Plant & machinery
  - NSIC registration
  - Bankers Report
  - Financial information from balance sheet & profit and loss account
  - Production capacity
  - Value of orders executed for similar trade group in the last 3 years.

### 6.0 Benefit of Registration

- Bulletin tenders when published in printed form containing the requirement of materials are sent to the registered firms.
- EMD/SD is waived for the registered trade groups / items up to specified monetary limit.
- Automatic registration with other railways.
- Firm can get orders in excess of monetary limit or for other groups of items by taking security deposit provided firm is prima facie found capable.



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### 7.0 Vendor Evaluation:

The evaluation trade group / item wise is based on purchase orders placed in a period of 3 years. Further conditions include that vendor evaluation shall not be applicable to purchase orders below Rs. 40,000/-. Periodicity shall be once a year. Performance of vendors participating in KRCL procurement process may be evaluated on the following four major parameters:

**Quality and Delivery:** Performance shall be evaluated on subjective basis at present. Repeated instances of delays shall reflect poorly. Rejections are viewed seriously. Depending upon the grounds of rejection or the repetitive instances of rejection even on minor grounds shall affect vendor rating adversely. Non-execution of purchase order shall be considered as adverse performance and shall be entered in default register.

Purchase officer shall record on purchase file clear orders for noting default / adverse performance. The firm kept on quoting and did not obtain order it would not be taken as bad performance.

### 8.0 Renewal of approved supplier

Initial registration of firms on KR route is done for a period of two years and thereafter renewal of the registration will be processed on the request of the firm based on the past performance submitted by firm OR available datas with KRCL after evaluating the vender. In case firm is registered with other railways then it shall be the responsibility of the registered vendor to get their registration renewed well in advance and submit the attested renewal copy for renewal of their registration with KRCL. Renewal will be for a period of 3 years OR period up to which renewal granted by other agencies

Based on renewal a list of approved vendor shall be updated every year preferably in the beginning of calendar year & will be uploaded on website.

### 9.0 De-registration / Removal of Registration –

Firm may be de-registered by Controller of Stores for any of the following reasons –

- Techno-Commercial Performance of the firm is found to be consistently unsatisfactory over a period of time against orders placed on them.



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- Firm fails to supply materials against a valid purchase order for any reason whatsoever.
- Firm continuously resorts to submission of ambiguous and misleading offers and / or withdraws offer before validity.
- Firm adopts any unethical commercial practices
- Firm fails to submit required documents in time necessary for renewal.
- Firms who quote in cartel and cartel formation is suspected which can be reported to "the Competition Commission of India (CCI), New Delhi

### **10.0 Black listing**

A registered firm may be blacklisted for a limited period or indefinite period for any of the reasons.

- If found guilty of malpractices such as bribery, corruption etc.
- If the proprietors, partners, employees etc. of the firm are convicted for offences involving moral turpitude in relation to business dealings or security considerations including loyalty to state.
- If the firm is constantly refusing to pay the Government dues without showing adequate reasons.

### **11.0 Banning/Suspension of firm**

- Firm may be banned for a specific period for business dealing depending upon seriousness of the misconduct.
- Firm may be suspended for a specific period for business dealing when numbers of orders are pending for execution, lacking in facilities, involved in bribery, corruption, unethical practices like cartel formation etc.

### **12.0 Request for enhancement of the category or addition of trade group/items –**

Request will be dealt with only at the time of renewal of firm provided necessary documents to support the request are submitted.



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### **13.0 Request for change of address –**

Request for change of address will be accepted provided necessary document like rent receipt, lease deed in new address, sales tax certificate in new address, electricity/telephone bills and NSIC certificate (for SSI unit) in new address are submitted duly attested by notary and found to be correct.

### **14.0 Request for change in the Constitution of the firm =**

Generally, the following type of request can be received –

- i) Change from proprietary to partnership and vice – versa.
- ii) Change from proprietary / partnership to LTD. company and vice versa or from Pvt. Ltd. to Public Ltd.
- iii) Merging of firm registered with this Rly. with another firm.
- iv) Takeover of firm by a firm registered with this Rly.
- v) Change of name of firm.
- vi) Change in partnership i.e. retirement or association of new partners.

The request will be accepted provided necessary documents such as partnership deed with 'A' form, articles and memorandum of association, agreement deed, tripartite agreement, copy of resolution & sales tax certificates, NSIC certificates as per new constitution are submitted along with a request. The legal documents will be got vetted by law officer before granting the changes.

### **15.0 Procedure for penal action.**

For initiating any penal action first show cause notice shall be issued to firm duly mentioning causes and allowing adequate time for reply. Based on reply further course of action as considered necessary may be decided suitably by competent authority.

### **16.0 Registration of firm for sale tender.**

The scrap arising on KRCL is very less as compared to scrap generation on zonal Railways. Thus, scrap disposal at present is through sale tender only. Vendors who are interested to buy scrap materials / participation in sale tender are advised to get themselves registered with KRCL by applying to materials management department at Belapur on their letterhead giving details as per the [FORMAT\(B\)](#) which is available on website ([www.konkanrailway.com](http://www.konkanrailway.com)) in downloadable form . Firm should clearly indicate





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the trade group / Items for which the registration is desired. The hard copy shall also be sent by registered post along with registration fees of ₹.1000/- (nonrefundable) in the form of Demand Draft in favour of "FA & CAO /KRCL, Belapur, Navi Mumbai."

The request will be examined after receipt of hard copy along with registration fees. The request if considered in order, the name may be included in the **approved list of Buyers** (limited tender panel) with the initial validity of 2 years duly mentioning the list of items/trade group with monetary limit for which registration is granted.

The registration process shall generally be completed within a period of 3 months provided complete information's are furnished.

- 16.1 The renewal process & other penal actions shall be similar to what has been mentioned for vendor registration for purchase.

### 17.0 Contact Address

For Registration with KRCL please address your enquiries to:

(1)	(2)
Deputy Chief Materials Manager/ Co-ordination (DY.CMM/Co.)	Deputy Chief Materials Manager/ Project (DY.CMM/Project)
Konkan Railway Corporation Ltd. Materials Management Dept Raigad Bhavan, 8 <sup>th</sup> Floor Sector – 11, CBD Belapur Navi Mumbai – 400 614	Konkan Railway Corporation Ltd. Materials Management Dept Raigad Bhavan, 8 <sup>th</sup> Floor Sector – 11, CBD Belapur Navi Mumbai – 400 614
Tel. No. 022-27587381 Mob No. 9004470496	Tel. No. 022-27587389 Mob No. 9004470397
Email Id – <a href="mailto:dy.cmm.sitaram@krcl.co.in">dy.cmm.sitaram@krcl.co.in</a>	Email Id – <a href="mailto:dycmm.jesudass@krcl.co.in">dycmm.jesudass@krcl.co.in</a>

**Controller of Stores  
Konkan Railway Corporation Ltd.**

- i) Format A
- ii) Format B
- iii) Format of request for registration