

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

No.2019/RS(G)/363/1/Pt.

New Delhi, dated: 15.11.2019

The General Manager, All Indian Railways/PUs, NF(C), CORE  
The DG/RDSO/Lucknow & DG/NAIR/Vadodara,  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela  
CMDs of PSUs, RVNL, KRCL, MRVC

Sub: Registration of vendors on Indian Railways

- Ref: (i) Railway Board's letter no. 76/RS(G)/164/16 dated 18/24.02.1978  
(ii) Railway Board's letter no. 76/RS(G)/164/16 dated 08.08.1980  
(iii) Railway Board's letter no. 76/RS(G)/164/16 dated 31.03.1981  
(iv) Railway Board's letter no. 76/RS(G)/164/16 dated 17.10.1989 &  
19.10.1989  
(v) Railway Board's letter no. 2002/RS(G)/753/1 dated 08.11.2002

Trade group wise vendor registration process of Indian Railways provides a system for registering capable vendors with Railways. This serves the purpose of having a vendor base for managing an efficient procurement system. To make it more relevant to present situations and efficient, following changes in the existing system are proposed.

1. Registration of vendors 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.
2. Registration process shall be made online on IREPS. The list of registered vendors shall be available in public domain.
3. Application for registration shall be made by the vendor to the Railway Unit in whose territorial jurisdiction the manufacturing premises of the vendor exist. If the firm is situated within the jurisdiction of more than one ZR/PU, it can apply on IREPS/ iMMS website. The concerned unit shall do the registration process and manage the registration of the vendor.
4. **Application for Registration:**
  - a. Registration of vendors for supply of goods shall be done for specific trade group. A vendor can be considered for registration for more than one trade group. Single application for registration shall suffice for registration.

- b. The application shall clearly state the trade groups for which the vendor desires to register. List of trade groups shall be a standard list for all Railway units.
- c. Each vendor, shall apply for registration furnishing particulars regarding:
  - i. Name of vendor:
  - ii. Contact Details:
    - 1. Address of registered office and contact details:
    - 2. Address of manufacturing premises and contact details:
    - 3. Address of Branch offices and contact details, if any:
  - iii. Legal status of vendor (with documentary proof): apart from details of registration with appropriate authorities like Directorate of Industries and taxation registration details like PAN/TAN and GST registration details. Following details should be provided:
    - 1. Sole proprietary: Vendor shall submit
      - a. PAN Card,
      - b. GST registration (if registered),
      - c. Full details of other Undertakings owned/ controlled by the proprietor(s) or where the proprietor has financial interests.
    - 2. Partnership Firm: Vendor shall submit
      - a. Copy of Partnership Deed and
      - b. Copy of Power of Attorney (duly registered) in favour of an individual/individuals to sign documents and create liability against the Firm.
      - c. Name of partner(s), address and percentage of shares held.
      - d. 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.
    - 3. Company registered under Companies Act-2013:
      - a. Copies of MOA (Memorandum of Association) / AOA (Articles of Association) of the company;
      - b. Copy of certificate of registration with Registrar of Companies.
      - c. Copy of Authorization/Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sign on behalf of the company and create liability against the company.
      - d. Managing Director/ Whole- time Director/ Manager- Name and address, and Director Identification Number (DIN)
      - e. Board of Directors (Name and address) and their Director Identification Numbers (DINs).
      - f. Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company.
      - g. Other companies, if any, in India which are subsidiaries of the applicant company- name and full particulars:

- h. In which other undertakings (company/ partnership/ LLP/ proprietary, etc) the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.
  - i. Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/ sister concerns mentioned above.
4. LLP (Limited Liability Partnership):
- a. Name of partner(s), address and percentage of shares held.
  - b. Copy of LLP Agreement,
  - c. Copy of Certificate of Incorporation;
  - d. Copy of Power of Attorney/ Authorisation issued by the LLP in favour of the individual to sign on behalf of the LLP and create liability against the LLP.
  - e. 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.
  - f. Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company.
  - g. Other undertakings, if any, in India which are subsidiaries of the parent company- name and full particulars:
  - h. In which other undertakings the partners have financial interest or are represented on the Board(s) of these other companies with name and address.
  - i. Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/ sister concerns mentioned above.
- iv. In case the vendor is an MSE, whether it is an MSE owned by SC/ST or women or otherwise. Documents thereof.
- v. Financial Status:
- 1. Audited Balance sheet, Turnover in last three completed financial years.
  - 2. Profit and loss statement for last three completed financial years
  - 3. Banker's Current Solvency certificate/ report
  - 4. Chartered Accountant's current certificate on financial status of vendor and for value limit of registration.
- vi. Status of ownership of the manufacturing premises and documents alongwith Electricity registration/current bill. Owner's/Proprietor's information in case not a manufacturing unit.
- vii. Technical competence:
- 1. Details of installed Machinery and Plant: its capacity and capability.
  - 2. Testing facilities, its certification and calibration.
  - 3. Technical Manpower (qualification and experience).
  - 4. Administrative setup.
  - 5. Production in last completed financial year and current year.

6. Performance during last three years (railways, other government departments/PSUs).
- viii. Approval from any authorized agency, e.g. RDSO/ CORE/ PU etc.
- ix. Declaration to compliance with laws: Pollution laws, Employment laws, Electricity laws, water laws, Labour Laws, Intellectual Property laws, etc.
- x. Quality control:
  1. Quality control processes in place, including quality control of incoming raw material, manufacturing control process, record keeping of quality control:
  2. Quality certification, if any, e.g. ISO, any field specific certifications, etc.
- xi. Whether the vendor has been banned/ suspended from business dealings in past five years (five years prior to the date of filing the application) by any government department/unit.
- xii. Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filing application.
- xiii. Whether the vendor is a judgment debtor in any case.
- xiv. Whether there is any legal proceeding (criminal/ civil) pending against the vendor in any court of law.
- xv. Whether there is any recovery pending against the vendor on any Railway unit.

5. Declaration:

- a. I shall abide by all the applicable laws, including law relating intellectual property rights. I absolve Railways of any damages/ penalty/ liability in case of my failure to comply with all legal requirements.
- b. I shall not be part of cartel neither shall misuse my dominant position. I shall not participate in any action having adverse impact on competition in procurement of any goods or services by Indian Railways.
- c. Any change in legal status or information provided at the time of submission of request for registration, shall be intimated at the earliest possible time.
- d. Person authorized to sign the documents had been duly authorized by competent authority. I absolve Railway from any loss in case of misrepresentation. In case of any fraud by the company, shall be individually responsible.
- e. I agree that in case of any default in performance of contract with any of the Railway units, my name shall be removed from the list of registered vendors for any or all trade groups. Such removal shall neither limit nor be limited by the damages Railways may claim for default and /or non-fulfillment of the contract.
- f. I understand that as a registered vendor I shall be eligible for certain benefits in public procurement system of Indian Railways. I further understand that extension of such benefits is at sole discretion of the purchasing authority and status of being a registered vendor does not

provide me with any right, whatsoever, to claim any benefits over un-registered vendors.

- g. If any of the information provided by me is found to be untrue or misleading my application shall be rejected besides other legal actions against me.

6. This issues with the approval of Railway Board (MMM).



(Praveen Kumar)  
Joint Director Railway Stores (G)  
Railway Board

No: 2019/RS(G)/363/1/Pt.

New Delhi, dated: 15.11.2019

1. The PCMMs, PCEs, PCMEs, PCEEs, PCSTEs, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors –
  - a) Indian Railways Institute of Sig. Engg. & Telecom, Secunderabad
  - b) Indian Railways Institute of Mech. & Elec. Engg., Jamalpur
  - c) Indian Railways Institute of Elect. Engg., Nasik
  - d) Indian Railways Institute of Civil Engg., Pune
  - e) Indian Railways Institute of Traffic Management, Lucknow
3. Sr. Prof. (Materials Management), NAIR, Vadodara
4. MD, CRIS, Chanakya Puri, New Delhi
5. MD, RITES, RITES Bhawan, Sector-29, Gurugram
6. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata
7. Executive Director (Stores), RDSO, Manak Nagar, Lucknow
8. Chief Commissioner of Railway Safety, Lucknow
9. Zonal Railway Training Institute, Sukadia Circle, Udaipur



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Copy to :- PSOs / Sr. PPSs / PPS / PS to

1. MR, MoS(R)
2. CRB, FC, ME, MTR, MRS, MS, MT, MST, SECY., DG/RHS, DG/RPF
3. All AMs and PEDs & All Executive Directors of Railway Board