

## (A) PROCEDURE FOR RENEWAL OF REGISTERED FIRMS IN WESTERN RAILWAY

The firm who are registered with W.Rly. & their registration is expired, they should apply to PCMM office for renewal of their registration prior to expiry of their registration and they should submit the following documents :

1. Details performance of the purchase orders placed on them by W.Rly.
2. Request letter of renewal
3. Copy of ISO certificate
4. Copy of Digital signature certificate (D.S.C) which is compulsory under IT act-2005. For this they may visit [www.cca.gov.in](http://www.cca.gov.in)
5. Non MSE firms are required to pay Rs.500/- per year as renewal of registration charges.

## (B) PROCEDURE FOR REGISTRATION OF NEW VENDORS IN WESTERN RAILWAY

Registration of New Vendors in Western Railway is done in following manner, depending upon Non NSIC registered/NSIC registered firms.

### (I) Non NSIC Registered firms:

- (i) Only those manufacturers, whose turnover is more than Rs.20lakhs, can apply
- (ii) Those firms whose office is located within geographical area of Western Railway should apply to the office of Principal Chief Materials Manager, Western Railway, Churchgate, Mumbai-400020 on company's letter head along with detail profile of the company i.e. product range.
- (iii) Other firms whose registered office is in the area served by other Railways, (other than the jurisdiction of W.Rly) should apply to directly to their Home Railway and then apply to Western Railway, after getting registration in Home Railway.
- (iv) Those firms, located in Western Railway, should submit the completed application form along with registration fees of Rs.2000/- (Nil for MSE Firms) copy of partnership deed/article of association/company registration certificate etc to Western Railway.
- (v) The premises of the firm will be inspected by Railway officer, and then registration will be approved.
- (vi) After completion of 2 years registration Non-MSE firms must ready to pay Rs.500/- per year towards registration renewal charges.
- (vii) Western Railway prefers to register only manufacturers, No fresh registration is being granted for traders, stockiest/authorized dealers etc.
- (viii) The manufacturers must possess current & valid ISO-9000 certificate.
- (ix) Firm must also obtain Digital Signature Certificate, which is compulsory under IT act-2005. Followings are certifying agencies under IT Act-200 are compulsory.

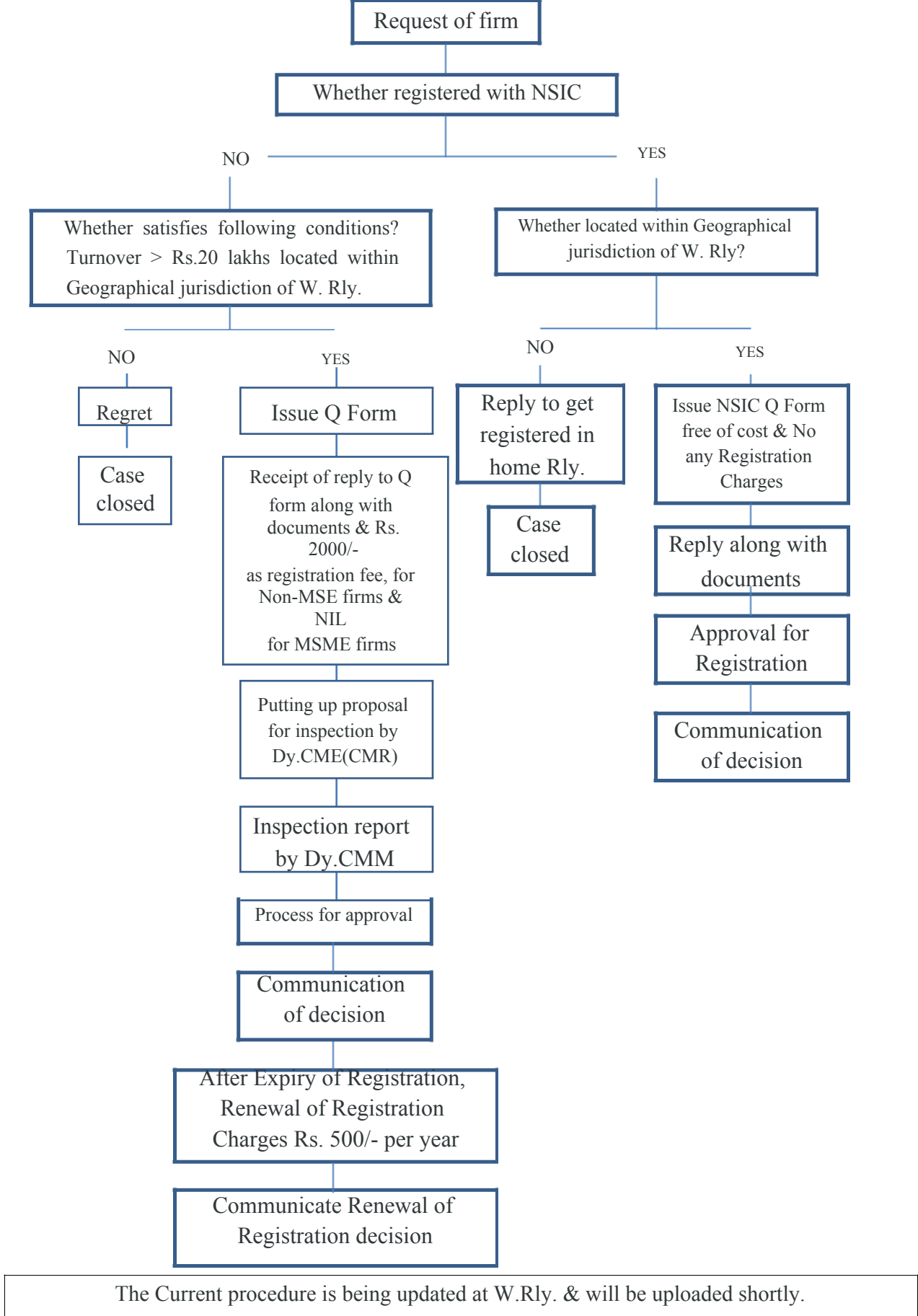
The list of Licensed Certifying agencies is available on the website of Controller of Certifying Authorities (CCA) ([www.cca.gov.in](http://www.cca.gov.in)). Following are the Licensed certifying agencies as per their website as on date.

S. No.	Licensed Certifying Agencies	Website Address	Contact Numbers.
1.	Safescrypt	<a href="http://www.safescrypt.com">www.safescrypt.com</a>	91-044-22540770
2.	NIC	Www,nic.in	91-011-24361133
3	IDRBT	Idrbtco.org.in	91-40-23534982
4	TCS	Www.tcs.co.tcs.co.in	91-022-22024827
5	MTNL	Www.mtnltrustline.com	91-011-24329563/4, 1600118855
6	Customs & Central Excise	www.icert.gov.in	91-011-26877960
7	(n) code solutions CA (GNFC)	Www.ncodesolutions.com	91-79-26857316/17/18

(II) NSIC Registered firms :

NSIC registered firms whose registered office is located in geographical area of Western Railway, should apply on company letter with brief introduction and xerox copy of NSIC certificate and range of products.

- (i) The NSIC registered firms will get the application form free of cost from this office. They should submit the application through NSIC of their region to Western Railway.
- (ii) NSIC registered firms, located in geographical area of other Railways, should apply to for registration to their Home Railway and then apply to this railway along with copy of registration certificate of home railway.
- (iii) Approval of registration will be given to the firms after receiving their application forms routed through NSIC.
- (iv) There is no any registration charges for MSE firms.
- (v) Western Railway prefers to register only manufacturers, ISO certified company and they must have Digital Signature Certificate (Please see above table for D.S.C.)



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PCMM