

Frequently asked questions by suppliers related to vendor registration on W.Rly.

Q.1 What is the procedure for the registration of firms, which are not registered with NSIC ?

A.1 (i) Only those manufacturers, whose turnover is more than Rs.20 lakhs, 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 be 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 and valid ISO-9000 certificate.
- (ix) Firm must also obtain Digital Signature Certificate, which is compulsory under IT act-2005.

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

Sr. No.	Licensed Certifying Agencies	Website Address	Contact Numbers
1	Safescrypt	www.safescrypt.com	91-044-22540770
2	NIC	www.nic.in	91-011-24361133
3	IDRBT	ldrbtco.org.in	91-40-23534982
4	TCS	www.tcs.co.tcs.co.in	91-022-22024827
5	E-mudhra	www.emudhra.com	91-8043360000
6	CDAC	www.cdac.in	91- 2023704301
7	(n) code solutions CA (GNFC)	www.ncodesolutions.com	91-79-26857316/17/18

Q.2 What documents are required to be submitted along with the registration form ?

A.2 NON-NSIC firm should also submit.

[1] Bank report

Other documents are :-

1. Certificate of Incorporation / Shop Establishment Certificate / License to run a factory.

2. 3 yrs. Balance sheet with sales figure duly attested by CA.
3. Performance statements.
4. DSC
5. ISO:9001:2008

If firm is a trader, then authorization letter of manufacturer alongwith ISO:9001:2008 of the manufacturer.

6. Home Railway Registration Certificate.
7. Documents supporting the MSME status of the firm.
8. Electricity bill, Telephone bill.
9. Registration with State Sales Tax & Central Sales Tax.
10. Attested copy of Partnership deed.
11. Memorandum and Article of Association.
12. List of M&P in case of manufacturers.

Q.3 What is the procedure for the firms, which are registered with NSIC ?

A.3 NSIC registered firms whose registered office is located in geographical area of Western Railway, should apply on company's 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.)

vi. Alternatively firm may also directly apply to W.R. on the prescribed form alongwith NSIC and documents shown in Answer No.2.

Q.4 What is the procedure for the firms which are registered with other Railways/Pus/DGS&D ?

A.4 Same as answer (1) However firms with their home Railway will be exempted from Inspection.

Q.5 What are the monetary limits of registration of firms ?

A.5 Category and Monetary Limits of registration are as follows:-

Category : A - Capable of executing POs of Rs. 40 Lakhs & above

Category : B - Capable of executing POs of Rs. 10 lakhs to 40 lakhs

Category : C - Capable of executing POs of Rs. 05 lakhs to 10 lakhs

Category : D - Capable of executing POs of Rs. 01 lakhs to 05 lakhs

Category : E - Capable of executing POs of Rs. Upto 01 lakh.

Q.6 What is the procedure of renewal of registration ?

A.6 Procedure for renewal of registered Firms in Western Railway:

The firm who are registered with W.Rly. and 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 of 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
5. Non MSE firms are required to pay Rs.500/- per year as renewal of registration charges.

Q.7 Can a firm who is not registered with the Railways quote against an advertised tender ?

A.7 Yes, Subject to being registered on IREPS website.

Q.8 Whether digital signature is necessary for renewal or new registration ?

A.8 Yes, Class-III level of D.S.C. is to be obtained from certifying agencies.

Q.9 Whether current and valid ISO certificate is required for manufacturers ?

A.9 Yes.

Q.10 Whether Home, railway registration is necessary for renewal ?

A.10 Yes.