

## WEST CENTRAL RAILWAY

### **MATERIALS MANAGEMENT DEPARTMENT: AN OVERVIEW & GUIDELINES FOR VENDOR**

#### **REGISTRATION.**

#### **1.0 Introduction:**

The department of Materials Management traditionally known as Stores Department is responsible for integrated materials management activities on West Central Railway. The activities include material planning, estimation, procurement, stocking distribution and disposal of scrap. All procurement activities for West Central Railway have been taken over from 01/04/04.

#### **2.0 Organizational Setup**

The procurement function for WCR is centralized at COS Office, Jabalpur for a variety of stock and Non-stock items. Small value items are procured by the field units. The department carries out its materials management activities with the help of 9 depots spread over three divisions viz., Jabalpur, Bhopal and Kota. There are Divisional Materials Managers to look after the petty divisional requirements.

#### **3.0 Salient Features**

- Items Stocked 7900 items approx.
- Estimated Annual value 425 Crores approx.
- Stores are grouped in different trade groups; separate lists of contractors are being maintained for each item of stores. Firms may apply on the prescribed form for registration for the supply of one or more items of stores giving reference to the trade group.

#### **4.0 Achievements**

**Creation of WCR website:** Advertised Tender notices, Bulletin tenders, Auction program, auction catalogues, and other details about the activities of material management department have been put on website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in)

#### **5.0 Vendor Registration**

Rational source selection forms an essential part of the purchase process and hence the registration of firms as registered suppliers is done after assessing the capacity and capability of the firms. The salient details of vendor registration system are covered by following FAQs.

##### **Q. What are the benefits of Registration?**

- Firms registered with WCR are not required to deposit Earnest Money.
- Firms registered with WCR need not to deposit Security Money for the order value upto the Monetary limit of their registration for registered trade groups for non-safety items.
- Firm's those are not registered with WCR may also participate in tenders, but they have to deposit Earnest Money and security deposit wherever applicable.

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

- The firm has to be geographically located in the West Central Railway.

- Introductory Application must be submitted along with Notary Attested copy of the following documents:

Trade license (current and valid)  
Ownership Deed / Partnership Agreement  
The list of range of products.

List of Plant and Machinery installed in the factory. Quality

Assurance plan/list of testing equipment.

Performance statement and List of orders secured and executed successfully from Railways, Government Departments or other public sector undertakings.

Performance of supply to other agencies.

VAT/CST/Sales Tax Registration Certificate.

Last Annual Report, Profit & Loss Accounts and last 3 years Balance sheet duly certified by Chartered Accountant.

Stock Statement

Photocopies of valid Authorized Dealership Certificates, if any. List of Technical Manpower/ Staff Statement.

Valid NSIC with product list (Monetary Limit mention) , if applicable  
Entrepreneur Memorandum-PT-II DirCottage&SmallInd, if applicable

Trade License/HealthLicense (Municipal License), if applicable

Telephone Bill & Electricity Bill

Affidavit whether "Banned for business by any Govt. Deptt."

Affidavit regarding information about sister concerns

Banker's Report/Certificate

Proprietor/Firm PAN Card

Digital Signature Certificate Proof

Lease Agreement copy with rent slip

Registration certificates from other Railways, if available

List of Trade Group Applied for Registration, with justification

ISO Certificate, if applicable

Factory License, if applicable

ireps Registration Proof

- Detailed [application form](#) is issued along with an index of trade group headings to suitable firms. **(or alternatively vendors interested for registration in WCR's stores deptt may download [application form](#) from the website and may submit to COS office duly filled in all respect enclosing the required documents as above along with the cost)**
- The application form, completed in all respect, is to be submitted along with demand draft of Rs. 500.00 towards cost of the application form in favour of FA&CAO/WCR.
- The documents are to be submitted to the Registration section of the office of the Controller of Stores, 1<sup>st</sup> Floor GM Core Building, W.C.Railway, Indira Market, Jabalpur - 482001.
- Incomplete applications are liable to be summarily rejected.
- Application is scrutinized for
  - The capacity and capability of the firm.
  - Proven performance in executing orders with Railways / other Government Departments.

- An officer is nominated to inspect the firm, if necessary.
- The case is considered for registration based on the documents and inspection report.
- If approved, initial registration is for a period of one year which is renewed on satisfactory performance.
- Vendors are required to pay Rs. 1000/- as registration fee and Rs. 2000/- towards annual subscription of the Stores Tender Bulletin.

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

- The detailed [application form](#) will be provided free of cost if asked or same may be downloaded from website. [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in)
- The registration is considered for the product list and monetary limit as per NSIC registration.
- No registration fee is required.
- Stores Tender Bulletin can be subscribed by paying Rs. 2000/- towards its annual subscription.

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

- Under the single point registration scheme, new firms seeking registration are asked to register with the Zonal Railway covering the place where the firm is situated and then approach other Railways for registration with a copy of the registration certificate issued by the Zonal Railway concerned. The registration for such firms is considered automatically as per the trade groups and monetary limit mentioned therein.
- The detailed [application form](#) can be purchased at the cost of Rs. 500/- or same may be downloaded from website.
- Completed application form is to be submitted along with all the required documents.
- Performance report is called for from the Organization, where the firm is registered.
- The registration is considered automatically as per the trade groups and monetary limit of Registration with other Railways / DGS&D.
- Where the performance is reported as unsatisfactory, registration may be refused.
- If considered for registration, vendors are required to pay Rs. 1000/- as registration fee and Rs. 2000/- towards annual subscription of the Stores Tender Bulletin.

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

The existing monetary limits of registration are:

For Cat 'A' those capable of executing orders more than Rs 40 lakhs;

For Cat 'B' those capable of executing orders between Rs10 lakhs to Rs 40 lakhs.

For Cat 'C' those capable of executing orders between Rs5 lakhs to Rs 10 lakhs.

For Cat 'D' those capable of executing orders between Rs1 lakhs to Rs 5 lakhs.

For Cat 'E' those capable of executing orders below Rs 1 lakhs.

- Monetary limits are carefully fixed on the basis of :
  - The inspection report
  - The Banker's report
  - Capacity and capability of the firm
  - Other financial information indicated in the Balance sheet, Profit and Loss

statements etc.

The monetary limit does not debar a vendor from securing an order in excess of this ceiling, or for groups of stores other than that registered for, provided that Railways is satisfied about the capacity, and a Security Deposit would be payable.

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

- Initial registration is for a period of one year.
- Vendors have to apply for renewal 3 months before the expiry of registration.
- At the time of granting renewal performance of the firm is reviewed.
- If satisfactory, the registration is renewed for a further period of 2 years.

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

- Application form duly filled up and signed
- Trade license (current and valid)
- Ownership Deed / Partnership Agreement
- The list of range of products.
- List of Plant and Machinery installed in the factory.
- Quality Assurance plan/list of testing equipment.
- Performance statement and List of orders secured and executed successfully from Railways, Government Departments or other public sector undertakings.
- Performance of supply to other agencies.
- VAT/CST/Sales Tax Registration Certificate.
- Last Annual Report, Profit & Loss Accounts and last 3 years Balance sheet duly certified by Chartered Accountant.
- Stock Statement
- Photocopies of valid Authorized Dealership Certificates, if any.
- List of Technical Manpower/ Staff Statement.
  - Valid NSIC with product list (Monetary Limit mention), if applicable
  - Entrepreneur Memorandum-PT-II DirCottage&SmallInd, if applicable
  - Trade License/HealthLicense (Municipal License), if applicable
  - Telephone Bill & Electricity Bill
  - Affidavit whether "Banned for business by any Govt. Deptt."
  - Affidavit regarding information about sister concerns
  - Banker's Report/Certificate
  - Proprietor/Firm PAN Card
  - Digital Signature Certificate Proof
  - Lease Agreement copy with rent slip
  - Registration certificates from other Railways, if available
  - List of Trade Group Applied for Registration, with justification
  - ISO Certificate, if applicable
  - Factory License, if applicable
  - ireps Registration Proof

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

Yes, a firm can quote against an advertised tender along with the submission of the required EMD, performance particulars of supply of similar items, capacity cum capability etc. However, bulk supply of safety related items is restricted to sources approved by nominated agency like RDSO, DLW, CLW, ICF etc. wherever applicable.