

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 various stages right from planning, estimation, procurement, stocking and distribution up to the end user. Department is also involved in disposal of scrap.

2.0 Organizational Setup

The procurement function for WCR is centralized at PCMM 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. In addition there are three Senior Divisional Material Managers to look after the Urgent /Local requirements of JABALPUR, BHOPAL & KOTA Divisions.

3.0 Salient Features

- Items Stocked - 8000 items (approx).
- Estimated Annual Procurement value Rs 450 Cr (approx) for stock items & Rs 400 Cr (approx) for non-stock items.
- 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 relevant Trade Group as given in [Trade Group Book](#).

4.0 WCR website for quick reference :

Advertised Tender notices, Auction program, auction catalogues, and other details about the activities of materials management department are regularly updated on website www.wcr.indianrailways.gov.in for quick reference.

5.0 Vendor Registration

Rational source selection is an essential part of the purchase process and hence the registration of individual firms is done after assessing their capacity and capability. 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 in tenders valuing up to the Monetary Limit of their registration for registered trade groups.
- Firms registered with WCR need not deposit Security Money for the order value up to the Monetary Limit of their registration for registered trade groups for non-safety items.
- Firm not registered with WCR may also participate in tenders, but they have to deposit Earnest Money and Security Deposit wherever applicable.

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

The existing monetary limits of registration are:

CATEGORY	Monetary Limit
A	Vendors capable of executing supply orders valuing Rs. 100 crores and above.
B	Vendors capable of executing supply orders valuing each Rs. 10 crores to Rs. 100 crores.
C	Vendors capable of executing supply orders valuing each Rs. 1 crore to Rs. 10 crores.
D	Vendors capable of executing supply orders valuing each Rs. 50 lakhs to Rs.1 crore.
E	Vendors capable of executing supply orders valuing each above Rs.10 lakhs to Rs. 50 lakhs.
F	Vendors capable of executing supply orders valuing upto Rs 10 lakhs .

NB: - The firm who are registered for supply of orders valued above Rs.10 lakhs should invariably be a manufacturer.

Q. What is the procedure for the registration of firms, which are not registered with NSIC/UDYAM/Other Railways/PUs/RDSO?

- The firms, not registered with NSIC/UDYAM/Other Railways/PUs/RDSO, should necessarily 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.
 - GST 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 /UDYAM with product list (Monetary Limit) ,
 - 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 PCMM 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 PFA/WCR.
 - The documents are to be submitted to the Registration section of the office of the PCMM, 1st Floor GM Core Building, W.C. Railway, Indira Market, Jabalpur - 482001.
 - Incomplete applications are liable to be summarily rejected.
 - Application is scrutinized for:-
 - a. **The capacity and capability of the firm.**
 - b. **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 awarded for a period of one year which can be renewed on satisfactory performance.

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

- Under the single point registration scheme, firms, which are registered with NSIC/UDYAM are registered with this Railway.
- The detailed application form will be provided free of cost if asked or same may be downloaded from website. www.wcr.indianrailways.gov.in
- No registration fee is required.

Q. What is the procedure for the firms which are registered with other Railways/PUs/RDSO?

- In case of firms already registered with other Railways/PUs/RDSO, the registration is considered automatically as per the trade groups and monetary limit of Registration with other Railways found is normal circumstances.
- Thus, 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. In normal circumstances,

the registration for such firms is considered automatically as per the trade groups and monetary limit mentioned therein.

- Completed application form is to be submitted along with all the required documents.
- Firm to submit performance certificate from the organization, where the firm is registered.
- In cases where the performance is reported as unsatisfactory, registration may be refused.

Q. How is monetary level fixed?

Monetary limits are carefully fixed on the basis of Railway Board's guidelines issued from time to time and based on the following documents (but not limited to):

- Last three years annual turn-over
- The inspection report
- The Banker's report
- Capacity and capability of the firm
- Past Performance , Purchase Orders executed.
- Other financial information indicated in the Balance sheet, Profit and Loss statements etc.

Note: 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 performance is found to be 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.
- GST 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/UDYAM registration certificate with product list (Monetary Limit mentioned), if applicable
- Trade License/Health License (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 which 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, BLW, CLW, ICF etc. wherever applicable.