

North Western Railway

APPLICATION FOR REGISTRATION OF FIRMS IN NORTH WESTERN RAILWAY

DYCMM DEPOT STORES/ NWR JODHPUR OFFICE

S.No.		Remarks
1	Name of the firm M/s	
2	Name of Proprieter/Partner	
3	Address of the firm Factory- Shop- Office-	
4	Contact details (e.g. Telephon- FAX- Mobile- e-mail address etc.) (enclose copy of telephone bill)	
5	Category OEM Stockist/Distributor Sub-Contractor Consortiums/State/Govt.Agencies Other (Gen. / OBC / SC / ST)	
6	Nature of business. A-Manufacturer B-Wholesaler C-Authorized Dealer/Distributor/Agent/Stockist D- Retailer E- Trader F- OEM (Original Equipment Manufacturer) F- other (enclose relevant documents)	
7	DETAIL OF FACTORY/ SHOP / OFFICE Location & detailed address (Location plan to be enclosed)	
8	Whether manufacturer/ Dealer/ Stockiest or their authorized agents. (Ifnot a manufacturer, enclose. Necessary authorization from a manufacturer duly attested by Gaz Officer/Notary Public)	
9	Details of shop/godown/workshop (whether self owned / rented along with copy of proof).	
10	Sales Tax Detail attach details of sales Tax assessed as per clearance certificate.in last 3 year	
11	TIN Registration No. (Enclose attested 3 year copy copies)	
12	Income Tax Returns along with PAN No. (enclose last 3 year return)	

13	Items & Trade Group for which registration is required.		
	S.N.	Brief description	Please Yes/No
	a	General Items	
	b	Hardware items such as Nut/Bolt,Rivit,Washer,inserts etc.	
	c	Computer Hardware/Software ribbon cartriges etc.	
	d	Electrical/Electronics and s&T items.	
	e	Electrical Machinery & spar parts.	
	f	Electrodes &welding equipments's.	
	g	Paints/Varnish/Thiner (Paint's items).	
	h	Cloth,clothing & personal protection equipment & cotton products.	
	i	Cleaning/ chemical products.	
	j	Oil/Grease & Lubricants items.	
	k	Vehicles spare parts/Auto Trucks equipments spares,Tyre/Tube,Flap.etc.	
	l	Pipe & sanetory fitting items	
	m	Safety items like as helmet,hand gloves,Earmufts,jackets etc.	
	n	Tool &plants accessories,components & instruments etc.	
	o	Bearings	
	p	Steel Furniture	
	q	Wooden Furniture	
	r	Furnishing items	
s	Component of Rolling stock,(C&W)		
t	Steel items , Angles,plates,channels,Round,sheets etc.		
u	Batteries.		
	Maedical Equipments		
14	Performance (enclose a Copy of Supply order/Contact from Rly/Govt department etc. during last one year).		
15	Details of sister concern (enclose on affidavit to this effect)		
16	Banker's detail and Banker's report.		
17	Registration with /NSIC/NWR HQ/Other Railway,Divi.,Depot /RDSO/DLW/ICF/RCF registration No dt. And validity (Enclose copy of registrations)		
18	ORGANIZATION REGISTRATION NO.&DT. ITEMS REGISTRATION		
19	Photocopy of current ISO certificate (is applicable) attested by Notary Public or Gazetted Officer.		
20	Photocopy of current registration with SSIINSIC/Other Railways/other Depot and or Divisions of Northern Railway/factory license or OEMs authorization renewal certificate (if applicable) duly attested by Notar Public / Gazetted Officer.		

21	Digital Signature with register in CRIS (Must for registration)	
	Any other information	
22	In the last 3 years, has your firm,or any firm with which any of your comany's owners,officers or [artners were associated,been debarred, disqualified, removed,business dealings banned or otherwise prevented from bidding ? Plase YES / NO	

DECLARATION :- (This declaration should be signed by a proprietor,partner,director or other senior manager who has the authoroity to do so.)

I / WE declare and confirm that -

- a- The IRS Conditions of Registration are acceptable.
- b- All information and attachments submitted in this applicable are true and correct.
- c- I / We are aware that any false information provided herein will result in the rejection of my / our application and cancellation of any registrations granted.
- d- I / We shall be bound by the acts of duly constituted attorney who has signed this application and of any other person who in future shall be appointed by us in his place to carry on business of the concern whether or not an intimation of such changes is given to Rly.(DYCMM/JU).
- e- I / We have read and understood IRS General conditions of contract and agree to abide by the same in all respects.
- f- I / We undertake to communicate promptly to Rly.any changes in condition or working of the firm.

Date -----

Signed -----

Name -----

Position -----

Detail of person holding the power of Attorney (If different from above)

(Attach attested copy)

Name----- Position----- Tel.No.-----

Mobile No.----- Fax No.----- e mail-----

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North Western Railway

1-PROCEDURE OF REGISTRATION:-

Each firm is required to submit an application for registration on the prescribed form. The APPLICATION FORM for registration . Neatly typed and completed form to be submitted to the office of "Dy.CMM, North Western Railway, Jodhpur along with all prescribed documents.

2-RENEWAL OF REGISTRATION :-

The firms are registered for a period of two years initially. Thereafter their registration is renewed for every three years. The firms are required to apply for the renewal at least three months in advance of expiry of registration alongwith the following documents

- (a) Affidavit on non-judicial stamp paper duly attested by Notary public certifying the following
- (i)-That banning of the firm has not been done by Ministry of Railway/Ministry of Supply, semi government or other local bodies, including Director/Partner/Prop. of the firm.
 - (ii)- That all the orders received during the last one/two years from the office of Dy.CMM, North Western Railway,Jodhpur have been shown in the performance statement and nothing is concealed.
 - (iii)- That there is no change in constitution of the firm.
 - (iv)-That no recoveries are due against the firm.
 - (v)- That no case is pending for Arbitration.

3- For registration as a service provider/ supplier.

- a- The said registration,only qualifies a particular vender for consideration for issue of tender inquiries in case of limited tenders only for which vender is registered. However,this will not give any claim to the party for award of order.
- b- The applicant shall indicate the reference Category and Trade group of items under which they seek registration, failing which Rly.reserves the right to reject the application.
- c- A team of officials representing purchase,finance and Indenting Department of Rly.(DYCMM/NWR/JU) may visit your facility,if required,before your enlistment.
- d- Once enlisted as a vender,all the venders will be assigned a vender code and the same shall be communicated to you.
- e- Who are interested to claim benefits owing to their Firm/unit/company being registered under MSMED act 2006 / MNIC / Rly.RDSO etc. They are required to submit valid and relevant documentary evidence in proof of their registration while submitting their application.

Applicants seeking vender registration must take note of the following:

- i- Once selected as vender, you shall promptly reply to our enquiries in the event of an order shall execute orders as per the order terms and keep us informed of new products/developments/innovative/ ideas that shall help reduce the cost and improve quality,reliability,etc.
- ii- Limited tendering system is adopted for procurement of material/services among registered venders with us for small value procurements.
- iii- All tender in notice will be given to registered venders on IREPS only for submission of quotations. Under special circumstances,Rly reserves the right to give short-notice tenders/enquiries.ie (01 to 14 Days)
- iv- All tenders Published on IREPS website <http://www.reps.gov.in> only.
- v- All tenders will be opened at a specified place at an appointed date and time. On ireps.
- vi- Vender's failure to participate in bides shall be viewed seriously.

Undertaking to be filed in by Vender applying for Vender Registration.

To,
DY CHIEF MATERIAL MANAGER,
NORTH WESTERN RAILWAY,
JODHPUR.-342001.

Sub:- For Vender registration.

Ref.No.:- -----

Dated:- -----

sir,

This has reference to your Notice for Vender Registration available in -----.

We are very much interested in registering ourselves with you as "Supplier". We have gone through all the conditions/details in your prescribed format for the purpose. We agree to all your term & conditions in this regard. As required by you, we have filled in all the data/particulars in format and have submitted necessary copies of documents as per the checklist. We also undertake that the all the information furnished are true and correct to the best of our knowledge and if on verification any data/information are found to be false, Railway reserves the right not to consider our offer for registration or blacklist if already restered. We also undertake to produce the documents/certificates in "original" for verification as and when required by Railway.

We, now, request your good self to kindly consider us for the above registration.

attachment----

Thanking you,
Your Sincerely,

(Signature of the Vender with seal, contact No & e mail)