Document Title: Guidelines for Registration and Quality Audit of Vendors in Bridge & Structure Directorate.

### AMENDMENT HISTORY:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Amendment Date</th>
<th>Version</th>
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<tbody>
<tr>
<td>1.</td>
<td>13-09-2010</td>
<td>1.0</td>
<td>Guidelines amended to incorporate online facilities for Vendor Registration</td>
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<td>2.</td>
<td>22-06-2012</td>
<td>2.0</td>
<td>Amendment in para 4.1.2, 4.1.3, 4.1.4, 4.1.5 &amp; 4.2.2 for withdrawing the facility for Vendor Registration by hard copy.</td>
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<td>3.</td>
<td>23-10-2012</td>
<td>2.1</td>
<td>Amendment in para 4.1.6 - 4.1.10 &amp; 4.2.3</td>
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<td>4.</td>
<td>31-07-2013</td>
<td>3.0</td>
<td>Addition of Para 4.1.3.1 for Legal Documents to be submitted; Para 4.1.3(A) for Mandatory Declarations; Para 4.1.4(B) for information on Sister Concern, 4.1.4(C) for change in ownership status; Para 4.7.1 and 4.7.2 for EOI and Vendor relaxation; 4.8.1 to 4.8.5 as per ISO documents.</td>
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<td>5.</td>
<td>28-02-2014</td>
<td>3.1</td>
<td>Amendments made in clause 4.1.5, 4.1.6, 4.1.7, 4.2.3 &amp; 6.0</td>
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<td>6.</td>
<td>03-07-2014</td>
<td>4.0</td>
<td>Amendments made in Para 4.1.4, 4.1.10, 4.2, 4.4, 4.6 &amp; 4.8.1 and addition of Para 4.1.4(D), 4.1.5.1, 4.1.11, 4.1.12, 4.4.1, 4.4.2, 4.4.3 &amp; 4.8.3 as per ISO documents of June 2014.</td>
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<td>7.</td>
<td>15-09-2014</td>
<td>5.0</td>
<td>Amendments made in Para 4.1.3 &amp; 4.1.4 and Annexures A1 to A5 &amp; Annexure 1 &amp; 2</td>
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<td>8.</td>
<td>21-09-2015</td>
<td>6.0</td>
<td>Amendments made &amp;some sub paras added in paras 4.1.2 to 4.1.6, 4.1.10, 4.2, 4.2.2, 4.2.4, 4.2.5, 4.3, 4.4, 4.8, 4.8.1 to 4.8.8, Annex.-A3 modified, new Annex.-A5 added &amp; old Annex.-A5 re-numbered as A6.</td>
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<tr>
<td>9.</td>
<td>11-04-2018</td>
<td>7.0</td>
<td>Amendments made as per the changes in the referred ISO documents mentioned at para 5.0. Following para changed/modified:- 4.1.2.1, 4.1.3.3, 4.1.3.4, 4.1.3.6, 4.1.4(A), 4.1.4(A1), 4.1.4(A2)(v), 4.1.5.1, 4.1.6.1, 4.1.7, 4.1.11, 4.2.1, 4.4, 4.6 and paras. deleted are 4.1.6.2, 4.1.6.3, 4.1.6.4, 4.1.8, 4.1.9.</td>
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GUIDELINES FOR REGISTRATION/QUALITY AUDIT OF VENDORS IN BRIDGE & STRUCTURE DIRECTORATE

2.0 PURPOSE:
To specifically define the common guidelines for vendor approval/vendor registration and Quality Audit for Steel Girders, POT PTFE Bearings, Elastomeric Bearings and Expansion Joints allotted to B&S Directorate of RDSO.

3.0 SCOPE OF APPLICATION:
This shall be applicable for initial capability assessment, periodic reassessment for extension of approval, deletion, restoration, quality audit / inspection etc. of vendors and maintaining their approved list.

4.0 PROCEDURE/DETAILS:

4.1 FRESH REGISTRATION:
4.1.1 The fresh approval/registration shall be carried out as under:

4.1.2 Vendors seeking registration for any of the items shall apply for registration ON-LINE on the RDSO website. No paper based applications shall be accepted by the directorates. In case any paper based application is received, the application shall be returned and applicant advised to apply on-line through the RDSO website. All relevant documents like Guidelines for Registration and Quality Audit of Vendors in Bridge & Structure Directorate, On-Line Application Form, relevant Schedule of Technical Requirement (STR), Latest Version of Relevant Specifications (if applicable), RDSO Vendor Approval Process Guidelines, etc. are available on the RDSO website. The requisite charges as specified on website are to be deposited through specified means as detailed on the RDSO website.

4.1.2.1 Vendors seeking registration for any of the items shall register online on the RDSO website and shall submit the initial vendor registration fee. All relevant documents like Vendor approval guidelines, latest version of all the relevant specifications, STRs and drawings are available on the website of RDSO. (Also see associate records rec-ref). After GST INVOICE is communicated to the vendor, the total time allowed for making payment and uploading application along with documents shall be 15 days. In case of non-compliance, the case shall be closed and registration fee forfeited (in case deposited).
4.1.3 The application form for fresh registration for **Steel Girder Fabrication, POT PTFE Bearings, Elastomeric Bearings and Expansion Joints** should be filled online only after going through Guidelines for Registration/Renewal of vendors in Bridge & Structure Directorate, relevant Schedule of Technical Requirement for the product, Relevant Specifications if applicable, Instructions for E-payment, RDSO Vendor Approval Process Guidelines, which are all available on the RDSO Website.

4.1.3.1 Every page of submitted documents shall be signed by the authorized representative & shall be stamped. Vendor shall also submit authorization letter (as per Annx. A-5) duly signed by Director/Proprietor/Partner of the firm authorizing the firm’s representative for signing the documents. Authorization letter shall also be uploaded along with the documents.

4.1.3.2 The mandatory declarations shall be submitted by the applicants. These declarations shall be a part of the vendor registration application form.

4.1.3.3 Complete QAP to be uploaded and hard copy of QAP & UNDERTAKINGS to be sent through post to reach RDSO within 21 days from the date of uploading the documents on the Online Vendor Registration Portal. QAP should be related to the work already executed by the applicant for relevant item and it should be properly signed and stamped by fabricator, contractor, client and inspecting agency, etc.

4.1.3.4 **Digital Signatures:-**

The vendors are advised to possess valid Digital Signature and get registered with IREPS at http://www.ireps.gov.in for participating in e-tenders floated by Railways. Furnishing of Digital Signature details during fresh registration is OPTIONAL. IREPS registration is not required for fresh registration.

4.1.3.5 Applications found incomplete shall be not accepted. The vendor shall be given an acknowledgement ON-LINE of receipt of the application. The date of application shall be considered from the date of confirmation of receipt of requisite initial registration charges in RDSO. The details of ON-LINE Payment of Registration Charges should be loaded ON-LINE along with application.

4.1.3.6 Correspondence, if any is to be made with RDSO, same has to be done by Authorized Signatory only and for this purpose following legal documents to be submitted.
# Guidelines for Registration and Quality Audit of Vendors in Bridge & Structure Directorate

## SN | HEADS | LEGAL DOCUMENTS
--- | --- | ---
A | FOR SOLE PROPRIETORSHIP CONCERN | SELF DECLARATION/ AFFIDAVIT ON NON-JUDICIAL PAPER OF APPROPRIATE STAMP DUTY REGARDING SOLE PROPRIETORSHIP DULLY WITNESSED AND NOTARIZED (ANNEXURE-A1 of latest version of ISO document no. QO-F-7.1-7)
B | FOR PARTNERSHIP FIRM | LATEST PARTNERSHIP DEED AS PER ACT
C | FOR REGISTERED COMPANY | (i) MEMORANDUM OF ASSOCIATION
(ii) ARTICLE OF ASSOCIATION
(iii) OWNERSHIP DETAILS/ SHAREHOLDINGS OF DIRECTORS (WITH NAME) AS ON THE DATE OF REGISTRATION

### 4.1.4
All payments should be made ON-LINE through means as specified on the RDSO Website.

### 4.1.4(A)
Mandatory Declarations to be submitted by Vendors (The declarations mentioned below are as per QOF-7.1-7 Latest Version 3, (Available on RDSO Website) with effect from 24/10/2017. In case QOF-7.1-7 is revised, then latest version of this document as on date of application, will be applicable):-

#### 4.1.4 (A1)
The following declarations shall be submitted by all the applicants for fresh registration cases. The declarations are to be submitted on Non-Judicial Stamp Paper dully signed by authorized signatory dully witnessed and attested by Notary Public. These Declarations shall be a part of the Vendor Registration application form.

## Heads | Legal Documents | Annexures
--- | --- | ---
For sole proprietorship concern | Self-declaration/Affidavit on non-judicial paper of appropriate stamp duty | Format as per Annexure A-1 of latest version of ISO document no. QO-F-7.1-7
Declaration/ Undertaking | IPR Infringement | Format as per Annexure A-2 of latest version of ISO document no. QO-F-7.1-7
(i) Confidentiality
(ii) Changes in the name, address, work place and ownership
(iii) Abiding with legal/ statutory compliances and handing over of legal documents | Format as per Annexure A-3 of latest version of ISO document no. QO-F-7.1-7
Sister Concern | | Format as per Annexure A-4
4.1.4 (A2) INFORMATION FOR ALLIED/ SISTER CONCERN:- Applicants for Registration/Renewal case should be aware of the provisions of ISO: 9001-2008 Document No: Q0-D-7.1-6 (latest version) regarding Vendor Application Processing, especially para 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 thereof, regarding sister/allied concern which are reproduced below:-

(i) For Proprietary Firms: In case of Proprietary firms, the firms qualifying the following criteria shall be categorized as sister concerns

- All the firms owned by the same person shall be considered as allied /sister concerns.

(ii) For Partnership Firms: In case of partnership firms, the firms qualifying the following criteria shall be categorized as sister concerns

- All firms having the same set of partners.
- In case, anyone or more partners, who has a profit sharing ratio of 20% or more in the applicant firm as well as has any of the firms already registered for the same item with RDSO, both the firms shall be considered as sister concerns.

(iii) For Companies: In case of companies established under the Companies Act, the firms qualifying the following criteria shall be categorized as sister concerns

- All companies having - "majority" of Directors common
- Any one or more Directors, or any of his/her close relatives (father, mother/step- mother, husband, wife, brother/step-brother, sister/step-sister, son/step-son, daughter/step-daughter, son's wife, daughter's husband, brother's wife and sister's husband), has 1/3rd or more shareholding in the applicant company as well as in any of the companies already registered for the same item with RDSO, both the companies shall be considered as sister concerns.
- Common share holder having 1/3rd shares.

(iv) Other Conditions:
- In addition to this, the firms/companies operating from same office or
having same manufacturing works shall be treated as allied/sister concern.

(v) For Allied/ Sister Concern following information is to be furnished:-

- Name of the related firm(s) / company(s).
- Address of the firm(s) / company(s).
- Item for which the related entity is registered with RDSO.
- Name of related person(s).
- Relationship with related persons.
- Share of the person(s) in the related firm (s) / company(s)
- Information regarding the related firm(s) / company(s) as provided to the registrar of firms / companies.

The applicant has to submit the information in the performa given in Annexure-A4 along with Annexure- 1&2 of latest version of ISO document no. QO-F-7.1-7

4.1.4 (A3) Declaration regarding Cartel Formation given in Annexure-A6 of latest version of ISO document no. QO-F-7.1-7 to be submitted on Non-Judicial Stamp Paper dully signed by authorized signatory dully witnessed and attested by Notary Public.

4.1.4 (A4) Following Declaration is to be given on Non-Judicial Stamp Paper dully signed by authorized signatory dully witnessed and attested by Notary Public.

“All legal formalities and statutory compliances required for vendor registration in RDSO have been completed and all documents submitted in pursuance thereto, are legally correct. If any deficiency/ noncompliance is found on the part of applicant then RDSO shall have the right to delist the applicant permanently without assigning any reasons and the delisted vendor shall have no claim in consequence thereof against RDSO whatsoever.

The undertaking shall hold good while the application is under scrutiny and also while the firm is listed on the RDSO’s Vendor list.”

4.1.4(B) Statutory Compliance:-Following Documents are to be submitted:-

(i) Factory registration
(ii) National small industries corporation (NSIC) registration
(iii) Micro/Small scale industry (SSI) registration
4.1.4(C) Other important documents to be submitted by Vendor are-

(i) Power of attorney for authorized signatory in case of proprietorship concern/resolution of the partners or board of directors for authorized signatory in case of partnership firm or registered company as the case may be.

(ii) ISO certification

(iii) Digital signature certificate

(iv) Electricity bill

4.1.5 Application once downloaded and documents received shall be scrutinized in detail by nominated official. Application should also be checked-up for adequacy in respect of the information sought. The self-declaration/ undertakings submitted by the applicant shall be examined and the information submitted shall be taken on record. Scrutinizing Authority shall check that all the documents have been signed by Authorized Signatory. Any information considered inadequate will be pinpointed. A technical screening will also be done at this stage to establish whether on the basis of information supplied regarding infrastructure & manufacturing practices, QAP etc., firm can be considered for a visit for assessment of its capability. Any clarification to be sought from the firm should be pointed at this juncture and communicated to the firm in writing. Scanned copy of letter shall also be send to the vendor On-Line. Vendor shall also submit the scanned copy of compliance On-Line.

4.1.5.1 Changes in the applicant entity while processing:-

No changes are normally to be permitted in the applicant entity during the processing of the application. However, wherever unavoidable the following shall be ensured:

a) The applicant shall inform the concerned directorate of RDSO regarding the changes. The directorate shall examine the same.

b) In case of change of Ownership with name/without name, Merger, Take Over, Acquisition, Major Changes in Share Holding/ Directors of company, change in type of firm from Proprietorship/Partnership/Pvt. Limited etc. the same application can be processed, however, where changes are very confusing, complex or in case of disputes, RDSO reserve the right to advise the applicant to apply afresh. In such cases there shall be no change in Work Address, Machinery & Plant, Bill of Material etc. affecting the quality of product. Firm shall inform RDSO as early as possible but not later than one month of such changes along with relevant documents in proof thereof & also other documents such as Memorandum of Article of Association, Partnership deed, Resolution passed by Board of Directors etc. The firm shall also
submit the revised declaration for Allied/Sister concern clearly mentioning the Allied/Sister concerned due to aforesaid changes in Annexure A-4 along with Annexure-1 & 2 of latest version of ISO document no. QO-F-7.1-7.

Approval to one firm having relevant documents confirming status as “original firm” shall be given. In case there are more than one firm claiming to be “original firm” with relevant documents, all cases shall be processed as fresh registration.

The firm shall also submit an affidavit on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarized & witnessed in the following format:

I ............... son of .................. aged about ....... Years resident of ................. do hereby solemnly affirm as under—

That the deponent is the Authorised Signatory/ Sole Proprietor / Partner / Directors of (Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address).

While carrying out the changes in the entity of firm (mention the changes .......,), all the legal formalities as required as per prevailing rules/procedures/laws have been adhered with. All the said changes has legal sanctity and the entire responsibility for the changes lies with the firm. In case any type of dispute on this account arises in future then the firm will be solely responsible for the same and thereof no claim in consequences against RDSO/Railways whatsoever be raised. RDSO will be absolved from any legal eventualities. If at any time after approval is accorded, it came to notice that aforesaid changes has been made without following proper procedure/rules/law, then action may be initiated by RDSO including de-listing and withdrawal of approval of the firm without giving any further opportunity.

I further certify that there is no change in Work Address, Machinery & Plant, Bill of Material etc. affecting the quality of product

4.1.6 If the firm’s application is accepted for further processing after scrutiny, matter will be referred to Select Committee. The Select Committee will consist of one Dir/Jt. Dir from B&S Dte. and one Addl.ED/ Dir from M&C Dte. Select Committee will further nominate a Joint Site Verification Team. This Joint Team will consist of minimum one JS
Rank Officer each from B&S Dte. and M&C Dte. (For any deviation approval of Directorate Head of B&S Dte. will be required.) The firm will be inspected by RDSO official of Joint Site Verification Team for STR verification and capability assessment after the firm has deposited the necessary charges. After receipt of STR Verification & Capability Assessment Report from field, Select Committee will finalize the recommendations for the consideration of the Directorate Head. If on the other hand, firm’s application has been rejected for further processing, firm will be intimated accordingly. While communicating the rejection, the firm shall be informed about the deficiencies.

4.1.6.1 Rejection of Application

If on the other hand, firm’s application has been rejected for further processing, the case shall be closed and the firm shall be informed about the deficiencies. Once the rejection of the application is communicated, the firm will have to apply afresh, in case it still intends to register.

4.1.7 Capability Assessment Report

Once the official is nominated for capability assessment, the application form & relevant documents shall be given to the nominated official. The duly completed inspection and capability assessment report shall be submitted to the Directorate head with recommendations. Once deficiency found during capability assessment, the case shall be CLOSED and the closure along with deficiencies shall be communicated to the vendor. However, if the vendor re-registers and submits documents in support of compliance of deficiency communicated by RDSO, (giving reference of the earlier case) within 6 months from the date of closure/communication of deficiencies, the case can be restarted from the stage where it was closed (as a one-time exception).

4.1.8 Communication of Approval:- The approval shall be communicated through letter and status of vendor will be updated on the website and respective vendor directory. Scanned copy of letter shall also be send through E-mail

Note:- No approval certificate is necessary and firms name in approved vendor list is considered sufficient.

4.1.9 Vendor List:- The Vendor List will be published and also updated and displayed on RDSO Website from time to time by QA/Civil Directorate as per provisions given in document No. QO-D-7.1-9 (Latest Version) titled “Vendor List”.
4.1.10 Validity of Fresh Registration:- Validity of Fresh Registration will be 5 years, ending on the last day of the 60th month and subsequent extensions, after Quality Audit, will be for 5 years.

4.2 QUALITY AUDIT OF REGISTERED VENDORS:-

To ensure the quality of the material supplied by the firms, necessary regular checks/Quality Audits will be carried out on infrastructure, machinery & plant, man-power, sources of raw-material etc. and their own internal quality checks to ensure they are in place as per conditions laid down while approving the firm.

4.2.1 The frequency of Quality Audit will be once in five years in normal circumstances. In case of special circumstances the Quality Audit may be carried out early with the permission of Directorate Head. Normally Quality Audit will be conducted well before the expiry of validity. In case Quality Audit could not be carried out by RDSO within validity, firm’s name to continue in approved list till Quality Audit is done.

4.2.2 Quality Audit when due, matter will be referred to Select Committee. The Select Committee will consist of one Dir/Jt. Dir from B&S Dte. and one Addl.ED/ Dir from M&C Dte. Select Committee will further nominate a Joint Audit Team. This Joint Audit Team will consist of minimum one JS Rank Officer each from B&S Dte. and M&C Dte. (For any deviation approval of Directorate Head of B&S Dte. will be required.) The firm will be audited by RDSO official of Joint Audit Team for availability of infrastructure, T&P as per STR in proper working order and also audit the various aspects of Quality Assurance and other important criterias like Experience, Participation in Railway Tenders, sources of Raw Material, Factory License, Latest Electricity Bill etc., as mentioned in the respective STR’s. After receipt of Audit Report from field, Select Committee will finalize the recommendations for the consideration of the Directorate Head.

4.2.3 Responsibility of Vendor:-

4.2.3.1 The Vendor will immediately bring into the notice of RDSO the full technical details of any changes about Bill of Material, Plant & Machinery and Quality Assurance Plan for which the responsibility lies with the approved vendor. In case the approved vendor fails to comply with the above provision, his name may be deleted/temporarily withdrawn from the approved vendor list.

4.2.3.2 Evaluation of performance:- Joint Quality Audit Team will evaluate the performance of the in service equipment and consider the same for check/Quality Audit Report.
4.2.3.3 Incase the approved vendor refuse to Quality Audit or does not allow RDSO to perform Quality Audit, Vendor will be temporarily delisted and his name will be deleted from the approved Vendor List in next updation, till such time Quality Audit is performed by RDSO.

Note: Ideally the approved Vendor should have made supplies during the duration between two Quality Audits. However, in cases where no supply has been made, the firm shall be asked to explain reason(s) for the same.

4.2.4 Deterioration of performance:-
At any time, depending upon adverse feedback from user Railway(s)/PUs and any other compelling reason which comes to light, Directorate Head may decide to conduct out of turn quality audit as per para 4.2 above for further continuance of approval/temporary delisting/delisting. However, depending on the seriousness of the issue, decision may be taken by Directorate Head to stop the inspection of the item temporarily before such quality audits is completed so that the corrective and preventive action required to be taken based on quality audit can be ensured during manufacturing of the item.

4.2.5 Discrepancies during Quality Audits:-
In case any discrepancy is observed, the case shall be taken up for serving the firm necessary show cause notice to improve upon the performance by complying the deficiencies, and implementing corrective & preventive action within 30 days. This shall be verified. If the firm fails to comply the requirements within the time period then the firm may be temporary delisted/delisted. However, depending on the seriousness of the issue, decision may be taken by directorate head to stop the inspection of the item temporarily before such corrective and preventive action is taken by firm & verified by RDSO.

4.2.6 Audit Report:- The check/audit report result shall be communicated to the vendor and subsequently updated on the website and vendor directory.

4.3 CHANGE IN NAME OF THE VENDOR:-

4.3.1 On receipt of request from the vendor for change of name, which is already on the approved vendor list, the same shall be affected after scrutiny of relevant documents by the nominated RDSO official. Visit to firm should normally not be required.

4.3.2 If the RDSO official is satisfied based on scrutiny of documents like Factory License, memorandum of article of association, list of tools, plants and machinery, undertaking by the new firm for liability of old
firm, resolution by Board of Directors, Partnership deed etc., he will recommend for change of name of the firm and put up to Dte Head for approval. It should be ensured that the ownership of the firm/company is the same.

4.3.3 If change of name is done as a result of bifurcation of existing works premises, in addition to checking of documents as given above, reassessment will also be carried out by RDSO official before effecting the change of name of firm. In above cases approval to only ONE firm having relevant documents confirming status as “original firm” shall be given. In case there are more than one resultant “firms” claiming to be “original firm” with relevant documents, all cases shall be processed as fresh registration.

4.3.4 The vendor shall be communicated that the change of name has been noted by RDSO. The changed name shall be advised to all copy holders of the vendor list.

4.4 CHANGE IN WORKS ADDRESS OF THE VENDOR:

On receipt of request from the vendor for change of work address, the para 4.2.2 related to Quality audit will be applicable to nominate RDSO officials (As per para 4.2.2) for visiting the new work address and verify that:

a. The ownership of the entity is same.
b. The work establishment has been shifted totally.
c. The Machinery & Plants have been shifted totally/ New M&P have been installed.
d. The testing and laboratory facilities have been shifted totally.
e. The certificate from SSI/NSIC and Factory license are available for new address.
f. The name of the firm is same.

4.4.1 Communication of change:

After scrutiny of the report, the acceptance in the change of address shall be communicated to the vendor, with the approval of the Directorate Head. The validity of the registration in such case shall not get affected.

4.4.2 Partial shifting of works:
The procedure laid down in para 4.4 shall also be applicable in case of partial shifting of works, i.e. in case a part of the operations are shifted from the old location to a new location.

4.4.3 Additional works setup by approved vendor:

Prerequisite:

Vendor shall inform RDSO in writing regarding setting up additional works for manufacturing the approved item(s) (in the same or other location) without affecting the works, which was already approved. In such cases, the nominated RDSO official shall verify that:

a) The Machinery & Plants are similar to the works already approved. However, the vendor may use some of the facilities of the original works, as required. It should be clearly brought out in the QAP
b) Which operations are being performed in the original works and which operations are being performed in the new works?
c) The testing and laboratory facilities are similar to the works already approved.
d) Factory license and SSI/NSIC certificate (if applicable) are available for the additional works.
e) The ownership of entity is same.
f) The firm has to apply online in this case and make payment as in fresh registration case.

4.4.3.1 Communication of change:

After scrutiny of the report, the approval of additional works shall be communicated to the vendor, with the approval of the Directorate head. The validity of the registration in such case shall not get affected. The status of approval of the new works shall be same as that of the original works and subsequently, the status of both works shall be one and the same.

4.5 WITHHOLDING / SUSPENSION OF INSPECTION AND PRODUCTION

4.5.1 Inspection and production at the vendors’ premises can be withheld/suspended in case one or more non-conformities are observed / reported by user/inspecting agency depending upon the seriousness of the matter:

i) The Railways/user reports any adverse performance.
ii) Any critical manufacturing or testing equipment is under repair or is not giving the desired results.

iii) The vendor is not responding to the information asked for by RDSO, which affects the quality.

iv) Deficiencies are observed during reassessment/Quality Audit/Inspection of the firm.

v) The vendor is not complying with any of the clauses of the specification as reported by Railways/user.

4.5.2 Once the vendor informs about the corrective action taken in line with the reasons for withholding/suspension of inspection and production, an RDSO official shall verify it. If the officer is satisfied with the corrective action taken, the inspection and production can be resumed after the approval of an authority not lower than the authority that stopped it.

4.6 Delisting of Vendors:-

The Vendor can be De-listed in case of one or more of the mentioned conditions as given in para 4.2.2 of document No. QO-D-7.1-11 (latest Version) titled “Vendor Changes in approved status”, considering the seriousness and nature of deficiencies and its effect on Quality of Products.

4.6.1 Notice and Time Bound reply:-

Delisting shall be considered after serving a notice on the firm seeking time bound reply and considering the response of the firm to the notice.

4.7.1 Expression of Interest:-

It number of vendors is less than 3 for a given item, then regular “Expression of Interest” will be published in newspapers (preferably on three monthly basis) for development of vendors for all such items. All the development items shall also be listed in these “Expression of Interest”. For further details Document No. QO-D-7.1-8 (latest version) “Vendor Registration EOI”, Document No.QO-D-7.1-15 (latest version) “Product Development” and Document No. QO-D-7.1-16 (latest version) “Publishing expression of interest” to be referred, which are available on the RDSO website.

4.7.2 Vendor Relaxation for Registration Requirements:-

The directives specific to relaxation of vendor registration requirements for special categories of vendors like those registered by other Railway PU’s or relaxation provided under RDSO process for product development will be in accordance to document No. QO-D-7.1-7 (latest
version) “Vendor relaxation of registration requirements” available on the RDSO website.

4.8 Penal Actions:-
Following penal actions can be taken against the vendors:

i) Temporary delisting

ii) Delisting

iii) Outright Delisting

iv) Banning of business

4.8.1 Temporary Delisting:-
Temporary delisting of vendors can be restored to under the following conditions:-

(a) Complaints regarding poor performance related to quality of product, reported by Railways directly or through Railway Board, if considered serious in nature as decided by head of the directorate.

(b) Major non-compliance of the approved QAP.

(c) Cases where repeated failures are noticed in the items supplied.

(d) Deficiencies/non-functioning of major machinery & plants affecting the quality.

(e) During a course of time, if the specification is amended and the vendor is not upgrading the additional requirements within a specified timeframe.

(f) If quality audit is refused by the firm or RDSO is not allowed by the firm to perform quality audit, the firm shall be temporarily delisted and shall be removed from the vendor list in next updation, till such time quality audit is performed.

(g) Major deficiencies found during quality audit /process audit and their non-compliance.

(h) The entire factory or part of it is reported closed/shut down/lock out.

Note: In case of closure / lockout, the firm may be temporarily delisted and status restored on resumption after verification of facilities and audit of the production process, as decided by the directorate head.

(i) If change in the name, address, work place and ownership not intimated to RDSO within one month.

(j) Information provided in the application is found to be incorrect.
(k) If the firm is reported “involved in forming the CARTELS”, by the Railways. (as per Railway Board’s letter no. 2001/RS(G)/779/4 Pt. I dated 28-03-2014).

(l) Direction from Law Enforcing Agencies.

(m) Any other serious reason.

4.8.1.1 Notice and time bound reply

Temporary delisting shall be considered after serving a notice on the firm seeking time bound reply of 30 days and considering the response of the firm to the notice. However, under exceptional circumstances, issue of the show cause notice shall be dispensed with. The directorate head shall record the reasons for dispensing with the show cause notice.

4.8.1.2 Duration of Temporary delisting:-

The Temporary delisting shall be for a period until compliance of non-conformities advised by vendor & same has been verified by any means such as Quality Audit etc.

If temporary delisting continues for more than one year due to non-compliance confirmation by the firm then process for delisting shall be initiated.

4.8.1.3 Communicating Temporary delisting:-

Temporary delisting shall be communicated in writing to the vendor. All concerned as per distribution of the vendor list, shall also be advised immediately. The certifying body who had issued the ISO:9001 certification shall also be informed in writing through ISO Cell regarding Temporary delisting of the vendor, if applicable.

The report should be sent to ISO Cell.

4.8.1.4 Inspection of orders in process:-

Inspection of material against purchase orders placed before the Temporary deletion of firm’s name from the approved list of vendors, may be carried out as perextant policy/norms.

4.8.1.5 Re-instatement after Temporary delisting:-

In case of temporary delisting due to reasons mentioned above, the firm status can be restored on compliance of non-conformities which may be verified by any means such as quality audit etc.

4.8.2 DELISTING:-
Prerequisites for delisting directly are same as mentioned in para 4.8.1. The action of delisting can be taken considering the seriousness & nature of deficiencies and its effects on quality of products.

4.8.2.1 Notice and time bound reply:-
Delisting shall be considered after serving a notice on the firm seeking time bound reply of 30 days and considering the response of the firm to the notice.

4.8.2.2 Duration of Delisting:-
The delisting shall be for a period of minimum one year.

4.8.2.3 Communicating Delisting:-
Delisting shall be communicated in writing to the vendor. All concerned as per distribution of the vendor list, shall also be advised immediately. The certifying body who had issued the ISO:9001 certification shall also be informed in writing through ISO Cell regarding Delisting of the vendor, if applicable.

The report should be sent to ISO Cell.

4.8.2.4 Inspection of orders in process:-
Inspect the material against purchase orders placed before the deletion of firm's name from the approved list of vendors, may be carried out as per extant policy/norms.

4.8.2.5 Re-instatement after delisting:-
a) Once the firm is delisted as a penal action, the firm shall be considered for reinstatement only when it applies in writing for restoration giving the corrective & preventive action which shall be verified by means of Quality audit.. Firm can be restored in original status after due verification of QAP/STR.

b) Reinstatement shall be considered only after a period of Minimum one year. However, the firm may apply for reinstatement, 3 months before the expiry of penalization period giving details of corrective action taken.

4.8.3 Outright Delisting:-

4.8.3.1 Prerequisites:-
The vendors can, Outrightly de-listed in case of following:

i) Tampering/forging of documents based on which approval/upgradation/ has been sought from RDSO.

ii) In case of any malafide, unethical practices being adopted by the firm
iii) Any other reason considered serious by directorate head with approval of D.G.

NOTE: Delisting of vendor shall not be done for error in the updated list of approved sources or vendor directory at any time, for an item for which approval has not been issued by RDSO.

4.8.3.2 Notice and time bound reply:-

Outright Delisting shall be considered after serving a notice on the firm seeking time bound reply of 30 days and considering the response of the firm to the notice.

4.8.3.3 Duration of Outright Delisting:-

The outright delisting shall be for a period of minimum two year.

4.8.3.4 Communicating Outright Delisting:-

Outright delisting shall be communicated in writing to the vendor. All concerned as per distribution of the vendor list, shall also be advised immediately. The certifying body who had issued the ISO:9001 certification shall also be informed in writing through ISO Cell regarding Delisting of the vendor, if applicable.

The report should be sent to ISO Cell.

4.8.3.5 Inspection of orders in process:-

Inspection of material against purchase orders placed before the deletion of firm’s name from the approved list of vendors may be carried out as per extant policy/norms.

4.8.3.6 Reinstatement after Outright Delisting:-

a) The vendor shall be considered for reinstatement in original status after due verification of QAP/STR.

b) Reinstatement shall be considered only after minimum two years from the date of outright delisting and after conducting quality audit.

4.8.4 Banning of Business:-

i) The vendor is blacklisted or business dealing is banned by Govt. of India or its offices on communication by Railway Board. In such cases, no show cause notice to the firm is required before delisting.

ii) Whenever proposal for banning of business is sent to board the firm should be DELISTED without mentioning the word permanent delisting/temporary delisting.

4.8.4.1 Re-instatement after delisting due to Banning of business:-

For cases of delisting due to Banning of business dealing;
a) The vendor shall be considered for restoration only when the time period of banning of business is over.

b) The Original Status of Vendor shall be restored after due verification of QAP/STR

4.8.5 Letter conveying Deletion/ Temporary/Delisting/Outright Delisting should clearly mention the following:
The firm can appeal to ADG/RDSO within 60 days of communication of the impugned order.

4.8.6 Appellate Authority & time period for Appeal:-
The firm can appeal against the decision of the directorate to ADG/RDSO who shall be appellate authority for all cases pertaining to vendor development.
The appeal against the order shall be addressed to ADG and given in writing along with the statement of details and reason for the appeal.
The appeal must be submitted within 30 60 days of communication of the impugned order.

4.8.7 Logistics Provision by firm for Inspections:-
The RDSO official while visiting the vendor’s premises for inspections shall be provided suitable logistic support for accommodation and transport. The official while planning inspections shall inform the vendor of the transport and accommodation requirements as per entitlement.
The guidelines for scale of accommodation and transport are as per the scales provided in the Government of India, Ministry of Finance, memorandum number 19030/2008 –E-IV dated 23/09/2008 and will be applicable as per the latest version of document No. QO-D-7.1-17. The relevant details provided as per Document No. QO-D-7.1-17 (Ver. No. 2.0) are as given in the table:-

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Accommodation Entitlement</th>
<th>Transport Mode Entitlement</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 10000/- and above</td>
<td>Rs. 5000 per day</td>
<td>AC vehicle</td>
<td></td>
</tr>
<tr>
<td>Rs. 7600/- – Rs 8900/-</td>
<td>Rs. 3000 per day</td>
<td>Non AC vehicle</td>
<td></td>
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<tr>
<td>Rs. 5400/- – Rs 6600/-</td>
<td>Rs. 1500 per day</td>
<td>Non AC vehicle</td>
<td></td>
</tr>
<tr>
<td>Rs. 4200/- – Rs 4800/-</td>
<td>Rs. 500 per day</td>
<td>Non AC vehicle</td>
<td></td>
</tr>
<tr>
<td>Below Rs. 4200/-</td>
<td>Rs. 300 per day</td>
<td>Non AC vehicle</td>
<td></td>
</tr>
</tbody>
</table>

4.8.8 The above Guidelines are in conformity with the ISO Guidelines of RDSO. For items and sub items which are not covered above, guidance will be taken from the ISO Documents referred in Para 5.0
below. In case of any ambiguity, decision of Directorate Head will be final.

5.0 **REFERENCE DOCUMENTS:**

IRS-B1-2001 “Specification for fabrication and erection of steel girder bridges and locomotive turn tables”

IRS Welded Bridge Code

IS: 2062-2011 “Hot Rolled Medium and High-tensile Structural Steel – Specification”.

QO-D-7.1-5 “Vendor application for Registration”

QO-D-7.1-6 “Vendor Application Processing”

QO-D-7.1-7 “Vendor relaxation of registration requirements”

QO-D-7.1-8 “Vendor Registration EOI”

QO-D-7.1-9 “Vendor List”

QO-D-7.1-11 “Vendor changes in approved status”

QO-D-7.1-12 “Down gradation Delisting of approved Vendors”

QO-D-7.1-13 “Quality Audit of Vendor Registration”

QO-D-7.1-14 “Vendor Registration schedule of charges”

QO-D-7.1-15 “Product Development”

QO-D-7.1-16 “Publishing expression of interest”

QO-D-7.1-17 “Logistics Provision by firm for Inspections”

6.0 **REFERENCED DOCUMENTS OF EXTERNAL ORIGIN:**


7.0 **ASSOCIATED RECORDS:**

Nil.

<table>
<thead>
<tr>
<th>Rec-Ref. S.No.</th>
<th>Document No.</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>QO-F-7.1-1</td>
<td>Vendor Registration Form.</td>
</tr>
<tr>
<td>2.</td>
<td>QO-F-7.1-5</td>
<td>Form for Self Declaration of Sister Concern</td>
</tr>
</tbody>
</table>
3. **QO-F-7.1-7**

List of documents to be sought from the vendor at the time of fresh registration and Annexures/Forms.

### 8.0 RESPONSIBILITY AND AUTHORITY:

The following table indicates responsibility related to this document:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible</th>
<th>Approver</th>
<th>Supporting</th>
<th>Consulted</th>
<th>Informed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation, maintenance of this document</td>
<td>DBS/Insp.</td>
<td>ED/B&amp;S</td>
<td>DD Insp.,</td>
<td>-</td>
<td>Through intranet/soft copy.</td>
</tr>
<tr>
<td>Compliance of Directive contained in this document</td>
<td>ADE/DD/B&amp;S/Insp.</td>
<td>DBS/Insp.</td>
<td>Directorate staff</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### 9.0 ABBREVIATION:

- **ED** = Executive Director/B&S
- **DBS** = Director/Joint Director(B&S)/Insp.
- **DD/Insp.** = Deputy Director/Inspection
- **ADE** = Assistant Design Engineer/Insp.
- **SE** = Section Engineer/Inspection
Annexure-A1

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

AFFIDAVIT

I, son of ................. aged about ........ Years, resident of ............. do hereby solemnly affirm as under–

1. That the deponent is the sole Proprietor of the Concern which runs in the name and style of ..............................................................

2. That the office address of the aforesaid Proprietorship Concern is at..........................................................

3. That the aforesaid Proprietorship Concern deals in (here mention the details of business).

4. That the deponent gives an undertaking that the Proprietorship Concern abides by all the statutory obligations required to run his business.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 4 above are true as per my knowledge and nothing has been hidden.

DEPONENT
Annexure-A2

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and duly notarised & witnessed)

UNDERTAKING FOR INFRINGEMENT OF IPR FOR ALL THE ITEMS/PRODUCTS DEVELOPED BY THE VENDORS WHICH ARE IN THE PROCESS OF APPROVAL

I, son of ................. aged about ........ Years resident of ............... do hereby solemnly affirm as under –

1. That the deponent is the Authorised signatory of (Name of the Sole Proprietorship Concern/Partnership Firm/ Registered Company/ Joint Venture).

2. That the deponent declares on behalf of (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/Joint Venture) that:

   a) The development/ product/process is original and there is no infringement of Patent Rights. Indian Railways shall not be responsible for infringement of patent rights arising due to similarity in design, manufacturing process, use of similar components in the design & development of this item and any other factor not mentioned herein which may cause such a dispute. The entire responsibility to settle any such disputes/matters lies with the manufacture/supplier.

   b) Details/design/documents given are not infringing any IPR and we are responsible in absolute and full measure instead of railways for any such violations. Data, specifications and other IP as generated out of interaction with railways shall not be unilaterally used without the consent of RDSO and right of Railways / RDSO on such IP is acceptable to firm.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

DEPONENT
Annexure-A3

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarized & witnessed)

UNDERTAKING REGARDING:

I) CONFIDENTIAL INFORMATION
II) CHANGES IN THE NAME, ADDRESS, WORK PLACE AND OWNERSHIP
III) LEGAL/STATUTORY COMPLIANCES AND HANDING OVER OF LEGAL DOCUMENTS.
IV) PLANT AND MACHINERY.

I, son of ...................... aged about .......... Years resident of ............... do hereby solemnly affirm as under –

2. That the deponent is the Authorised signatory of (Name of the Sole Proprietorship Concern/Partnership Firm/ Registered Company/ Joint Venture).

3. That the deponent declares on behalf of (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/Joint Venture) that:

   a) No confidential information has been provided to RDSO and as such no claim shall be made against RDSO for infringement or leakage of any information.

   b) that any change in the name, address, work place and ownership of the (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company) shall be done as far as possible with prior intimation to RDSO. If prior intimation regarding aforesaid changes is not given, then the same shall be intimated to RDSO forthwith and in any case not later than one month, failing which RDSO shall have the right to temporary delist the (Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company alongwith address) without assigning any reasons and the delisted vendor shall have no claim inconsequence thereof against RDSO whatsoever.

   c) All statutory requirements/obligations are being abided with, including the following:
      i. Sale Tax Registration
      ii. Income Tax Return
      iv. Any other legal/statutory compliance.

   d) All/any documents stated in para 2c above, shall be handed over to RDSO as and when demanded.
Annexure-A3 Contd.

e) If at any time after approval is accorded, some M&P is found deficient without intimation to RDSO along with reasons for the same, then action may be initiated by RDSO including de-listing and withdrawal of approval of the firm without giving any further opportunity.

f) All documents of RDSO relevant with vendor development with latest revision as published by RDSO’s ISO Cell have been gone through and shall be abided by.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

DEPONENT
Annexure-A4

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

UNDERTAKING REGARDING ALLIED/SISTER CONCERN

I, son of .................... aged about ........ years resident of ............. do hereby solemnly affirm as under –

1. That the deponent is the Authorised Signatory/ Sole Proprietor / Partner / Directors of (Name of the Sole Proprietor Concern/Partnership Firm/ Registered Company alongwith address).

2. The particulars viz name, father’s name, age and address of the (Sole Proprietor of the Proprietorship Concern / Partners of the Partnership Firm/ Directors of the Registered Company) are as per ANNEXURE-1.

3. That the deponent declares that he is aware of the provisions of ISO9001:2008 Document No: QO-D-7.1-6 (latest version) regarding Vendor Application Processing, especially para 4.3.1 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 thereof, regarding sister/allied concerns which are reproduced below:-

4.3.1.1 For Proprietary Firms: In case of Proprietary firms, the firms qualifying the following criteria shall be categorized as sister concerns

• All the firms owned by the same person shall be considered as allied / sister concerns.

4.3.1.2 For Partnership Firms: In case of partnership firms, the firms qualifying the following criteria shall be categorized as sister concerns

• All firms having the same set of partners.

• In case, any one or more partners, who has a profit sharing ratio of 20% or more in the applicant firm as well as has any of the firms already registered for the same item with RDSO, both the firms shall be considered as sister concerns.

4.3.1.3 For Companies: In case of companies established under the Companies’ Act, the firms qualifying the following criteria shall be categorized as sister concerns

• All companies having – “majority” of Directors common

• Any one or more Directors, or any of his/her close relatives (father, mother/stepmother, husband, wife, brother/step-brother, sister/step-sister, son/step-son, daughter/step-daughter, son’s wife, daughter’s husband, brother’s wife and sister’s husband), has 1/3rd or more share holding in the applicant company as well as in any of the companies already registered for the same item with RDSO, both the companies shall be considered as sister concerns.

• Common share holder having 1/3rd shares.
4.3.1.4 Other Conditions:

In addition to this, the firms/companies operating from same office or having same manufacturing works shall be treated as allied/sister concern.

4. That the deponent declares that under provisions of para 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 mentioned in para 3 above (mention name of the Sole Proprietorship Concern/Partnership Firm/Registered Company) is not a sister/allied concern of any other Sole Proprietorship Concern/Partnership Firm/Registered Company registered as vendor in RDSO.

Or

That the deponent declares that under provisions of para 4.3.1 4.3.1.1, 4.3.1.2, 4.3.1.3 and 4.3.1.4 mentioned in para 3 above (mention name of the Sole Proprietorship Concern/Partnership Firm/Registered Company along-with address) is a sister/allied concern of (mention name of the Sole Proprietorship Concern/Partnership Firm/Registered Company registered as vendor in RDSO along-with address) and further declares that the details of name, address, workplace, ownership and business of the aforesaid sister/allied Concern are as per ANNEXURE-2.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 4 above are true as per my knowledge and nothing has been hidden.

DEPONENT
PARTICULARS OF (SOLE PROPRIETORS/ PARTNERS/ DIRECTORS) – Tick any one

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<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Father's name</th>
<th>Age</th>
<th>Address</th>
<th>Profit sharing Ratio/ Percentage share</th>
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DEPONENT
### DETAILS OF SISTER/ALLIED CONCERN

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the firm along with type of firm i.e. (partnership/registered company etc.)</th>
<th>Address</th>
<th>Workplace</th>
<th>Ownership details i.e. Name &amp; percentage share</th>
<th>Business details</th>
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DEPONENT
Annexure-A5

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised& witnessed)

**AUTHORIZATION LETTER**

I, son of .................... aged about ........ years Sole Proprietor / Partner / Director of (Name of the Sole Proprietor Concern/Partnership Firm/Registered Company along with address) do hereby authorize following persons to sign the documents on behalf of the firm:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of person alongwith father name</th>
<th>Designation</th>
<th>Signature</th>
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DEPONENT
Annexure-A6

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and dully notarised & witnessed)

DECLARATION (Cartel Formation)

I, son of .................. aged about ........ Years resident of ............. do hereby solemnly affirm as under–

1. That the deponent is the Authorised signatory of (Name of the Sole Proprietorship Concern/Partnership Firm/ Registered Company/ Joint Venture).

2. That the deponent declares on behalf of (Name of the Sole Proprietorship Concern/Partnership Firm/ Registered Company/Joint Venture) that:

   (i) I hereby give an undertaking that my firm will not be a part of any cartel with other vendors and will be quoting competitive rates in the Tenders. I am aware that in case my firm is found quoting in cartel at any stage after its registration as RDSO approved vendor, my firm’s name is likely to be deleted from the list of approved vendors

   (ii) I have gone through the general conditions for vendor registration and agreed to abide by the stipulations therein. The information submitted online is true as per my records and any changes having bearing on the nature of my business will be informed to RDSO promptly

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

DEPONENT