

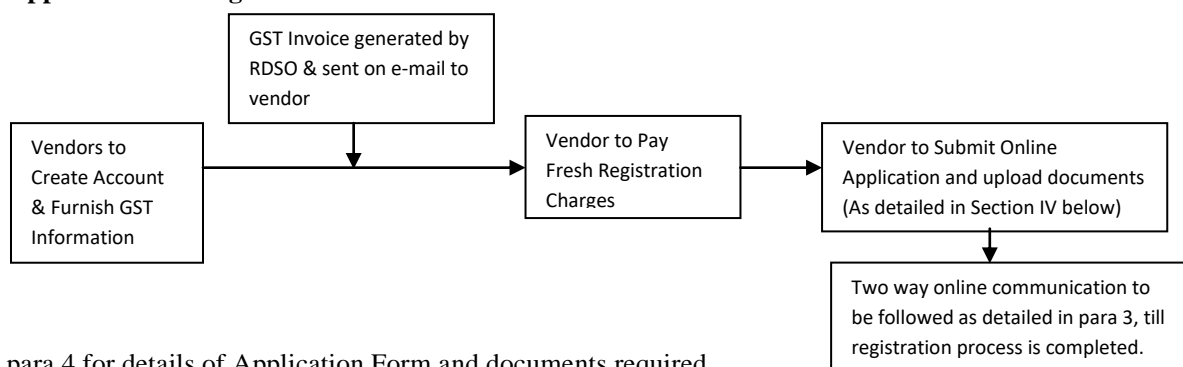
Help for filling Online Vendor Registration Form

Download and Print the Application Form for Fresh Registration

(Vendors are required to apply On-line only. Downloaded form is for study purpose)

- a) Hyperlinks are typed in **BLUE**.
- b) Important items/ notes are typed in **BOLD BLACK**.
- c) Wherever 'days' is used, it means Calendar days including Non-working days.
- d) Procedure is governed by [ISO Apex documents](#). There are some directorate specific or item specific guidelines, which are available at [ISO directorate Documents](#). Applicants are advised to visit these links before filling application.

1. Prospective vendors can apply for fresh registration for RDSO controlled items. The vendors can search for the items in which they intend to get registered by studying the vendor directory available online on RDSO Website under link Vendor Interface → [Vendor Directory](#). The vendor directory lists the specification applicable for the item. The specification can be downloaded along with the drawings and STR applicable for the concerned item from RDSO website under link Vendor Interface → ["Online specification/ Drawing"](#) link. Also in case the prospective vendor is not sure of the directorate or the item's name, there is a help for [Item /Directorate Search](#). Just type the first alphabet of the item, all the items will be displayed at the right corner of the screen. Select the items and press the "Search" Button.
2. **Vendors to follow following steps for uploading of documents and submitting Online Application for Registration**



Go to para 4 for details of Application Form and documents required

3. Vendor Registration Process

- i) The prospective vendor who intends to get registered with RDSO for the items controlled by RDSO has to first submit details on the vendor registration portal by clicking the ["create account"](#) link on main page of RDSO website. On submission of details by vendor, log in ID & password for vendor will be generated by system and sent to vendor on registered mobile number and e-mail.
Note: Please fill correct e-mail ID and Mobile Number of contact person. Alert will be sent on the registered mobile number and letters shall be sent to this e-mail ID at every stage of Registration process.
- ii) The prospective vendor is required to log in using the ID& password communicated to him. The vendor is first required to select the Directorate and item for which he desires to apply for Registration and submit the details regarding GST. The vendor can select the Item along with related sub Items by putting the Tick in the checkbox. **Note: One Application form for fresh registration can include only one Item along with its one or more sub items.**
- iii) On submission of GST details, unique case reference number will be allotted and communicated to the vendor on registered mobile number and e-mail. On the basis of details submitted by prospective vendor, a GST invoice number will be generated by RDSO and sent to vendor on registered Email.

- iv) After obtaining the GST invoice number, the prospective vendor is required to fill the online vendor application form by logging in using the log in ID & password communicated to them and make payment to RDSO through "[e-payment to RDSO](#)" link. **The total time allowed for making payment and uploading application along with documents shall be 15 days from the date of communication of GST invoice. In case of non-compliance, the case shall be closed and registration fee shall be forfeited (in case deposited). Prospective vendor is required to send the hard copy of QAP and undertakings through post to reach RDSO within 21 days from the date of uploading the documents on the Online Vendor Registration Portal**
- v) After submission of the online application along with the relevant documents by the prospective vendor, the payment made will be verified and documents submitted along with online application will be scrutinized. If the scrutiny is satisfactory then case shall be considered for field assessment else closed and firm will be informed of the deficiencies.
- vi) In field assessment, first capability assessment shall be carried out by the nominated officer. During capability assessment, verification of facilities as per STR shall be carried out by nominated officer. If deficiencies found during capability assessment, then the case shall be closed and closure along with deficiencies shall be communicated to the vendor. **However, if the vendor re-registers**(the term "re-register"wherever mentioned in this document shall mean the vendor has to apply afresh by submitting fresh online application and depositing fresh registration charges) **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).**
- vii) If the facilities as per STR are found satisfactory then firm will be advised to prepare samples for testing **within stipulated time**(which is ITEM specific, - see '[ITEM MASTER](#)' under 'Vendor Interface' on RDSO Vendor Registration Portal - <http://www.rdsso.indianrailways.gov.in>) from the date of advice by RDSO. In case, If the vendor fails to comply within stipulated time then case shall be closed. **However, if the vendor re-registers and submits samples along with internal test reports, (giving reference of the earlier case) within 6 months from the date of closure, the case can be restarted from the stage where it was closed (as a one-time exception).**
- viii) The vendor will be required to deposit testing charges, if applicable. If testing charges are applicable for the item under consideration then the tentative testing charges are provided in "[Item Master](#)" link. However the current applicable testing charges shall be advised to the prospective vendor at the time of according permission to them to prepare samples for testing after successful completion of capability assessment.
- ix) On confirmation from vendor for readiness of sample, testing of samples shall be conducted. In case, sample fails, the case shall be closed and the closure along with the test value of the results shall be communicated to the vendor. If the vendor desires to further offer samples for re-testing, he may do so only after taking adequate corrective action to improve the product specially for the parameters which were found non-conforming. **In such case, the vendor will have to re-register and re-submit samples along with testing charges, if applicable, (giving reference of the earlier case) within 6 months from the date of closure, then the case can be re-started from the stage where it was closed (as a one-time exception).**

If sample testing is satisfactory then approval shall be accorded for inclusion of vendor in the "List of RDSO Vendors for Developmental Order" on Satisfactory test of product prototype or initial or extended field trials(as per details provided in the specification of the item).In case, the development of firm has been undertaken against development order, the approval will be given only after the firm has completed the supply. The vendor shall be considered for inclusion in "List of Approved Vendors" upon fulfillment of the criteria as mentioned in clause 4.0 of ISO apex document [QO-D-8.1-11](#) latest version available on RDSO Website under link Vendor Interface ISO Guidelines in regard to Vendor Approval Process → [ISO Apex Documents](#).

- x) The specific Directorate's ISO documents/ instructions are available on RDSO Website under link Vendor Interface → ISO Guidelines in regard to Vendor Approval Process → [ISO Directorate Documents](#).

- xi) The **“Item Master”** contains details in regard to the item such as Specification, STR, Drawing, Testing Charges (if applicable), Maximum time required for sample preparation during fresh registration, Quantity and time required for Type Testing (If applicable), Quantity and period for field trial (if applicable) prior to inclusion in “List of RDSO Vendors for Developmental Orders” and Quantity required for Up-gradation to “List of Approved Vendors”.
4. Prospective vendors are advised to collect all the information mentioned below before filling Online **“APPLICATION FORM FOR FRESH REGISTRATION OF VENDOR”**. Prospective vendor will be required to upload these documents in .doc., .pdf, .jpeg, .gif, .png format. (Note: It is advised to first arrange these documents in soft copy on the PC from where the online application form is being filled.)

There are **Six** sections in the forms as below:

Section I

This section is auto generated on the basis of information furnished by the vendor during filling of GST details and gives the information in regard to the item/ sub-items for which Vendor has opted to apply for Registration.

Section II

This section is also auto generated and shows General Details of the Vendor on the basis of information furnished by the vendor during “Create Account”

Section III

This section requires the Factory Details.

Section IV

This section requires the supporting documents to be uploaded along with online application form.

- a) **The mandatory documents to be uploaded are marked as * in the online application form.**
- b) **Uploading of incomplete or irrelevant document will result in rejection of application and registration fee will be forfeited.**

- i *** Copy of Factory license or declaration that factory license not applicable or any other document applicable for an organization/ factory**
- ii *** Copy of ISO certificate**
- iii *** Copy of latest Electricity bill**
- iv *** Documents to be submitted along with the application form are mentioned in para 4.0 of [“document no. QO-F-8.1-7”](#) latest version available online at RDSO website under vendor interface at “Vendor Registration”. Please study the documents and identify the ones which are most appropriate to prospective vendor’s establishment. **Prospective vendor is required to send the hard copy of undertakings in original (i.e. Annexure A-1 to Annexure A-5) through post to reach RDSO within 21 days from****

the date of uploading the documents on the Online Vendor Registration Portal

- v **Specification/Drawings**". No charges are to be paid for Specification.) Prospective Vendor has to tick ✓ against Yes or No for compliance of specification. If Vendor has ticked ✓ against No, then details of the paras of the specification, which firm is not complying shall be uploaded
- vi *Para wise Self compliance of the STR should be submitted. (STRs are available at link "**Online Specification/Drawings**" link. No charges are to be paid for STR)
- vii *Complete QAP as per the standard format prescribed in document available at link "**QM-RF-8.1-3**". **Prospective vendor is required to send the hard copy of complete QAP through post to reach RDSO within 21 days from the date of uploading the documents on the Online Vendor Registration Portal**

Section V

This section requires SBI Collect details of the amount paid through e-payment for registration process

Note:

- i The payment gate way is available at link "e-Payment to RDSO".
- ii Registration fee for Fresh Registration is :
 - 1) For Indian firms.
 - (i) Rs. 1,50,000/- + 18% GST (as applicable) for Micro/ Small Enterprises.
 - (ii) Rs. 2,50,000/- + 18% GST(as applicable) for other than Micro/ Small Enterprises.
 - 2) For Overseas Firms \$12,000 + 18% (as applicable) GST

Section VI

This section deals with "**Declaration**" by the vendor in regard to cartel formation

After filling the Form, vendor may recheck the details by downloading application form in pdf and

can take printout of the filled form before submitting online.

5. Contact Details

Please feel free to contact RDSO concerned Design Directorate in case of any clarification related to STR, Specification & Drawing.

Contact numbers and e-mail IDs of Design Directorates

Vendor Support Cell, Contact no- 0522-2465743

Thank you & Welcome to RDSO family.