

REGISTRATION OF SUPPLIERS

1.0 Registration of Suppliers – Basic Guidelines

1.1 With a view to establish reliable sources for procurement of stores commonly required for Hospital use, the Medical Department will prepare and maintain item-wise Register of eligible and qualified (i.e., capable) suppliers. Such approved suppliers will be known as “Registered Suppliers”. Such registered suppliers are prima facie eligible for consideration for procurement of Stores through Limited Tender Enquiry/PAC. Credentials, manufacturing capability, quality control systems, past performance, facility for after-sales service, financial background, etc., of the supplier(s) should be carefully verified before registration. The vendors registered with Railways for supply of medicine, medical equipment's and consumables shall be exempted from submission of EMD for these items however, if the tenders with estimated value above Rs.25 Lakhs and up to 50 Cr. are liable to pay EMD at 2% of the estimated value of the tender subject to maximum of Rs.20 lakhs. (Authority No.2004/RS(G)779/11Pt dated 23/12/2019). The firms who are registered for supply of orders valued above Rs. 10 lakhs should invariably be a manufacturer. Monetary limit for registration shall be taken as 30% of the average annual turnover for last three completed financial years or the highest value order successfully executed in the last three completed financial years with Railways for the trade groups being applied for, or minimum Rs.50 lakhs, whichever is higher. (Authority No.2019/RS(G)/363/1 dated 02/12/2019). The tenderer(s) are exempted from furnishing earnest money deposit/ Security deposit with their tenders who will be decided by the tender calling authority as per the essentiality of the items.

1.2 Any firm, situated in India, who are in the business of manufacturing, stocking or marketing of Stores and operating operator of services of specified categories, shall be eligible for registration. Where registration is granted based on partly outsourced arrangements/agreements, it shall be the responsibility of the registered unit, to keep such arrangements/agreements renewed/alive at all times, to keep their registration valid for the period for which, it has been granted. Any failure in this regard may make the registration null and void/ineffective retrospectively, from any such dates, which the registering authority considers appropriate. Firm, against whom any punitive action has been taken, shall not be eligible for re-registration for a period of three years or as prescribed. Registration requests may not be entertained from such firms, stake holders of whom have any interest in deregistered/banned firms.

1.3 The supplier(s) will be registered for a fixed period of three years. At the end of this period, the registered supplier(s), who are willing to continue with registration, are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any point of time, provided they fulfil all the required conditions. Performance of every registered supplier is to be observed by the Department. The registered suppliers should quote only for the items for which they have registered for a particular molecule/item, brand name, Manufacturer and marketer; otherwise it will be summarily rejected without any prejudice. The supplier should upload valid documents (1) valid GMP, CE Certificate, valid FDA certificate, ISO / BIS or any other Standards as prescribed and the same must be uploaded at the time of tender. The firm should also upload pack shot containing details like item description, brand name manufacturer, marketer, and MRP of the item. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration. **VENDOR SIGNATURE**

2.0 Registration of Firms

2.1 The Medical Department will maintain a Register of approved suppliers giving the names of firms who are registered with the Department as approved suppliers of stores.

2.2 Classes of firms to be registered: Firms are classified into two groups according to the nature of their business. The Manufacturers (including service providers) and Stockists are eligible for registration, by the Medical Department.

2.3 Manufacturers are divided into Micro, Small & Medium Enterprises. A certificate issued by the Director of Industries and Commerce or other appropriate authority will be accepted for purpose of this classification.

2.4 Definition of Manufacturer and Stockist.

2.4.1 Manufacturer: A firm that makes or process goods, especially in large quantities and by means of industrial machines/industrial operation.

2.4.2 Stockist: One who undertakes to maintain stocks of a specified product at or above a certain minimum in return for favourable buying terms granted by the manufacturer of the product.

3.0 Application for Registration

3.1 Every firm who wants to register its name should apply for registration in the form prescribed in Annexure A. the format may be downloaded from the web site of Southern Railway..

3.2 Every applicant is required to produce the documents along with their application. The application form, complete in all respects and accompanied with the prescribed documents shall be submitted by the firms to the registering authority. Registration shall be granted to the firms, who fulfil all the specified requirements. Registration letter shall be issued to the firms after payment of requisite fee and with the approval of competent authority.

3.3 Copies of supply orders placed by the Central Government or other Government/Local Bodies/Central and State PSUs at least 2 numbers of supply orders should be enclosed.

3.4 Complete list of items in which registration is sought. Format for the products applied:

Annexure-B

Sl. No.	Railway Item code	Railway Description/ Specification	Railway unit/ Packing	Firm's detailed specification	Firm's brand name (mandatory)	Registered supplier/ Distributor name and address	Manufacturer name and address	Marketed by	Valid GMP/ISO/BIS/US FDA (document to be enclosed)	
									Validity Date	Folio
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

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4.0 Registration Fee

4.1 Every applicant has to pay a prescribed fee of ` 5000/- +18% GST after approval of competent authority.

5.0 Procedure for Registration

5.1 Every application for Registration is to be considered on merits. Each applicant is required to furnish all the information required in the form and all the documents required. Normally, the formalities and procedure for registration should be completed within three months.

5.2 A Registration number will also be assigned to each firm. This number will indicate at once the category of the firm (i.e., the manufacturer or stockists and class according to financial status) in which it is included, e.g. - No. 200101/M or S or MSME, where 0101 is the serial number, 20 the year; M, the manufacturer; S, the Stockiest, and MSME, Micro, Small & Medium Enterprises.

5.3 The updated list of registered firms should be put in the website of Southern Railway once in six months.

6.0 Refusal of Registration

6.1 Registration should be refused to the following categories of firms:

- (i) Firms who have been blacklisted by the Central Government or any State Government..
- (ii) Firms who do not furnish the required documents or other information.
- (iii) Those without any financial status or permanent address.
- (iv) Commission agents other than sole distributors or territorial agents.

7.0 Performance of Contracts

7.1 Once a firm is registered, it is necessary to verify its competence to remain on the Register with reference to its performance in the fields of tenders and contracts. This can be done only by watching the tender invitations and purchases made by the Department. To enable the Medical Department to do this, the following procedure should be adopted:

7.2 Registered firms should be asked to quote without fail their registration numbers in all their tenders

7.3 The registered firms themselves should be asked to submit, at the end of one year, details of their attempts and success.

7.4 The reports from the Departments and the firms should be compared to assess the fitness of the latter to remain on the Register, at the end of the expiry of the registration period. Those who prove fit should be allowed to renew registrations and the others refused renewal.

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8.0 Renewal of Registration

8.1 All registered firms should renew their registration on expiry of the period of current registration. The fee for renewal is fixed at ` 5000/- +18% GST valid for three years.

9.0 Cancellation of Registration

9.1 In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. A registered firm is liable to be removed from the list of approved contractors, when,

- (i) fails to renew registration within the prescribed time
- (ii) fails to abide by the terms and conditions under which the registration has been given.
- (iii) fails to secure a contract consecutively for three years.
- (iv) makes any false declaration to Government.
- (v) supplies Stores of inferior quality or uninspected Stores.
- (vi) renders services (including after sales services and maintenance services) of inferior quality, \ than the contracted ones.
- (vii) fails to execute a contract or fails to execute it satisfactorily.
- (ix) is declared bankrupt or insolvent.
- (x) fails to submit the required documents/information for review of registration, where required.
- (xi) adopts unethical business practices, not acceptable to the government, and
- (xii) any other ground which, in the opinion of the registering authority, is not in public interest.

9.2 Firms whose names have been removed from the Register for any of the above reasons will be allowed to re-register after three years, if an assurance is forthcoming that the failure will not be repeated.

10.0 Blacklisting and Banning of Business with Firms

10.1 Business dealings with a firm, whether it is registered or not registered, may be ordered to be suspended or banned, in public interest by the competent authority. In accordance with the provisions in the Standardised Code of Blacklisting prescribed by the Government of India, Government can impose on firm penalties such as Blacklisting, Banning and Suspension of Business, and Removal from the list of approved suppliers according to the magnitude of the irregular performance of their contacts. The MD/CMS shall bring to the notice of PCMD, in case of default, supply of defective materials, irregular supply and all cases of breach of the terms of contract. A detailed report explaining the nature and extent of default of breach should be sent in each such case. A show cause notice shall be served to the firm before final orders are issued. The list of firms blacklisted/banned shall be displayed in the website of Southern Railway

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Name of the authorised official
Name of the firm
Designation/ capacity in the firm
Email id
Mobile number
Address

Note: The firms may please note that the address/ email id. Mobile number mentioned above are very important as all our correspondence will be made to this address. Hence the firm should take extra care while filling up this column

11.0 Application for registration of firms for supply of surgical disposables/ consumables and laboratory reagents at Southern Railway.

Firms shall apply for registration to

The Principal Chief Medical Director,
Southern Railway,
Moore Market Complex 4th Floor,
Chennai- 600 003

The application format is available in the website www.sr.indianrailways.gov.in / About SR/ Department/ Medical/ Headquarters. Annexure –A.

1. Application for Registration:

- i. Registration of vendors for supply of goods shall be done for specific trade group. A vendor can be considered for registration more than one trade group. Single application for registration shall suffice for registration.
- ii. The application shall clearly state the trade groups for which the vendor desires to register. List of trade groups shall be standard list for all Railway units.
- iii. Each vendor, shall apply for registration furnishing particulars regarding:
 - i. Name of Vendor:
 - ii. Contact Details:
 1. Address of registered office and contact details:
 2. Address of manufacturing premises and contact details:
 3. Address of Branch offices and Contact details, if any:
 - iii. Legal status of vendor (with documentary proof): apart from details of registration with authorities like Directorate of Industries and taxation registration details like PAN/TAN and GST registration details. Following details should be provided.
 1. Sole proprietary: Vendor shall submit
 - a. PAN Card,
 - b. GST Registration (if registered),
 - c. Full details of other Undertakings owned/ controlled by the proprietor(s) or where the proprietor has financial interests.
 2. Partnership Firm: Vendor shall submit
 - a. Copy of Partnership Deed and
 - b. Copy of Power of Attorney (duly registered) in favour of an individual/individuals to sign documents and create liability against the Firm.
 - c. Name of partner(s), address and percentage of shares held.
 - d. Connection between the undertaking and other(s), if any. e.g. partners are common or have share (percentage) in any other undertakings with name(s) and address.

3. Company registered under Companies Act-2013:
 - a. Copies of MOA (Memorandum of Association)/ AOA (Articles of Association) of the company;
 - b. Copy of certificate of registration with Registrar of Companies.
 - c. Copy of Authorization/Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sign on behalf of the company and create liability against the company.
 - d. Managing Director/Whole – time Director/Manager – Name and address, and Director Identification Number (DIN)
 - e. Board of Directors (Name and Address) and their Director Identification Numbers (DINs).
 - f. Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company
 - g. Other companies, if any, in India which are subsidiaries of the applicant company-name and full particulars:
 - h. In which other undertakings (company/ partnership/ LLP/ proprietary, etc) the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.
 - i. Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/ sister concerns mentioned above.
4. LLP (Limited Liability Partnership):
 - a. Name of partner(s), address and percentage of shares held.
 - b. Copy of LLP Agreement,
 - c. Copy of Certificate of Incorporation;
 - d. Copy of Power of Attorney/ Authorisation issued by the LLP in favour of the individual to sign on behalf of the LLP and create liability against the LLP.
 - e. Connection between the undertaking and other(s), if any, e.g. partners are common or have share (percentage) in any other undertakings with name(s) and address.
 - f. Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company
 - g. Other undertakings, if any, in India which are subsidiaries of the parent company – name and full particulars:
 - h. In which other undertakings the partners have financial interest or are represented on the Board(s) of these other companies with name and address.
 - i. Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries / sister concerns mentioned above.
 - j. In case the vendor is an MSE, whether it is an MSE owned by SC/ST or women or otherwise. Documents thereof.

- k. Financial Status:
 - 1. Audited Balance sheet, Turnover in last three completed financial years.
 - 2. Profit and loss statement for last three completed financial years.
 - 3. Banker's Current Solvency certificate/report
 - 4. Chartered Accountant's current certificate on financial status of vendor and for value limit of registration/
 - l. Status of ownership of the manufacturing premises and documents alongwith Electricity registration/current bill, Owner's/Proprietor's information in case not a manufacturing unit.
 - m. Technical competence:
 - 1. Details of Installed Machinery and Plant; its capacity and capability.
 - 2. Testing facilities, its certification and calibration.
 - 3. Technical Manpower (qualification and experience)
 - 4. Administrative setup.
 - 5. Production in last completed financial year and current year.
 - 6. Performance during last three years (railways, other government departments/PSUs).
 - n. Approval from any authorized agency, e.g. RDSO/CORE/PU etc.
 - o. Declaration to compliance with laws: Pollution laws, Employment laws, Electricity laws, Water laws, Labour laws, Intellectual Property laws; etc.
 - p. Quality control:
 - 1. Quality control processes in place, including quality control of incoming raw material, manufacturing control process, record keeping of quality control:
 - 2. Quality certification, if any, e.g. ISO, any field specific certifications, etc.
 - q. Whether the vendor has been banned/ suspended from business dealings in past five years (five years prior to the date of filing the application) by any government department/unit.
 - r. Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filing application.
 - s. Whether the vendor is a judgement debtor in any case.
 - t. Whether there is any legal proceeding (criminal/civil) pending against the vendor in any court of law.
 - u. Whether there is any recovery pending against the vendor on any Railway unit.
5. Declaration:
- I. I shall abide by all the applicable laws, including law relating intellectual property rights. I absolve Railways of any damages/ penalty/ liability in case of my failure to comply with all legal requirements.

- II. I shall not be part of cartel neither shall misuse my dominant position. I shall not participate in any action having adverse impact on competition in procurement of any goods or services by Indian Railways.
- III. Any change in legal status or information provided at the time of submission of request for registration, shall be intimated at the earliest possible time.
- IV. Person authorized to sign the documents had been duly authorized by competent authority. I absolve Railway from any loss in case of misrepresentation. In case of any fraud by the company, shall be individually responsible.
- V. I agree that in case of any default in performance of contract with any of the Railway units, my name shall be removed from the list of registered vendors for any or all trade groups. Such removal shall neither limit nor be limited by the damages Railways may claim for default and/or non-fulfillment of the contract.
- VI. I understand that as a registered vendor I shall be eligible for certain benefits in public procurement system of Indian Railways. I further understand the extension of such benefits is at sole discretion of the purchasing authority and status of being a registered vendor does not provide me with any right whatsoever, to claim any benefits over unregistered vendors.
- VII. If any of the information provided by me is found to be untrue or misleading any application shall be rejected besides other legal actions against me.

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Name of the authorised official
Name of the firm
Designation/ capacity in the firm
Email id
Mobile number

Address

The format may be downloaded and the firms who are willing to register, which exactly meets the specification as detailed in the excel format. Annexure -B


Pr. Chief Medical Director
Southern Railway