

The procedures for registration of firms for supply of stores to N.F.Railway are detailed below:

The registration of firms as registered suppliers is done after assessing the capacity and capability of the firms.

- The application forms for registration are available on sale from the Registration Section of the office of the Controller of Stores, N.F.Railway, Guwahati.
 - The cost of application form is fixed as Rs.100/- and if the application form is required to be sent by post, a sum of Rs. 51/- is to be paid by the firm towards postal charges. For SSI units registered with NSIC the postal charge of Rs. 51.00 only is collected, if the application form is required by post.
 - Along with the application form, an index of group headings, a questionnaire and a checklist containing instructions are issued.
 - The application forms, completed in all aspects, are to be submitted with a sum of Rs.500.00 towards registration fee. The documents are to be submitted to the Registration section. Incomplete applications are liable to be summarily rejected.
 - If a firm is on the DGS&D and Railways approved list, a reference may be made to those organisations, calling for performance reports. Registration will be considered based on the reports received.
 - The initial registration is for a period of 1 year; the performance of the firm is reviewed and the registration extended for a further 3 years. It may be noted that it is the responsibility of the firm to get them renewed before the expiry of registration.
 - Monetary limits are fixed, keeping in view of the Banker's reports, capacity and capability of the firm and other financial information's indicated in the Balance sheet, Profit and Loss statements.
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- The concessions available to SSI units registered with NSIC are

Supply of registration documents free of cost and no registration fee of Rs.500/-.

GUIDELINES FOR VENDOR REGISTRATION:-

(A) New Registration:

Application form can also be downloaded. Firms applying through downloaded Application Form has to enclose a Demand Draft for a sum of Rs.100/- drawn in favour of "FA&CAO, N.F.Railway, Maligaon" failing which the application will be rejected without giving any reason.

Firms desirous of getting registered with Railways as registered suppliers are required to submit various documents along with filled in application in the prescribed form and an undertaking that they would be bound by IRS conditions of contract and Indian Contract Act of 1872 etc.

Details of documents to accompany filled in application for enlistment are given below: -

- a) Attested copies of State ST/VAT and CST certificate.
- b) Rent receipt / Municipal Tax receipt / Rent deed.
- c) Cash Receipt for Rs.500/- towards registration fee.
- d) Affidavit for list of machineries.
- e) Attested copy of agency agreements.
- f) Attested copy of ITCC.
- g) Attested copy of certificate from registrar of firms – Form A and Form C in case of partnership firm.
- h) Attested copy of NSIC certificates.
- i) Copy of partnership deed.
- j) Copy of Memorandum and Articles of Association.
- k) Attested copy of registration certificate with other Railways / Departments.
- l) Trade group wise performance statement.
- m) Copies of dealership certificate.
- n) List of sitting directors/ partners.
- o) Area of factory.
- p) Bankers address
- q) Attested copies of profit and loss account and balance sheet.
- r) Statement of result of operation.
- s) Affidavit for power of Attorney (partnership firm, Pvt.Ltd., or Ltd.Firms)
- t) Trade Groups required.
- u) Affidavit for statement banned etc.
- v) Affidavit for statement family of members having part in firms registered with N.F. Railway.
- w) Affidavit for Value of Stock.

(B) RENEWAL OF REGISTRATION:

Initial registration is done for a period of one year and thereafter renewal of the registration is processed on the request of the firms for a period of three years based on the past performance of the firm. Vendors registered with N.F.Rly and whose registration is due for expiry should submit their request for renewal well in advance to the Controller of Stores, Maligaon, Guwahati-781011 along with all documents submitted for registration and past supply performance against trade group allotted.

(C) Monetary limits for registration of firms:

- (i) For cat "A" those capable of executing orders valuing more than Rs. 40 lakhs.
- (ii) For cat "B" those capable of executing orders valuing between Rs. 10 lakhs to Rs. 40 lakhs.
- (iii) For cat "C" those capable of executing orders valuing between Rs. 5 lakhs to Rs. 10 lakhs.
- (iv) For cat "D" those capable of executing orders valuing between Rs. 1 lakh to Rs. 5 lakhs.
- (v) For cat "E" those capable of executing orders valuing below Rs. 1 lakh.

