

**Senior Divisional Materials Manager  
OFFICE OF THE  
DIVISIONAL RAILWAY MANAGER,  
NORTHERN RAILWAY, AMBALA CANTT,  
AMBALA, HARYANA - 133001**

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**GUIDELINES FOR REGISTRATION OF FIRMS FOR SUPPLY OF STORES  
ON AMBALA DIVISION OF NORTHERN RAILWAY**

**1.0 INTRODUCTION:**

- 1.1** SrDMM, Northern Railway, Ambala Division is responsible for local procurement of varieties of items of stores required for the purpose of maintenance of railway infrastructure and train operations of Northern Railway. For this purpose, SrDMM Ambala Division, Northern Railway maintains a list of approved suppliers for supply of items. The firms who appear on this list generally get priority in award of contracts over un-approved suppliers. Such approved firms are eligible to quote only for the items for which they are registered. However, such firms are not debarred to get orders for other stores if Railway is satisfied about the capacity cum capability of the firm.
- 1.2** SrDMM registers manufacturers or their authorized agents/dealers or firms of repute after assessing the capacity cum capability and the documents mentioned in the Application form for Registration. Adequate weightage will be given to the quality control measures and Quality System Certification (like ISO-9000) taken by the manufacturers (in case of authorized agents/dealers by their OEMs). The registration is done initially for two years and thereafter reviewed for renewal. If performance of the firm is found satisfactory during the initial registration period, the registration would be renewed in the batches of three years.
- 1.3 **Registration of SSI units registered with NSIC under Single Point Registration Scheme:**** Units registered with SSIC/NSIC under single point registration scheme are registered by SrDMM on submission of application. Such units are treated at par with those registered with other zonal Railways, Senior Divisional Materials Manager of other Divisions or Stores Depot of Northern Railway and they are entitled for all facilities available as per the directives issued by Govt. of India from time to time.
- 1.4** In case of bad performance or malpractice etc on the part of the approved supplier, SrDMM may delete the name of such supplier from the list of approved vendors.

## 2.0 **PROCEDURE OF REGISTRATION:**

2.1 Each firm is required to submit an application for registration on the prescribed form. The Application Form for registration is annexed herewith. Neatly typed and completed form is to be submitted to the office of SrDMM, Ambala Division, Northern Railway, Ambala Cantt., Ambala, Haryana - 133001 along with all prescribed documents.

2.2 Electronic Procurement System for procurement of materials has already been introduced on Northern Railway. It is therefore, **mandatory** for each firm desirous of registration at Divisional Level to obtain e-mail ID and a Digital Certificate from any of the Certifying Authorities as per Government of India IT Act 2000 and proof to be enclosed with the application form. Firms have to separately register themselves as “**Vendor**” on the website: [www.ireps.gov.in](http://www.ireps.gov.in).

## 3.0 **RENEWAL OF REGISTRATION:**

Initially the firms are registered for a period of two years. 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 along-with the following documents:

1.	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 SrDMM, Northern Railway, Ambala Division 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.
2.	Photocopy of current ISO-9001 certificate (as applicable) attested by Notary Public or Gazetted Officer.	
3.	Photocopy of current registration with SSIC/NSIC / Other Railways/ Other Depots and/or Divisions of Northern Railway or factory license or OEMs Authorisation renewal certificate (if applicable) duly attested by Notary Public/ Gazetted Officer.	
4.	Performance statement in duplicate (duly signed & stamped) of orders secured (Stock and Non Stock) from SrDMM, Northern Railway, Ambala Division since the registration/ last renewal giving details of the items , quantity, value, DP and supply position.	

**APPLICATION FOR REGISTRATION OF FIRMS  
IN NORTHERN RAILWAY AMBALA DIVISIONAL**

1.	Name and Address of the firm	
2.	Contact details (e.g Telephone/FAX/Mobile and e-mail address etc.) (enclose copy of telephone bill)	
3.	Whether proprietorship/partnership or limited company (enclose relevant documents)	
4.	Whether manufacturer/Dealer/Stockist or their authorized agents. (If not a manufacturer, enclose necessary authorization from a manufacturer duly attested by Gaz. Officer/Notary Public)	
5.	Details of shop/godown/workshop (whether self owned/rented along with copy of proof)	
6.	CST/VAT/TIN Registration No. (enclose attested copies)	
7.	Income Tax Returns along with PAN No. (enclose last IT return)	
8.	Items & Trade Group for which registration is required	
9.	Performance (enclose a statement showing name of purchaser, order no. and date, item, quantity, value and supply status to organization of repute during last one year)	
10.	Details of sister concerns. (enclose an affidavit to this effect)	
11.	Banker's detail and Banker's report	
12.	Any other information	

Date: \_\_\_\_\_

Signature of the applicant with seal