



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-F-7.1-1

Vendor registration form

1.0 Amendment History:

S. No.	Amendment Date	Version	Reasons for Amendment
1.	01/09/2010	1.0	First Issue under new documentation system for ISO9001:2008. Approved by MR/ISO Cell on NP-2 of file MR/ISO9001/App/QMS/Doc on 01/09/2010.

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2.0 Purpose

This is the format template of the common application form for application by fresh vendors for inclusion on RDSO vendor list.

3.0 Scope of Application

Applicable to all directorates of RDSO included under the QMS for the process of vendor registration.

4.0 Procedure / Details

The form template is annexed.

While using the form print and use only the annexed form.

5.0 Referenced Documents

Ref. SNo.	Document Number	Document Name
1.	QO-D-7.1-5	Vendor application for registration

6.0 Referenced Documents of External Origin

None

7.0 Associated Records

None

8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	ARE/ISO Cell	MR/ISO Cell	Staff of ISO Cell		All directorates through intranet
Requirement of deviation from this form template.	Director In-charge of Directorate	Head of Directorate	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

9.0 Abbreviations

None

APPLICATION FORM FOR FRESH REGISTRATION OF VENDOR

SECTION –I: DETAILS OF ITEM FOR WHICH APPROVAL SOUGHT

Directorate	
Item Name	
Sub Item Name	

SECTION-II: GENERAL DETAILS

Vendor / Existing Vendor	
Name of the Firm	
Office Address	
Telephone No.	
Fax No.	
E-Mail	
Work Address	
Name of MD/CEO/Proprietor	
Details of contact person	
Name of Contact Person	
Designation	
Mobile No.	

SECTION-III: FACTORY DETAILS

Description of Works	
Total land area(in sqm) all units	
Total covered area (in sqm) all units	
Description of Manpower	
No. of persons employed	
Managerial	
Supervisory	
Skilled Artisan	
Unskilled Artisan	
Daily Hours of working	
Weekly closing if any	
Plans for future expansion, if any	
Annual Production capacity of the Item	
Whether firm is registered under Indian Factories/Companies Act.	
Excise registration No.	
Sales Tax registration No.	
Annual turn over of the firm for the last two financial years (Details from the audited balance sheet shall only be furnished)	

SECTION IV: PAST PERFORMANCE

Details of important orders executed in past, in reference to the supplies made for similar item	
Is the firm is set up a green field project for approval of item (or)firm is already in the similar business	
If firm is already in a similar business, please furnish the following:	
Name of few similar items manufactured	
Central Govt. Clients	
State Govt. Clients	
Others Clients	
Volume of annual production of similar item	
Whether another unit/factory of the firm is already registered with RDSO for supply of any other	

category of stores/components. If yes. Please indicate registration no., description & Drg. No. of stores for which it registered.	
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SECTION –V: ISO CERTIFICATION OF WORKS

Date of obtaining ISO:9001 certification first time	
Certification agency	
Whether the scope cover the item under approval	
Other certificates pertaining to Quality/environment/health/safety etc. if any	

SECTION –VI: DETAILS OF DIGITAL SIGNATURE

Name of certifying agency	
ID of the holder	
Date of issue	
Validity	

SECTION VII: DOCUMENTS TO BE ATTACHED

QAP as per the standard format	
Self compliance of the STR	
Annexure to STR	
Copy of ISO certificate	
Copy of Digital Certificate	
Copy of latest Electricity bill	
Copy of Factory license for SSI / NSIC	
Copy of Ownership of the factory (Lease/partnership Deed or Memorandum of Article of Association). (If the original is in other than Hindi/English language, translated copy of the notarized document shall be attached) *only first two pages & last two pages shall be scanned and sent.	
Copy of the receipt of Bank on payment of charges through RTGS.	

SECTION VIII: DETAILS OF PAYMENT OF CHARGES

(Total charges to be paid towards registration fee Rs.15,000/-)

RTGS Transaction No.	
Name of Bank	
Place of payment	
Amount Paid	
Date of payment	
Purpose of payment	

SECTION IX: DECLARATION (Cartel formation)

- (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

Signature & Office Stamp
Date: