

INTEGRAL COACH FACTORY, CHENNAI – 600 038

No. 02/ICF 068/568 A

Office of PCMM

DT : 03.05.2023

PROCEDURE FOR REGISTRATION OF FIRM

Sub : Procedure for Registration of vendors in ICF.

Ref : 1) Railway Board letter no.2019/RS(G)/363/1/Pt.

Dt : 15.11.2019.

2) Procedure order no. 02/ICF 068/568

Dt : 22.06.2022.

The consolidated procedure for Registration and Renewal of Registration of firms with PCMM office in Integral Coach Factory are detailed below :

A) **REGISTRATION** :

1) Firms to visit ICF portal at www.vp.icf.gov.in.

- Fill up the details and submit on line.
- An application id will be generated.
- Firms to submit hard copy of their request along with all documents duly quoting the application id to PCMM office within 15 days of registration, otherwise request will be treated as closed.
- There is no Registration fee.

2) Firms should get registered within their Home Railway first before seeking Registration with ICF. Firms situated in the geographical jurisdiction of Southern Railway and the state of Tamilnadu are exempt from this requirement.

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- 3) In exceptional cases request for Registration of firms situated outside the geographical area of Southern Railway and state of Tamilnadu shall also be considered by arranging inspection through PCMM of concerned Home Railway.
- 4) Firms registered with NSIC, all Zonal Railways/Production units and appearing in approved Vendor Directory with approving agencies will be automatically registered based on firms request.
- 5) The firms who are seeking registration for monetary limit above Rs. 10 lakhs should invariably be a manufacturer.
- 6) Firms seeking registration for monetary value above Rs. 50 lakhs and other than firms as per Para 4 and situated in geographical Jurisdiction of Southern Railway and the state of Tamilnadu shall be pre-inspected by an ICF official for assessing capacity cum-capability including effective quality control.

REQUIRED DOCUMENTS :

- 1) VALID NSIC/ UAM / UDYAM REGISTRATION CERTIFICATE IF THE FIRM IS A MICRO, SMALL OR MEDIUM ENTERPRISE AND VALID ISO CERTIFICATE (duly attested by Gazetted Officer or Notary Public)
- 2) GSTR -9 FOR LAST THREE YEARS WITH ANNUAL TURN OVER.
- 3) VALID DIGITAL SIGNATURE CERTIFICATE-CLASS 3
- 4) PERFORMANCE DETAILS ALONG WITH PURCHASE ORDER COPIES/INVOICES.
(WITH RAILWAYS OR PRIVATE SECTOR)
- 5) CARTEL AFFIDAVIT (Rs. 100/- Stamp Paper format in Annexure-D of vendor portal)
- 6) POWER OF ATTORNEY IN CASE OF PARTNERSHIP.
- 7) FACTORY LICENSE OR NOC FROM CORPORATION/MUNICIPALITY/PANCHAYAT WHICHEVER IS APPLICABLE.
- 8) GST CERTIFICATE
- 9) MEMORANDUM OF ARTICLES AND ASSOCIATION IN CASE OF PRIVATE LIMITED COMPANY.
- 10) TRADE GROUP TO BE REGISTERED IN LETTER HEAD
- 11) MACHINERY AND PLANT LIST IN LETTER HEAD
- 12) MANUFACTURING CAPABILITY IN LETTER HEAD


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Once all the required documents are submitted by firms, the proposal will be initiated by Vendor Registration section for registration of firm.

B. RENEWAL :

- 1) Registration is renewed and extended for a period of 3 years on request of the firm.
- 2) After satisfactory performance during the initial Registration period is established, firms Registration shall be renewed for 3 years at a time. However, if the firm kept on quoting and did not obtain orders, it would not be a matter of bad performance.
- 3) The evaluation for renewal is based on purchase orders placed in a period of three years subject to the condition that the total number of purchase orders is not less than three, if not, participation details in ICF Tenders.
- 4) Registration of firms shall not be renewed if any recovery is pending with ICF.
- 5) Firms having 30% or more of failures i.e. Delivery period expired, Purchase order cancellation and Supply rejection cases combined together for last 2 years, shall not be considered for Renewal.

6) DOCUMENTS REQUIRED FOR RENEWAL

- * Previous Registration/Renewal certificate copy.
- * Manufacturers may also submit valid NSIC/UAM/Udayam Registration certificate if so available along with Valid ISO certificate (duly attested by Gazetted Officer or Notary Public)


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- * GSTR -9 for last three years with Annual turn over.
- * Valid Digital Signature certificate-Class 3.
- * Performance details along with Purchase order Copies /Invoices (with Railways)

This Procedure for Registration of firm supersedes the earlier Procedure order no. 02/ICF 068/568 DT : 22.06.2022.

This is issued with the approval of Competant Authority.



Dy.Chief Materials Manager
For Principal Chief Materials Manager