![Emblem]	रेलवे स्टाफ कालेज, वडोदरा **RAILWAY STAFF COLLEGE, VADODARA** रेल मंत्रालय **MINISTRY OF RAILWAYS** आई.एस.ओ. 9001:2008 के अनुसार **Quality Manual as per ISO 9001:2008**	**Doc. No. RSC-PR-PUR-FC2**
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FLOW CHART FOR VENDOR REGISTRATION AND EVALUATION

Flow chart for vendor registration is as under :-
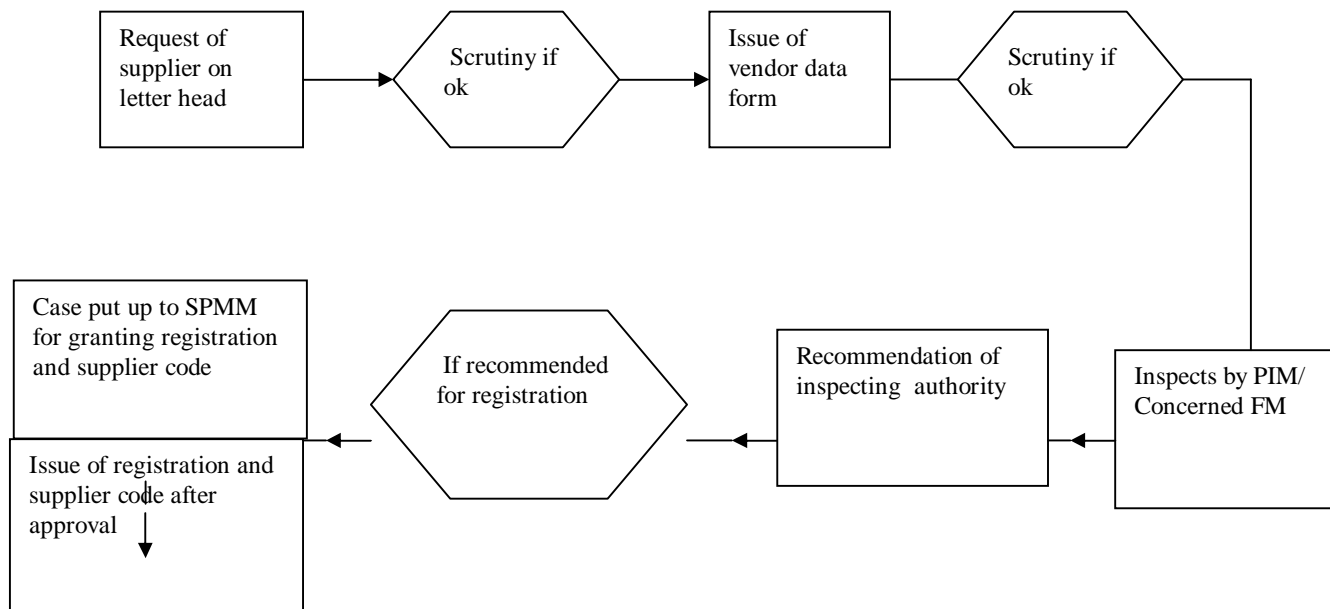
Criteria:-

(1) For general items like stationary, computer consumables etc. suppliers based in BRC or ADI shall be preferred.

(2) Inspection is not necessary for suppliers having authorized distributor/retailer ship of branded items. Registration will be granted for these branded items. For other items inspection required.

(3) Supplier must have a shop. Brief case supplier will not be considered.

(4) Inspection not necessary for suppliers who are registered with COS of other Rlys., , ISO 9001:2000 certified firms.

Procedure for mode of Purchase

Mode of Purchase is in line with SOP of RSC/BRC and Stores code.

1. Generally it is LT with 21 days for opening. In case of urgency tenders are called per bearer or with short opening.

2. Purchase is also done through spot purchase committee. SPC is to be sanctioned by DG.

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In many cases procurement can also be done through COS/W Rly. for DGS & D items, high value purchase, stock item of W Rly. etc.

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